

**Welcome to the
2011 North Central Region
4-H Volunteer e-Forum!**



4-H Program Management

Session #2

Thursday, November 17

Tonight's E-Forum Program:

4-H Program Management

Keeping Your Cool While Working with Youth

Pat McGlaughlin & Sheri Seibold

University of Illinois

Reducing the Risks of 4-H Club Meetings

Vicki Schwartz & Brenda Young

The Ohio State University



Welcome from 4-H National Headquarters

Doug Swanson, National 4-H Program Leader

Congratulations to Robin Forney, IL!

Recipient of the National
and North Central Region
2011 Salute to Excellence
Volunteer of the Year Award



Congratulations to Romelle Bymers, WI!

Recipient of the North
Central Region
2011 Salute to Excellence
Outstanding Lifetime
Volunteer Award






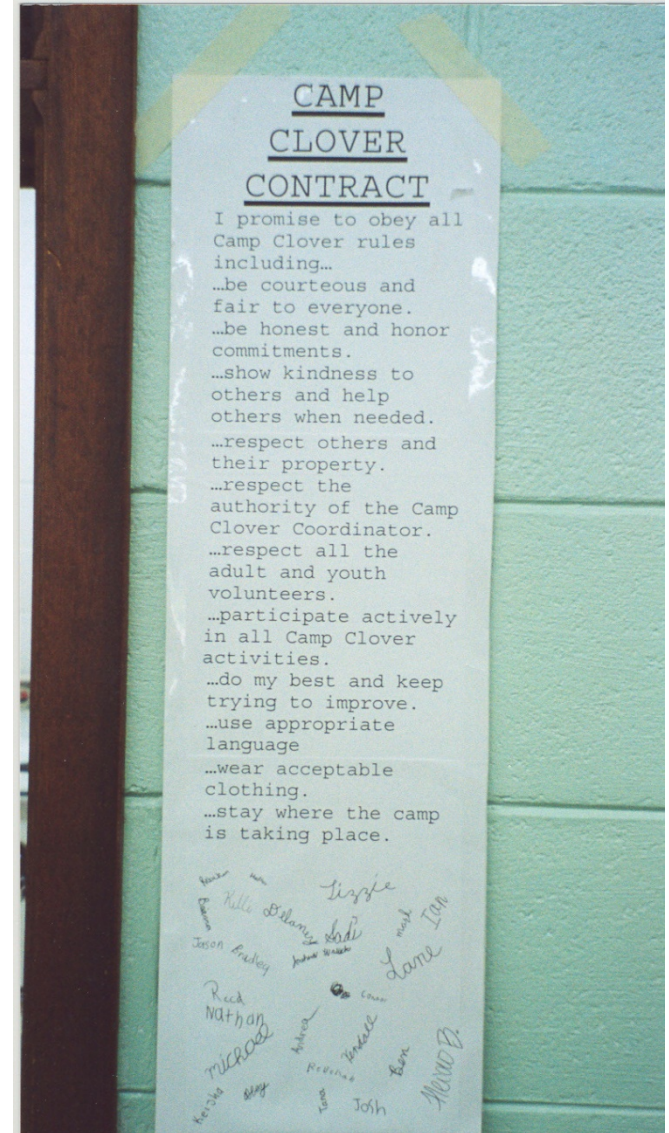
Keeping Your Cool While Working with Youth

Pat McGlaughlin & Sheri Seibold,
University of Illinois

Objectives

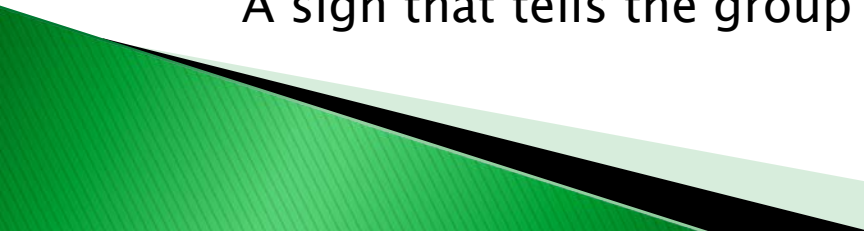
- ▶ Participants will
 - Understand why group guidelines are important
 - Learn a method to help develop group guidelines
 - Understand the importance of planning for all aspects of the meeting
 - Learn various positive behavior techniques to create a successful and cooperative learning environment
- 

Developing Group Guidelines





Group Guidelines

- ▶ **Head**
A few well thought out and planned rules
 - ▶ **Heart**
An adult–youth partnership to reinforce caring, sharing, cooperation & conflict resolution
 - ▶ **Hands**
Possible and practical rules and consequences
 - ▶ **Health**
Positive rules to promote good behavior
 - ▶ **“Hush”**
A sign that tells the group it’s time to be quiet and pay attention
- 

Group Guidelines Activity

- ▶ Divide into groups of 3–4
- ▶ Brainstorm 1–2 possible group guidelines
- ▶ Consider consequences for each guideline
- ▶ As a large group, choose 1 guideline to enter into the chat box to share with others
- ▶ Have an alternative in case yours is already shared
- ▶ Take 5 minutes for the small group task



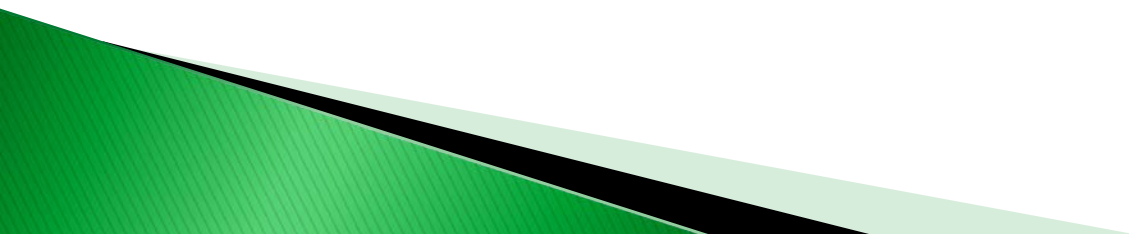


Developing Group Guidelines

Promotes cooperation

Discourages negative, disruptive behaviors

Teaches valuable skills





Behavior Management Techniques





Situation Categories

- ▶ Disruptive Individual
- ▶ Disruptive Group
- ▶ Violence
- ▶ Non-attentiveness
- ▶ Shyness
- ▶ Verbal/Physical Harassment



