Planning an In-Person 4-H Activity
Worksheet for Volunteers

Effective August 1, 2020 and until further notice, all in-person 4-H activities must be approved in advance. Approval will be based on a 4-H activity’s plan and actions in compliance with the Restoring Maryland 4-H Programs Plan. 4-H activities requiring advance approval include club meetings, project meetings, organized project or club work, community service, workshops, trainings, practices, competitive events, field trips, social gatherings, and any other gathering of members, families, and/or volunteers for a 4-H-related purpose.

For the continued safety and well-being of 4-H families and volunteers, it is strongly encouraged that 4-H activities continue in a virtual or distanced environment whenever possible.

Preparing a Request to Hold an In-Person 4-H Activity

Use this worksheet to prepare your request to hold an in-person 4-H activity. Review the supporting information and consider the questions presented in each section. You will need to provide some of the information collected here when you fill out the online request form, so use this tool to make notes. Requests that do not contain complete information will not be considered.

Mark each section as “Go” or “No-Go” after you have completed the details. Your Go/No-Go determination should be based on whether the information you have provided meets requirements for holding an in-person 4-H activity. If you find a “No-Go,” it is likely your in-person 4-H activity will not be approved. You should consider instead holding a virtual or distance-learning activity or delay the activity to a later time when conditions are more favorable.

Timing of Requests

A request to hold an in-person 4-H activity must be made by an adult UME/4-H Volunteer or 4-H faculty/staff member who will be in charge of the activity. The request must be submitted using the online form accessed through the Maryland 4-H Website. Each request must be submitted no earlier than 14 days prior to the proposed date of the 4-H activity and approved no later than 3 days prior to the proposed date activity date. Requests may not be submitted earlier than 14 days prior because COVID-19 conditions are constantly changing. Requests that are made too far in advance of a 4-H activity may not comply with requirements by the time the request is reviewed.

While all complete and compliant requests will be considered, requests may be refused at the discretion of the local 4-H Educator, Area/City Extension Director (A/CED), State 4-H Staff, or State 4-H Program Leader.
1. Baseline Conditions

Review the current Baseline Conditions to see if your proposed 4-H Activity meets minimum requirements. Current baseline conditions can be found on the Maryland 4-H Website.

2. 4-H Activity Details

What are the details of your proposed in-person 4-H Activity?

- Activity Type ________________________  Activity Date ________________________
- Activity Location ________________________  Activity Time  From _______ To _______
- Audience ________________________

Does the activity involve Shooting Sports practice?  □ YES  □ NO  
Live animals?  □ YES  □ NO

Request on/after ________________________  Must be Approved by ________________________

14 days prior to activity  3 days prior to activity

Other relevant activity details:

3. 4-H Activity Leadership

The 4-H activity must be led by at least TWO adults who are certified UME/4-H Volunteers or 4-H faculty/staff members. Volunteers must have approved 4-H Online enrollments for the current 4-H year and must have completed the Returning to In-Person 4-H Programming training. Record information about the adults leading this 4-H Activity here:

<table>
<thead>
<tr>
<th>Name</th>
<th>Volunteer or 4-H Faculty/Staff?</th>
<th>Approved in 4-H Online?</th>
<th>Trained?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connie Clover</td>
<td>UME/4-H Volunteer-Club Leader</td>
<td>Yes</td>
<td>8/1/2020</td>
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<td>1.</td>
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<td>2.</td>
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</tbody>
</table>
4. 4-H Activity Size

The 4-H activity is limited to a total of 10 participants: 2 UME Volunteer or 4-H faculty/staff adult leaders and up to 8 4-H youth participants/others. Parents, siblings or others may not be present unless they are counted among the 10 participants.

Because group size may not exceed 10 people, you may need to hold multiple sessions of a 4-H activity to include all club or group members. If multiple sessions are held, they must be planned so that there are never more than 10 people together in a group, and there is no interaction between sessions that meet at the same time under different leadership.

When you submit your request be prepared to explain the following:

- How many total participants do you plan to involve in this 4-H Activity?
- If more than 10, how will you split the group to provide multiple sessions?
- Which 2 (or more) Volunteers or 4-H faculty/staff members will lead each session of this activity?
- How will you ensure multiple sessions do not interact?
- If multiple sessions use the same space at different times, how will you perform hygiene and sanitation to prevent cross-contamination between sessions?

