



In-Person 4-H Activity Request Evaluation Checklist

The local 4-H Educator and A/CED are the approval authority for a request to hold an in-person 4-H activity. When a request is received, the Educator should carefully review the request and supporting documents. If the Educator has questions about the request or requires more information, they may contact the requestor directly. Once the Educator completes the review, they should consult with their A/CED before deciding to approve or deny an activity request.

This checklist should be used as a tool to help reviewers determine whether the request complies with the requirements of the Maryland 4-H **Restoring In-Person Programs Plan** and to document questions or notes the reviewers may have.

If the 4-H Educator decides to **approve** the request, the Educator should inform the requester, share any notes and remind the volunteer of the post-activity report deadline.

If the Educator decides to **deny** the request, the 4-H Educator should document the denial and basis for the decision on the checklist, then notify the requestor.

Request Information

Requestor's Name _____ Requestor's Phone # _____

Requestor's email _____

Activity _____

Activity Type _____ Activity Date(s) _____

Date of Request _____

4-H Educator _____ County/City _____

Evaluation Checklist

Yes	No	N/A	Baseline Conditions
			Does the activity comply with state and local directives for in-person activities?
			Will the group size be limited in accordance with current baseline conditions and UME/4-H requirements (per session, if applicable)?
			Will all participants be required to wear face coverings?
			Will physical distancing be practiced at the 4-H activity?
			Will participants have access to supplies for hand hygiene?
			Will cleaning supplies be available and will high-touch surfaces and shared equipment and materials be sanitized?

Yes	No	N/A	Activity Location
			Is the location large enough to accommodate physical distancing?
			Will the activity be held at a 4-H family's private residence, farm, or other property? <ul style="list-style-type: none"> • If so, remind host that they are assuming increased risk and liability
			Is there a reasonable plan for inclement and severe weather?
			Activity Leadership
			Will the activity be led by at least 2 adults who are either certified UME Volunteers or 4-H faculty/staff members?
			Do Volunteers have approved enrollments in 4-H Online for the current year?
			Have Volunteers completed the Return to In-Person 4-H Programming volunteer training and certification?
			Activity Size
			Will the activity hold multiple sessions in one day? If so, is there a plan in place to limit group size for each session in accordance with current protocols?
			Does each session have two designated volunteer or faculty/staff adult leaders?
			Is the plan for multiple sessions sufficient to ensure: <ul style="list-style-type: none"> • Session group size does not exceed maximum number under current protocols • Session groups do not come into contact • Sanitizing can be conducted to prevent contamination between groups
			Does leadership have a reasonable plan to handle "extra" participants?
			Virtual Options
			Will this activity offer a virtual participation option?
			Does virtual participation follow guidelines for Virtual Engagement?
			If the activity will be livestreamed or recorded, is there a plan to obtain permission for recording from participants or their parents/guardians?
			If the activity will be livestreamed, will ability to access it be controlled?
			Hygiene & Sanitation
			Is the Hygiene & Sanitation Plan completed and current? Are there clear and compliant responses to all questions and are tables completed?
			Is there a clear and compliant plan for encouraging and enforcing proper wear of face coverings?
			Is there a clear and compliant plan for encouraging and enforcing physical distancing throughout the activity?
			Is there a clear and compliant plan for encouraging and enforcing hand hygiene throughout the activity?
			Activities with Requiring Additional Procedures
			If a Shooting Sports activity, is there a clear and compliant plan to practice required additional procedures?
			If the activity involves live animals, is there a clear and compliant plan to practice required additional procedures?

Yes	No	N/A	Communication Plan
			Is there a clear and timely plan to communicate information and expectations to participants prior to the 4-H activity?
			Is there a plan to communicate short-notice or last-minute changes to activity participants?
			Conducting the 4-H Activity
			Does the arrival process include a reasonable plan for: <ul style="list-style-type: none"> • Screening and collecting Health Pledges • Recording attendance • Informing participants of rules and protocols • Practicing physical distancing • Ensuring hand hygiene is performed upon arrival
			Will parents/guardians or responsible adults be required to remain on-site but outside the activity?
			Is there a reasonable plan for communication with parents/guardians if necessary during the 4-H activity?
			Is there a reasonable plan for handling participants who do not behave appropriately or who repeatedly fail or refuse to follow rules?
			Does the departure process plan allow for verification that youth members leave the activity with a parent/guardian or designated adult?
			Do leaders understand that they must complete a Maryland 4-H Incident report for any issues related to behavior, health, denial of entry or removal from the activity?
			Has a leader been designated to complete post-activity reporting?
			General
			Does the activity plan reflect efforts to include all 4-H youth participants who are eligible and interested in participating?
			Are there any potential issues or situations the 4-H Educator and leaders should discuss prior to the activity?
			Do you have concerns about the leaders' ability to manage the 4-H activity according to requirements and protocols?

4-H Educator's Decision

Request Approved
Request Conditionally Approved
Conditions:

Request Denied

4-H EDUCATOR REVIEW	
4-H Educator: _____	Date Reviewed: _____
Notes:	
A/CED REVIEW	
A/CED Name: _____	Date Reviewed: _____
Notes:	

Notification

Applicant notified of decision on _____.
(date)

Notification method:

Email
Phone call
Letter
Automated response
Other: _____