Jake County 4-H **

REQUEST TO SCHEDULE A 4-H WORKSHOP/EVENT

This form is to be completed by the Lake County 4-H Volunteer who is coordinating the event. For 4-H club meetings or CDE team practices, leaders can turn in an overall schedule. Form not required for 4-H Camp, exhibit judging, or most Lake Co. Fair 4-H activities. Turn in attendance list to Extension Office within 14 days of the event.

Event Title:	
Date:	Time:
Location:	
Street Address:	
City/State/Zip:	
Your name:	
Your phone/email if members have questions:	
Other Lake Co. 4-H Volunteers who will be presen	t (at least one in addition to yourself):
Will there be any guest presenters/instructors?	□ Yes □ No
Guest name(s):	
Will the event include any of the following? (If YE	S, submit at least 60 days in advance.)
Meal? Overnight stay? Travel out of county?	□ Yes □ No □ Yes □ No □ Yes □ No
Brief description of event (to share with members	5):
Signature of 4-H Educator	
For Of,	fice Use: Create 4-H Online Event for registration Guest presenter form (if applicable) Register in POMP-X (if applicable) Add to calendar, Facebook, etc. Update attendance in 4-H Online