



Green County 4-H Donation Request Form

This form is for 4-H clubs/committees requesting funding through **Monetary** or **In-Kind donations in the name of Green County 4-H**. The Donation Request form must be submitted to the Green County UW-Extension Office in care of the 4-H Youth Development Agent for approval before transactions are made. All correspondence to businesses will go through the Green County Extension Office.

Leader/Junior/Group Name:	
4-H Club	Phone:
Address:	E-mail:
If a Junior/Youth Leader is requesting a donation, the signature of their General Leader or Youth Advisor is required here.	

Name of Business: _____

Please explain the purpose/need of the donation:

Why are you soliciting this business/organization?

(4-H Youth Development Agent use only:)

Current market value of donation: (For In-Kind items only:) _____

Date Submitted: ____/____/____

Request: **Accepted:** _____ **Rejected:** _____ **Why?** _____

Letter sent to business? Yes _____ No _____ Date: _____

CC: To individual making the request? Yes _____ No _____

Tax-Deductible Info sent to business? Yes _____ No _____

Signature: _____ Date Completed _____

Clubs/Individuals who want to solicit donation from outside groups need to submit this form for approval. Please review the Adult Leaders Constitution for more information.