



UNIVERSITY OF GEORGIA  
EXTENSION



## Out of State Travel Authorization for Volunteers

### Step by Step

When a volunteer is traveling out of state on behalf of 4-H a travel authorization should be completed. It can be used within the county for in state activities also, but that is not required and should be kept in the county files. This authorization designates what volunteer(s) is in charge of the group and expenses to be paid.

Please remember that funds raised by county 4-H programs can be used only to support 4-H program activities. If funds are raised to support a judging team or shooting sports team that is traveling to a local, state, or national contest, the money raised can only be used to pay for the expenses of the team members, coach(es), and a second chaperone—if a chaperone of a different gender is needed to accompany the team. This would be the case if the team is made up of male and females. It is inappropriate to use 4-H funds to pay for the families of team members to travel with the team.

**Step 1:** Meet with the volunteers to discuss fundraising, who needs/can/wants to attend, and what expenses are necessary. All volunteers attending must be screened. Parents attending and traveling with the team, with or without expenses being paid, are to be screened.

**Step 2:** County office will complete travel authorization. Once complete it is to be sent to:

- State Specialist in charge of the event
- District 4-H Program Development Coordinator
- District Extension Director
- County Extension Coordinator

**Step 3:** The State Specialist will register the volunteers attending on Camp and Event Registration. Communicate with the Specialist what 4-H'ers will be attending so they can also be registered.

**Step 4:** If an Extension employee is attending a UGA Out of State travel authorization must be filed for that employee.

7/2018

[georgia4h.org](http://georgia4h.org)