



Forms - What To Use When

<p>Youth Member Code of Conduct</p> <ul style="list-style-type: none"> ▪ Use this as a tool to establish club rules ▪ Fill out and carry with you on club field trips ▪ Fill out and carry with you on overnight excursions ▪ Fill out and carry with you on excursions out of county or out of state related to 4-H events ▪ It is required and used at county fairs, state, regional and national events ▪ It is required when exhibiting livestock at New Hampshire/Maine/Vermont Fairs
<p>Adult Code of Conduct Use this form when</p> <ul style="list-style-type: none"> ▪ Chaperoning or participating in a field trip inside or outside the county ▪ Chaperoning or participating in a regional, state or national trip
<p>Accident / Injury / Incident Report Form</p> <ul style="list-style-type: none"> ▪ <u>Fill this out when ever a youth is injured at an event!!!</u> Minor injuries may become serious, it is important that <u>all</u> witnesses fill one out. Note: We recommend filling it out for any adult that is injured as well. ▪ Also, use this form for any incidents that are out of the ordinary. This includes any behavior that defies the code of conduct. ▪ Forward a copy to the county office. ▪ Keep a copy in your club files.
<p>Activity Driver Form</p> <ul style="list-style-type: none"> ▪ Used when transporting children other than your own, any leader, parent or other adult ▪ All non screened leaders, transporting youth must fill this out ▪ It should be on file with your UNHCE 4-H office, before the event

<p>Medical Form</p> <p>If you are having an event that involves any of the following, a medical form should be filled out and be on the premises at the time of the event.</p> <ul style="list-style-type: none"> ▪ Large animal event (i.e. Horse Show, Dairy Goat Show, Dairy Show, etc.) ▪ Transporting youth outside county ▪ Event where the youth's parents are not present outside of county ▪ Overnight trips, inside or outside the county ▪ State or national events outside the county ▪ Be sure you know parent's location and contact information while the youth is in your charge.
<p>Annual Insurance</p> <ul style="list-style-type: none"> ▪ Purchase for each member and leader for each year
<p>Special Activities Coverage for Accident or Illness (Blue Insurance Form)</p> <ul style="list-style-type: none"> ▪ Used when members of the public or other clubs are attending an event ▪ Use when you invite other organizations to participate in an event ▪ Be sure the county office knows of any potential claims filed
<p>Youth Activity Release Form</p> <ul style="list-style-type: none"> ▪ Used for any event outside a regular club meeting ▪ Used for any club field trip ▪ Used for any special county, district, regional, state or national event ▪ Used for participation at any New Hampshire/Maine/Vermont fair