



Standards For 4-H Overnight Programs and Events (If not covered by ACA guidelines)

Site and Facilities:

1. Water tested recently and safe for human consumption. If the water supply is from a well or similar source, there should be on file for the facility documentation stating the water is safe or approved for human consumption.
2. All buildings equipped with an emergency exit and smoke detection equipment. This standard does not apply to fairs, stables and stalls where the facility may be more open, however you should have an emergency plan.
3. Facilities are accessible for persons with disabilities.
4. Toilets are adequate for persons at a ratio of 1 seat for 30 females; 1 seat for fifty males.
5. Hand washing facilities are available at a ratio of 1 to 30 participants.
6. For more than one overnight, shower facilities are available to participants at a ratio of 1 per 15.
7. Sleeping quarters provide cross ventilation and there is adequate space to move in the sleeping area. At least six feet allowance between heads of sleepers are required. Sleeping quarters for boys and girls must be separate. There cannot be sharing of beds or sleeping bags.

Administration:

1. The committee or person(s) in charge of the program or event must identify potential hazards specific to the site. There must be a plan for managing risks, handling emergencies and crisis. Parents or guardians must be informed of all potential risks related to the program, event, and site before registration. A spokesperson must be identified to be the official person to communicate with media, reporters, parents, in all crisis situations.
2. Training and/or orientation must be provided for adult/teen staff. A training program to include all aspects of the 4-H program or event must be planned and conducted.
3. Emergency procedures are clearly understood by all (participants and adults\teen staff).
4. Adequate health, accident and liability insurance is in place for the event.
5. There is a specific procedure in place for checking participants in and out of the program with a designated process for verifying "no-shows".

Standards For 4-H Overnight Programs and Events Continued

Personnel:

1. All adults, ages 18 and older, working with 4-H educational program must be MCES Volunteers. All persons must be at least two years older than the group they are providing supervision for and guidance to.
2. If special training sessions are held, persons teaching need to be qualified in the area (s) of the training they are providing (i.e. shooting sports).
3. Teens working with educational program can do so in a leadership role.
4. Adult to youth ratio should be:
 - 1 adult to 6 youth ages 6-8
 - 1 adult to 8 youth ages 9-14
 - 1 adult to 10 youth ages 15-18
5. Parents who are not MCES volunteers, and are supporting the educational program may only work with their own children.
6. Composition of adults needs to reflect participant ratios as close as possible.

Health Care:

1. Participants must have access to a health care professional, if a medical person is not on site.
2. Local health care units or emergency medical officials must be notified of overnight program. The need to know the number of participants, total number of people, and any known health concerns.
3. Current health form completed for each participant, forms at the site and in a confidential file.
4. Current code of conduct form completed for each participant
5. A procedure in place for recording medications given to participants and the name of the person responsible for administering the medication.
6. A plan for medical transportation ready if needed. There needs to be a first aid kit on site complete with latex gloves.

Check List For 4-H Overnight Programs and Events

Site and Facilities:

- water tested recently
- water documented safe for human consumption
- all buildings equipped with an emergency exit
- all buildings equipped with smoke detection equipment
- facilities are accessible for persons with disabilities
- toilets at a ratio of 1 seat for 30 females; 1 seat for fifty males

Standards For 4-H Overnight Programs and Events Continued

- hand washing facilities at a ratio of 1 to 30 participants
- shower facilities at a ratio of 1 to 15 participants, for more than one overnight
- cross ventilation provided in sleeping quarters
- at least six feet space allowance between heads of sleepers
- sleeping quarters separate for boys and girls
- beds and sleeping bags, NOT shared

Administration:

- person(s) in charge of have to identified potential hazards.
- plan in place for managing risks
- plan in place for handling emergencies
- plan in place for managing crisis
- training and orientation of adult/teen staff are planned and conducted
- emergency procedures are understood by all (participants and adults\teen staff)
- health/accident insurance in place for the event
- procedure in place for checking participants in and out of the program
- procedure in place for verifying "no-shows"

Personnel:

- all adults working with 4-H educational program are -INICES Volunteers
- youth leaders and counselors are at least 2 years older than the group
- persons teaching special sessions must to be qualified in the areas of training
- teens working with educational program can do so in a leadership role
- adult to youth ratio:
 - 1 adult to 6 youth ages 6-8
 - 1 adult to 8 youth ages 9-14
 - 1 adult to 10 youth ages 15-18
- parents who are not MCES volunteers, may only work with their own children
- ratio of adult males/females is close to ratio of participants

Health Care:

- access to health care in the event of an emergency
- local health care units or emergency officials notified of overnight program
- current health form completed for each participant
- current code of conduct form completed for each participant
- procedure in place for recording medications administered
- plan for medical transportation in place
- first aid kit available

Equal opportunity employer and equal access programs.