

## Risk Management Checklist For 4-H Clubs/Independent Members

### To protect safety and well being of youth and adults:

- Adults working with youth must complete the volunteer application & screening process; includes signing Code of Conduct and Volunteer Agreement
- Adults responsible for driving youth on 4-H events/activities must be at least 25 years of age, complete an MVR (Motor Vehicle Record) check and the appropriate level of background screening; there must be two screened drivers per vehicle if the trip is over 100 miles (one way)
- Persons between 18 and 21 are permitted to serve as chaperones provided they are under the supervision of a chaperone at least 21 years of age.
- Youth are not considered enrolled in the club program until their completed application; AOR, Medical Release, Photo Release, Behavior Contract, and Membership Fee have been received in the 4-H Office
- Minimum of two enrolled and screened adults at all times with youth
- Proper adult/youth ratio for supervision will be followed; need to consider age of youth and task at hand; refer to Section 3, Tool L-3 of the NYS 4-H Club Leaders Handbook
- Volunteers will provide age appropriate activities
- Parent and contact information is easily accessible to adult in charge
- Special needs and/or allergies are identified
- Access to phone at all times
- Review and be familiar with Crisis Action Plan for the Association
- Contact 4-H Office, within 24 hours, of any accident or injury; have access to basic first aid kit
- Attendance at trainings and leader meetings is strongly encouraged
- Adults will not leave youth unattended, and will stay until all are picked up at end of program
- Report any and all accidents, physical or verbal abuse, or unsafe conditions that threaten the emotional or physical well-being of program participants, other volunteers, or oneself to the professional Extension staff as soon as possible.

### For Programming:

- Certificate of Insurance can be provided upon request to the 4-H Office
- It is recommended that Organizational Leaders work with parents and members to design a program plan for the year; planning calendars are available at the office; submit one copy to the office when complete
- All contracts must be approved by and signed by CCETC Association Executive Director or Board President; staff and volunteers cannot sign contracts
- “Raffles” are considered gambling and are a prohibited activity
- Be familiar with the Approved and Restricted list of activities defined by P. W. Wood & Son, Inc

- Adults are expected to be trained in the 4-H Youth Development model, and will use Experiential Learning to further enhance life skill development
- Use of 4-H CCS and other approved curriculum is encouraged
- Rooms at the Extension Education Center and 4-H Acres may be reserved for club programs (at no charge); 4-H Clubs are required to contribute annually to the upkeep and maintenance of 4-H Acres
- Organizational leaders will be aware of and support the proper use of the 4-H Clover

**Financial Responsibilities:**

- Notify 4-H Office of all fund-raising activities
- Clubs are only encouraged to open a bank account under special circumstances; it is recommended that club funds be held in a secure location – separate from the leader’s accounts/money. Financial reports are to be given once a month to the full body of the club.
- Organizational Leader, or other identified adult, will complete end of year Financial Summary Report
- Club funds are considered the property of CCE, and when a club no longer exists, remaining funds must be turned over to the 4-H Youth Development program

All 4-H Organizational club leaders will be familiar with **CCE Youth Protection Guidelines for 4-H Club Leaders**; Tool L-3 in the Leaders Handbook; and will share this information with the appropriate volunteers they work with.

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Signed (4-H Organizational Leader/Parent)

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Date

Developed by: Brenda Carpenter, Tompkins County 4-H Youth Development Program

