

youth participants (including, but not limited to, possession/use of alcohol, tobacco, drugs; weapons; bullying; hazing; inappropriate use of imaging devices; harmful behaviors; dress code; appeals process). (P)

Supervising Adults and/or Teens

- Ensure volunteers and/or chaperones selected through the Florida 4-H volunteer process meet all requirements (includes parents serving in a volunteer role). (P)
- Ensure volunteers abide by child protection procedures/laws concerning screening, privacy, and reporting procedures. (UF Youth Compliance P)
- Orient and train volunteers and/or chaperones for their roles, working with youth, emergency procedures, and event/activity responsibilities. (BMP)
- Ensure all medications for participants have an accompanying **Medication Form**, are accounted for, and are secured with a volunteer in Care, Custody, and Control or with medical personnel if on-site. (BMP)
- Communicate drop-off & pick-up procedures to parents (Restricted & Early Release Forms). (BMP)
- Establish and implement the process for youth to sign “in” and “out” of a program. (BMP)
- Conduct participant orientation, including rules, policies, guidelines, safety, and emergency procedures. (BMP)

Parents of Participants

- Conduct parent orientation, including program purpose, rules, and policies for participation, safety, and emergency procedures, etc. (BMP)
- Complete enrollment/registration. (P)
- Sign permission to participate or informed consent form for child. (P)
- Understand financial obligations and pay any required costs by deadlines. (BMP)

Contracts

- Volunteers & agents are not permitted to sign contracts. If a contract is required to be signed, please contact your county Extension director. (P)

Facilities

Ensure the site chosen meets the following safety requirements:

- Provides a safe environment for participants. (BMP)
- Accessible for individuals with disabilities and special needs. (SL)
- Emergency exits are clearly marked, unlocked, and easily accessible. (BMP)
- Emergency equipment exists and is accessible if needed. (BMP)
- Aware of other groups using the facilities and any potential conflicts. (BMP)
- Lifeguard with appropriate certification present when near water. (BMP)
- Provide separate accommodations for adults and participants. Youth are not permitted to sleep in the room of an adult (over age 18) other than his/her own parent or guardian. (UF Youth Compliance P)
- If possible, programs should have separate shower and bathroom facilities or separate times for each gender, youth, and adults. (BMP)

Ensure the site chosen meets the following liability requirements:

- If liability insurance is required by the chosen facility, seek assistance from the county Extension agent in obtaining appropriate liability insurance. (BMP)
- Obtain facility use forms, agreements, and/or contracts from managements of the chosen facility. See the previous section called Contracts. (BMP)

Transportation

Required for All Drivers

- Meet all requirements set forth in UF Environmental Health and Safety Office for employees and volunteers. (P)
- If transporting youth in a 15-passenger van, please consult the corresponding [van policy](#).
- Have a copy of the driver's license and insurance on file. (BMP)
- Oriented of planned route, provided with maps and directions, and have set meeting times & destinations. (BMP)
- Must have the ability to communicate by cell phone or two-way radio. (P)
- Have a copy of all transportation release and health forms of youth being transported. These can be found on [4-H Online](#) in each member's profile. (Volunteers should contact the UF/IFAS Extension county 4-H agent for a copy of participant health forms.)

Required for All Participants

- Completed transportation (part of registration process, found in member's profile) release in [4-H Online](#).
- Wear seat belts at all times. (SL)
- Refrain from behavior that is distracting to the driver. (BMP)

Food Preparation

- Assess that liability coverage is adequate. (BMP)
- Ensure food is handled, prepared, and stored safely per [USDA guidelines](#). (BMP)
- Refer to the [Food Safety](#) EDIS topic for food safety in Florida. (BMP)

Liability Coverage, Insurance, and Laws

- Assess that liability coverage is adequate. (BMP)
- Secure accident insurance for all participants. (BMP)

- Secure proper liability insurance before transporting youth. (BMP)

Emergencies

Participant Health-Related Requirements

- Signed Florida 4-H Participation Form with emergency contact information for each participant (minor and adult) is accessible by person(s) in charge. (BMP)
- Access to healthcare in an emergency is known and understood even when traveling out of town. (BMP)
- Have phone numbers of the nearest hospital, ambulance, and law enforcement. (BMP)
- Secured health and/or accidental insurance (i.e., American Income Life).
- Have incident or accident report forms available for use by person(s) in charge. (BMP)
- If an accident occurs, call for help, contact parent or guardian, contact CED, or contact UF/IFAS Extension. (BMP)
- Check with Extension agent/staff about 4-H Activity Insurance & Emergency Management Procedures. (BMP)
- Carry and use two-way radios and/or cell phones for emergencies and on-going communication. (BMP)
- Have current and up-to-date first-aid kit available. (BMP)

Unexpected Situations/Acts of Nature Planned for

- Storm warning system. (BMP)
- Unexpected weather (access to shelter, means to contact parents with change of location, etc.). (BMP)
- Alternative plans. (BMP)
- Identify nearest shelter in case of severe weather or emergency (BMP):

Fire _____

Flood _____

Tornado _____

Hurricane _____

Resources

Risk Management for 4-H Youth Development Work EDIS series: https://edis.ifas.ufl.edu/collections/series_risk_management_for_4-h_youth_development_work

“UF/IFAS Extension 4-H Youth Protection Policy”: <https://edis.ifas.ufl.edu/publication/4H444>

UF Youth Compliance Staff-to-Participant Ratios: <https://youth.compliance.ufl.edu/protection-requirements/supervision-of-minors/>

UF Youth Compliance: youth.compliance.ufl.edu

Youth Protection Training: <https://florida.4honline.com/#/user/sign-in>

- 4-H volunteers should log into 4-H Online at the link above to complete UF Youth Compliance training annually.

Pre-event Planning Guide and Matrix: <https://edis.ifas.ufl.edu/publication/4H299>

Florida 4-H Policies & Best Management Practices: <https://florida4h.ifas.ufl.edu/media/florida4hifasufledu/docs/Florida-4-H-Policies-Updated-11.01.23---Copy.pdf>

Florida 4-H Medication Form: https://uflorida.sharepoint.com/:b:/t/Initiative74-/ESbWKf0mzqhGrsVrDb3HmCYBkmOV_AH-MbqaMm6DOze7_w?e=uHd19l

UF Environmental Health and Safety 12 to 15 Passenger Van Policy: <https://www.ehs.ufl.edu/about/policies/12-15-passenger-van-policy/>

USDA Food Safety Guidelines: <https://www.fsis.usda.gov/food-safety/safe-food-handling-and-preparation/food-safety-basics/danger-zone-40f-140f>

EDIS Topic of Food Safety: https://edis.ifas.ufl.edu/topic_food_safety

USDA: www.usda.gov

Florida Extension Disaster Education Network: <https://piecenter.com/fl-eden/>

Extension Disaster Education Network: <https://www.nifa.usda.gov/extension-disaster-education-network>

Agriculture & Livestock Disaster Preparedness: <https://disaster.ifas.ufl.edu/agriculture--livestock/>

UF/IFAS Emergency Preparedness: <https://extadmin.ifas.ufl.edu/disaster/>

Nonprofit Risk Management Center: <https://www.nonprofitrisk.org/>

Further Reading

Herman, M. (2011). *Ready or Not...A Risk Management Guide for Nonprofit Executives*. 2nd edition. Leesburg, VA: Nonprofit Risk Management Center.