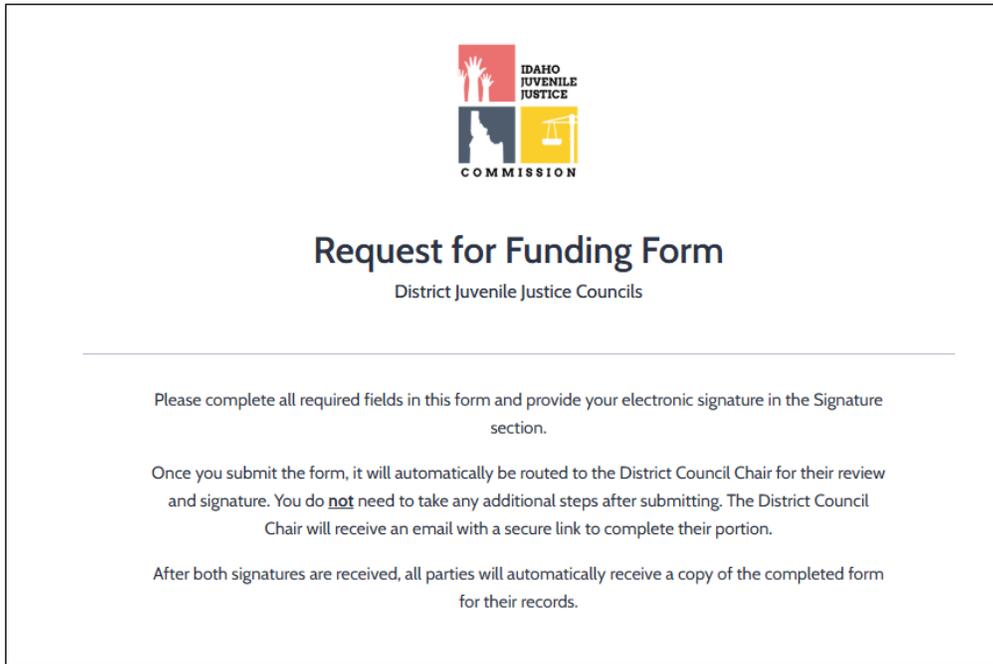


Request for Reimbursement – Step-by-Step Instructions

Step 1 – Open the Form

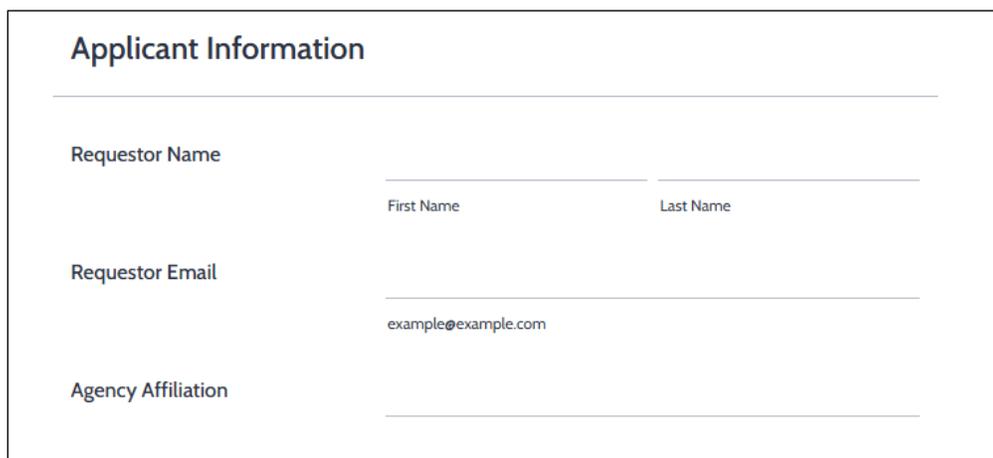
1. Navigate to: <https://form.jotform.com/253105418930048>
2. Confirm you see the form title “Request for Funding” and the introductory instructions.



The screenshot shows the title page of the 'Request for Funding Form' for District Juvenile Justice Councils. At the top center is the logo for the Idaho Juvenile Justice Commission, which includes a red square with white hands, a blue square with a white profile, and a yellow square with a white scale. Below the logo, the text reads 'Request for Funding Form' in a large, bold font, followed by 'District Juvenile Justice Councils' in a smaller font. A horizontal line separates the title from the instructions. The instructions are centered and read: 'Please complete all required fields in this form and provide your electronic signature in the Signature section.' followed by 'Once you submit the form, it will automatically be routed to the District Council Chair for their review and signature. You do not need to take any additional steps after submitting. The District Council Chair will receive an email with a secure link to complete their portion.' and finally 'After both signatures are received, all parties will automatically receive a copy of the completed form for their records.'

Step 2 – Complete the Application Information Section

1. **Requestor Name**
 - o Enter your **First Name** and **Last Name**.
2. **Requestor Email**
 - o Enter the correct **Email Address** for the requestor of funds.
3. **Agency Affiliation**
 - o Enter your agency, organization, or department name.



