

Budget Planning

- **Check with Area Council Treasurer:**
 - Confirm the funds assigned to your Zone or Area competition.
 - Identify any sponsors that need to be recognized in the program.
- **Spending Limits:**
 - Do not exceed the allocated amount without permission from your Area Council.
 - Clubs should pass motions indicating what can be spent for the club event.
- **Committee Meeting:**
 - Meet to determine the budget and decide 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 the program and at the presentation.
- **Subcommittee Budgets:**
 - Ensure all subcommittees are aware of their budgets.

Budget Items

Expenses:

- Facility rental
- Facility supervision or cleanup
- **Administration:** paper, envelopes, printer cartridges, stamps, printing, and other supplies
- Hospitality/lunch
- Thank-you items for judges and volunteers
- Awards for winners
- Other (please see the draft budget for more details)

Income:

- **Local sponsorship (if desired)**
 - Contact Manitoba 4-H Council at 204-726-1914 or learns@4h.mb.ca to ensure sponsors are not already supporting other events.
 - Club and Zone planners should check with the Area council to avoid duplicate sponsor requests.

Sponsorship:

- The council treasurer or planning committee members may send the letters.
- The Area Council may have a list of previously approached groups and individuals.
- Recognize Manitoba 4-H Council and Manitoba Agriculture.
- Confirm with the Area Council treasurer if any sponsorship funds have been given to Area (or Zone) communications (e.g. funds from FCC).
 - If so, recognition in the program and contacting them to attend is required.

Other Sponsorship Suggestions:

- Local service groups (Kinsmen, Lions, Rotary, Knights of Columbus, Elks, Toastmasters etc.)
- Local financial institutions
- Local agri-businesses (check if they are already sponsors of other events)
- Local agricultural societies
- Alumni

Communications Event Planning - Budget

- **IMPORTANT:** Verify with the Council treasurer to ensure sponsors are not approached multiple times (they may be supporting another event).

Reimbursement:

- Submit **ORIGINAL** receipts and a post-event report to the Area Council treasurer within three weeks after your event.
- Mail to Area Council treasurer: (insert current mailing address/email address)

- **DEADLINES:** The deadlines are set to allow the Area Council treasurer time to submit invoicing to Manitoba 4-H Council for reimbursement as required.
- **ACTION:** Communicate this information to all subcommittees to ensure everyone is aligned and aware of the procedures.