

Area 4-H Council Communications 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:

- **Categories:** The budget is based on including Cloverbuds to Adults at the Zone or Area level, so there are 15 categories of competitors.
- **Dollar Amounts:** Amounts for awards, tokens, and honorariums or specific items to be purchased, may be determined by your Area Council.
- **Total Budget:** The Area Council budget will list the total amount of dollars, including their funds, Manitoba 4-H Council funds and possibly sponsorship assigned to this event. The total amount cannot be exceeded except by motion from your council.
- **Winners Awards:**
 - Maximum of 20 awards if there are 15 categories (5+5+10) with at least one participant.
 - Check for specific awards that are sponsored in your Zone or Area that must be purchased, or a cheque has been provided.
- **Tokens:** Will vary based on the number of clubs and participants, and whether winners receive a token in addition to the first-place award.
 - Check the Area Council budget for required tokens and awards at each competition level.
- **Number of Judges:**
 - Budget for the maximum number of judges needed, e.g. 3 rooms with 2 sets of three judges equals 18.
- **Honorariums/Gifts:** These may include gifts for judges as well as volunteers such as timers, enumerators, or room chairs. The amount and items may vary.
- **Engraving:** Your Area Council may have trophies/plaques that must be engraved annually.