The screenshot shows the 'Applicant Information' section of the form. The title 'Applicant Information' is at the top left. Below it is a horizontal line. There are three main input fields: 'Requestor Name', 'Requestor Email', and 'Agency Affiliation'. The 'Requestor Name' field is split into two sub-fields: 'First Name' and 'Last Name'. The 'Requestor Email' field has a placeholder text 'example@example.com'. Each field is followed by a horizontal line for input.

Step 3 – Complete the Application Details Section

1. **Date of Request**
 - o Enter today's date using **MM-DD-YYYY** or select it from the calendar icon.
2. **Select the District Council for This Request**

Request for Reimbursement – Step-by-Step Instructions

- Open the dropdown and select the correct District Council.
- 3. Email of the District Council Chair**
- 4. Enter the email address of your District Council Chair.**
 - Double-check accuracy; this is where the form will be routed.
- 5. Details of the Event or Activity**
 - Provide a description including:
 1. Dates
 2. Times
 3. Location
 4. Summary of the activity
- 6. Description of Impact on Council Action Plan Priorities**
 - Write 2–5 sentences describing:
 1. How this event/activity supports the District Council Action Plan
 2. Who benefits (youth, families, staff)
 3. Alignment with key goals or priorities

Application Details

Date of Request 
Date

Please select the District Council for this Request 

Email of District Council Chair

Details of the Event or Activity
Include dates, times, locations, and a description.

Description of the Impact of this Activity/Event on the Priorities of the Council Action Plan
Include dates, times, locations, and a description.

Step 4 – Provide Itemized Cost Details

1. Complete the cost table by filling in the columns for each row:
 - Rows include:
 1. Consultants
 2. Registration
 3. Travel

Request for Reimbursement – Step-by-Step Instructions

4. Supplies
 5. Other
 6. Total Request
2. For each row, complete the following:
- **Description** — Briefly describe the expense.
 - **Requested Funds** — Amount you are requesting from the District Council.
 - **Other Funds (Sources)** — Amounts funded by other partners, if applicable.
 - **Total Request**

Confirm that the total amount matches the sum of the items listed.

Please provide the details for your itemized costs. *

	Description	Requested Funds	Other Funds (Sources)
Consultants			
Registration			
Travel			
Supplies			
Other			
Total Request			

Step 5 – Sign the Form as the Requestor

1. Signature of Requestor

- Use your mouse, trackpad, or touchscreen to sign. Click **Clear** if you need to redo your signature.
- This signature is required unless the requestor is the District Council Chair.*

By Submitting this Form, you understand the Reporting Requirements:

1. Applicants must agree to complete and return the standard Evaluation Form and Request for Reimbursement within ten (10) days of completing the event. Request for Reimbursement forms that are not delivered to IDJC in a timely manner may be declined.
2. Applicants must agree to report to the IJJC or District Council in person, if requested.
3. Applicants coordinating an event or activity for multiple participants must agree to obtain a completed Evaluation Form from each participant and submit it to IDJC with a list of all participants, including email addresses.
4. Applicants attending out-of-state events may be required to provide subsequent training in the district based on information learned at the event.

Signature of Requestor

Sign Here 



[Clear](#)

Required if requestor is someone other than the Council Chair

Request for Reimbursement – Step-by-Step Instructions

Step 6 – District Council Use Only (Completed After You Submit)

1. This section is locked for District Council Chair completion. District Chairs will receive an email as notification this form has been submitted and needs their approval. This email will also include a PDF attachment of this request to be included as an *action item* for a council vote.



2. If the request is approved via a quorum vote, the District Chair will complete this form to be submitted to the Planning and Compliance team at IDJC.
 - o Fields the Chair completes:
 1. **Request Approved by District Chair**
 1. Select one option:
 - Yes (funding contingent on availability of federal funding)
 - Yes, but with conditions
 - No

Request Approved by District Chair	<input type="radio"/> Yes (funding contingent on the availability of federal funding)
	<input type="radio"/> Yes, but with conditions identified below
	<input type="radio"/> No

Step 7 – Special Conditions of Approval

1. If applicable, the Chair will specify modifications or requirements.

Special Conditions of Approval

Step 8 – Upload Council Minutes

1. Upload the Council Minutes that show this request for funding has been approved.
- 2.

Please upload your Council Minutes that reflect the approval of this request.
<div style="text-align: center;"> Browse Files Drag and drop files here</div>

Request for Reimbursement – Step-by-Step Instructions

Step 9 – Signature of District Council Chair

3. Sign using your mouse, touchscreen, or trackpad.
4. Ensure the signature box is filled.

Signature of District Council Chair

Sign Here



Clear

Once you submit the form, it will automatically be routed to the District Council Chair for their review and signature. You do not need to take any additional steps after submitting. The District Council Chair will receive an email with a secure link to complete their portion.

Submit

Step 9 – Submit the Form

1. After verifying all sections, click the **Submit** button.
2. Wait for the confirmation screen to appear.
3. A PDF of this form will be sent to your email and all of your submission documents will be sent to Planning and Compliance.

QUESTIONS OR CONCERNS?

Contact us at planningandcompliance@idjc.idaho.gov