Techniques to Manage Groups

- ▶ Give choices
- ▶ Use a variety of activities
- ▶ Use humor
- ▶ Set clear expectations
- ▶ Carefully plan and prepare for activities
- ▶ Choose age appropriate activities
- ▶ Plan for transitions
- ▶ Show interest in and get to know each child
- ▶ Emphasize cooperation over competition
- ▶ Show concern
- ▶ Separate the child or children
- ▶ Use natural consequences
- ▶ Ignore the behavior




Techniques to Manage Groups

- ▶ Involve youth in planning
- ▶ Tell what “to do” rather than “what not to do”
- ▶ Allow time for practice
- ▶ Demonstrate the task or skill
- ▶ Redirect or distract
- ▶ Surprise them with unexpected response or action
- ▶ Provide rewards
- ▶ Seek help/call 911
- ▶ Other





Positive Behavior Techniques Activity

- ▶ Refer to the “Keeping Your Cool Scenarios” handout
 - ▶ Sites will discuss possible solutions for the situations in your club setting
 - ▶ Input from groups will be provided via the chat box and polls
- 




Scenario One

- ▶ Cloverdale 4-H Club:
 - Large 4-H club with members of diverse ages
 - Officers effective at engaging members in discussions during business meetings
 - One member usually brings an electronic game with him and plays throughout the meeting
 - The parent of the member usually attends but is frequently distracted by messages coming in on her Smart phone



Technique Response One

- ▶ What situation category does this scenario best fit?
 - ▶ What technique or techniques would you use to engage this member in the meeting?
 - ▶ After reaching a group consensus, please respond to the poll.
- 



Scenario Two

- ▶ New Leader – New Club
 - New volunteer enthusiastically orienting new families to 4-H program opportunities
 - During a hands-on activity prepared to help members explore some basic 4-H projects you notice one of the members sitting in the back room
 - The member is not misbehaving, just not involved



Technique Response Two

- ▶ What situation category does this scenario best fit?
- ▶ What technique or techniques would you use to engage this member in the meeting?
- ▶ After reaching a group consensus, please respond to the poll.




Situation Three

- ▶ 4-H Club Helping at the Fair
 - 4-H members support the 4-H foodstand during the fair
 - Overhear a group of members saying hurtful things to another member during a break from the foodstand
 - Once the member leaves the group, conversation switches to a different, non-confrontational topic



Technique Response Three

- ▶ What situation category does this scenario best fit?
 - ▶ What technique or techniques would you use to engage this member in the meeting?
 - ▶ After reaching a group consensus, please respond to the poll.
- 



Plan Ahead

- ▶ Plan activities carefully
- ▶ Have all materials ready
- ▶ Set up the room to match the activity
- ▶ Allow enough time to complete the task
- ▶ Create opportunities for all youth to be involved



Take an Interest in each Person

- ▶ Shy
- ▶ Forming small groups
- ▶ Youth leaders
- ▶ Early arrivals
- ▶ Early Finishers

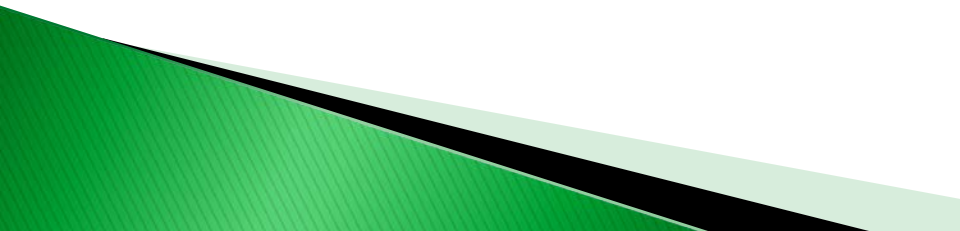


Focus on Positive Interaction

- ▶ Accept each person for who he/she is
- ▶ Separate the child from the behavior
- ▶ Encourage members to be considerate of one another
- ▶ Look for ways youth can contribute to group experiences
- ▶ Promote a cooperative environment



Ultimate Goal of Behavior Management

- ▶ **Plan ahead**
 - ▶ Take an interest in each **Person**
 - ▶ Focus on **Positive** interactions
 - ▶ **Self- Management**
- 

Related Resources

- ▶ Keeping Your Cool While Working with Youth
 - Lesson Fact Sheet
 - Behavior Situation Categories
 - Quick Reference of Techniques
 - Scenarios
 - Power point for lesson
- VRKC Lesson and Power point – *Behavior Management*– www.4-h.org/volunteerism – separate page that lists VRKC lessons and power points

This concludes the lesson on Program Management

SHORT BREAK!

We pause for
3 minutes
before resuming our
next section.





Risk Management

How safe are your club meetings?



Brenda Young
4-H Extension Educator
Crawford County

Vicki Schwartz
Associate State Leader
State 4-H Office

What is risk?

- ▶ Chance that something will go wrong
- ▶ Any hazard – danger of injury, damage, loss
- ▶ Exposing someone to a “hazard”
- ▶ The threat to accomplishing your



Risk includes...



...all potential barriers to accomplishing educational goals in program development and implementation



What is Risk Management?

- ▶ A discipline...
 - Dealing with possibilities that a future event will cause harm to people, property, income, organizational goodwill
- ▶ A process
 - Fluid, circular, ever-changing

(Non-profit Risk Management Center)


Risk Management Process

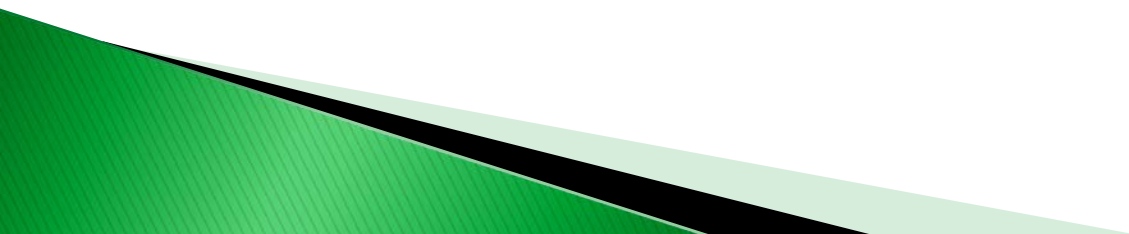


Nonprofit Risk Management Center



3. Evaluate & Prioritize the Risks

	Low Frequency	High Frequency
Low Severity	Retain	Reduce
High Severity	Share the risk	Avoid 



Risk Management Process



Nonprofit Risk Management Center

Where is the risk?



