CFAES OHIO STATE UNIVERSITY EXTENSION

Lorain County 4-H

4-H COUNTY-WIDE Event Request Process

1. **Complete and Submit your Event Request**
   Submit your completed 4-H Educational Board Event Request Form to **both** amylakefashiondesign@gmail.com and baca.30@osu.edu

   FAILURE TO COMPLETE ALL PAGES OF THE APPLICATION WILL RESULT IN REJECTION OF EVENT REQUEST.

   - If interested in 4-H Funding:
     - Include a letter, budget, and amount you are requesting and from what project area funds.
     - 4-H Endowment Board offers grant opportunities twice a year- April 15 and October 15.
   - If interested in using the Fairgrounds facilities, include a completed fairgrounds facility request form. Be sure to check that the date you want is available on the fairgrounds calendar. If your event is approved, the Extension office forwards this to the Senior Fair board office.

   You will be e-mailed the status of your request within one week of the board meeting.

2. **If you are approved, you will receive the following:**
   a. Insurance: Your event(s) will be added to our insurance policies: liability through Marie St. John and medical through American Income Life (AIL). If your event includes non 4-H members, you may submit for event insurance through AIL.
   b. Promotion of the event(s) through the 4-H Clover Communicator monthly newsletter, direct e-mail to 4-H families taking projects associated with your event, posts of the OSU Extension/4-H Face Book page. Additionally, you may be able to request flyers, registration materials, etc. be posted on the 4-H page of the OSU Extension website.
   c. You may request to borrow 4-H supplies and equipment if needed. (We are working on finalizing a complete list of equipment to share with the 4-H community).

3. **Final Report**
   a. a completed Event Report Form will be sent to you after your event and must returned within 30 days to be considered for hosting another event.
   b. If you received funds, submit a financial accounting of how the funding was used.
   c. If you received funding from 4-H Endowment, you are required to submit a follow-up report regarding your event and how the funds were used.

FAILURE to Complete Final Report will result in future exclusion from event requests.

4-H County-wide Event Request

The 4-H Educational Board meets the third Monday of the month, 6:30 p.m. at the OSU Extension office located in the Ag Center. **All portions of this application need to be filled out before the Educational Board will review and decide.**

Protected Under 18 U.S.C. 707

Club or Organization Name: _____

Club or Organization Leader Name: _____

Contact Phone Number for Leader: _____

Contact Email for Leader Listed above: _____

Date of Proposed Event: _____

Name of Proposed Event: _____

Please Check All that apply:

- ☐ Event with Animals
- ☐ Event with the Public
- ☐ Event with Shooting Sports (an official certified 4-H shooting sports instructor MUST be involved)
- ☐ 4-H Animal Show
    - Please note all above events will require additional insurance for the activity.

Describe the purpose/goal of the event:

Describe the location of the event: (If using the fairgrounds all paperwork must be submitted with this application before considered for approval and then will be processed with the Lorain County Fair.)

Are you seeking funding from the Educational Board past Council monies? YES ◯ or NO ◯

If Yes, which council monies do you believe this is attached to ?

Are you seeking funding from the Lorain County Endowment Board? YES ◯ or NO ◯

If Yes, what financial amount are you seeking?

Are you seeking funding through Sponsorships? YES ◯ OR NO ◯

If Yes, Please note that funds need **two weeks** to be processed through our board.

Will you need bills to be paid before the event happens? YES ◯ OR NO ◯

If you are getting sponsorship for your event, all Sponsorships need to be submitted to Lorain County Educational Board **at least 2 weeks before the event is to be held.** All Sponsorships need to be sent to the Lorain County Extension Office Attn: 4-H Educational Board at 42110 Russia Road Elyria, Ohio 44035. If you need bills paid before the event, please note that on the application above as stated previously all funds need to be in the account at least two weeks to clear all banks.

Who are you intending to be in your audience for your event:

This page must be complete and sent in with the above pages.

4-H County-wide Event Request- Planning Form

Indicate who (4-H member name, 4-H family name, 4-H volunteer name) will take the lead on each of the following:

- ☐ Securing Location _____
- ☐ Securing Extra Insurance (if needed) _____
- ☐ Promoting/Advertising _____
- ☐ Other _____
- ☐ Who will secure required certifications/permits:
    - Occasional Quantity Cooks Certification: _____

      (Food Permit must be submitted with application if selling food)
    - Temporary Food Permit: _____
    - 4-H Show SOP training: _____
- ☐ Who will manage the event:
    - Registration _____
    - Welcome and Introduce Guest Speakers/Instructors _____
    - Closing- Thank guest speakers/instructors and participants. _____
    - Other _____
- ☐ After the Event—This will be emailed to the person that submitted the paperwork.
    - Complete the Final Report to be shared at Club meeting & Sent to the Educational Board no later than 30 days following the event. _____
    - Send out thank you notes to presenters, sponsors, or collaborators. _____
    - Other _____

This form will be sent to you after your event is completed. Do not submit with your paperwork.

4-H County-wide Event Request- Follow-up Report

To be submitted within 30 days following the event

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Club Name _____

Club Leader _____

Date of Event:_____ **Name of Event:** _____

Number of Participants: _____

Were your purpose or goals achieved? Explain

_____

_____

_____

What worked well?

_____

_____

_____

Suggestions for improvement:

_____

_____

_____

What other county-wide events would your club members be interested in attending?

_____

_____

_____

Attach all required documentation (i.e., Training certifications, Temporary food permit, etc.) This is to remain on file for insurance purposes.