



## Skamania County

710 SW Rock Creek Drive (street)  
P.O. Box 369 (mailing)  
Stevenson, WA 98648  
509-427-3932  
<http://extension.wsu.edu/skamania>



### WSU 4-H Contract Information Sheet

There are three steps for contracts and liability insurance that requires approximately 3 months to complete through the WSU system. Please provide the Skamania County 4-H Office with information in a timely manner to accurately complete your facility's contract and request for liability insurance.

#### Step 1:

- As soon as year is planned for events and club meetings, send list of facilities used to 4-H Office
- \*For facilities such as school districts and the Fairgrounds, one contract representing 4-H will be completed

#### Step 2:

- A generic contract has to be sent to WSU Contracts
  - o Leader Responsibility: Send a generic/blank contract from the facility to the 4-H Office with dates and times of use
  - o Office Responsibility: Send the blank contract with a WSU Contract Form (filled out by office staff) to WSU Contract Office
- Contract is reviewed by WSU Contract Office, changes suggested then returned to the facility for agreement
- If the facility agrees, the facility manager initials and returns to the 4-H Office
- 4-H Office returns contract to WSU Contract Office for finalization
- Contract is good to go if both parties agree on changes

#### Step 3:

- Approved contract and request for liability insurance is sent to WSU
- Request for insurance is approved or denied
- If approved, certificate is sent

\*Note: Step 2 needs to be done regardless. Step 3 is generally done per facility's request, but not bad to have on hand.

\*\*Note: Must be done for EACH facility used.



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### **The Importance of Club Planning**

#### **Why do we plan club events and meetings?**

- Having an organized picture of the entire 4-H year can guide your club toward its unique goals and can ensure valuable time with youth is not wasted.
- A written plan gives parents and members a roadmap to the 4-H year and helps families prioritize their time for attending 4-H events.
- A yearly schedule can guide your project and resource volunteers as they help provide education.
- If all members are aware of what is happening and when they are more likely to attend and no one feels left out or forgotten.
- Planning events and creating a yearlong calendar model's planning for youth (Q: what do 4-H youth need to plan out?). The same can be said of setting goals for the club.
- Planning allows you to intentionally meet the needs of your club members and helps guide them along a path to mastery of their project.
- The schedule is a valuable tool in helping your club's youth officers plan for club meetings.

#### **Does your club meet at someone's house or in a facility in the community?**

- If You Meet at Someone's House:
  - o Are all of the adults in the home at the same time as 4-H Youth screened by the WSU 4-H Office?
- If You Meet at a Facility:
  - o Did you sign any papers to meet there? Is the contract or agreement with the facility signed by WSU and on file in the WSU 4-H Office?

#### **Why these steps need to be met:**

- Your protection! If you have signed an agreement with a facility for 4-H events or meetings **you** are liable if something goes wrong.
- If you are meeting at someone's home and un-screened adults are around 4-H Youth are potentially at risk.

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