



REQUEST TO SCHEDULE A 4-H WORKSHOP/EVENT

This form is to be completed by the Lake County 4-H Volunteer who is coordinating the event. For 4-H club meetings or CDE team practices, leaders can turn in an overall schedule. Form not required for 4-H Camp, exhibit judging, or most Lake Co. Fair 4-H activities. Turn in attendance list to Extension Office within 14 days of the event.

Event Title: _____

Date: _____ Time: _____

Location: _____

Street Address: _____

City/State/Zip: _____

Your name: _____

Your phone/email if members have questions: _____

Other Lake Co. 4-H Volunteers who will be present (at least one in addition to yourself):

Will there be any guest presenters/instructors? ☐ Yes ☐ No

Guest name(s): _____

Will the event include any of the following? (If YES, submit at least 60 days in advance.)

Meal? ☐ Yes ☐ No

Overnight stay? ☐ Yes ☐ No

Travel out of county? ☐ Yes ☐ No

Brief description of event (to share with members):

Signature of 4-H Educator _____

For Office Use: ☐ Create 4-H Online Event for registration
☐ Guest presenter form (if applicable)
☐ Register in POMP-X (if applicable)
☐ Add to calendar, Facebook, etc.
☐ Update attendance in 4-H Online