

{copy onto LGU Letterhead } {Date}

NATIONAL 4-H EVENT DESIGNATION - APPLICATION COVER LETTER

To: Director, Division of Youth & 4-H, USDA/NIFA

From: {4-H State Program Leader}

RE: Event seeking “National 4-H” designation

{Land Grant University/Institution} is planning/hosting the {proposed name of event}. With this letter, Cooperative Extension personnel acknowledge that {Land Grant University/Institution Cooperative Extension} is accountable for:

- (1) Program quality of the proposed event;
- (2) accountability standards for the event are met;
- (3) Federal legislation, policies, and guidelines related to the 4-H Youth Development Program are in compliance;
- (4) Understands that 4-H National Headquarters is the authorizing body for National 4-H events but is neither responsible nor liable for the event; and
- (5) Understands that 4-H National Headquarters reserves the right to review, inspect, or withdraw authorization at any time for violations in the use of the 4-H Name and/or Emblem or variances to the information submitted to 4-H National Headquarters, USDA.

Print/type name of State 4-H Program Leader or other state-level designee

State 4-H Program Leaders’ signature or other state-level designee

Date

Print/type name of State Extension Director or other university designee

State Extension Directors’ signature or other university designee

Date