



THE HANDBOOK

for Screened Adults Working With Youth

Original 2003 J. Jordan
Revised 2015 Risk Management Training Team
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The College of Agricultural and Environmental Sciences Cooperative Extension Service conducts the Georgia 4-H program through county Extension staff in counties throughout Georgia. 4-H'ers can enroll in a wide variety of projects, activities and events. Together with donors, leaders, agents, parents, specialists and young people, Georgia 4-H supports youth and families to *make the best better*.

Vision

A world in which youth and adults learn, grow and work together as catalysts for positive change.

Mission

The mission of Georgia 4-H is to assist youth in acquiring knowledge, developing life skills, and forming attitudes that will enable them to become self-directing, productive and contributing citizens.

Core Values

Agriculture, Citizenship, Communication, Environment, Family & Consumer Sciences, and Leadership

Emblem

The emblem is a four-leaf clover with the letter "H" on each leaf. The letters in the emblem represent head, heart, hands and health. Use of the emblem is approved per regulations by the state 4-H office.



Colors

Green & White

4-H Pledge

I pledge:

My head to clearer thinking

My heart to greater loyalty

My hands to larger service

My health to better living

For my club, my community, my country
and my world.

Objectives

- develop a desire to gain new knowledge, skills and attitudes through real life experiences.
- recognize the value of research and learn the decision making processes.
- gain an appreciation for the contributions agriculture and environmental sciences and family and consumer sciences make to the economy and human welfare.
- practice healthful resources and apply conservation principles.
- strengthen abilities to make intelligent decisions, solve problems, and manage their own resources and affairs in a fast and changing world.
- develop their potential by seeking and acquiring educational and vocational experiences.
- improve skills in leadership, communication and self expression.
- develop effective interpersonal relationships with adults and other youth.
- develop concern for involvement in community and public affairs.

Motto & Slogan

Adopted in 1912, the 4-H motto is *to make the best better*. The 4-H'ers slogan is learn by doing.

4-H Youth Chaperone Role



Objectives:

- to provide supervision for youth during event(s)
- to assist as needed with the overall coordination and facilitation of event

Responsibilities could/may include:

- provide transportation to, from and during the event as needed
- cooperate with event coordinators, county Extension staff, and other volunteers in implementing event activities
- supervise housing including check in, clean up and check out
- supervise youth including discipline, housing, and emergency needs
- enforce 4-H code of conduct and policies of event
- complete necessary reports following event
- follow the behaviors as outlined in *Adult Behavior Guidelines when Working with Youth*

Responsible to:

- county Extension staff person and event coordinator

Time Required:

- travel time to and from event, as well as length of the event

Qualifications:

- completion of required screening, paperwork, and training
- interest in youth and enthusiasm for working with young people
- ability to work with youth while nurturing positive self esteem, decision making skills, responsibility and leadership in youth
- ability to work and communicate effectively in both verbal and written forms
- ability to handle sensitive issues, discipline and emergency situations

Overview of 4-H Events & Activities

The following events & activities are a sample of the district and statewide 4-H activities offered during the year, and the general roles and responsibilities of leaders during these programs.

Conferences

Weekend conferences are coordinated at various 4-H centers throughout the year. Conferences include educational and recreational activities. Leaders are asked to assist with classes as well as supervising recreation and other activities. Leaders are also responsible for area patrol, enforcing the 4-H Code of Conduct, and supervising housing. Conferences are designed for youth in a specific age group.



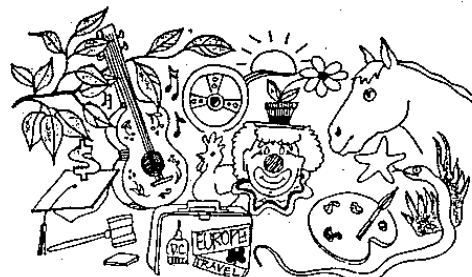
County Camp/Junior Camp/Senior Camp/Specialty Camps

Summer camp is held at each of the 4-H Centers throughout the summer. Counties are assigned one week of camp at one of the Centers each year. Adult leaders attend along with Extension staff and teen leaders. Counselors are hired to work at each camp for the summer and are trained specifically for that camp's curriculum. Counselors act as program facilitators while leaders are responsible for discipline as well as supervising youth in the cabins each evening. Leaders are also asked to assist with classes and recreation in a supervisory role.



Judging Trips

A judging or quiz bowl team will travel in state and even out of state for competition. Volunteers may serve as the coach and supervisor for the trip. In such case, the volunteer has the same responsibilities as the agent, including discipline, financial matters and safety. An Extension Specialist may also accompany the group as a Subject Matter Specialist and coach.



Project Achievement

Project achievement is held throughout the year for Cloverleaf, Juniors and Seniors. While Cloverleaf may attend DPA for one day or overnight in some cases, Juniors and Seniors compete in a combined DPA weekend program. Leaders assist with all facets of the weekend. Duties may include judging projects, listening to 4-H'ers practice, supervising a cabin, assisting with recreation, assisting with area patrol or any number of assigned duties.

