



Section Nine - Event Planning Workbook



Manitoba 4-H Council Inc. Event Checklist

This document applies to: Event Coordinators and Event Participants

4-H Manitoba endeavors to educate youth and adults for living in a global and ever changing world. It strives to create environments in which young people are valued, contributing members of their community. Volunteers are integral to fulfilling this mission. Thank you for making this commitment.

Event Checklist

Procedures will be reviewed with all event coordinators, volunteers and staff prior to the arrival of event participants.

Premises and Housing:

- Must be held at an approved facility have direct access to a phone for emergencies and guardian contacts.
- If housing overnight is to occur, the rooms must be segregated by gender and periodic bed checks should be performed.
- Building code issues, if any, must be complied with.

Chaperones:

- Formal background checks must be completed.
- Must be gender appropriate for the situation.
- Should have experience with age group.
- Must be age of majority-as per guidelines.
- Must have appropriate training for the job (to be in place for 2016).
- Must adhere to the Manitoba 4-H Council Codes of Conduct.
- Chaperone rules must be established and strictly adhere to Manitoba's chaperone rules (in place for 2016).

Behavior & Disciplinary Procedures:

- Important rules that are event-specific should be written, established and clearly explained to all participants and their parents and guardians.
- The rules may be in contractual form and signed by both the participants and their parents/guardians.
- In all cases event participants are expected to adhere to the Manitoba 4-H Council Codes of Conduct ([link here](#)) and the Policy and Procedures manual.

Parent/Guardian and Child Orientation:

- An orientation or training session should be held where the activity, rules and expectations are discussed and explained.
- All necessary forms can be explained and distributed at this time (included in the parent letter package).

Supervision:

- Appropriate ratio of chaperones to children should be established and maintained at all times. These ratios vary depending on the ages of the children, and the nature of the activity (no one-on-one, always 2:1 at least).
- A formal check-in and check-out procedure should be developed (sign in/sign out sheets).
- These procedures and actual checking in and out documents should be kept and stored for possible future verification/defense purposes.



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- All event/camp staff and counsellors are expected to remain on the event premises for the whole duration of the event. If an emergency situation (i.e. medical emergency at event or at home, needed supplies, etc.) does occur where the staff member or counsellor must leave the event premises, then that staff member must appoint their duties to another dependable staff member.
- If swimming is involved, changing room checks should be made every fifteen minutes.

Visitors & Pets:

- Visitors - no outside visitors are allowed (visitor being someone who is not a registered camper, registered staff member, registered staff's child, guest speaker/program facilitator or 4-H employee).
- Staff children are permitted with the approval of event director and the event committee.
- No pets are allowed as declared in the Manitoba Recreational Camp Act with the exception of project animals.

Emergency Procedures:

- Emergency procedures should be developed and include: what-to-do scenarios, contact information, first aid medical services, transportation, etc. (in place by 2016).

Incident/Accident Reporting:

- Incidents, accidents or near misses must be reported in writing to the Manitoba 4-H Council Inc.
- Do not determine cause on the reports, just report the facts.
- Use standard form as provided by the Manitoba 4-H Council Inc. at: www.4h.mb.ca/insurance

First Aid/CPR:

- Two or more of the chaperones should be currently certified and trained in first aid and CPR.
- One or more first aid kits readily available at all times.
- No medicines should be carried in the kits (medicines should be stored in a locked enclosure).
- Only dispense medicines to children that have been provided by the parents or guardians, along with written specific directions and authorization provided by the parents, guardians or professional healthcare provider.

Emergency Medical Services:

- Have parents and guardians sign a permission slip for emergency medical treatment. Make parents aware in writing of the medical services plan.
- Be familiar with the emergency medical services in the area where you are.
- Taking minors to remote areas that have limited or no emergency medical services requires additional arrangements.

Medical Records:

- Avoid gathering medical records, but rather rely on the medical information that parents or guardians provide voluntarily.
- Whatever medical information is received, will need to be securely maintained for privacy reasons.

Physicals for Participants:

- Avoid gathering medical records, however if strenuous activity is involved in the programs obtain a note from parent or guardian or healthcare provider that indicates the child is able to participate.



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Swimming:

- A certified lifeguard must be available to all groups during structured swimming events and other activities that take place on the water (a swimming test to determine members' capabilities may be used).

Other High Risk Activities:

- Participation of minors in high-risk activities or those that involve an inherent risk of injury must be managed individually, including having specific waivers/releases signed by the parent/guardians. The following are examples of some of these activities: canoeing, rock climbing, rafting and boating as *identified in the Canadian 4-H Risk Management Manual*.
- High risk activity instructors must be approved by the Manitoba 4-H Council Risk Management Committee.

Releases:

- Registration forms contain a general release that must be signed by participants and their parents/guardians in the event
 1. Where the health and well-being of the member is involved
 2. Where medical advice has been such that further services are required - services which require the consent of the parent or guardian
 3. Where all attempts to contact the parent or guardian have failed, or where due to the nature of the emergency there is insufficient time to contact such parent or guardian, it will be at the discretion of the staff-in-charge of the program to decide what steps must be taken for the welfare and safety of the member.
- High-risk activities (e.g. boating, camping, hiking, mountain climbing, overnight trips, or any form of travel/transportation) require their own specific release which must also be signed by the participants and their parents/guardians prior to taking part in the program. Please also be aware of the **watercraft insurance** available to read on our website at www.4h.mb.ca/insurance.

Records:

- All records will be safely stored and kept for an appropriate period of time by the Manitoba 4-H Council Inc.

