



4-H

WASHINGTON STATE UNIVERSITY
JEFFERSON COUNTY EXTENSION

4-H Club Event Application

Please complete and return to the 4-H Coordinator before scheduling event. All events are subject to WSU Risk Management review and approval.

Event Name: _____

Main Contact: _____ Phone: _____

Email: _____

After Hours Contact: _____

Location of Event: _____ Address: _____

Start & End Date: _____

Event Description _____

All adult volunteers must have valid background checks, have completed required trainings, and be enrolled in 4-H online. No Overnight or transportation is authorized as a part of 4-H activities without special event insurance. All fundraising events must be approved by the Jefferson County Leaders Council and adhere to 4-H financial policy and procedures.

Number of Youth: _____ Age Range of Youth: _____

Event Checklist	
Request approval from Council (for fundraisers):	Approved By:
Inquire availability of venue:	
Complete 4-H Event Application:	Approved By:
Receive approval from WSU Risk Management:	
Contract or Reservation with Venue if needed:	
Hold Event:	
Report attendance if Spec. Event Insurance is required	Sent to AIL By:
Deposit funds (if received) and notify Council Treasurer:	
Report to Leaders Council:	
Send photos to 4-H Coordinator for Newsletter:	

A Risk Management Checklist is continued on second page to assist you in planning your event. Please contact your local 4-H Coordinator if you have any questions.



4-H Risk Management Checklist for Meetings and Events

Risk management is a process of steps. These include:

1. Identify & Evaluate potential risks
2. Determine what you can do to reduce the risks to an acceptable level
3. Continue to monitor the activity and make changes as needed

It is important to work with your 4-H'ers to let them know how important it is to be safe. They can help you identify potential risks and even work with you to make the environment safer for all.

Below you will find a checklist. Many of these involve a form that you or the 4-H'ers will need to complete either at the beginning of the year or before the activity. Doing these items at the appropriate time shows that you have acted in good faith and within the scope of your duties to do all you can to provide a safe environment for all of your members.

- Location of activity/event/meeting.**
 - Should be accessible to all participants.
 - Consider access to restrooms and water.
 - Evaluate hazards in the building or area.
 - Proper supervision.**

Have enough adult helpers for the group that you are working with. Usually 1 adult to every 8-10 youth is sufficient depending on the activity. Clover Kids is 1 adult for every 6 youth.
 - Yearly Program Plan/approval of activities.**

All field trips and outings by clubs and staff must be approved by the Extension office prior to the event. Any changes? Contact your county office.
 - Accident Insurance.**

All enrolled/approved volunteers and enrolled/registered youth are covered by an excess accident insurance policy through American Income Life for all approved 4-H activities. There are a few situations where special event insurance and waivers are needed. Contact your county extension office for more information.
 - Create an Emergency Preparation Plan.**

An emergency plan of action should be written and followed for each activity. This plan should consider:

 - Potential risks and procedures planned.
 - Minor incidents/first aid – who treats or determines procedure (first aid kit).
 - Access to emergency medical treatment (telephone on site, list of phone numbers to call, transportation, an incident report form, etc.).
 - Two-deep leadership (at least two adults on hand) both know the plan and procedures.
 - Encourage at least one adult to be trained in first aid and CPR.
 - Natural catastrophe procedure (fire, tornado, lightning, etc.).
 - If there is an incident, report it.** Volunteers and staff need to record all incidents (medical, property damage, altercations, etc.) to the county office on an **Incident Report Form**. Have it with you at all 4-H activities.
- Medical Information & Release Forms: All enrolled 4-H members complete these during the enrollment process and will be provided to you along with your roster by the 4-H Coordinator. Make sure you have these files easily accessible