Project SAFE Weekends

4-H'ers may select from a number of shooting sports including BB, Shotgun, Archery and 22 Rifle. Some competition may include an overnight stay because of distances to travel. Leaders attending are generally parents of competitors and/or coaches for the teams and are responsible for the 4-H'ers throughout the day and evening including in the cabins at night.

State Council

State Council is the annual meeting of Senior 4-H'ers and includes educational components, competition for the iron clover, the annual Citizenship Ceremony, election of State 4-H Offices and the annual meeting of the Master 4-H Club. The program is planned and coordinated by a team of volunteers. Leaders attending as county leaders assist with workshops and activities, serve as county leaders and may be assigned other duties during the weekend.

Adult Behavior Guidelines when Working with Youth



The University of Georgia Cooperative Extension program establishes the following guidelines for adults working with youth in programming. These are general behavioral expectations for any adult including both paid staff and volunteers working or volunteering in a capacity which includes working with children under the age of eighteen and/or youth considered program participants.

Adults are expected to:

- Work cooperatively with youth, families, University of Georgia faculty, staff, volunteers, community members and others in a courteous, respectful manner demonstrating behaviors appropriate for a positive role model.
- Represent the University College of Agricultural and Environmental Sciences' Cooperative Extension programs with pride and dignity, behave appropriately, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Respect, adhere, and enforce the 4-H Code of Conduct as well as other rules, policies and guidelines established by the UGA CAES Cooperative Extension and event coordinators including state laws and regulations.
- Recognize that physical punishment is not an appropriate form of discipline and will not be allowed. Physical punishment includes physical actions that may not be expected of an individual during the program and are assigned to a young person as a consequence for misbehavior.
- Recognize that verbal abuse, physical abuse or committing criminal acts may be grounds for termination as an Extension volunteer. Abusive behavior towards youth or other adults including failure to provide adequate health and safety measures, care or supervision, emotional maltreatment of members, verbal or physical abuse will not be tolerated.
- Under Georgia law, report any mistreatment of youth to the proper authorities. Adults should immediately contact the person coordinating the Extension program/event and/or police or child welfare authorities if the adult believes a child is being abused. Failure to report child abuse is grounds for criminal charges.
- Comply with equal opportunity and anti-discrimination policy and governmental laws. Make all reasonable efforts to assure that Extension youth programs are accessible to youth without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability or veteran status.
- Treat animals humanely and encourage youth and adults to provide appropriate and ethical care.
- Strive for a minimum of two adults at any activity involving youth. Adults, in most cases, should not be left alone with a single child unless the adult is the parent/guardian of that child.
- To be housed in overnight settings in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Under no circumstances, to condone others use of or personally consume alcoholic beverages or illegal drugs during Extension youth programs, events and/or activities.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner.
- Accept responsibility to promote, conduct, and support 4-H in order to develop an effective local, county, district and state program.
- Recognize the following behaviors are inappropriate and will not be tolerated in the presence of youth during Extension youth activities or events:
 - consumption of alcohol
 - promotion of religious or political preferences
 - theft, pilfering, or fraud
 - use of tobacco products outside of designated areas
 - sexual advances or activities involving youth
 - willful damaging of property
 - permitting passengers to ride in motor vehicles without seatbelts
 - permitting youth or adults in the back of trucks
 - behaviors that are illegal under law

I have reviewed and understand the Adult Behavior Guidelines.

Volunteer's Initials

Date



Why Worry with Youth Development?

Many adults working with youth approach youth work from their own experiences at that age. While it may have been a positive experience it may also be considerably different from today's youth.

To succeed in offering a positive, safe environment for young people in 4-H programs, adults working with youth need to understand youth today. Additionally, the best youth development programming is based on the single premise that youth programs match youth development needs and vice versa.

Research consistently shows that for youth to succeed at developmental stages, one factor must be present:

Consistent support from, and monitoring by,
an adult who sees their mistakes,
loves them anyway,
and still expects them to do well and to do good.

Youth need:

- ▶ a satisfactory self-concept
- ▶ success in achievement
- ▶ increasing independence
- ▶ giving & receiving affection
- ▶ adventure
- ▶ acceptance by peers



to successfully navigate physical, social and cognitive changes and growth.

Research shows there are eight essential elements that are summarized into 4 key concepts: belonging, mastery, independence, and generosity, that are considered necessary attributes of youth programs. These elements should be incorporated into all programs that Extension offers youth.



OVERVIEW OF EIGHT ESSENTIAL ELEMENTS OF POSITIVE YOUTH DEVELOPMENT PROGRAMS

Concept: Belonging

1. Essential Element: A Positive Relationship with a Caring Adult

A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people. The adult could be called supporter, friend, or advocate.

2. Essential Element: An Inclusive Environment

An inclusive environment is one that creates a sense of belonging, and encourages and supports its members with positive and specific feedback. Healthy groups celebrate the success of all members, taking pride in the collective efforts of all participants.

3. Essential Element: A Safe Emotional and Physical Environment

Youth should not fear physical or emotional harm while participating in a 4-H experience, whether from the learning environment itself or from adults, other participants or spectators.

