



Northwest Michigan 4-H Livestock Council Policy



EDUCATION REIMBURSEMENT

- ❖ Who is eligible?
 - ◆ Registered 4-H Livestock Species Chairpersons
 - ◆ Registered 4-H Livestock Leaders
 - ◆ Registered 4-H Livestock Members (Market & Non Market)
 - ◆ Executive Officers

- ❖ How to apply for reimbursement:
 - ◆ Fill out the Reimbursement Request Form prior to the conference/seminar.
 - ◆ Turn the completed form in at a Livestock Council monthly meeting OR mail it to:

NW Michigan Livestock Council
Attn: Treasurer
P.O. Box 134
Grawn, MI 49637

- ❖ Guidelines:
 - ◆ The Livestock Council will reimburse up to 50% of the total amount, based on the amount of applicants & funds available.
 - ◆ The amount of funding available will be determined when setting the annual budget. Once funds have been exhausted for the year no more reimbursements will be issued. (Please contact your county MSU Extension office regarding scholarship opportunities.)
 - ◆ Conference/seminar/workshop attended needs to apply to livestock or skills related to the livestock program.
 - ◆ If you do not attend the conference/seminar/workshop you will not receive reimbursement & will be responsible for any cancellation fees
 - ◆ A brief presentation will be required at a Livestock Council meeting.
 - ◆ Species chairs, leaders & 4-H members are limited to two applications yearly.



NORTHWEST MICHIGAN 4-H LIVESTOCK COUNCIL EDUCATION REIMBURSEMENT FORM



- ❖ The amount of funding available will be determined when setting the annual budget. Once funds have been exhausted for the year no more reimbursements will be issued. (Please contact your county MSU Extension office regarding scholarship opportunities.)
- ❖ To be eligible for Reimbursement from the Northwest MI. 4-H Livestock Council you will be required to:
 - ◆ Be a registered 4-H Member, Leader, Species Chair or Executive Officer.
 - ◆ Complete this form & return to the Livestock Council Treasurer at a Livestock Council meeting or mail to Attn: Livestock Council Treasurer P.O. Box 134, Grawn, MI 49637
 - ◆ You are responsible for registering for the seminar/conference. Payment is due in FULL to the appropriate organization. You will then be reimbursed for the appropriate amount within 30 days of returning reimbursement form into the NWMI4-HLC Treasurer.
 - ◆ **You are required to attach your seminar/conference receipt with this reimbursement form.**
 - ◆ You are required to attend the educational event and responsible are for any cancellation fees.
 - ◆ Reimbursement Form must be turned into the Treasurer within 30 days of seminar/conference.
 - ◆ A brief presentation is required of you to present at the Livestock Council meeting following the seminar/conference that was attended.
 - ◆ 4-H Members, Leaders, and Species Chairs are limited to two applications per year.

ONE FORM PER PERSON

Name _____ Date _____

Address _____
Mailing Address City Zip

Contact Phone _____ Club Name _____

SEMINAR/CONFERENCE INFORMATION

Name of Session _____ Topic _____

Date of Session _____
Attended _____ Location _____

Registration Fee _____ Addition _____
Notes _____