OFFICE USE ONLY **Place in Club File**

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 _____ Policy # _____	◯ Yes	◯ No
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		
○ Yes	○ No		
○ Yes	○ No		
○ Yes	○ No		
○ Yes	○ No		

Add addition sheet/spaces as necessary

4-H Members participating

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.

Crisis Management Planning

This form and all required authorizations must be with you during the event/activity.

In case of an emergency, be prepared to follow established protocol.

STEP ONE – Club Leadership or County Educator	
1. Severe Weather/Fire/Evacuation Plan. Be sure it is communicated to youth and adults.	☐ Done
2. Safety and Security The site has been inspected for safety and security concerns. Any concerns have been communicated, documented, and addressed with the facility/site. Participants, families, volunteers, spectators, and chaperones have received instructions on minimizing risks of accidents or injuries. Does the facility/site have liability insurance? ◯ Yes ◯ No	☐ Done
3. Call 911 or appropriate emergency personnel _____ (Local hospital, minor emergency, etc.) Have medical release and insurance information readily available for emergency personnel, hospital, or clinic.	☐ Done
4. Respond to any injuries using appropriate first aid. Document all treatment/actions on Form 8 as soon as possible	☐ Done
5. Notify OSU Extension Office/Staff and be prepared to provide as much information as possible. **County Office #** _____ **Alternate number** _____ In the event the office is closed call: _____ _____ **4-H Educator** **County Extension Director** The Extension Office/personnel will continue communications through the appropriate protocol sequence. ***Do not talk to the news media*. All statements and information will be managed by OSU/OCES.**	☐ Done
6. Call or instruct the Extension Office to contact all parents of youth participating in accordance with the Clery Act (20 U.S.C.§ 1092(f)). Release children only to parents or guardians listed on the "incase of emergency" contact form.	☐ Done
7. Thoroughly complete and file Form 8 (Incident and Accident Form) with the Extension Office immediately after the event.	☐ Done
STEPS TWO – FOUR on Form 9, 4-H Crisis Management Plan are handled by OCES personnel	
STEP FIVE – Post Crisis Recovery for Club and County Office	
17. File any required post-trip insurance forms (for both crisis and non-crisis incidents) with the insurance company. Be prepared to answer questions related to the claim.	☐ Done
18. Make sure the victims and their families understand exactly what happened.	☐ Done
19. Schedule debrief sessions to discuss the event. Utilize county and state counseling resources for individuals and groups as needed. Inform families about what to expect and maintain ongoing communication.	☐ Done
20. Maintain records. Per Oklahoma House Bill 1935 (2025), liability questions may arise until the victim reaches age 45. Keep all related paperwork indefinitely in the designated file in the Extension office. File an electronic copy with the district office and State 4-H office.	☐ Done
21. Return any belongings not claimed or lost during the accident/incident.	☐ Done