Concept: Mastery

4. Essential Element: Opportunity for Mastery

Mastery is the building of knowledge, skills, and attitudes and the demonstration of the competent use of this knowledge and skill by a proficient practitioner. The level of mastery is dependent on the developmental ability of the individual or youth. The development of mastery is a process over time.

5. Essential Element: Engagement in Learning

An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. Through self-reflection, youth have the ability to self-correct and learn from experience. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity for creativity.

Concept: Independence

6. Essential Element: Opportunity to See Oneself as an Active Participant in the Future

The ability to see oneself in the future is to have hope and optimism to shape life choices, which facilitates the transition into participating in the future.

7. Essential Element: Opportunity for Self-Determination

Believing that you have impact on life's events rather than passively submitting to the will and whims of others is self-determination. Youth must develop a sense of influence over their lives, exercising their potential to become self-directing, autonomous adults.

Concept: Generosity

8. Essential Element: Opportunity to Value and Practice Service to Others

Finding yourself begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community and, indeed the world itself.

In a Nutshell

Ages & Stages of Development

Grades 4 through 8 Youth

	Characteristics	Implications for Leaders
Physical Development	Moving all the time Beginning of Adolescence marked with growth spurt Females maturing before males Menstruation & ejaculation may begin	Provide active learning Variety of activities Avoid having all competitions Be prepared for “firsts” to occur during 4-H overnight trips
Social Development	Joining clubs is popular Don't always understand others points of views May be moody Justice & equality important Strive to please adults Bullying behavior will peak	Use group learning Encourage older mentors to work with youth Don't compare youth to each other Model & teach positive problem solving skills
Cognitive Development	Think concretely until about age 11 At 11 begin to think more abstractly Become immersed in subjects of interest Often reject solutions given by adults in an effort to find their own answers	Use simple, short directions Offer wide range of activities Use the experiential learning model

High School Youth

	Characteristics	Implications for Leaders
Physical Development	Physical changes are accepted, but boys are still growing Most females reach maximum height by 14 and males by 16	Avoid critiques or comments about physical stature Vary activities so that size doesn't influence success
Social Development	Self centered but capable of feeling empathy Acceptance by opposite sex is important Want to belong to clubs but want to be recognized as unique Spend more time working & going to school Want to be autonomous from parents Imaginary Audience Syndrome	Let teens plan their own programs Establish climate conducive to peer support Emphasize personal development whenever possible Let teens assume responsibility & expect follow through Help in individual skill development
Cognitive Development	Learning to make decisions Consequences portion of the brain still forming Mastering abstract thinking Want to set own goals based on own needs Emphasis on exploring & preparing for future roles	Provide real life problem solving opportunities Let teens make decisions and evaluate outcomes Provide opportunities for positive risk Encourage service and career exploration



Why, oh Why, Do you Drive Me Wild? Reasons Youth Misbehave

While misbehavior may come in all shapes and actions, the primary reasons youth will act out generally fall in to these groups.

Attention:

Children who feel left out or not part of the group will misbehave for attention. Leaders should either redirect the behavior, ignore the behavior, and/or impose logical consequences. Keep in mind that children given attention for positive behaviors are less likely to misbehave.

Power:

Children who feel out of control will try to gain control of the situation by controlling the actions in the room. Leaders giving youth the opportunity to feel empowered to make decisions see less misbehavior.

Revenge:

Children who feel badly about themselves will hurt others. Working towards a positive self-image and providing opportunities for success, begins to eliminate these behaviors.

Inadequacy:

Children who feel that they are not up to par with the rest of the group will act out to prevent continued failure. Again, leaders need to work towards offering lots of opportunities for achievement and provide positive reinforcement. Keep in mind, that from time to time, misbehavior will occur because of inadequacy from circumstances—the child is hungry, tired or afraid. Often, a week of camp will create this challenge. While a leader may not be able to change the circumstances, he/she can understand the misbehavior's cause.

Imitation:

Children may imitate those around them including adults. If the adults in the group are not following the rules, the youth may not either.

Test:

Children want to know if leaders are willing to do as they say. Kids want and need limits and will test adults to see if those limits will be imposed. Talking about taking action does little good. Be warm but firm in imposing the consequences that have been established.



Please Fence Me In...Discipline Planning

While the 4-H Code of Conduct establishes a basic code of behavior for youth involved in 4-H programming, leaders must also establish a more immediate set of standards as they relate to involvement in 4-H programs. These standards are simply a way of doing things so that order is maintained. This structure includes **rules**, **rewards**, and **consequences**.

Rules

- *are expectations of behavior
- *Limit to a number that can be remembered (usually 3 to 5)
- *Rules won't cover everything necessary
- *Rules set limits and youth need and want limits
- *It is appropriate to involve youth in setting the limits.

