**Gibbs Lake 4-H Challenge Course (GLCC)**

**GROUP REGISTRATION AND PRE-EVENT PROCESS**

GROUP LEADER: KEEP A COPY OF THIS FORM/INSTRUCTIONS

**STEP 1: Assess Your Group’s Interest & Readiness**

Using the GLCC brochure and online information at <http://extension.wsu.edu/jefferson/youth/gibbs_lake_challenge/>, please take time to gauge the interest of potential participants. It is important that participants willingly choose to engage in any 4-H Challenge program.

**STEP 2: Intake**

Please fill out the following form and then contact the WSU Extension Jefferson County Director, Cliff Moore (360-379-5610 x202), to discuss these details and costs.

|  |  |
| --- | --- |
| Name of group:  | *4-H group? Y\_\_\_ N\_\_\_* |
| Group leader contact information name, email, & phone#: |  |
| Dates interested in facilitated event at GLCC: (please list several options) |  |
| Preferred time and duration of event:[[1]](#footnote-1) |  |
| # of youth participants expected & their age range: | *Any enrolled 4-H member(s)?[[2]](#footnote-2) #Y\_\_\_ #N\_\_\_* |
| # of adult participants expected:(please count *only* the adults who will actively participate on the Course) | *Any enrolled 4-H leader(s)?2 #Y\_\_\_ #N\_\_\_* |
| Are you requesting an on-site portable restroom? (Est. cost: $160)[[3]](#footnote-3) |  |
| Please mention any group and/or participant special needs for which planners may need to arrange accommodations:[[4]](#footnote-4)  |  |
| Group’s goals/hopes for facilitated event at GLCC (e.g., peer-group teambuilding, adult-youth teambuilding, improved communication, etc.): |  |
| Other group information that you would like the event planners and facilitator(s) to know: |  |

**STEP 3: Coordinate with Participants and/or Parents/Guardians**

1. Email this link <http://extension.wsu.edu/jefferson/youth/gibbs_lake_challenge/>
	1. Ask Participants and Parents/Guardians to read over the information on this page to familiarize themselves with the Course
	2. Ask Participants and Parents/Guardians to download and complete:
		1. The “GLCC Health & Authorization Form” – **PARTICIPANTS WILL NOT BE ALLOWED TO PARTICIPATE ON THE COURSE WITHOUT THIS COMPLETED, SIGNED FORM**
		2. The “GLCC Personal Clothing & Equipment List”
2. **At least TWO weeks prior to your event, collect completed GLCC Health & Authorization Forms from EVERY PARTICIPANT**
3. Coordinate participants’ transportation and food needs

**STEP 4: Final Details**

1. **At least ONE week prior to your event, return all GLCC Health & Authorization Forms** to the WSU Extension Office, in person or by mail: 121 Oak Bay Rd., Port Hadlock, WA 98339
2. At least ONE week prior to your event, call WSU Extension 360-379-5610 x202 to review:
	1. Participant numbers
	2. Group arrival and departure times and general schedule
	3. Special needs/accommodations
	4. Group goals
	5. Facilitators
	6. Costs and payment
	7. Any remaining questions



**We look forward to seeing your group on the 4-H Challenge Course at Gibbs Lake Park!**

1. To maximize the benefits of this experience, GLCC planners strongly recommend that you allow for at least 3.5-4 hours for your group’s first time on the Challenge Course. [↑](#footnote-ref-1)
2. WSU 4-H arranges for Special Event Insurance coverage for all youth and adults NOT enrolled in 4-H. These numbers help us do so. [↑](#footnote-ref-2)
3. A park restroom is located at Gibbs Lake main waterfront area, about a 5 min. walk from the Challenge Course. Groups requesting an on-site portable restroom will cover the rental cost; WSU Extension 4-H will arrange for this with Good Man Sanitation. [↑](#footnote-ref-3)
4. To view the WSU 4-H Reasonable Accommodations Policy, please scroll to the bottom of this page: <http://extension.wsu.edu/jefferson/youth/>. [↑](#footnote-ref-4)