



2016-17 Kenosha County 4-H Horse Project Guidelines for Event Coordinators

Adults who volunteer to serve in a leadership role to support the Kenosha County 4-H Horse Project events/activities will be asked to:

- Enroll/Re-enroll as an adult volunteer in 4-H Online
 - Accept the Volunteer Behavior Expectations
 - Successfully pass a background check
 - Complete the Volunteer in Preparation Training (*volunteer orientation*)
 - Complete online Mandatory Reporter Training (*print completion certificate*)
- Provide overall leadership for coordinating the event/activity
 - Reserve appropriate space/facility
 - Send email communications promoting the event/activity to Bethany for sending out to members through 4-H Online
 - Provide a budget outlining all expenses/revenues for the event/activity to Kenosha County UW-Extension office prior to the event (*see Financial Guidelines attached*)
 - Secure appropriate resources (personnel & equipment)
- Maintain a “youth-focused” – “youth driven” event/activity
 - Engage youth members in the planning/implement for the event/activity
 - Event/activity will have an educational component related to equine/horsemanship content
 - Evaluate the event/activity using the *Kenosha County 4-H Educational Program Evaluation* form
- Follow the Kenosha County 4-H Horse Project Financial Guidelines (*attached*)
- Follow Wisconsin 4-H Youth Development Policies for Program Safety Regulations
- Follow Wisconsin 4-H Policies for use of the 4-H Name & Emblem

Workouts/Clinics:

- All workouts & clinics (with the exception of Gymkhana) will be held at the Kenosha County Fairgrounds (*this is due to liability coverage*)
- Gymkhana workout and clinics may be held at approved locations that ensure a safe arena

Kenosha County UW-Extension will:

- Provide overall guidance & accountability for 4-H Horse educational events/activities
- Provide an operating budget with specific allocations for each educational event/activity
- Send email communications for 4-H Horse educational events/activities
- Coordinate with 4-H Horse Youth Leaders for monthly educational meetings/events
- Provide evaluation resources to help evaluate educational events/activities