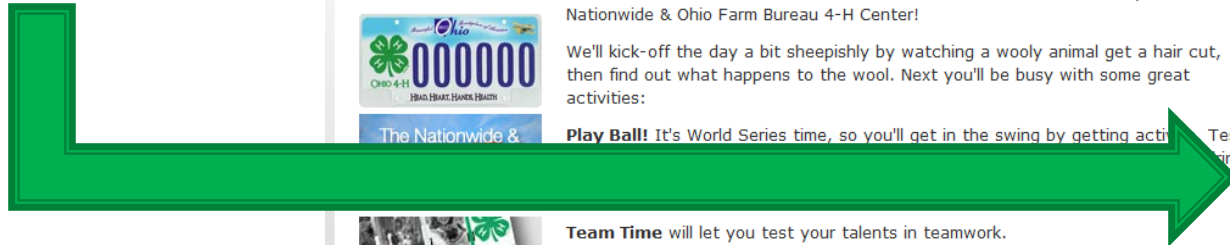
Where is the risk?



Where to find help?

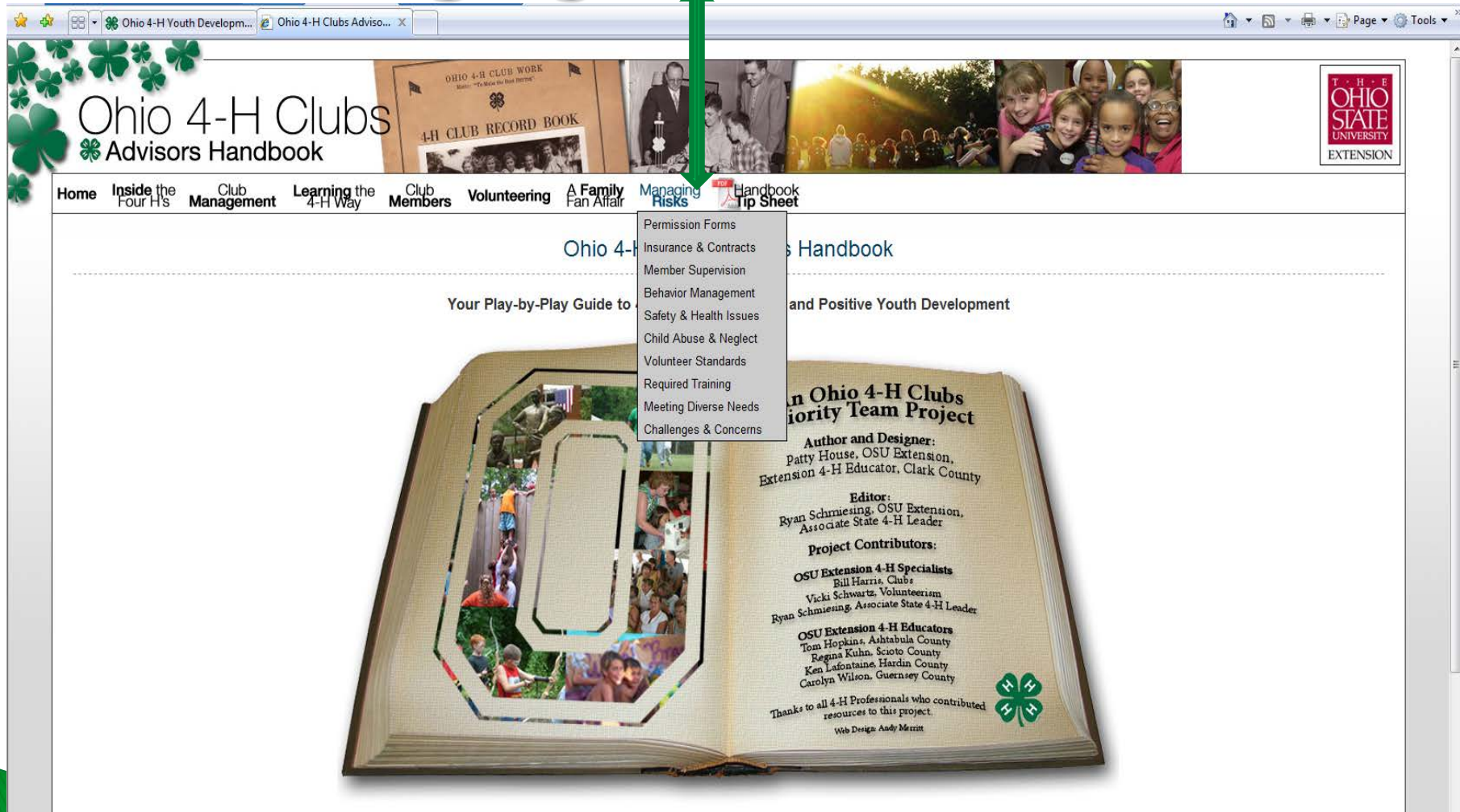
www.ohio4h.org

▶ On-line Advisors Handbook



The screenshot shows the Ohio 4-H Youth Development website. At the top, there is a green header with the text "Ohio 4-H Youth Development" and the Ohio State University Extension logo. Below the header is a navigation menu with links: OHIO 4-H HOME, 4-H FOR YOU, 4-H FOR YOUTH, FOR PARENTS & VOLUNTEERS, RESOURCES FOR STAFF, PROJECTS & PUBLICATIONS, OHIO 4-H FOUNDATION, CONTACT OHIO 4-H, and SUPPORT OHIO 4-H. The main content area features a large green four-leaf clover logo with "4-H" on each leaf. Below the logo is a "SUPPORT OHIO 4-H" section with a "000000" graphic and the text "The Nationwide &". To the right of the logo is a "4-H for a Day" section with the date "October 21~9 a.m.-4 p.m." and a description: "No school on October 21? Come learn about cool stuff at 4-H for a Day at the Nationwide & Ohio Farm Bureau 4-H Center! We'll kick-off the day a bit sheepishly by watching a wooly animal get a hair cut, then find out what happens to the wool. Next you'll be busy with some great activities: **Play Ball!** It's World Series time, so you'll get in the swing by getting active. Test your skills." Below this is a "Team Time" section: "Team Time will let you test your talents in teamwork." and an "It's Electric!" section: "Shed some light on electricity when you make a lamp for your room. Click here for more details & registration!". To the right of the main content is a "4-H State Staff Directory" and an "Upcoming Events" section with links: "View & Print the Ohio 4-H Calendar (includes registration deadlines & application due dates)" and "Events & Opportunities Handbook". Below the events is an image of a book titled "An Ohio 4-H Club Manual" with the text "Coach your 4-H club to a winning season! Find answers to your 4-H questions." At the bottom of the page is a "4-H Science" section with a clover logo and the text "4-H Science". A "Celebration of Youth" section is also visible, featuring a stylized logo and the text: "Join the Ohio 4-H Foundation's annual fundraiser 'Celebration of Youth'. The evening will be filled with opportunities to bid on Ohio State football tickets, Blue Jacket tickets, Tecumseh tickets, Golf at The Lakes and at Apple Valley, Dinner at Cameron Mitchell, a Pandora bracelet and much, much more. More Information & Invitation".

Advisors Handbook: “Managing Risks” tab



The screenshot shows a web browser window with two tabs: "Ohio 4-H Youth Developm..." and "Ohio 4-H Clubs Adviso...". The website header features the text "Ohio 4-H Clubs Advisors Handbook" with a green clover graphic on the left and the Ohio State University Extension logo on the right. A navigation menu includes "Home", "Inside the Four H's", "Club Management", "Learning the 4-H Way", "Club Members", "Volunteering", "A Family Fan Affair", "Managing Risks", and "Handbook Tip Sheet". The "Managing Risks" dropdown menu is open, listing: "Permission Forms", "Insurance & Contracts", "Member Supervision", "Behavior Management", "Safety & Health Issues", "Child Abuse & Neglect", "Volunteer Standards", "Required Training", "Meeting Diverse Needs", and "Challenges & Concerns". The main content area displays the title "Ohio 4-H Clubs Advisors Handbook" and the subtitle "Your Play-by-Play Guide to Managing Risks and Positive Youth Development". Below this is a large image of an open book. The left page of the book shows a collage of photos of 4-H members. The right page is the title page for the "Ohio 4-H Clubs Priority Team Project", listing the author and designer (Patty