5. 4-H Activity Location

Will the 4-H activity be held in a location large enough to accommodate physical distancing of each participant from all others when all are present? Calculate necessary space using this formula*:

\[
\text{Minimum required space} = \frac{\# \text{Participants} \times 113 \text{ sq ft per person}}{113 \text{ sq ft per person}}
\]

**Example:**

\[
\frac{10 \text{ # Participants} \times 113 \text{ sq ft per person}}{113 \text{ sq ft per person}} = 1,130 \text{ sq ft}
\]

When you submit your request be prepared to answer the following:

- Is the location you plan to use large enough to provide the minimum required space you calculated above?
- Is the location outdoors or indoors?
- Is the location privately-owned property or public-access property?
- Does the location have its own policies or restrictions** your 4-H activity must follow? If so, what are they?

*Source: FEMA U.S. Fire Administration

**NOTE: 4-H Activity policies and protocols must be observed, even if the host’s are less restrictive. If the host location policies are more restrictive than 4-H protocols you must follow those requirements.
6. Hygiene & Sanitation Plan

☐ Go  ☐ No-Go

All 4-H activities must have a plan for hand hygiene, disinfection of high-touch surfaces and shared equipment/materials, and management of other sanitation activities (bathrooms, trash, etc).

Complete the 4-H Activity Hygiene & Sanitation Plan to identify how cleaning and sanitation will be handled for this 4-H activity. The completed plan will be uploaded as part of your request for approval of your in-person 4-H activity. The plan template can be found on the Maryland 4-H Website. An example of a properly completed plan can be found in Appendix C of the Restoring Maryland 4-H Programs Volunteer Guidebook.

7. Health Pledge & Attendance Record

☐ Go  ☐ No-Go

All youth and adults who participate in the 4-H activity must submit a current, signed 4-H Health Pledge as their “ticket” for entry. Pledges for youth must be signed by a parent/guardian; adults must sign their own pledges. Before allowing a youth or adult to join the 4-H activity, a leader must:

- Review each pledge to verify it is properly completed/signed and has a current date
- Collect the pledge to submit to the local 4-H office along with the Attendance Record
- Record the individual’s arrival time (departure time will also be recorded)

4-H activity leaders should determine an arrival process that includes review and collection of pledges, as well as recording time of arrival on the Attendance Record.

- How will you ensure each participant brings a current, signed pledge to the 4-H activity?
- What will you do if a participant arrives without a completed pledge?
- How will you review and collect the pledge, using as little contact as possible?

The Heath Pledge and Attendance Record forms can be found on the Maryland 4-H Website. Examples of properly completed forms can be found in Appendix C of the Restoring Maryland 4-H Programs Volunteer Guidebook.

8. Parent/Guardian Presence

☐ Go  ☐ No-Go

While not required, it is strongly recommended that 4-H activity leaders ask parents/guardians to transport their own children to and from the 4-H activity (no carpooling). It is also strongly recommended that a parent/guardian remain on-site but outside the activity so that they are readily available if needed. Your local 4-H program may require either of these actions, so check with your 4-H Educator.

Review the recommended Best Practices in Appendix F of the Restoring Maryland 4-H Programs Volunteer Guidebook and determine the following:

- Will you require all youth to be accompanied by a parent/guardian (no carpooling)?
- Will you require a parent/guardian to remain on-site during the 4-H activity?
- If so, where will they wait and how will they observe physical distancing while waiting?
- How will you handle drop-off and pick-up?
- How will you contact a parent/guardian if they are needed during the 4-H activity?
Participation and Compliance

Participation in an in-person 4-H activity cannot be required. Consider ways to include 4-Hers and volunteers who cannot or choose not to participate in-person, such as offering an option to join in virtually. Remember you must have parent/guardian consent to livestream or record video of a minor.

All individuals who participate in a 4-H activity are required to follow rules, including wearing masks or face coverings, maintaining physical distance from others, washing or sanitizing hands, wiping down surfaces after use, not sharing materials, etc. Youth may need help remembering and following these rules. Adults may need to be reminded of their responsibility to both follow and help their children follow rules.

