

Portage County Youth Benefit Committee

Instructions for completing the request form

1. Requests are due no later than May 1st
2. Requests must be a minimum of \$50.00
3. Request forms must be filled out in their entirety. Forms may not be considered if not filled out properly.
4. Name of person completing the form must be completed along with all contact information. We may need to contact you for further information regarding your request(s).
5. Requests must be on a separate form with their specific dollar amount. Please do not combine multiple requests onto one form.
6. Please explain in detail the educational benefit of the item you are requesting assistance with. This will help the committee determine if it falls within our guidelines for approval. You may use a separate sheet for the explanation. Please attach copies of brochures, etc. if available for additional documentation along with your explanation.
7. Please explain the financial need of the individual, club, or committee as to why you need assistance with your request.
8. Requests must be mailed back to the Benefit Committee Representative listed on the form.
9. Questions regarding the form, please contact the Benefit Committee Representative listed on the form, not the Extension office.
10. Other requests will be considered throughout the year, according to consideration and available funds.