House, OSU Extension, Extension 4-H Educator, Clark County), the editor (Ryan Schmiesing, OSU Extension, Associate State 4-H Leader), and project contributors (OSU Extension 4-H Specialists: Bill Harris, Clubs; Vicki Schwartz, Volunteerism; Ryan Schmiesing, Associate State 4-H Leader; OSU Extension 4-H Educators: Tom Hopkins, Ashtabula County; Regina Kuhn, Scioto County; Ken Lafontaine, Hardin County; Carolyn Wilson, Guernsey County). It also includes a thank you message to all 4-H professionals and credits web design to Andy Merritt. A green clover logo is in the bottom right corner of the book image.

Two ways to navigate to resources

The screenshot shows a web browser window with two tabs: "Ohio 4-H Youth Developm..." and "Ohio 4-H Clubs Adviso...". The page header features the "Ohio 4-H Clubs Advisers Handbook" logo on the left, a central banner image of a club record book and people, and the "THE OHIO STATE UNIVERSITY EXTENSION" logo on the right. The navigation menu includes: Home, Inside the Four H's, Club Management, Learning the 4-H Way, Club Members, Volunteering, A Family Fan Affair, Managing Risks, and Handbook Tip Sheet. The main content area is titled "How Can You Best Inform Your 4-H Team of Risks?". It contains two paragraphs of text, a list of bullet points, and a callout box. The left sidebar has a search bar and a "Managing Risks" section with a list of links. The right sidebar has a "documents & links" section with a list of links. A green arrow points from the "Managing Risks" section to the "Informed Consent" bullet point. Another green arrow points from the "Generic" link in the "documents & links" section to the "Generic" bullet point. A third green arrow points from the "Generic" bullet point to the "Inform your players of potential risks and use permission forms to limit your risks." callout box.

Ohio 4-H Clubs Advisers Handbook

Home Inside the Four H's Club Management Learning the 4-H Way Club Members Volunteering A Family Fan Affair Managing Risks Handbook Tip Sheet

search advisers handbook

search Ohio 4-H

Managing Risks

Permission Forms

Insurance & Contracts

Member Supervision

Behavior Management

Safety & Health Issues

Child Abuse & Neglect

Volunteer Standards

Required Training

Meeting Diverse Needs

Challenges & Concerns

How Can You Best Inform Your 4-H Team of Risks?

Limiting your coaching risk begins with having your players and their parents/guardians read and sign permission forms. You would not want to participate in these activities if you do not understand the conditions and requirements. You may not be climbing mountains, but you and your club may choose to participate in a variety of High Risk 4-H Club Activities.

Use appropriate permission forms when conducting these activities to inform parents and members of potential risks. You can review the different types of permission forms below, but seek assistance from your county 4-H Youth Development Educator in developing any of these liability shields.

- **Permission Slip** serves as a means for parents to give their authorization for their child to participate in a program. Do not ask for release of liability, therefore, permission slips do not absolve Extension/4-H and you, the volunteer of any liability.
- **Informed Consent** clearly describes the activity and appraises the participant and his/her parents of the specific risks involved requiring the participant to understand the activity and related risks. Do not attempt to excuse Extension/4-H from responsibility for its own negligence; however, does attempt to relieve Extension/4-H and you, the volunteer, from liability for the inherent risks of the activity.