Reporting:

- Event coordinator(s) must complete a standard event report form as provided by the Manitoba 4-H Council Inc. ([link here](#)) and submit to the Council office.
- A list of who actually attended the event must be completed and submitted to the Manitoba 4-H Council Office.
- A copy of the check-in and check-out form must also be provided to the Manitoba 4-H Council Office.

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Planning Checklist

Planning meeting

- .. Form a planning committee and set meeting dates (in person, conference call etc.)
- .. Select a chairperson or co-chairpersons
- .. Brainstorm ideas and appoint volunteers to explore the options

Budget

- .. Is there funding from area council? Did area council set aside a budget for you to use/stay within?
- .. Have you prepared a detailed budget for the event including income and expenses? Is it within the amount that council allowed?
- .. Is there funding from MAFRD or Ag Society budget?
- .. Do you need sponsorship from outside groups; who is recruiting it and what are you giving the sponsors in return (recognition); who is following up with the sponsors?
- .. Will there be a registration fee? How much will it be?

Supply Box

- .. Incident report forms
- .. Extra member event Forms
- .. Sign In/Out Sheets
- .. Pens, pencils, paper, markers, highlighters, tape, etc.

Program

- .. Who is organizing the program?
- .. Who is contacting speakers ?
- .. What is the back up plan if a speaker cancels or can't make it due to bad weather?
- .. Who is buying supplies needed?
- .. Is there a supply list?
- .. Do you need thank you gifts/cards?
- .. Who pays the speakers if payment is required, who buys the thank you token and is there a dollar value?
- .. Does the speaker need hotel accommodations?
- .. Audiovisual equipment needed?
- .. Do you have enough YPP approved adult volunteers to run the event?

Risk Management Plan

- “ What are the potential risks to members and leaders?
- “ What plans have been put in place to reduce the risk?
- “ Do you have a first aid kit?
- “ Are there enough YPP approved adult chaperones for the number of members attending?
- “ Have chaperones been briefed on their duties, possible risks and what to do in the event of one?
- “ Do you have a member event form for every member/buddy?
- “ Are there incident forms at the event?
- “ Is there proper safety equipment for activities?
- “ Are there hand washing facilities available?
- “ Ensure proper food handling. Hot foods hot and cold foods cold. Have water available.
- “ Be aware of any food allergies.
- “ Have parents/guardians sign members in and out of the event.

Facility

- “ Where will the event take place? (The town and the building address).
- “ Who books the facility?
- “ What time is the facility to be opened? Is there a time you must be out of the facility? Is there a contact number if the facility is not open as planned?
- “ Who do you call if there is a problem?
- “ Cost of the facility
- “ Who is locking up the facility?
- “ What audio visual equipment do you need?
- “ Do you have use of a kitchen or not? Are you allowed to bring in “outside” food or must it be purchased from the facility or their preferred caterer?
- “ Do you need a PA system or is there one in the facility ?
- “ Do you need to set up, take down or clean up?
- “ Other concerns

Food

- “ Do you need food/concession?
- “ Who will look after ordering the food?
- “ Who will serve the food?
- “ Ensure that proper food safety rules are followed.

Advertising

- “ Letters/promotion poster to members
 - Who designs the promotion?
 - Who mails / e-mails letters?
- “ Do you need posters?
- “ Poster to GO office
- “ Is the event open to the public—if so how are you promoting it?
- “ Do you need to follow up?
- “ Do you need pictures (remember photo release is required)?
- “ Who does press release (if required) after the event?

Registration

- “ Who takes the registrations?
- “ What is the registration fee?
- “ Who is it payable to?
- “ Do they e-mail, phone or mail it in?
- “ Is there a minimum number for an event?
- “ Is there a maximum number for the event?
- “ Do you have a deadline date and when will you decide if you need to cancel the event?
- “ Who notifies the members/leaders if the event is cancelled?
- “ Do you accept late registrations?
- “ Who is in charge of registration at the event ?
- “ Do you need receipts?
- “ Do you need change for the event?
- “ If a registration package is needed who is preparing it ?
- “ 4-H member event forms - signed/collected and at the event; what happens to them after the event?
- “ Sign in sheet/sign out sheet (including who is authorized to pick up a member)
- “ Any food allergies or health issues to be aware of?
- “ Who is dealing with emergencies (medical, fire etc) including what if a parent does not pick up their child on time?

Wrap Up

- “ How will you evaluate the events?
- “ Who is writing the evaluation?
- “ Who is tabulating the results of the evaluation?
- “ Have you written up what you did for your committee binder with suggestion for next year?
- “ Gather up all receipts, submit to the treasurer of who is hosting the event: Club treasurer, Southwest 4-H Area Council Treasurer, etc. so that payment can be made.
- “ Submit any revenue to appropriate treasurer. Note: Please do not use the revenue to pay for expenses - there needs to be a paper trail of income and expenses.

Information

Event Name: _____ Date of Event: _____

Coordinator: _____

Goal: _____

Program: _____

Location: _____

Equipment: _____

Supplies: _____

Date	Income	Budgeted Income	Actual income
	Total		
Date	Expenses	Budgeted Expenses	Actual Expenses
	Total		
	Ending Balance		

Registration / Supply Box

Task	Budget	Who is Responsible	Date to be Completed

Facility

Task	Budget	Who is Responsible	Date to be Completed

Task	Budget	Who is Responsible	Date to be Completed

Program

Task	Budget	Who is Responsible	Date to be Completed

Food

Task	Budget	Who is Responsible	Date to be Completed

Wrap Up

Task	Budget	Who is Responsible	Date to be Completed

Contact Information

Name	Email	Phone Number	Cell Phone Number
Coordinator			
Volunteer			