



**pennsylvania**  
DEPARTMENT OF AGRICULTURE

PDA USE ONLY (DATE RECEIVED)

**APPLICATION FOR 4-H REIMBURSEMENT  
PURSUANT TO THE PENNSYLVANIA AGRICULTURAL FAIR ACT**

**DATE OF APPLICATION:**

**VENDOR NUMBER:**

**COUNTY:**

**NAME OF 4-H ORGANIZATION:**

**FEDERAL I.D. NUMBER:**

\_\_\_\_\_ - \_\_\_\_\_

**STREET ADDRESS:**

**CITY:**

**STATE:**

PA

**ZIP:**

**CONTACT PERSON:**

**TITLE OF CONTACT PERSON:**

**DAYTIME TELEPHONE NUMBER:**

**E-MAIL ADDRESS:**

**IMPORTANT INFORMATION**

**IF THERE HAS BEEN A CHANGE TO THE ORGANIZATIONAL NAME, FEDERAL ID NUMBER OR ADDRESS, PLEASE CONTACT THE VENDOR DATA MANAGEMENT UNIT (VDMU) AT 877.435.7363 (OPTION 1) OR E-MAIL THEM AT [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov).**

**LIST OF ELIGIBLE EXPENDITURES  
THIS BREAKDOWN OF EXPENSES BECOMES A PART OF  
THE AFFIDAVIT AND REQUESTS FOR FUNDS.**

<p><b>Adult Leadership</b> Leaders' Forum, materials for leader training such as orientation manuals, etc.</p>	
<p><b>Member Achievement and Recognition</b> Trophies, plaques, certificates, etc. but not the expenses for the event (i.e. banquet).</p>	
<p><b>Contests</b> *Judging, demonstrations, public speaking, fashion review, state achievement days, state horse show, state dairy show, district horse shows, district dairy shows, etc.</p>	
<p><b>Members Education Materials and Supplies</b></p>	
<p><b>Members Activities <u>Other Than Contests</u></b> *Includes all education activities such as Capital Days, Teen Leader Retreat, Leadership Congress, National 4-H Congress, etc.</p>	
<p><b>Cost of New Equipment</b> An itemized inventory list <b><u>must be</u></b> attached to this application.</p>	
<p><b>Operating Costs</b> Example: bonding, insurance, bookkeeping expenses, etc.</p>	
<p><b>Promotions, Publicity and Public Relations</b> Posters, brochures, photos, paid advertising for programs other than funding and recruitment efforts.</p>	
<p><b>Scholarships</b> Include only the scholarships that are given for additional education beyond high school.</p>	
<p><b>Other Expenses</b> Description:</p>	
<p>*Chaperone and transportation costs shall be charged to respective activity (i.e. bus for State Days shall be charged to <i>Contests</i>. Chaperone costs for Leadership Congress shall be charged to <i>Members Activities</i>.)</p>	
<p><b>TOTAL EXPENSES</b></p>	



**PLEASE PRINT OR TYPE NAME, ADDRESS AND DAYTIME PHONE NUMBER OF OFFICERS:**

**PRESIDENT**

**VICE-PRESIDENT**

**SECRETARY**

**TREASURER**

The applicant verifies that it meets the applicable eligibility requirements of the Pennsylvania Agricultural Fair Act (3 P.S. § 1501-1508) and its attendant regulations (7 Pennsylvania Code Chapter 102) and accepts all conditions therein.

The applicant agrees that all ledgers, bills, receipts, cancelled checks, and other supporting data shall be maintained for examination by the Pennsylvania Agricultural Fair Program for a period of three (3) years following the date payment is made.

The applicant verifies that the statements made in this Application are true and correct. The applicant also understands that false statements herein are made subject to the penalties of 18 Pa.C.S. § 4904 relating to unsworn falsification to authorities.

**President's Signature**

**Witness as to President's Signature**

**Secretary/Treasurer's Signature**

**Witness as to Secretary/Treasurer's Signature**

PLEASE SUBMIT **ONE SINGLE-SIDED** COPY OF THE SIGNED APPLICATION TO:

FAIR ADMINISTRATOR  
DEPARTMENT OF AGRICULTURE  
2301 NORTH CAMERON STREET  
HARRISBURG, PA 17110-9408

ON OR BEFORE NOVEMBER 15<sup>TH</sup> OF EACH YEAR TO BE ELIGIBLE FOR CONSIDERATION. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 717.787.6298.