Inform your players of potential risks and use permission forms to limit your risks.

Examples of Permission to Participate & Informed Consents:

- **Generic Permission Form** - This sample Informed Consent Permission Form to Participate was developed as a guide for designing similar forms at the county level. You should seek assistance, guidance and approval from your County 4-H Extension Educator in developing any Permission Forms before using with club members.
- **Ohio 4-H Horse Activities Disclosure and Release of Claims Permission to Participate Form** - Ohio 4-H Horse Members and their parents/legal guardians must annually sign this form in order to participate in 4-H horse events and activities at the club, county, regional or state level. This form was developed as a result of the Ohio Equine Liability Law, 1997.
- **4-H Dog Activities** - The Dog Activities Permission to Participate Form is not a requirement. You may select to use at the county level, but consult with your County 4-H Extension Educator before using.
- **4-H PetPals** - Use the PetPals Permission to Participate and Informed Consent Form with all PetPals program participants.

- **Waivers and Release** clearly informs parents/legal guardians of the 4-H club activity's potential risks and releases Extension/4-H and its employees, and others as stated in the form from liability.

documents & links

Permission Forms

- Generic
- Horse Activities
- Dog Activities
- PetPals
- High Risk Activities

Print Version

Sample permission forms

Ohio 4-H Clubs advisors handbook

Permission to Participate & Informed Consent [Insert Group Name] [Insert County Name]

I understand that my child, _____ will be participating in the [Insert name of event; date; location]. I understand that my child will be participating in this event with other 4-H members and volunteers from the [insert club name] 4-H Club. Activities will include, but not be limited to: [insert activities]. I understand that participation in this activity is strictly voluntary and is not a requirement for membership in the [insert name] 4-H club.

I have read, understand, and have discussed with my child that:

- A. Participants are expected to follow instructions of adult volunteers and other individuals that are hosting our group.
- B. Participants are expected to fully participate in activities outline by the adults/person in charge of events and activities, unless parent/guardian has made prior arrangements.
- C. Participants are expected to respect each other, equipment/materials that are made available to them, and adults in charge of the event.
- D. They will be traveling in a motor vehicle driven by an adult; my child is expected to wear their safety-belt while traveling.
- E. [insert additional, potential risks]
- F. [insert additional, potential risks]

I have discussed with my child the importance of following directions and safety procedures that will be outlined by the adults in charge of the activity. I understand that traveling in a motor vehicle may result in injury or death as a result of an accident.

I understand that my child is not required to participate in this activity, but grant permission for him/her to do so, despite the possible risks. I recognize that by participating in this activity my child may risk personal injury. I hereby attest and verify that I have been advised of the potential risks, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of accident, illness, or other incapacity, regardless of whether I have authorized such expenses.

Signed: _____ Date: _____
(Parent/ Guardian)

Signed: _____ Date: _____
(Participant)

Written by Ryan Schmiesing, OSU Extension, Associate State 4-H Leader.
Ohio 4-H Clubs Advisors Handbook – Managing Risks – Permission Forms
<http://advisorshandbook.ohio4h.org/management/tips/permissionsforms.html>

Ohio 4-H Clubs advisors handbook

Permission to Participate & Informed Consent 4-H Dog Projects & Activities

I understand that my child/charge _____ will be participating in the Ohio 4-H Dog program and will be engaged in activities, and programs that involve direct and indirect contact with dogs of all sizes. Activities, events, and programs may give rise to a risk of physical injuries to 4-H members, volunteers, and parents/guardians. I understand that participation in the 4-H Dog program is strictly voluntary and is not a requirement for 4-H membership.

I may or may not have had prior experience with or training dogs, but am aware of, agree to, and have discussed with my child/charge that:

- A. Dogs have a propensity to behave in ways which may result in injury to members or other persons in the immediate vicinity due to instinctive actions or provoked behaviors;
- B. Dogs may react in an unpredictable way to unfamiliar environments, sounds, strange odors, sudden movement, unfamiliar objects, persons, or other animals;
- C. 4-H members are to listen to adult volunteers, when working with their dogs in group settings and when around other dogs and 4-H members;
- D. Other 4-H members involved in the 4-H dog program may fail to maintain control over their dog or fail to act within their abilities, thus causing harm to my child, my child's dog, volunteers, or spectators;
- E. Other participants in an activity, event, or program may act in a negligent manner which otherwise may result in harm to my child and/or their dog; and
- F. If a dog that my child is using for a 4-H project has been or becomes aggressive towards other people (youth and adults) when not provoked, my child may not use this dog for a 4-H project.

I have discussed with my child/charge the need to follow all safety procedures, behavior guidelines, and other protocols set forth by adult volunteers. I understand that my child will receive assistance from a 4-H volunteer when engaged in 4-H club workouts and other similar programs and activities involving 4-H members and their dogs.

I understand and agree that if a dog that my child/charge is currently using or plans to use, has been or becomes aggressive (unprovoked) towards other youth and adults, I will not allow my child/charge to use the dog as a 4-H project.

I understand that my child/charge is not required to participate in the 4-H dog program, but grant permission for him/her to do so, despite the possible risks. I recognize that by participating in this activity, as with any activity involving live animals, my child, volunteers, my child's dog(s), or other dogs may risk injury. I hereby attest and verify I have been advised of potential risks, have sought clarification if I have not understood, that I have full knowledge of the risks involved in this activity, and that I assume any expenses that may be incurred in the event of an incident, including accident, illness, or other capacity, regardless of whether I have authorized such expenses.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Written by Ryan Schmiesing, OSU Extension, Associate State 4-H Leader & Lucinda Miller, OSU Extension, 4-H Specialist.

General permission

Permission to participate
in animal activities

High Risk Activities suggestions

Ohio 4-H Clubs advisors handbook

Ohio 4-H Youth Development High Risk Activities & Events

The Ohio 4-H Youth Development program, like many youth organizations around the country, conduct programs and activities that may present high risk for potential injury to youth, volunteers, parents or spectators. The number one priority, when developing and conducting educational programs, is to ensure that all involved will have a positive and safe experience. Some programs, by their nature, present greater risks that leaders must give additional attention to during the planning and implementation stage.

