

Challenge Facilitator Checklist

Pre-Event

1. Contacted by client or 4-H Challenge office to work with a group
2. Contact client directly
 - a. Confirm date with group
 - b. Agree upon a fee with group
 - c. Discuss Goals of the Event
 - d. Discuss any special needs the group may have.
 - i. Will all participants be able to mentally and physically participate?
3. Confirm with 4-H Challenge office that course is reserve
4. Meet with Co-facilitator (if applicable)
5. Plan your sequence
6. Receive Challenge Facilitator packet from website: Faciliators Corner
 - a. Letter confirm dates, number of participants,
 - b. Day Use Form
 - c. Group Enrollment Form
 - d. Evaluation

Program Day

7. Arrive at the course early to prep for the days events
 - a. Sign the Facilitator book
 - b. Place the First Aid Kit in the doorway of the shed
 - c. Walk through course looking for potential safety hazards and
 - i. Check trees for dead branches
 - d. Set- Up all elements you plan to use during the day
 - i. Visual inspect all equipment for safety issues
 - e. Inspect and inventory equipment, setup up rescue bag if a High Course day.
8. Complete a review of roles and backup activities for programming.
9. Group Arrives
10. Collect & Review "Release & Consent/ Medical History" Forms
11. Assess the weather and the preparedness of your group. Do not use either high or low courses during high winds or electrical storms.
12. Welcome Group- 4-H History- CxC and FVC
13. Begin Sequence
14. Finish Sequence



End of Day

15. Pass out “Program Evaluations” Qualtrics Survey Link
16. Complete “Group Enrollment” Form (Blue Form)
17. Debrief the day with your co-facilitators
18. Complete “Day Use” Form (Qualtrics Survey Link)
19. Fill out Rope Log (Qualtrics)
20. Fill out First Aid Log (Paper Copies and Qualtrics)
21. Return all equipment to its proper place in the shed and lock the door

Post Event

22. Return paperwork to 4-H Challenge Office within a week of the event
 - a. Evaluations- Electronic links for survey participants
 - b. Day Use Form (Qualtrics)
 - c. Group Enrollment Form (Blue Form)
 - d. Release & Consent Forms
23. Follow up with the group- (Send Qualtrics group Experience survey)
 - a. Ask if they were satisfied with their experience
 - b. What could have been better
 - c. What they would like to do differently
 - d. What was the best part
 - e. When would they like to come again
 - f. Testimonials