



Community Event Checklist

Community Events refer to activities hosted and organized by an outside party that are attended by a 4-H group.

Examples include, but are not limited to: club members volunteering at a community event or fundraiser, or attending an exhibition or a trade show.

Risk Management Strategies

Safety information and recommendations contained in this safety checklist are believed to reflect best practices to reduce risk. The suggested risk management strategies are considered minimum standards for participating in a community event.

Preparation

- All youth members and their parents/guardians are informed of potential risks involved in the activity, as well as the safety rules and procedures.
- Safety rules and procedures are learned prior to participation.
- Emergency contact and medical information for all participants will be on-hand throughout the event, as well as dedicated phones for emergencies.
- A first aid kit will be available.
- Set a muster point at the event for everyone to gather in case of an emergency, or if separated from the group. Ensure all participants are aware of this emergency plan.

Supervision

- Adheres to Youth Safety Supervision Policy, Rule of Two, and Supervision Ratios.
- At large events, you may partner with other 4-H groups to provide greater supervision coverage.
- Members must stay within supervised areas as explained by leaders.
- At a public event, the overall group may break into smaller groups. Smaller groups may be supervised in public view by one trained leader or screened volunteer. The maximum number of youth per supervisor must follow the supervision ratio.
- There must never be a situation where an adult is one-on-one with a youth. If a member needs individual attention, engage a fellow supervisor or another adult for assistance.
- Ensure all adults communicate a safety plan to youth and everyone knows how to contact the trained leader in charge in case of an emergency.
- If working in conjunction with another volunteer group, members must be supervised by a 4-H trained leader and/or trained volunteer. Volunteers from other organizations have not met our screening requirements.
- Safety rules and procedures are enforced throughout the activity.
- Emergency action plan is in place to deal with accidents/injuries.

Clothing/Footwear

- Appropriate and properly fitted footwear is worn.
- Appropriate clothing is worn.