Volunteers should look for key indicators that might present a higher risk to those involved, thus requiring them to take additional safety precautions. Those indicators might include:

- Youth unaccompanied by an adult or chaperone;
- Food service and/or preparation;
- Geographically large area or large number of people who can't all be directly supervised at once;
- Discipline or behavior management of participants;
- Location where programs are held (i.e. remote area);
- Inadequate number of adults to supervise large number of youth;
- Overnight events and activities;
- Transportation involved (car, bus, plane, train, etc.);
- Large animals are part of a program;
- Demonstration involving the use of firearms; or
- Riding all-terrain vehicles.

What can a volunteer do to minimize risks?

The key for any volunteer to remember is that they can't completely eliminate risk if they expect to continue to offer the program. Many of the above identified indicators of high risk problems or activities are addressed in other sections of this chapter. However, some common sense practices will go a long way in minimizing risks to members, volunteers, parents and community members at large.

Written by Ryan Schmiesing, OSU Extension, Associate State 4-H Leader.

Special helps...high risk!

Insurance: Volunteer Liability



Volunteer Insurance - Are You Covered?

Does OSU Extension provide personal liability insurance for volunteers?

Ohio State University Extension provides all registered volunteers with Personal Liability insurance at a limit of \$1,000,000 per occurrence. Volunteers should contact their Extension Office to find out if the county participates in this program or a separate, local insurance program. This policy provides protection for a personal injury or a property damage liability claim arising out of the performance of the registered volunteer's duties. This coverage is in excess of and non-contributing with any other valid or collectible insurance the volunteer may have (i.e. your personal insurance pays first).

What does the OSU Extension volunteer policy not cover?

The following are examples of losses not covered by this insurance policy (a complete list is found with the actual insurance policy):

- Injury or damage arising out of the use of an automobile, aircraft or watercraft;
- Errors or omissions in connection with the registered volunteer's professional services;
- Personal injury resulting from assault and battery committed by or at the direction of the registered volunteer;
- Property damage to property in the care, custody or control of the registered volunteer; and
- Injury or damage by any person who is part of, or associated with, a work release or court-ordered program.

Does the insurance policy cover my legal defense?

Under the Personal Liability insurance coverage, the insurer will defend any covered suit against the volunteer seeking damages on account of personal injury, bodily injury or property damage which exceeds any other valid or collectible insurance available to the volunteer (i.e. your personal insurance pays first).

Does OSU Extension provide automobile insurance?

Personal transportation to and from 4-H program activities is the responsibility of the 4-H member, youth participant, parent, volunteer or other driver. If you use your personal vehicle for 4-H business, your vehicle must be insured in accordance with Ohio law. No liability, collision, comprehensive or no-fault insurance coverage is provided by Ohio State University Extension nor are you covered for side trips.

Written by Ryan Schmiesing, OSU Extension, Associate State 4-H Leader.

Protect yourself

4-H Accident Insurance: American Income Life



**SERVING
THOSE
WHO
SERVE
OTHERS**



Home
4-H & Cooperative Extension
Camp & Conference Centers
College & University Programs
Student & Youth Travel
Policyholder Services
FAQ
Newsletter
Contact Us

American Income Life Insurance Company
P.O. Box 50158
Indianapolis, IN 46250
(317) 849-5545
(800) 849-4820

[Privacy Policy](#)

4H & Cooperative Extension Groups

America's leading insurer of 4H activities and programs sponsored by the Cooperative Extension Service. We offer blanket group accident and illness plans designed specifically for the unique needs of 4H -- providing PRIMARY, NO-Deductible coverage. Parents, volunteers, and Extension staff all enjoy the peace-of-mind our coverage conveys.

AIL is active in promoting the programs of the Cooperative Extension Service through our financial support to the National 4-H Congress and National 4-H Camping Institute along with donations to NAE4-HA, National 4-H Council, NEAFCS and NACAA. Since 1952 our approach to doing business is summed up in our motto, "Serving Those Who Serve Others".

Camps, Conferences, Tours, Special Events
Youth, Adult, and Alumni Groups
Provides Illness Coverage
Coverage for non-4H Members

[Benefits Under This Policy](#)
[Request CES/4H Brochures](#)
[Apply Online Now!](#)

Annual Accident Coverage Dollar - A - Year

Cover all of your group's events with 1 easy form
Renewable yearly
Groups who meet year-round
Youth, Adult, and Alumni Groups
All Extension Groups

[Benefits Under This Policy](#)
[Print Application](#)

Special Activities Coverage for Accident or Illness

AMERICAN INCOME LIFE INSURANCE COMPANY

For Youth, Volunteer Leaders, and Adults Participating in Adult Supervised Activities Sponsored by the Cooperative Extension Service At Camps, Conferences, Fairs, Tours, and Meetings Including Travel Time

Issue Under Health Insurance Policy No. 12
ON THE OCCASION OF THE DEATH OF THE INSURED, BENEFITS WILL BE PAID TO THE BENEFICIARY, OR TO THE ESTATE OF THE INSURED, OR TO THE SURVIVING SPOUSE OF THE INSURED.



Accident Insurance
4-H CLUB MEMBERS
One Full Year
ONLY \$1.00 PER PERSON FOR A FULL YEAR'S COVERAGE

Special Activities and Annual Club

Other forms to consider!

Appendix O 4-H Member Restricted Release (Approved by Administrative Cabinet 10/95)

We understand that some parents have restricted rights in terms of access to their children. To accommodate this situation, the following statement will be included in the registration materials:

We understand that there are situations where parents have a right to pick up their child at the end of a program. If you need to restrict who can pick up their child, you must do so in writing and attach it to this registration.

This will create a piece of paper for each child who is restricted, it can be given to the person who will "check out" the restricted child/children to communicate with the parents who send in restrictions, to let their child pick up their child. All "restricted" children could wait to be released at the dining hall or some other out of the way spot where you can use to confirm arrangements from that you can use to confirm arrangements.