Rewards

- *the best reward is the satisfaction of a job well done
- *you can't teach self discipline if you always have a carrot (reward)

Consequences

- *should be the natural effect of the action
- *may be to repair the "damage" of the misbehavior. Apologies are an example
- *time outs may be used as long as a 4-H'er is within eyesight and ear sound

Positive Strategies for Activities

- *Set clear, consistent rules. Use the 4-H Code of Conduct as the beginning point.
- *Make sure the environment is safe and worry free—think physical, emotional and social environment.
- *Show interest in the child and his/her activities.
- *Provide appropriate activities.
- *Encourage self-control by providing choices.
- *Focus on desired behavior rather than behaviors to be avoided.
- *Build self-image.
- *Give clear directions, one at a time.
- *Say "yes" whenever possible

GEORGIA 4-H CODE OF CONDUCT

4-H'ers Name: _____	County _____
Address: _____	Phone _____
School: _____	Grade: _____ Year: _____

BEHAVIOR STANDARDS

The Georgia 4-H Code of Conduct is valid for one year and applies to all activities coordinated through Georgia 4-H.

- 4-H'ers are expected to attend all sessions as part of a planned program exhibiting positive character and behavior including (but not limited to) trustworthiness, responsibility, respectfulness, caring, citizenship and fairness.
- 4-H'ers are expected to be responsive to the reasonable requests of leaders and respectful of the needs for their personal safety and the safety of others.
- 4-H'ers should dress appropriately, use appropriate language and respect the rights of others.
- 4-H'ers may not behave recklessly or in a manner which prohibits others from participating in the program in the manner intended.
- 4-H'ers may have access to technology at UGA/CES offices and facilities. Technology use is for educational purposes. 4-H'ers may not access inappropriate websites or materials.
- Realizing these guidelines are not "all inclusive" the University of Georgia Extension staff and volunteers reserve the right to make adjustments to these policies.

CONSEQUENCES OF MISBEHAVIOR

4-H'ers and adults who observe a breach in the Code of Conduct must report the misbehavior to the appropriate leader. The leader will complete an incident report and determine the next steps regarding the incident.

If 4-H'ers are found participating in actions listed below, law enforcement or other legal authorities may be notified and may lead the review and consequences related to the incident. In these incidents, 4-H'ers may be removed from the event and suspended or expelled from future 4-H participation. These behaviors may include, but are not restricted to:

- Possession or use of illegal drugs
- Possession or use of a weapon
- Assault or harassment
- Inappropriate sexual behavior

If the 4-H'er is found participating in the actions listed below, 4-H leaders may be notified and may lead the review and consequences related to the behavior. 4-H'ers misbehaving will have the opportunity to explain their actions to leaders in charge of the activity and may request a review board. The person coordinating the event may also convene a review board for the purposes of determining what has occurred and what disciplinary action should be taken. A review board will consist of one Extension faculty or staff member, two volunteers and three 4-H members. The Extension faculty member coordinating the event will serve as chairperson. In some cases, incidents are deemed serious and may be referred to law enforcement or other legal authorities.

If the 4-H'er receives consequences from the leader or through the review process, his/her parents/guardians may be notified; the 4-H'er may be sent home at the parents' expense and may be suspended from participation in 4-H events. Suspensions may be up to one year. If a 4-H'er wishes to appeal the decision of the review board, the 4-H'er must appeal in writing through the County Extension office. Appeals must be filed within 10 days of notification of the disciplinary action. The appeal is sent to the Program Development Coordinator of the 4-H member and the State 4-H Leader for ruling by the State 4-H Leader. Following any disciplinary review, the person coordinating the activity will provide written notification to the appropriate parties including but not limited to the 4-H'er, his/her parent/guardian and his/her county Extension faculty member.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Breaking curfew or disturbing the peace • Unexcused absences from the activities or premise of an event • Unauthorized use of vehicles during the event • Reckless or inappropriate behavior • Use of foul or offensive language • Possession or use of alcohol or tobacco | <ul style="list-style-type: none"> • Breach of the 4-H Code of Ethics • Remaining in the presence of those who are breaking the 4-H Code of Conduct • Theft, misuse or abuse of public or personal property • Possession of fireworks |
|---|---|

PARENT/GUARDIAN & 4-H'er AGREEMENTS Release Waiver of Liability and Covenant Not to Sue

I have read the Georgia 4-H Code of Conduct and agree to participate fully in all aspects of program activities. I understand the standard of behavior and agree to maintain such during 4-H programming.

4-H'ers Signature _____

Date _____

I have reviewed the Code of Conduct and agree to all of its provisions. For the sole consideration of the Cooperative Extension Service's arranging for participation in 4-H programming, I hereby release and forever discharge The University of Georgia, the Board of Regents of the University System of Georgia, their members individually, and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind that I may have, either on my own behalf or in my capacity as a legal representative of my child, arising from or in any way connected with my child's participation in 4-H. I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents or employees for any claim for damages arising or growing out of my child's participating in the program. I understand that the acceptance of this Release, Waiver of Liability, and Covenant not to sue the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or part, of sovereign immunity by said Board, its members, officers, agents, and employees. I certify that my child is participating in 4-H with my knowledge and consent. I have read and understand all of the above policies. I also give permission my child's images, likeness, and voice to be used by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia in print or electronic form.

