

Clallam County 4-H Special Event/ Animal Show Guidelines

4-H Council and 4-H clubs are encouraged to hold/host 4-H shows and special events. To ensure that WSU Extension Events are safe, quality experiences for our 4-H youth and the community, please follow this checklist:

- ____ Share your plans with the Extension office at least 30 days in advance. 4-H staff will work with you to identify and meet any event needs regarding Risk Management and Liability.
- ____ If a facility requires a contract, this must go through the WSU Extension office. Volunteers may not sign contracts in the name of WSU Extension 4-H.
- ____ Please designate who will be the Enrolled 4-H Volunteer (Adult Lead) for the event/show.
- ____ Registration forms must be submitted 2 weeks in advance of the event for approval by Extension office staff. Forms may be promoted, posted on the Extension website.
- ____ An enrolled 4-H Volunteer (Adult Lead or designated representative) must be on site for the duration of the event.
- ____ Participating youth must be under the supervision of an enrolled volunteer or designated chaperone for the duration of the event.
- ____ To be covered under WSU Liability and American Income Life Annual or Special Event Policy, the event must follow the WSU State 4-H Policies. For example: Youth must be age 8 by January 1st of the current 4-H year and in 3rd grade to show a large animal.
- ____ Events with non-enrolled 4-H participants (youth or adult volunteers) must purchase a Special Event Policy through American Income Life (Special Risk Division). Apply for coverage prior to the event here: <http://www.americanincomelife.com/who-we-serve/4-h-insurance/4-hces-coverage-online-application> After the event, submit the invoice with the number of participants and policy payment. There are a variety of coverage levels. Minimum cost is \$8.00/event.
- ____ County Qualifying Shows must be presented to and approved by the Clallam County 4-H Council. County Qualifiers are also subject to approval by WSU Extension 4-H staff.

Events held at the Clallam County Fairgrounds

Please notify the WSU Extension Office by February 1st for any 4-H Shows/Workshops/Public Events that you are planning to hold at the Clallam County Fairgrounds in the upcoming Calendar year. Events meeting certain criteria will be included on an annual contract between WSU Extension and the Clallam County Fairgrounds. After February 1st, notify WSU staff of your event so special arrangements can be made.