4-H Restricted Release Form
I, _____ Name _____ hereby authorize only the person(s) _____ Name of Child/Children Name(s) _____ during the _____ Name of _____

**** Name(s) of person(s) authorized to pick up my child:**

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

If my pickup plans change, I understand that I must call _____

In order to make different arrangements by _____ Time _____

Signed (parent or guardian) _____

**The person (listed above) who picks up your child at camp director before your child will be released in this here indicating that your child left with them.

Signature of person pickup up child _____

Relationship to camper _____

(PLEASE TURN THIS FORM IN)

Ohio 4-H Program Agent's Handbook

Minor Photo Release Form

College of Food, Agricultural, and Environmental Sciences
Ohio State University Extension
Ohio Agricultural Research and Development Center



I give The Ohio State University permission to publish in print, electronic, or video format the likeness or image of my child. I release all claims against the University with respect to copyright ownership and publication including any claim for compensation related to use of the materials.

OHIO 4-H PARTICIPANT/MEMBER HEALTH HISTORY

This form must be completed for each participant by the parents/guardians of minors. This information will be kept confidential and used only for the welfare of the participant.

Event: _____ Date of Event: _____

Location of Event: _____

[] FEMALE [] MALE AGE _____ DATE OF BIRTH _____

NAME _____ Last _____ First _____ Middle _____

ADDRESS _____ Street _____ City _____ State _____ Zip _____

PHONE (Home) _____ PARENT/ GUARDIAN'S WORK PHONE _____

CELL PHONE _____

IN CASE OF EMERGENCY, CONTACT:

PARENT/GUARDIAN'S NAME _____ PHONE _____

OTHER PERSON _____ PHONE _____

PHYSICIAN'S NAME _____ PHONE _____

INSTRUCTIONS FOR MEDICATIONS

- All prescription drugs MUST be carried in the container in which they were issued (with medical orders and physician's name intact), and give to the nurse/health director. Others will not be accepted.
- If you need over-the-counter medications not listed below, these must be in the original container and must be stored under lock and key by the nurse/health director or a responsible adult during the 4-H event.

Check medications below that participant may receive if deemed necessary:

<input type="checkbox"/> Nonaspirin pain medication	<input type="checkbox"/> Acetaminophen/Tylenol	<input type="checkbox"/> Laxatives
<input type="checkbox"/> Antacids	<input type="checkbox"/> Antisepsics	<input type="checkbox"/> Diarrhea Medication
<input type="checkbox"/> Coriciden D	<input type="checkbox"/> Robitussin Cough Syrup	<input type="checkbox"/> Adrenalin

List approximate date if participant has had or been exposed to:

<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Measles
<input type="checkbox"/> Mumps	<input type="checkbox"/> Whooping Cough	<input type="checkbox"/> Scarlet Fever
<input type="checkbox"/> Tetanus Immunization	<input type="checkbox"/> Date of last booster	
<input type="checkbox"/> Date of last menstrual period	<input type="checkbox"/> Operations or serious injuries requiring medical treatment (specify):	

Check below if participant is subject to:

<input type="checkbox"/> Headaches	<input type="checkbox"/> Fainting	<input type="checkbox"/> Heart Trouble	<input type="checkbox"/> Frequent Colds
<input type="checkbox"/> Constipation	<input type="checkbox"/> Convulsions	<input type="checkbox"/> Frequent Sore Throats	<input type="checkbox"/> Kidney Trouble
<input type="checkbox"/> Athlete's Feet	<input type="checkbox"/> Sunstrokes	<input type="checkbox"/> Bad Warts	<input type="checkbox"/> Sleep Walking
<input type="checkbox"/> Ear Infection	<input type="checkbox"/> Epileptic Seizures	<input type="checkbox"/> Home Sickness	<input type="checkbox"/> Bronchitis
<input type="checkbox"/> Cramps	<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Asthma Controlled (yes or no)	

Other: Please specify _____

Check if participant is allergic to:

Foods (Specify) _____

Medications, Prescription or Non-Prescription Drugs (Specify) _____

Serious Ivy, Oak, or Sumac Poisoning _____

Bee or Insect Stings _____ Prescribed Treatment _____

OTHER _____

OVER -->

Appendix O 4-H Member Restricted Release (Approved by Administrative Cabinet 10/95)

Some parents have restricted rights in terms of access to their child in this situation, the following statement will be added to 4-H registration materials:

There are situations where parents have a right to pick up their child at the end of a program. If you need to restrict who can pick up their child, you must do so in writing and attach it to this registration.

This will create a piece of paper for each child who is restricted, it can be copied and given to the person who send in restrictions, to let them know where to pick up their child. All "restricted" children could wait to be released at the dining hall or some other out of the way spot where you can control access. You can use to confirm arrangements if you wish to.

4-H Restricted Release Form

I hereby authorize only the person(s) listed below to pick up _____ during the _____ Name of Event _____

authorized to pick up my child:

1. _____ Phone _____

2. _____ Phone _____

3. _____ Phone _____

I understand that I must call _____ Phone Number _____

in order to make different arrangements by _____ Time _____

on _____ Date _____

Date _____

Signature of person pickup up child _____

Relationship to camper _____

(PLEASE TURN THIS FORM IN)

Appendix O

Helpful Planning Tools



4-H Club Event Planning Worksheet

Companion piece to "Event Planning Worksheet," 2003.



Consider the following questions/statements and how you might incorporate your responses into your 4-H club planning and communicating strategies.