Parent/Guardian Signature _____

Date _____

Phone _____



VALID FOR ONE YEAR FROM DATE OF SIGNING

Revised November 2012

Implementing the Georgia 4-H Code of Conduct

- 4-H Code of Conduct is completed and signed by 4-H'ers and his/her parent/guardian each year. The Code is in effect for 12 months from the date of signing. 4-H'ers must have a 4-H Code of Conduct signed prior to participation in 4-H activities and events that take place off of the 4-H'ers school campus and not during the school hours.
- Prior to any event or activity the 4-H Code of Conduct should be reviewed for the entire group. This includes not only consequences of misbehavior but also expected behavior.
- If a 4-H'er is suspected of being in violation of the 4-H Code of Conduct, the event coordinator should be contacted to assist the leaders with the process. Leaders must insure throughout the process that the rights of the young person are observed. Leaders may not invade a 4-H'ers rights to privacy or due process in determining offenses.
- A 4-H Review Board may be called when an infraction has been noted. The review board serves to:
 - *determine whether a violation has occurred
 - *if there is a violation, what disciplinary action should be taken.
- The event coordinator or 4-H Program Development Coordinator will call the review board as outlined in the 4-H Code of Conduct. The coordinator will advise members of the offense, and insure that persons not essential are excluded from the hearing. Witnesses may only be present in the hearing room during their own testimony.
- Prior to, during and upon completion of the review process confidentiality should be maintained at all times. Disciplinary action should be discussed only with the 4-H'er, his/her guardian and Extension leaders.
- The appeals process as described in the 4-H Code of Conduct should be discussed with the disciplined 4-H'er. This process must be followed as outlined.
- Following the review process, the event coordinator should make a written record of the event prior to the proceedings, the proceedings as well as the disciplinary action recommended. The record should be kept on file with the event information and a copy sent to the local Extension staff member coordinating 4-H.





Supervising a Cabin ***(Housing Hints & Procedures)***

Housing varies from event to event. 4-H'ers may select their cabins or be preassigned. It is the responsibilities of the leaders in the cabin to supervise all aspects of housing including discipline, curfew, cleanup procedures, and other guidelines established during the event.

4-H'ers housed in a cabin are the responsibility of both the county leader and the leader assigned the cabin. In some instances, leaders may not be housed with only the 4-H'ers in his/her group. However, it is appropriate and expected that leaders will supervise and discipline as needed any youth assigned to the cottage.

4-H'ers should not be allowed to change room or cabin assignments without the approval of the event coordinator.

4-H'ers should not be allowed to miss scheduled activities, break curfew, sleep late or violate any other guidelines established by the event coordinator.

Male 4-H'ers are not permitted in female 4-H'ers rooms and/or cabins nor are female 4-H'ers permitted in male 4-H'ers rooms/cabins. Adult leaders are discouraged from entering cabins/rooms of 4-H'ers of the opposite gender.

Roll should be checked at night. It is the responsibility of the leader in the cabin to insure that a young person is in his or her room.

One adult and one 4-H'er are not permitted to share a room unless that adult is the parent/guardian of the 4-H'er.

Cabins should be left in the manner which they were found with floors swept, trash cans emptied and the rooms generally cleaned. Any damages should be reported prior to leaving the facility and all charges paid.



Georgia 4-H Safety & First Aid Guidelines

The Georgia 4-H Program takes seriously its obligation to provide responsible and reasonable care for the youth in its care. The Safety and First Aid policy established is designed to aid adults chaperoning youth in handling accident, illness and emergency situations.

For the purpose of this guide:

an adult leader is an Extension staff member, school teacher, volunteer and/or chaperone accompanying and supervising the 4-H'er during his/her involvement in the program.

A *4-H event* includes but is not limited to 4-H summer camp, conferences, district project achievements, and other 4-H activities.

Orientation

Each event will begin with an orientation session. Orientation will include:

- introduction of event coordinators and other key contact people
- identification for the group of emergency personnel (Emergency personnel are considered to be doctors nurses, EMT's and first responders who are attending the event). This identification process is done to insure that leaders know who is qualified to work with emergency situations should they arise.
- review of procedures for injuries, emergencies and discipline situations including maps to facilities

General Care & First Aid

- 1) Adult leaders must be sure that all youth attending an event have completed 4-H Medical Information & Release forms detailing medical information, history and other health history. Signatures of the parent/guardian as well as the 4-H club member are required. 4-H'ers may not be given any medication that is not indicated on the form unless the medication is prescribed or administered by a trained medical professional.
- 2) Adults leaders are responsible for the care of program participants. Care includes the administering of routine prescription medications and treatment of minor injuries. We recommend that all medications be locked in a container in the chaperone's room.
- 3) Most 4-H Center Counselors and Environmental Educators are trained in First Aid and CPR. 4-H staff will assist in any situation in which they are trained; however, 4-H staff actions will be limited to their training. If a nurse is provided, he/she is available for medical situations, but will not be expected to administer routine medications.
- 4) If participants need further over the counter medication, such as aspirin, pepto bismol or the generic equivalents, 4-H Centers may have a limited supply of over the counter medications that may be provided upon the request of adult leader. Adult leaders must obtain parental permission prior to administering all medications (including aspirin, pepto, etc) unless the medication was prescribed or administered by medical personnel while at the event. Permission may be given on the 4-H Medical Information & Release form or may be given over the phone. Phone consent must be documented on the Medical Release and Information Form. Events at locations other than 4-H Centers may or may not supply over the counter medications.

