

## *Lorain County 4-H*



### 4-H Club COUNTY-WIDE Event Request Process

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#### To be used when a club is interested in hosting a county-wide event

##### 1. Submit your Event Request

Submit your completed request a minimum of 30 days prior to your requested event.

Other helpful documents to include with your request:

- Budget if you will be requesting funds from 4-H Advisory. These are the funds that remain from past Councils. Once these funds are used, they will not be replenished.
- Jr. Fair facilities request form.

The 4-H Educational Board meets the third Monday of the month, 6:30 p.m. at the OSU Extension office located in the Ag Center.

You will be e-mailed the status of your request the night of the board meeting.

##### 2. If you are approved:

- Budget requests will automatically be forwarded on to 4-H Advisory.
- Facilities requests will automatically be forwarded on to Sr. Fair.

##### 3. Secure facilities, certificates, etc.

It will be the 4-H groups responsibility to secure facilities, additional insurance or training certifications required to host the event.

##### Livestock, horse, or dog shows

If the event or fundraiser you are planning involves any type of animal show, you **MUST** have at least one approved adult volunteer that has completed the 4-H Show Standard Operating Procedures training.

##### 4. Final Report

The final report should be turned into the OSU Extension office within 30 days of the event.



## 4-H County-wide Event Request

To be submitted a minimum of 30 days prior to the event

**Club Name** \_\_\_\_\_

**Club Leader** \_\_\_\_\_

**Date of Proposed Event:** \_\_\_\_\_

**Name of Proposed Event:** \_\_\_\_\_

**Please Check All that apply:**

- Event with Animals
- Event with the Public
- Event with Shooting Sports (an official certified 4-H shooting sports instructor **MUST** be involved)
- 4-H Animal Show

Describe the purpose/goal of the event:

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Describe the location of the event:

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Describe the intended audience:

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## 4-H County-wide Event Request- Planning Form

Indicate who (4-H member name, 4-H family name, 4-H volunteer name) will take the lead on each of the following:

- Securing Location \_\_\_\_\_
- Securing Extra Insurance (if needed) \_\_\_\_\_
- Promoting/Advertising \_\_\_\_\_
- Other \_\_\_\_\_
- Who will secure required certifications/permits:
  - Occasional Quantity Cooks Certification: \_\_\_\_\_
  - Temporary Food Permit: \_\_\_\_\_
  - 4-H Show SOP training: \_\_\_\_\_
- Who will manage the event:
  - Registration \_\_\_\_\_
  - Welcome and Introduce Guest Speakers/Instructors \_\_\_\_\_
  - Closing- Thank guest speakers/instructors and participants \_\_\_\_\_
  - Other \_\_\_\_\_
- After the Event
  - Complete the Final Report to be shared at Club meeting & Sent to the Educational Board no later than 30 days following the event \_\_\_\_\_
  - Send out thank you notes to presenters, sponsors, or collaborators  
\_\_\_\_\_
  - Other \_\_\_\_\_



# 4-H County-wide Event Request- Follow-up Report

To be submitted within 30 days following the event

Club Name \_\_\_\_\_

Club Leader \_\_\_\_\_

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Describe the purpose or goals achieved.

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What worked well?

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Suggestions for improvement:

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What other county-wide events would your club members be interested in attending?

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Attach all required documentation (i.e., proof of insurance, temporary food permit, etc.)