

Clallam County 4-H Council
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Clallam County



WASHINGTON STATE UNIVERSITY
EXTENSION

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. Contracts can take months to approve.
- ☐ Please designate who will be the Certified 4-H Volunteer for the event/show. Only volunteers with a currently active enrollment in 4-H online are considered Certified Volunteers.
- ☐ 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.
- ☐ A Certified 4-H Volunteer must be on site for the duration of the event.
- ☐ Participating youth must be under the supervision of a certified volunteer 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 as early as possible for any 4-H Shows/Workshops/Public Events that you are planning to hold at the Clallam County Fairgrounds in the upcoming Calendar year. Recurring events meeting certain criteria may be included on the multi-year contract between WSU Extension and the Clallam County Fairgrounds.