

Budget

Check with your area council treasurer to find out the funds that have been assigned to your zone or area competition, as well as if any sponsors need to be recognized in the program.

You may not go over the allocated amount without permission from your area council.

Clubs should pass motions indicating what can be spent for the club event.

Meet as a committee to determine budget and if sponsors will be approached (templates and background information included)

If sponsors are used, send letters or emails (template included) and follow up as necessary. Notify the registration and award presentation subcommittee to ensure sponsors are recognized in program and at the presentation.

Be sure all sub committees are aware of their budgets.

Budget Items

Expenses

- facility rental
- facility supervision or clean up
- Administration: paper, envelopes, printer cartridges, stamps, printing, other supplies
- Hospitality/lunch
- thank you items for judges and volunteers
- awards for winners
- other (please see the draft budget for more details)

Income

- if desired, local sponsorship may be obtained
- it is recommended that planners contact Dawn Krinke at 204-726-6136 or dkrinke@4h.mb.ca to ensure that they are not already sponsoring at another level of competition or another event.
- Club and zone planners should also check with area council to be sure that sponsors are not already contributing to the area event.

Sponsorship

- These letters may be sent out either by the council treasurer or a member of the planning committee
- Your area council may have a list of groups and individuals who have been approached in the past
- Be sure to recognize Manitoba 4-H Council and Manitoba Agriculture

- There are some sponsorship funds that are forwarded from Manitoba 4-H Council directly to your area council. Confirm with the area council treasurer if any specific sponsorship funds have been given to area (or zone) communications. An example might be funds from FCC. If so, no letter is required, but they should be recognized in your program and contacted to attend.
- Other suggestions:
 - Local service groups (Kinsmen, Lions, Rotary, Knights of Columbus, Elks, Toastmasters etc)
 - Local financial institutions
 - Local agri-businesses (be sure to check if they are already sponsors of other events)
 - Local agricultural societies
 - Alumni
 - **CAUTION:** be sure to check with the council treasurer if there are sponsors that are already contributing to other council events so that they are not approached multiple times.

Reimbursement

For your committee to be reimbursed by area council, you must submit **ORIGINAL receipts** as well as a post event report. Please submit by **(insert date)**

Mail to (insert name and address of area council treasurer)

The deadlines are set to allow time for the area council treasurer to submit invoicing to Manitoba 4-H Council for reimbursement as required.

Communicate this to all subcommittees.