



Event Proposal and Budget Request

Mailing address: **Northwest 4-H Regional Council**
c/o 4-H Section Office
Box 4560
Barrhead AB T7N 1A4

Event Name: _____ Date: _____
Committee Chairperson: _____ Contact #: _____
Total Budget Request: _____ # of attendees expected: _____ Location: _____

1. Each Northwest 4-H Regional Event must have an **approved Event Proposal and Budget Request** prior to the event taking place. A completed financial summary/statement must be submitted within one month of the event taking place.
2. In order to have the budget request considered, the budget worksheet (page 2) must be completed.
 - a. If this is an event that was run in the past 4-H year, an completed financial statement (page 3) for the previous event must also be re-submitted with the application.
 - b. Even if the committee is not requesting any funding, before receiving regional council approval for the event, the event proposal, budget worksheet, and financial statement must still be submitted.
 - c. Any revisions/changes must be communicated with the Regional Council as soon as possible via the Regional 4-H Office.
3. All proposals must be submitted by October 15th. The regional finance committee meets in late October, prior to the Regional Council annual meeting. A representative of your committee may be asked to be in attendance.

Purpose of event: _____

Requests for Regional Council and/or 4-H Staff, beyond funding (ie attendance at event, assistance with a session, supplies needed from regional storage or office, etc):

*Note: For budget worksheet purposes...

1. Donations = cash or in-kind support with no advertising expectations - receipt required
2. Sponsorship = cash or in-kind support with advertising expectations – no receipt required



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Budget Worksheet

<u>Income:</u>	<u>Brief Description/ Comments</u>	<u>Budget Amount</u>
Registration fees		
Cash Donations		
In-Kind Donations		
Cash Sponsorship		
In-Kind Sponsorship		
4-H Club/District Support		
4-H Regional Council Support Requested		
Total Income		
<u>Expense:</u>	<u>Brief Description/ Comments</u>	<u>Budget Amount</u>
Facility/Rent		
Gift cards/ Volunteer token		
Prizes		
Food		
Office Supplies		
Other		
Total Expenses		
Total Profit or (Loss)		

4-H Regional Council Support approved – general account	
4-H Regional Council Support approved – casino account	

Additional Information/ Comments: _____

Date reviewed _____ Finance Committee Chair _____



Event Financial Summary

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Event Name: _____ Date: _____

Committee Chairperson: _____ Contact #: _____

of attendees: _____

<i>Income:</i>	<i>Brief Description/ Comments</i>	<i>Actual</i>
<i>Registration fees</i>		
<i>Cash Donations</i>		
<i>In-Kind Donations</i>		
<i>Cash Sponsorship</i>		
<i>In-Kind Sponsorship</i>		
<i>4-H Club/District Support</i>		
<i>4-H Regional Council Support</i>		
Total Income		
<i>Expense:</i>	<i>Brief Description/ Comments</i>	<i>Actual</i>
<i>Facility/Rent</i>		
<i>Gift cards/ Volunteer token</i>		
<i>Prizes</i>		
<i>Food</i>		
<i>Office Supplies</i>		
<i>Other</i>		
Total Expenses		
<i>Total Profit or (Loss)</i>		

Have thank-yous been sent to all sponsors, supporters, and volunteers? Yes No

If a loss is indicated, how is loss being covered?
