



# Lake County 4-H

For office use only:  
 Youth Protection policy  
 Approved  
 Room reservation  
 Online calendar  
 Clover Connections  
 Facebook

## REQUEST TO SCHEDULE A 4-H WORKSHOP/EVENT

Title \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_

Street address \_\_\_\_\_

City/state/zip \_\_\_\_\_

Your name \_\_\_\_\_

Your phone/email if members have questions \_\_\_\_\_

Will there be any guest speakers/instructors?       Yes       No

Guest name(s) \_\_\_\_\_

How to register and deadline (if needed) \_\_\_\_\_

Brief description of workshop and any other information that people need

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### After the workshop...

1. Please turn in the sign-in sheet to the Extension Office within 15 days of the event.
2. Photos are appreciated! You can email them to [jhaynes7@purdue.edu](mailto:jhaynes7@purdue.edu) (Jennifer) or [jones298@purdue.edu](mailto:jones298@purdue.edu) (Julie). Only enrolled Lake County 4-H members with photo releases should be included in the photos. Please provide the name of each person.