



Risk Management Plan Worksheet for Activity or Event: Community Service Project

Risk Management Steps

GENERAL OPERATIONS

Date Completed	Person in Charge	Description
		Age-appropriate activities and assignments have been identified for this event
		Risk analyzed for this event, strategies identified to address these risks and a risk management plan written and shared with staff, volunteers, and youth
		Accident/medical insurance taken out on all participants
		Certificate of insurance secured from insurance provider (if needed)
		Cooperating organizations have liability insurance. (if needed).
		First aid kit, cell phone, and list of emergency numbers available during event
		Emergency action plan is written

RISKS TO PERSONNEL

Date Completed	Person in Charge	Description
		Role descriptions written and shared with adults and youth in leadership roles.
		Guidelines for event written and shared with staff, volunteers, and youth.
		Volunteer applications and the screening process completed on all new volunteers.
		Orientation provided for staff/ volunteers/youth.
		Adequate number of volunteers secured to chaperone this event. 1:10 (or lower) ratio of adults to youth.

RISKS TO PARTICIPANTS

Date Completed	Person in Charge	Description
		Role descriptions written and shared with participants if appropriate, such as leadership roles.
		Code of Conduct and Behavior Guidelines shared. Parental Permission/Informed Consent forms completed for each participant.
		Publicity sent to local media to inform the public that youth will be conducting this event and to be on the alert for them.
		Training provided on the use of equipment and tools.

		Proficiency of skills by youth has been considered.
		If individual youth will be featured in publicity, media release forms are completed by all youth and signed by parents for those under the age of 18.
		Medical release or health forms completed by youth participants.
		Orientation provided for volunteers and youth.
		Transportation will be provided only by parents or screened volunteers who have insurance and a valid license. Insurance and license should be verified. Youth under the age of 18 will not provide transportation.

RISKS TO PUBLIC

Date Completed	Person in Charge	Description
		Publicity sent to local media to alert the public that this event will be occurring.

RISKS TO PROPERTY/BUILDINGS/EQUIPMENT

Date Completed	Person in Charge	Description
		Site review completed prior to the activity. Concerns have been addressed and information shared with volunteers.
		Equipment and tools for the event have been secured, checked for safety measures, and instructions provided. Adequate insurance to cover damage to major equipment is provided.

RISKS TO PERPETUATION OF YOUTH PROGRAM

Date Completed	Person in Charge	Description
		A risk management plan is in place to help protect the image and perpetuation of the youth program.
		Appropriate agency/organization personnel are informed of the community service activity.

Adapted from "Risk Management Plan Activity or Event: Sample Community Service Project" developed by University of Illinois Extension.



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