Review the recommended Best Practices in Appendix F of the Restoring Maryland 4-H Programs Volunteer Guidebook and determine the following:

- How can you include members or volunteers who cannot or choose not to participate in-person? Can you use technology to expand participation in the in-person activity?
- If you use technology to live-stream or record the 4-H activity, what rules & practices must you follow? (See Appendix E of the Volunteer Guidebook for virtual program guidelines)
- How will you remind participants to wear masks/face coverings at all times? What will you do if a youth has trouble following the face covering rule?
- How will you remind participants to stay at least 6 feet apart while participating in the 4-H activity? What visual aids or cues can you use? What will you do if a youth has trouble following physical distancing rules?
- How will you remind participants to wash/clean their hands and/or surfaces, materials, etc? What will you do if a youth has trouble following these rules or requirements?
- What will you do if a parent/guardian or participating adult refuses to follow 4-H activity rules or to make their child follow them? How will you handle someone who refuses to wear a mask or face covering?
- What will you do if you ask a child or adult to leave because they aren’t following rules, and they won’t?

Health & Safety Plan

All 4-H activities must have a plan for management of health and safety issues that may arise during a 4-H activity. Additionally, a health supply kit must be available at each 4-H activity for use as needed.

Complete the 4-H Activity Health & Safety Plan to identify how you will respond to illness or emergency during your 4-H activity. The completed Health and Safety Plan will be uploaded as part of your request for approval of your in-person 4-H activity.

The plan template can be found on the Maryland 4-H Website. An example of a properly completed plan can be found in Appendix C of the Restoring Maryland 4-H Programs Volunteer Guidebook.
After you have completed the Health and Safety Plan, consider the following questions:

- Are activity leaders willing to implement this plan as needed, including physical contact with a participant who is sick or symptomatic?
- Is anyone who will be present or waiting nearby a health care professional and/or certified in First Aid or CPR? If so, are they willing to help manage a medical issue or crisis, if necessary?
- Are any of the adult leaders of this 4-H activity considered high-risk for COVID-19? If so, do they accept the potential risk of helping lead this activity?

### 11. Communication Plan

If your in-person 4-H Activity is approved, you will be required to communicate certain information to all potential participants (club members, volunteers, registrants, etc). Review the 4-H Activity Communication Template then determine the following:

- How will you contact potential participants to inform them of the 4-H Activity and required information? (email, phone, social media, etc)
- How will you conduct short-notice information of changes that may occur hours before the activity?

The communication template can be found on the [Maryland 4-H Website](https://www.maryland4h.org). An example of an email from an activity leader to 4-H families using the template can be found in Appendix C of the Restoring Maryland 4-H Programs Volunteer Guidebook.
Final Check

Review the previous sections and determine whether your in-person 4-H Activity meets requirements well enough to be approved. How did you rate each section?

<table>
<thead>
<tr>
<th>SECTION</th>
<th>GO</th>
<th>NO-GO</th>
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<tbody>
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<td>5. 4-H Activity Location</td>
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If you recorded all “Go” evaluations, you may proceed to the next step: Requesting approval of your in-person 4-H Activity. If you recorded a “No-Go,” you should change your plans so they meet requirements, consider holding the 4-H activity virtually, or delay it to a later time when conditions are more favorable.

Requesting Approval of an In-Person 4-H Activity

To request approval of your 4-H in-person activity, you must be able to use a computer with internet access. The approval form program is not optimized for smartphone or tablet devices, so their use is not recommended. The request form can be accessed through the [Maryland 4-H Website](#).

You will provide most information by answering questions on the form. Use your notes from this checklist to answer the questions. You will also be required to upload two documents:

1. Completed 4-H Activity Hygiene & Sanitation Plan
2. Completed 4-H Activity Health & Safety Plan

The documents may be uploaded in PDF or Microsoft Word format. PDF is recommended. Plans should be typed if possible, but handwritten plans are acceptable. Scan the handwritten plan and save in PDF format.

If you do not have access to a computer, you can ask another 4-H volunteer or parent to fill out the online request on your behalf. If someone else fills out the request for you, you must provide them with all the required information and give them permission to use your name as the requestor.

**SUGGESTION:** Give your “helper” as much information as possible in advance, including the completed plans that need to be uploaded with the request. Connect by phone with the helper as s/he completes the form, so you can answer questions and the helper can type the answers.