



Date Received

Date Reviewed

Initials of Extension Educator Reviewing

Form 7

Activity and Event Intent Form

Submit this form to the Extension Office before any club activity outside the regular meeting schedule. Keep a copy for your records or upload a copy to ZSuite. Return by fax, email or in person before the activity/event.

Examples of use: community service project, project group meeting, field trip, tour, overnight trip, conducting an event/activity such as a horse show, dog show, livestock show, etc.

Activity	Club Name	Contact Person(s)	
Date	Time	Phone	
Age of Youth Participants:		Email	
Purpose For The Activity/Event			
Location: Physical Address and Phone number for the Activity/Event			
Travel/Transportation Plans – List your route and all planned stops. Be specific about each stop and its purpose(e.g., “Stop in Sulphur for gads and restrooms” or “Picnic lunch at Mason park in Sulphur on way to Dallas”).			
Overnight Activity/Event?		Yes	No
Did you have activity/event insurance? Company		Yes	No
Policy #			
Do you have the following forms for each participant? Form 1 – Youth Participation (includes emergency contact info) Form 4 – Adult Health (includes emergency contact info) Form 5 – Risk and release of Claims, Publicity Release (required for non-certified 4-H Volunteers)		Yes	No
Have you reviewed the health forms for any special conditions or other pertinent information?		Yes	No
Is there pre-registration for the event? • Yes – List participant names on page two. • No – Submit a participant list immediately after the event.		Yes	No
Have you completed the Crisis Management Plan?		Yes	No
Do you have copies of Form 8 Incident and Accidents?		Yes	No
Do you have a First Aid Kit with surgical gloves?		Yes	No

Access/Supervision of Youth – List all adult/teen leaders involved and **specify their duty/responsibility** beside each name (e.g., chaperone, transportation, resource person, guest instructor, etc.).

- Volunteers transporting or directly supervising youth must be certified and current on WWM training.
- **Non-certified volunteers** must be supervised by a certified 4-H volunteer and understand their responsibilities.

Certified 4-H Volunteer		Volunteer(s) Name	Specify Duty or Responsibility
Yes	No		

Add addition sheet/spaces as necessary

4-H Members participating

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Add addition sheet/spaces as necessary

Signature of volunteer(s) with primary responsibility for planning/coordinating activity/event

Signature	Date
Signature	Date

Keep one copy of the form with you during the event/activity. File a copy with the Extension office before the activity/event.

Return by fax, e-mail, or in person to your Extension Office before the activity/event.

