

4-H Event Planning Guide and Approval Request

UVM Extension 4-H programs are youth focused programs, where we strive for equity and allow all to participate. In order to keep all people safe and reduce as many barriers to participate, 4-H programs will still need to abide by certain guidelines and/or public health parameters. Please take a moment to let us know your plans so that we can help ensure a safe and fun event for all.

Thirty days prior to event, please submit this safety plan to Sarah Kleinman at sarah.kleinman@uvm.edu

Name of Event: _____

Name of Person Submitting this form: _____

Date(s) and times of event: _____

Location of event: _____

Nearest hospital to event: _____

Describe event: What kinds of activities does the event include? Who is the audience? Are parents or members of the public invited or restricted?

Describe Contact Tracing and Health Screening for all arrivals – how will you do this for both participants and spectators/visitors? Documentation of who attends on what days, including contact information, is needed. It is recommended that the 4-H Program Sign-in Sheet (this can be found under COVID-19 Planning Documents on the [Leaders Resources Page](#)) be used for check-in.

Describe facilities – if appropriate, describe how you will manage crowds, cleaning, etc... If housing animals, how will facilities be cleaned regularly?

Potlucks and communal food is discouraged; If food is part of the event design and participants cannot be responsible for bringing their own, please describe plans for preparing, serving and consuming:

Overnight experiences are allowed but still require a level of scrutiny. Describe plans for organizing below. (Note: For overnight/residential programs where youth from separate households may be sharing accommodations, it is a courtesy that individuals use an antigen test to determine a negative COVID status within 24 hours of attending the event. Unvaccinated individuals may be required to take additional steps, depending upon location or event sponsor guidance. Submitting an event plan will help to ensure adherence to location specific guidance for overnight experiences.)
