



4-H Manitoba Club and Area Council Event Report Form

For use by Area Councils and Clubs

- M4HC Funding: complete Pages 1-4 and submit to your Area Council or M4HC to claim reimbursement.
- No M4HC funding: complete Pages 1 & 2 and retain for your own records.

Event

Name
Date(s)
Location

Type of Event *(more than one may apply)*

- Recreational Activity
 Competition
 Development/Training
 Camp
 Overnight Event # of days
 Other: _____

Facility Name and Type: _____

Attending

Number in attendance: Leaders/Chaperones # Participants #

Leaders/Chaperones *(please photocopy and attach if more space required)*

Name	Designation	
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member
Name	<input type="checkbox"/> Adult	<input type="checkbox"/> Senior Member



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Participants (please photocopy and attach if more space required)

Name	Club



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Was this an event held in conjunction with an external event open to the public?

If no, check here.

If yes, check here and provide more details (including the number of people exposed to the 4-H program):

Did this event receive any media coverage either prior to, during, or after the event?

If no, check here.

If yes, check here and provide more details, including the form of media that covered the event (print, radio, television, social media) and provide copies of the coverage (photocopies, scans, links etc.):

How was this event promoted? Please list and provide copies (if available) of promotional ads, flyers, or other material and methods used to raise awareness of and encourage participation in the event.

List all sponsors and how they were acknowledged:

Sponsor	How Acknowledged



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Incident(s)

Was there an incident at this event? Yes No

If **YES**, was incident recorded on i-Sight system? Yes No

If **NOT** recorded on i-Sight, Incident Form **MUST** be attached: Attached? Yes No

Incidents observed: _____

Incidents reported: _____

General

Participant feedback for event: _____

Notes/Recommendations for subsequent events: _____

Event Report Form Checklist

Please attach:

- a copy of the final budget
- photo(s) or video(s) with signed consent for the use of M4HC
- document(s) clarifying all competition/award outcomes
- a written report of the event for the eZine (less than 500 words) - *Optional*

Event Organizer(s)

Name (Print)	Signature	Date

COPY RETAINED BY MANITOBA 4-H COUNCIL INC., CLUB AND/OR AREA COUNCIL AS APPLICABLE