

## Area 4-H Council Communication Event Budget

**Income:**

Area Council Funds	\$
M4HC funding to Area Council	\$
Sponsorship (list potential sponsors and amounts)	\$
Total Income	\$

**Expenses:**

Hall rental (may include honorarium for custodian or cleanup fee)	\$
Tokens for winners (___ winners @ \$___ each)	\$
Tokens for participants (___ participants @ \$___ each)	\$
Honorariums for Judges (___ judges @ \$___ each)	\$
Gifts for Volunteers (___ volunteers @ \$___ each)	\$
Engraving	\$
Lunch	\$
Other (paper, printer ink, postage, coffee pot rental, etc)	\$
Total Expenses	\$

## **Budget Notes:**

- This budget is drafted based on including Cloverbuds at zone or area level, so there are 15 categories of competitors.
- Dollar amounts to be spent on awards, tokens and honorariums OR specific items to be purchased may have been determined by your area council
- The area council budget will list the total amount of dollars including their funds, MB4-HC funds and possibly sponsorship that has been assigned to this event; the total amount cannot be exceeded EXCEPT by motion from your council.
- Winners awards: maximum will be 20 of there are 15 categories (5+5+10) and all have at least one participant
  - check if there are specific awards that are sponsored in your zone or area and must be purchased, or a check provided
- Tokens: will vary based on number of clubs and number of participants sent, and whether winners receive a token and the first-place award.
- Please check with the budget from your area council to determine what tokens and awards are required at each level of competition. This will vary in each area council.
- Number of judges will vary- budget for the maximum number you think may be used; for example, 3 rooms with 2 sets of three judges would equal 18.
- Honorariums/gifts: these may include something for the judges as well as volunteers such as timers, enumerators or room chairs. Amounts and items vary.
- Engraving: your area council may have trophies/plaques that move on from year to year but must be engraved