

National 4-H 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.

The 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 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 are 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.

Reviewed By:

Approval Date: