

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 in-person, 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 is accurate, current and research based.
- Programming and content promotes positive youth development through use of the Essential Elements, inquiry based learning, and developmentally appropriate learning methods and experiences.
- Programming and content is 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.
- Measures are used to assess youth development standards.

4-H Youth Development Program

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 compliance of the handling of any income and expenses.

Administrative Management

- 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.

Federal Regulations

4-H Name and Emblem

(See <https://nifa.usda.gov/4-h-name-and-emblem> for complete 4-H Name and Emblem regulations)

- Use is consistent with 4-H graphic guidelines.
- Any cross-state vendors have been approved by USDA-NIFA Division of Youth and 4-H.
- Recognition of donors, supports, etc., includes non-endorsement statement.

Non-Discrimination

(See <https://www.usda.gov/sites/default/files/documents/JFAGreen508.pdf> for complete non-discrimination regulations)

- 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.