- 5) All medical treatment and emergency actions taken must be kept in a log. The log will be kept with the First Aid Station. The adult leader is responsible to insure that the action is logged. The adult leader is responsible for completing an injury report and sending the report to the appropriate individuals.

Emergency Medical Situations

- 1) In the event of an emergency medical situation, all non-emergency trained adult leaders will clear the scene of all participants and then organize an activity to entertain the youth.
- 2) 4-H Center personnel should be notified immediately of any emergency medical situation. In cases where practical, 4-H Center staff will be responsible for calling an ambulance if necessary. Every effort should be made to contact the 4-H event coordinator immediately following the contact of Center personnel.
- 3) Non-ambulatory transport is the responsibility of the adult leader. Maps to the nearest hospital will be provided at all 4-H Centers and by 4-H event coordinators.
- 4) All medical treatment and emergency actions taken must be kept in a log. The log will be kept with the First Aid Station. The adult leader is responsible to insure that the action is logged. The adult leader is responsible for completing an injury report and sending the report to the appropriate individuals.
- 5) For illness or injury requiring professional medical attention, a CAES incident report will be filed and sent to the appropriate individuals ASAP. All medical treatment, administration of daily medication, and emergency actions taken must be recorded in a medical log.

Reports

- 1) In addition to 4-H Medical Information and Release forms for each participant, leaders should have on hand insurance claim forms. Claim forms are necessary for admittance to the hospital or for medical care.
- 2) Leaders should keep the local Extension staff informed of illnesses and injury requiring Treatment because a UGA injury report will need to be filed. Remember to use empathy & care as you talk with parents/guardians concerning medical situations. Follow up after the event.
- 3) All 4-H Centers have a First Aid station set up for minor injuries. The First Aid station will consist of soap, water, clean bandages and latex gloves. Any other medications and ointments will be kept in a locked cabinet. Only 4-H center staff and adult leaders will have access to the additional medication. During activities held at locations other than 4-H Centers, the event coordinator will establish a First Aid station for minor injuries. The station will be set up in an area with soap, water, clean bandages & latex gloves. Other medication and ointment may also be available. Adult leaders are encouraged to have a first aid kit meeting American Red Cross standard. Only trained medical personnel should administer treatment.

Georgia 4-H Medical Information & Release Form



Event or Activity _____ Date of Event/Activity _____

4-H'ers Information

Name _____ County _____

Address _____

Date of Birth _____ Grade _____ Gender _____ Cell Phone (if applicable) _____

Parent/Guardian Information

Name: _____ Phone: _____ Cell Phone: _____

Name: _____ Phone: _____ Cell Phone: _____

Please list the names of two adults other than parent/guardian who may be contacted in case of emergency.

Name: _____ Phone: _____ Cell Phone: _____

Name: _____ Phone: _____ Cell Phone: _____

Medical Information

The following information is requested in case of accident or illness to better treat your child. The information is optional and not required for participation in the 4-H event or activity.

Name of Physician: _____ Phone: _____

Date of Last Physical Examination: _____ Drug Allergies: _____

Other Allergies _____

Describe any recent illness or injury _____

Describe any pre-existing conditions _____

Describe any other circumstances that would help leaders or medical professionals in working with the 4-H'er

PARENT/GUARDIAN AGREEMENT:

I understand that should a health problem arise, I will be notified but that if I can not be reached by telephone, such medical treatment, including surgery, as deemed necessary by competent medical personnel could be rendered; that such necessary information may be released for insurance purposes and that I understand the limitation of the coverage as indicated below. Furthermore, I am aware that participation in this event includes risk including, but not limited to, transportation to/from event, sports and recreational games, ropes courses, water activities, hiking, as well as risks that are not foreseeable. For the sole consideration of the Cooperative Extension Service's arranging for participation in 4-H programming, I hereby release and forever discharge The University of Georgia, the Board of Regents of the University System of Georgia, their members individually, and their officers, agents and employees from any and all claims, demands, rights and causes of action of whatever kind that I may have, either on my own behalf or in my capacity as a legal representative of my child, arising from or in any way connected with my child's participation in 4-H. I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents or employees for any claim for damages arising or growing out of my child's participation in the program. I understand that the acceptance of this Release, Waiver of Liability, and Consent not to sue the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or part, of sovereign immunity by said Board, its members, officers, agents, and employees. I certify that my child is participating in 4-H with my knowledge and consent. I have read and understand all of the above policies. I also give permission my child's images, likeness, and voice to be used by the Board of Regents of the University System of Georgia by and on behalf of the University of Georgia in print or electronic form.

Parent/Guardian Signature _____

Date _____

INSURANCE COVERAGE INFORMATION (to be completed by county Extension personnel) Insurance for the event/activity has been purchased as indicated. For complete details of coverage, please contact the county Extension Office.

