



Cascade County 4-H Funding Advance Request Form

Guidelines for a funding advance request can be found in the Operating Policies of the respective board from which you are requesting advanced funds. Funding advances may be provided to any member, volunteer, or family in need of funds to pursue and/or complete a 4-H registration, function, or event that exceeds or would otherwise prohibit participation and the standard protocol of reimbursements for such opportunities.

Special Instructions:

- If funding advance request is for travel, this form must also be turned in with a **Travel Authorization Form**.
- Proper documentation must be kept of any and all expenses by proof of itemized receipts and turned in to the Extension Office immediately upon use/disbursement of advanced funds.

Participant Information

Member Name: _____

Parent/Guardian Name: _____

Parent/Guardian Email: _____

Parent/Guardian Phone: _____

Signatures

Member Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

By my signature I understand any advances shall be used only for purposes noted here and that align with Montana 4-H and Cascade County 4-H policies. Likewise, I will adhere to the 4-H Code of Conduct and all other rules and regulations set forth. All receipts following the event/travel will be turned into the Extension Office within fourteen (14) days. If for any reason I do not attend the event or turn in receipts with all supporting documentation it will cause a financial obligation to me and may require that I payback all advanced funds.

Officer Signature: _____

Date: _____

Extension Agent Signature: _____

Date: _____

Supplemental Information

Please share a statement of financial need.