

Maverick 4-H Club Excuse Request

Guidelines:

- *Must fill out form below.
- *Must turn in written request no later than three weeks before date requesting to be absent.
- *The Executive Committee will notify member whether or not request will be granted.
- *Remember that the event must be a 4-H sponsored event to qualify for an excused absence.
- *Also, must provide proof that attended event on said date by getting signature from 4-H sponsor of event.
- *Proof of attendance must be turned back into the Extension office during regular business hours before the next scheduled meeting.

I, _____, am requesting an excused absence from attending a scheduled meeting of the Maverick 4-H Club. The reason for my request is: _____

_____.

The date I am requesting to be absent is: _____. I understand that just by requesting this excused absence does not insure that I will be granted the request.

Is this a 4-H sponsored event? Yes No

I understand that I must provide proof that I attended the above function on said date by getting the sponsor of the 4-H event to sign off on my request.

4-H Event Sponsor Name and Number

4-H Event Sponsor Signature

For office use only

Date request received: _____

Date Executive Committee made decision: _____

Request Granted or Request Denied

Date proof received: _____