____ Insurance for Summer Camp at Georgia 4-H Centers

____ American Income Life Insurance (Plan 3)

____ American Income Life Insurance (Dollar a Year Plan)

____ Other Insurance Plan

PLEASE COMPLETE BOTH SIDES

Over the Counter & Prescription Medication Summary



4-H'er's Name _____ County _____

Please list any/all medication currently being taken by the 4-H'er including prescription and over the counter medications. Additionally, parent/guardian should list any over the counter medication that may be given to the 4-H'er in case of illness. 4-H personnel may not administer over the counter or prescription medication without parental/guardian approval unless prescribed by medical personnel. 4-H'ers are expected to provide all medication(s) listed and administer the medication. If health facilities and/or personnel are available at the facility, a request may be made prior to the event to have medication administered by trained personnel. Additional copies of this page may be made as necessary.

Name of Medication: _____

Illness/condition is medication being taken for: _____

Describe dosage and special instructions: _____

Name of Medication: _____

Illness/condition is medication being taken for: _____

Describe dosage and special instructions: _____

Name of Medication: _____

Illness/condition is medication being taken for: _____

Describe dosage and special instructions: _____

Name of Medication: _____

Illness/condition is medication being taken for: _____

Describe dosage and special instructions: _____

I am the parent/guardian of _____ and give permission for the medications listed to be administered to as directed.

Parent's signature

Date

PLEASE COMPLETE BOTH SIDES

April 26, 2012



MEDICAL TREATMENT LOG



Purpose of this log is to keep a permanent record of all medicine dispensed during the course of a 4-H event or activity. All medical treatment should be administered within the Safety Guidelines set forth by Georgia 4-H program and within the training and certification of the caregiver.

Date	Time	4-H'ers Name	County	Complaint	Treatment	Administered By	How was Permission Obtained?

Note: Administered by indicates who treated the 4-H'er & may be more than one person
How was permission obtained must be completed with either MIRF, medical professional prescribed or Phone Call to Parent/Guardian.



PHONE LOG



The purpose of this log is to keep a permanent record of any and all telephone calls made to acquire parental or legal guardian permission to treat a 4-H member for an illness or injury. This log should be kept in accordance with Safety Guidelines set forth by the Georgia 4-H Program.

Date	Time	4-H'ers Name	County	Person Contacted	Permission was given to	Signature for Person

University of Georgia Injury Reporting Form*

Injury Date: _____ Time: _____ am/pm

Name of Injured Person: _____ Under 18: _____ Age 18 & Over: _____

Phone Number of Injured Person: () -

Incident/Accident (check all that apply):

<input type="checkbox"/> Lifting/moving	<input type="checkbox"/> Burn	<input type="checkbox"/> Needle stick
<input type="checkbox"/> Ingestion/inhalation	<input type="checkbox"/> Slip/trip/fall	<input type="checkbox"/> Object in eye
<input type="checkbox"/> Struck by/struck against	<input type="checkbox"/> Strain	<input type="checkbox"/> Cut/puncture/scrape
<input type="checkbox"/> Animal/insect bite	<input type="checkbox"/> Illness-communicable	<input type="checkbox"/> Hearing loss
<input type="checkbox"/> Caught by	<input type="checkbox"/> Illness-non-communicable	<input type="checkbox"/> Motor vehicle collision
<input type="checkbox"/> Other (please specify): _____		

Where did incident happen? (Be specific: building, room no., hallway, etc)

Building Name: _____ Room No: _____

Other location; please describe: _____

Details of Incident. (Describe exactly what happened. What was the individual doing?)

Give the name(s)/phone numbers/email of any witnesses to the incident.

Describe any injury (bruise, sprain, laceration, etc.)

Specify what body part(s) were injured.

Treatment received (known at the time of this report):

<input type="checkbox"/> None	<input type="checkbox"/> Doctor/urgent care visit	<input type="checkbox"/> Admitted to hospital
<input type="checkbox"/> First aid at site	<input type="checkbox"/> Emergency Room	<input type="checkbox"/> Fatality

Name of person completing this form (in case of question about form): _____

Group Name: _____ Phone Number: _____

(*developed from UGA online reporting system, May 2015)

Note: This is an example of the information you will need for an injury. The report will need to be submitted online by a UGA Staff Member.

5.01 Incident Reporting

Employees and volunteers of the College of Agricultural and Environmental Sciences will use the [CAES Incident Report form](#) to notify the CAES Dean and Director when an incident occurs that requires immediate attention. Certain incidents will also require contacting one or more of the following UGA offices: UGA Police Department, Equal Opportunity Office, UGA Audit Department, Office of Legal Affairs, UGA Human Resources and/or any other appropriate authority tasked with conducting official investigations. The CAES Incident Report form will serve to document the incident as initially reported and to document steps taken by CAES officials to respond to the situation. The CAES Incident Report does not allow for written narrative about an incident. If the person submitting the report thinks additional details should be provided to the Dean's Office, s/he should do so by phone as soon as possible after submitting the report.

What **must** be reported?

These incidents must be reported immediately to the Office of the Dean and Director and to the appropriate authorities responsible for responding or conducting an official investigation:

- **Child abuse**
- **Violations of public laws**
- **Violations of BOR and/or UGA policies**
- **Accidents**
- **Illness and injury requiring professional medical attention**
- **Any incident that could bring discredit to CAES or UGA**

NOTE: If there is any question about whether an incident should be reported, proceed in reporting.

