



4-H Volunteer

Instructions for Returning to In-Person Programming

Updated for 4/1/2021

The Maryland 4-H Program will begin the process to return to in-person programming starting in April 1. Due to the local health conditions and restrictions and with the focus on youth and volunteer safety, In-Person 4-H Activities will be reviewed and approved at the local level in alignment with 4-H State guidelines and expectations. In-person 4-H Activities are not required and virtual connections may continue as they meet your club's, group's or committee's is needed. There are helpful resources and information for virtual connections on the Maryland 4-H [Learning from Home](#) webpage.

Approved In-Person 4-H Activities can be offered by Certified UME 4-H Volunteers and must adhere to the guidelines, expectations and requirements outlined in the **Restoring Maryland 4-H In-Person Programs: Guidebook for Volunteers** and resources available at the [Covid-19 Resources for Volunteers](#) webpage. This document provides an overview of what you will need to do to conduct/lead an In-Person 4-H Activity. Remember, in-person programs are not required and virtual opportunities may provide an alternative to allow more participation and eliminate scheduling and geographical barriers to participation, even if it means a hybrid approach to you're the 4-H opportunities you provide. Consider all participants and think about equity as you build your 4-H plans for the year and be sure to treat everyone with compassion.

4-H Volunteer Instructions -

1. Read through the [Restoring Maryland 4-H In-Person Programs: Guidebook for Volunteers](#), along with other supporting documents, to understand what is expected for any in-person 4-H Activity.
2. Complete the **Return to In-Person Programming Volunteer Training**; training completion certificate is required for **In-Person 4-H Activity** approval. Volunteers must be approved in 4-H Online prior to meeting virtually or in-person. Check your status with your local 4-H Team or with your profile in the system. <https://v2.4honline.com/#/user/sign-in>
3. Work with your co-Activity leaders/assistants (at least 2 Certified UME 4-H Volunteers required for all in-person 4-H activities) to complete and submit an **In-Person 4-H Activity** Application as per your local 4-H Team's instructions. Application will require the inclusion of a [Hygiene and Sanitation Plan](#).
4. Submit the **Request for In-Person 4-H Activity Application** as per your local 4-H Team's instructions no more than 60 days in advance of the 4-H Activity date for single or recurring events. All requests will be considered and approved by the local 4-H Educator in consultation with the local Extension Director (A/CED). Activity leaders will receive notification prior to the targeted Activity date. **In-Person 4-H Activities must be approved prior to being held.**
5. Approved In-Person Activities must be conducted according to the plans submitted and in alignment with all 4-H guidelines, expectations and requirements. Use the **Conducting an Approved 4-H Activity** to ensure the program and participants comply. Specific requirements include a required **Health Pledge** for all youth and adult participants and an accurate attendance record (**Attendance Form**). Those that do not bring a Health Pledge or refuse to follow expectations may not participate.
6. Submit the **Post-Activity Report** through the online portal within 48 hrs after the completion of the activity. Deliver or mail all required documents to the local Extension Office c/o the 4-H Team. Documents to include **Health Pledges, Attendance Form** and completed **Accident/Incident Report Forms**.

