



4-H Email Request Form



Name of Leader Making Request:

Date:

Phone:

Email:

** You will be contacted if there are questions and/or clarifications needed.*

Date email is to be sent out by:

Who the message is to be sent to:

(i.e. 4-H Horse Members, 4-H Leaders in foods, etc)

Who the message is being sent from (name and role in 4-H):

(This will be sent in the email)

Subject Line:

Message to be sent:

*message will be sent as provided unless contacted; you will be emailed a copy

*Please be sure to include: date, time, place, who to contact if questions or need further information.

OFFICE USE ONLY

Approved by 4-H Youth Development Staff: _____

Date: _____

Date & Time Sent: _____

By: _____