1. General description of the activities to be conducted.
 - a. Year long club insurance
 - b. Activity Accident insurance
 - c. EIN (Employee Identification Number) secured for club treasury
2. Detailed schedule of the 4-H program/activity. Tell parents and all advisors.
 - a. Permission forms
 - b. Informed Consent forms
 - c. Release forms
 - d. Restricted Release forms
 - e. Photo Release Form if you plan to take pictures for newspapers, county newsletters, exhibits
 - f. Communication plan in the event the plans or schedule changes – how will parents get the notification
3. Facilities: Inspect them for safety.
 - a. Determine what needs repaired, or replaced, and report such conditions to the proper individual/s (owner/s) of facility
 - b. Post signs of warning or disclaimers
 - i. "Enter at your own risk"
 - ii. "Not responsible for loss of personal property or injury"
 - iii. "Animals Do Bite! Do not put hands and fingers in stalls/cages as animals may bite."
4. Type of overnight accommodations and supervision.
 - a. Ratio of adults to kids, following American Camping Association guidelines
 - 1 staff per 6 campers age 6-8
 - 1 staff per 8 campers age 9-14
 - 1 staff per 10 campers age 15-18
 - b. Non 4-H volunteers to be "supervised" by approved 4-H volunteers
5. General emergency contact information and specific participant emergency contact information.
 - a. ICE 1,2,3, etc
 - i. In Case of Emergency 1: the first person to be contacted should the child be in an emergency
 - ii. Can include this information on club roster, health forms, or create separate ICE roster for all members and adults involved with club

Schwartz, V.J. (2006). Ohio State University Extension. Designed as companion piece of Event Planning Worksheet Communication Guide. Schmiesing, R.J. (2003). Ohio State University Extension. Originally developed by King, J. & Schmiesing, R.J. (1998).

Ohio 4-H Clubs advisors handbook

Ohio 4-H Youth Development Risk Management Checklist

FACILITIES

- Site chosen meets the following Safety Requirements
 - Provides a safe environment for participants.
 - Accessible for individuals with disabilities and special needs.
 - Emergency exits clearly marked, unlocked and easily accessible.
 - Emergency equipment exists and is accessible if needed.
 - Aware of other groups using the facility and any potential conflicts.
- Site chosen meets the following Liability Requirements
 - Obtain facility use forms, agreements and/or contracts from management of the facility chosen. Take form/agreement/contract to your County Extension Educator to send through appropriate channels for review and proper signature by OSU Extension Business Office and Legal Affairs.
 - Follow up with facility management and/or County Extension Educator to determine if facility use form/agreement/contract has been received and meets with the organization's requirements.
 - If payment of facility used is required, make deposit or payment per facility use form, agreement and/or contract only after contract has been approved through appropriate channels.
 - If liability insurance is required by facility chosen, seek assistance from the County Extension Educator in obtaining appropriate liability insurance.

TRANSPORTATION (If parents are not provided transportation for own child or minor is not providing own transportation)

Required for All Drivers

- Meet all requirements set forth in Ohio State University Transportation Policy for Employees & Volunteers
- Copy of driver's license and insurance on file with event coordinator or local Extension Office.
- All drivers oriented of planned route, provided with maps and directions, have set meeting times & destinations and ability to communicate by cell phone or two-way radio.

Required for All Participants

- Wear seat belts at all times.
- Refrain from behavior that is distracting to the driver.

EMERGENCY

Participant Health Related Requirements:

- Signed Ohio Health History Form with emergency contact information for each participant (minor and adult) and accessible by person(s) in charge.
- Access to health care in emergency is known and understood even when traveling out of town.
- Current and up-to-date First Aid kit available.
- Health and/or accident insurance secured. (i.e. – American Income Life)
- Incident or accident report forms available for use by person(s) in charge.
- Nurse, EMT, CPR trained personnel, Physician available on site or on call.

Unexpected Situations Planned For:



If & When... ...something goes wrong



Have a response plan

- Deal with any emergencies
- Document the facts
- Who, when, where, what, how
- Do not admit liability
- Notify county 4-H professionals, your

Crisis Communication

- ▶ Notify your county staff...they are your support!
- ▶ County staff can share with State Office
- ▶ University legal counsel is possible resource



Conclusion

- ▶ Risk is ever present
- ▶ Risk Management is continual & cyclical



- ▶ *“Risk management is the ongoing process of assessing that potential deviation and finding ways to minimize the chance that bad surprises will occur and increase the chance of good surprises.”*

Herman & Jackson, (2004), p 1, *No Surprises. Harmonizing Risk and Reward in Volunteer Management.*”

This concludes the lesson on Risk Management

VERY SHORT BREAK!

We pause for
60-seconds
before resuming our
final section.





**There's no place
like 4-H!**

October 11-14, 2012 • Wichita, KS

**North Central Region
Volunteer Forum**



Remember 10 - 11 - 12





Invited Speakers



Dr. Barbara Stone
Kansas 4-H



Dr. Lisa Lauxman
National 4-H Headquarters



Michelle Cummings
Founder &
"Big Wheel"





The Hyatt: Our Hotel















Workshop proposal information on line at:
www.Kansas4-H.org/2012ncrvolunteerforum

Proposals due January 16, 2012



Registration information planned to be posted by March 1, 2012
www.Kansas4-H.org/2012ncrvolunteerforum

Early Bird deadline July 1, 2012



**There's no place
like 4-H!**

October 11-14, 2012 • Wichita, KS

**North Central Region
Volunteer Forum**




E-Forum Resources

- ▶ To access resources presented in the e-Forum sessions, please visit:

<http://www.uwex.edu/ces/4h/ncrzd/NCRVF2011.cfm>

E-Forum Survey

- ▶ We welcome your feedback from tonight's e-Forum session.
 - ▶ An electronic survey is available at:
https://purdue.qualtrics.com/SE/?SID=SV_3Vsu5NgUXWKB1M8
 - ▶ Your responses will help us to better plan future programs for 4-H Volunteers.
 - ▶ Please respond by **December 1st**.
- 

2011 North Central 4-H Volunteer E-Forum Sessions

- ▶ **Positive Youth Development** (*Monday, November 7*)
 - Quality Matters: In Chocolate and 4-H Programs—Brenda Shafer, University of Minnesota
 - The Teen Brain: A Work in Progress—Annette Haas, University of Wisconsin-Extension
- ▶ **4-H Program Management** (*Thursday, November 17*)
 - Keeping Your Cool While Working with Youth—Pat McGlaughlin, Sheri Seibold, University of Illinois
 - Reducing the Risks of 4-H Club Meetings—Vicki Schwartz, Brenda Young, Ohio State University
- ▶ **New & Emerging Curriculum** (*Tuesday, November 22*)
 - Get Connected in Your 4-H World—Rachelle Vetter, North Dakota State University
 - 4-H Science—Dixie Sandborn, Michigan State University
 - Community Service Learning—Steve McKinley, Purdue University

*All programs will be held from 7:30–9:30 p.m.
(ET).*