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:_______________________________