Events Checklist

4-H events support the intentional learning experiences of 4-H (youth, volunteers, and professionals). Types of 4-H events include: educational, informational, and competitive. They may be physical, virtual, or blended.

4-H staff should ensure all 4-H events should meet standards of **program quality** and **accountability**, be tied to the **land-grant universities**, incorporate **current research** and technology, and have a **risk management** plan. This checklist is a reference guide to ensure that those standards have been met. All items on the checklist must be adhered to for any multi-state 4-H event.

Event Information

Event Name:
Event Date:
Event Location (city and state or indicate if virtual):
Event Purpose:
Event Website (if any):

Point of Contact Name:
Point of Contact Email:
Point of Contact Phone:
Management Group Name (if any):
Land-grant University Serving as Extension Host:

By checking off the below listed items I am verifying that those items are being adhered to for this event.
Signature:
Date:

Program Quality

Educational Content
- ☐ Programming and content are accurate, current and research based.
- ☐ Programming and content promote positive youth development through developmentally appropriate learning methods and experiences.
- ☐ Programming and content are supported by a logic model. (Required for National 4-H Events.)

Competitive Framework
- ☐ Competitive events are linked to educational outcomes.
- ☐ Contest rules, including eligibility, are clearly defined, and included in event materials.

Evaluation
- ☐ Opportunities for feedback on program quality are provided.
- ☐ Opportunities for feedback on program impact are provided.
- ☐ Common Measures are used to assess youth development standards.

Recognition
- ☐ A continuum of recognition and incentives are offered.

Management

Risk Management
- ☐ A written risk management plan is on file.
- ☐ Documentation is provided identifying the responsible parties for insurance, including event, individual, third party, medical, accident, liability, etc.

Fiscal Management
- ☐ A written fiscal accountability plan/statement for the event that documents the handling of any income and expense is adhered.

Administrative Management
- ☐ Use of 4-H Name and Emblem is consistent with 4-H graphic guidelines of the host Land-grant University.
- ☐ Recognition of donors, supports, etc., includes non-endorsement statement.
- ☐ Contractual agreements are fulfilled as appropriate.
- ☐ There is compliance with all applicable policies and procedures such as chaperone orientation, staff, and volunteer background checks, written disciplinary action plans, etc.
- ☐ Roles and responsibilities are clearly outlined for any partners involved with the organization or implementation of the event.

Non-Discrimination
- ☐ Non-discrimination policy is adhered to and included in written documents.
- ☐ Assistance is available for participants with disabilities to access event content and program.

This checklist should be kept on file with the hosting and any other appropriate Extension offices.