



Budget Request Form

Committees and all other events and activities should use this form and process for budget requests for funding from the San Benito County 4-H Council. This will allow the Executive Board to properly budget/allocate funds for the next year. Requests for funds should be submitted as a budget item for the upcoming year.

Please submit this request by May 12th, 2016 to the County Office.

Request submitted by: _____
Print Name
Cell Phone Number

Complete all information required. The Executive Board will review all budget requests and will recommend an annual budget to the Council for approval.

What county project/activity/event/committee is the request for? _____

Please itemize your proposed expenses: (Include facility rentals, equipment rentals, list all supplies needed on each line)

Itemized Items	How Many	Total Cost
Total Cost of Expenses		



Please explain why each line item is needed to have a successful event:

Please list the items to be donated:

Items	How Many

<p>FOR EXECUTIVE BOARD USE ONLY</p> <p>Budget Committee: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Date: _____</p> <p>Reason: _____</p>
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