

## **Member Reimbursement Request Policy & Form**

### **Waushara County Junior Livestock Committee**

1. This policy allows 4-H and FFA members of the Waushara County Market Animal Project the opportunity to request financial assistance to participate in educational events that have a direct relationship to their market animal project work. All reimbursements are dependent upon availability of funds. Reimbursement requests must be received within three (3) months of the event attended and no later than September 1.
2. Requests are to be made by completing the information below and submitting it to: *UW-Extension Office, P.O. Box 487, Wautoma, WI 54982*. Requests will be reviewed in October and reimbursement will be issued at that time.
3. The amount reimbursement will be based on the total cost, participant selection process, ability to share the information with others and perceived value.

Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Event \_\_\_\_\_ Registration Fee \_\_\_\_\_

Date and Location \_\_\_\_\_

Brief Description of Event (objectives, purpose, etc.):

Describe the benefit of the event to yourself:

Describe the benefit of your participation in this event to Waushara County Market Animal Project:

What are your plans for sharing what you learned?

---

For Executive Committee Action:

Reimbursement amount awarded \_\_\_\_\_

Date approved \_\_\_\_\_