

# WORKSHOP SUPPLIES REIMBURSEMENT

Name		Workshop Date (s)
Workshop		
Participant Fee		

## Workshop Fee

- If volunteers are hosting a project workshop where they will be purchasing supplies for youth to create and take a final project, a fee for youth to register will be used to cover the project cost. Example:
  - An arts and crafts workshop allows youth to make a craft project and take it with them to use as a 4-H Fair project entry.
- The fee should be based on the total supplies purchased and cover the cost, not result in profit. Reach out to an educator if you have questions about pricing your workshop.
- This does not apply to the purchase of items that youth cannot create and take. Example: A STEM building kit is used in a workshop, but students do not take it with them - in those cases, please contact an educator to discuss your ideas and possible sourcing/funding options.
- Please remember that basic supplies such as glue, scissors, markers, etc. can be supplied by the office and do not need to be purchased.
- **If a workshop does not reach it's intended number of attendees and there are a large amount of leftover supplies that were reimbursed, we ask that volunteers either hold an additional opportunity or donate leftover supplies to the office for programming.**
- **Note: If a workshop is for training/education and is not a "create and take" project workshop, council will reimburse \$50 for supplies with no charge to youth participants. Additional supplies above \$50 will need to be formally requested prior to expense.**

## Fee Calculator Example

Number of attendees anticipated: 20

Total cost of art supplies: \$100

Cost per participant: \$5

# Directions

Task	Notes
Reach out to a 4-H Educator	Ready to plan a workshop? Reach out to a 4-H Educator to discuss your plan via email, phone, or stop by the office.
Plan your workshop	Determine the date/time/location/cost of your event and share this information with the 4-H Educator. The office will take care of reserving any building on the fairgrounds. The office will create promotional material and online event registration. We suggest doing this at least a <b>month</b> in advance to properly promote your workshop. If your event has a limited number of spots, please make sure this is communicated at this time! <b>The office will collect all workshop fees, volunteers should not handle money from families.</b>
Purchase your supplies	After checking with a 4-H Educator to see if we have any of the supplies you need, shop for your workshop supplies and keep ALL receipts. Please make sure receipts only have 4-H transactions, keep personal purchases separate.
Submit receipts	Submit receipts to the office for reimbursement with the below form attached. You will be contacted when your reimbursement has been processed.
Office check-in	A week before your workshop, make sure to check-in with the 4-H office to find out your registration numbers and let us know if you need anything before your workshop is set to begin!
HAVE FUN!	Enjoy spending time with our amazing 4-H youth! Make sure to take photos of the amazing things your attendees create so that we can share it with your larger 4-H community.

# Total Cost

Receipts- Please list the receipts you are attaching and the total for each transaction, along with the final total of the reimbursement request. **Only attached receipts will be reimbursed.**

Store	Total
FINAL TOTAL	\$

Signature

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Date: -----