

## Reducing Risk at 4-H Special Events Checklist

Date Completed	Person in Charge	Description
_____	_____	Accident insurance is taken out on all participants
_____	_____	Special events insurance is purchased
_____	_____	Request submitted for Certificate of Liability coverage to County 4-H Educator at least 4 weeks before event. Educator will submit via email to Risk Management.
_____	_____	Complete all necessary paperwork with site manager - contracts must be signed by University of Vermont Purchasing Dept. Submit any contracts to 4-H Educator
_____	_____	First aid kit, cell phone, and list of emergency numbers are available at event.
_____	_____	Adequate number of chaperones are secured (1:10 ratio maximum of adults to youth)
_____	_____	Grounds are free of of rusty objects, or they are clearly marked off limits
_____	_____	Holes are covered, filled, or clearly marked off limits
_____	_____	Harmful equipment is secured
_____	_____	Buildings not intended for use are locked
_____	_____	All exits are open and accessible
_____	_____	Reasonable accomodations are available upon request
_____	_____	Facilities to meet animal needs are arranged in advance
_____	_____	Train/provide orientation to staff, chaperones and coordinators, so they understand job description and duties.
_____	_____	Incident report forms are on hand at activity
_____	_____	Participants' Parental Permission Form are in a designated, accessible location

**Questions on any of these items? Please contact your county 4-H Educator**