



University of California  
Agriculture and Natural Resources

4-H Youth Development Program

## Santa Cruz County 4-H Program Adult Volunteer Development – Funding Application “Your Opportunity to Grow the 4-H Community”

The Santa Cruz County 4-H Leaders County Council provides reimbursement for registration fees to off-set the cost of leader training, conference fees and educational resources materials annually.

Please Note: If you have received volunteer development funds for 2 conferences in the last 3 years, your application will not be considered unless no other leaders have applied for volunteer development funding. This will give us an opportunity to train and educate other leaders in our 4-H program.

Process:

1. Prior to incurring any expense, volunteers will need to submit the Volunteer Development Funding Application to both Santa Cruz County 4-H Scholarship committee and 4-H office for approval.
2. The Santa Cruz County 4-H Scholarship committee will review the application and make funding decisions based upon the following criteria:
  - A) Ability of the request to build volunteer capacity
  - B) Ability of the request to develop citizenship, leadership, and life skills in the members
  - C) Appropriateness of expenses
  - D) Availability of funds for Adult Volunteer Development
3. After review, the volunteer will have their Volunteer Development Funding Application returned with comments and funding allowances identified. If approved the volunteer may incur permitted reimbursement expenses per IRS mileage for driver. Submission must include provided mileage with starting location and ending location for both directions to and from the conference.
4. If the Adult Volunteer Development funds budget allows for flight expense and the conference is over 300 miles each way; the leader may choose to fly and be reimbursed for the flight up to \$200 with a submitted receipt.

5. Once the volunteer has concluded the travel, training or received the materials, they will be asked to make a brief presentation at the Santa Cruz County 4-H Council meeting and all the 4-H club meetings within 2 months of the conference. Meeting the 4-H clubs in our community will help you to get to know the members and receive feedback.
6. Once the presentation has been completed the volunteer must submit the Reimbursement Request Forms, all receipts to receive payment for all the preapproved expenses, as well as the completed Santa Cruz County 4-H Report Form. (Reimbursements form included in the Adult Volunteer Development Funding Application form package) within 10 days of the event.
7. If the limited conference cost that are approved by the scholarship committee creates a hardship on your family, you are welcome to hold a fundraising event to cover the additional costs. You will have to create the fundraiser and turn in a completed fundraising form (include in the package). An adult leader will need to submit a fundraising proposal to the Santa Cruz County 4-H Office for prior approval to fundraising.
8. If you are awarded Adult Volunteer Development Funds and do not attend the event. You will be responsible for reimbursing the Santa Cruz County 4-H Council for all the cost within 30 days of the event.

Complete **PRIOR** to incurring expenses:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Club: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Registration Cost: \_\_\_\_\_ Additional Estimated Cost: \_\_\_\_\_

Total Amount Requested: \_\_\_\_\_

Description of items to be reimbursed: \_\_\_\_\_  
 \_\_\_\_\_

How will this resource/opportunity enhance your capacity as a 4-H leader?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How will this resource/ opportunity develop citizenship, leadership, and life skills of 4-H members?

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To be completed by Santa Cruz County 4-H Scholarship Committee:

Date Approved: \_\_\_\_\_ Total Amount Approved:

\_\_\_\_\_

Denied: \_\_\_\_\_

Comments:

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Scholarship Chairman Signature \_\_\_\_\_

Date: \_\_\_\_\_

Completed AFTER incurring expenses:

Make check payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Club: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Description of items to be reimbursed: \_\_\_\_\_

\_\_\_\_\_

Invoice or receipt number: \_\_\_\_\_

Requested by: \_\_\_\_\_

Signature	Date
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To be completed by 4-H County Council Treasurer:

Date received: _____	Date paid: _____
Check Number: _____	Budget Category: _____

Completed **approved** Adult Volunteer Development form and attached original receipts to be submitted within 10 days of the completion of the conference:

Scholarship Committee  
C/O Santa Cruz County 4-H Office  
1430 Freedom Blvd, Suite E  
Watsonville, CA 95076

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Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.

Revised and approved by Scholarship committee on February 25, 2017

Approved by 4-H County Council: March 16, 2017