In addition to notifying the CAES Dean and Director, the following protocols must be followed for reporting allegations of **child abuse** and allegations of **discrimination** and **harassment**:

Allegation of child abuse, both adult to child and child to child:

- A CAES representative must immediately notify UGA Police regardless of the day of the week or the time of the day of the allegation. **The 24-hour Police number is 706-542-2200.**
- The CAES official at the scene must make sure there is no further opportunity for contact between the involved parties and will follow police instructions to further insure the safety of the victim (and/or others). The CAES official on the scene **will not investigate in any way or otherwise intervene in the matter.**
- UGA Police will direct all activities related to the case.
- CAES staff and volunteers will comply with all police directives.

Allegation of discrimination or harassment:

- A CAES representative must notify the Equal Opportunity Office (EEO) as soon as possible after becoming aware of an allegation of discrimination or harassment (as protected under the [NDAH policy](#)).
- A CAES official may obtain information **from the complainant** sufficient to report the allegation and should inform the complainant that the matter will be turned over to EEO. **A CAES official may not conduct an investigation.**
- CAES officials will follow directions from EEO regarding insuring a reasonable work environment during the course of the investigation and beyond. If an immediate action is needed to protect the safety of the complainant, the CAES official should notify UGA Police.

The CAES Human Resources Office will provide guidance and assistance in all matters pertaining to the proper reporting of incidents occurring in CAES.

Who provides an Incident Report?

Any College of Agricultural and Environmental Sciences employee or volunteer may file a CAES Incident Report. However, it would be acceptable for individuals to contact the senior-level person in their organization (Department Head, District Director, Administrative Officer, etc.) and have that official handle the situation by notifying the proper authorities and submitting the CAES Incident Report. (NOTE: If an individual believes it is necessary to report an incident *directly* to UGA Police or EEO, s/he should do so, but then notify an appropriate CAES official as soon as possible.) The reporting party may send copies of the report to associate deans, assistant deans, directors, department heads, supervisors, and others, as appropriate.

Reporting Format

The CAES Incident Report should be used as the reporting document to CAES administration. The form can be transmitted by FAX, email, or if neither is available, call the Office of the Dean and Director.



THE UNIVERSITY OF GEORGIA
COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

CAES INCIDENT REPORT

Incident Information:

Date: _____ Location: _____
Time: _____
Incident: _____
(25 words or less)

Reporting Person: _____ Phone: _____

Incident Type(s): (Check all that apply)

☐ Accident ☐ Injury
☐ Act of Physical Violence ☐ Act of a Sexual Nature
☐ Theft ☐ Property Damage
☐ NDAH issue ☐ Threat
☐ Drug issue ☐ Alcohol issue
☐ Illness ☐ Other _____

Involved Parties:

Name: _____ ☐ Juvenile Involvement: ☐ Affected ☐ Witness ☐ Other
County: _____ Address & Phone: _____
Name: _____ ☐ Juvenile Involvement: ☐ Affected ☐ Witness ☐ Other
County: _____ Address & Phone: _____
Name: _____ ☐ Juvenile Involvement: ☐ Affected ☐ Witness ☐ Other
County: _____ Address & Phone: _____
Name: _____ ☐ Juvenile Involvement: ☐ Affected ☐ Witness ☐ Other
County: _____ Address & Phone: _____

Parties Contacted: (Check all that apply to this situation. All parties listed are not required to be contacted.)

☐ UGA Police (Date/Time: _____) ☐ Local Law Enforcement (Date/Time: _____)
☐ CAES Dean's Office (Date/Time: _____) ☐ UGA EOO (Date/Time: _____)
☐ UGA HR (Date/Time: _____) ☐ UGA Legal Affairs (Date/Time: _____)
☐ Parents of _____ (Date/Time: _____) ☐ EMS (Date/Time: _____)
☐ NON-EMS Medical Professional (Date/Time: _____) ☐ Extension Event Coordinator (Date/Time: _____)
☐ Extension Administrator (Date/Time: _____) ☐ DFCS (Date/Time: _____)
☐ CAES HR (Date/Time: _____)

Results: (Check all that apply)

☐ Police Investigation ☐ EOO Investigation ☐ UGA HR Action ☐ CAES HR Action
☐ Follow-up with Parents Scheduled for _____ ☐ Follow-up Medical Care Scheduled for _____ ☐ No Further Action

Keep in mind.....

Transportation

Leaders are often asked to provide transportation to and from an event. Leaders should use all safety precautions including only transporting the number of passengers the vehicle is recommended to carry and never allowing youth to ride in locations other than seats with belts. No one, youth or adults, are allowed to ride in the back of trucks. On 4-H Centers, leaders should exhibit care in driving. Be aware of the policy regarding 15 passenger vans found at:

<http://www.caes.uga.edu/intranet/coextopr/policies/documents/201115PassengerVanPolicy-Revised09-11.pdf>

Automobile Use By 4-H'ers

In some instances, 4-H'ers receive permission to drive to an event. This should be handled prior to the event with the local Extension staff. Once at the event, 4-H'ers should turn keys into their leader until the close of the event. There is an Alternate Transportation form that can be completed to acquire information, but it is not required. <http://georgia4h.org/documents/TransportationWaiver.pdf>





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