**Need to hold an in-person event?**
1. Discuss options with 4-H youth members.
2. Discuss the plan with 4-H staff.

3. **Is the plan doable?**

   **YES!**
   - Schedule a meeting with 4-H staff, participating volunteers, and 4-H members to watch a training video and become oriented to the checklist and WA State 4-H COVID resources.

   **NO**
   - Modify the idea, or wait for face-to-face.

   Hold a pre-event planning meeting with your group and 4-H staff to:
   - Discuss how to do the event safely
   - Make a list of supplies needed
   - Complete the event proposal form

   **Submit proposal at least 10 days in advance.**

   **Was the plan approved?**

   **YES!**
   - Gather supplies and prepare for event.
   - Hold stellar event, following all protocols.
   - Submit health screening attestation forms and feedback to 4-H staff.

   **NO**
   - Modify the idea and resubmit?

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**4-H IN-PERSON FLOWCHART**

This flowchart outlines the process for in-person event approval to consider events that cannot be facilitated virtually.

If your event can be hosted virtually, proceed with the virtual option.

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