

4-H EVENTS/ PROJECTS OR CLUB MEETINGS

LOCATION

- List of Facilities
- Additional Forms needed – by Locations

FURS

ONLINE:

- [Club or Project mtgs](#)
- [4-H Events](#)

HARDCOPY-PRINTABLE:

- [Club or Project mtgs](#)
- [4-H Events](#)

LOCATION

1) FACILITY AVAILABILITY:

- a. Contact facility to verify location is available for dates requested.
- b. See [LIST of FACILITIES](#) who currently have a Certificate of Insurance with UC.

For Placer County Veteran's Memorial Halls ONLY
Check their [online calendars](#) first, then proceed to the FUR section.

2) DOES THE FACILITY REQUIRE ADDITIONAL FORMS TO HOLD/RESERVE? (e.g.: contract/agreement/application).

***For liability reasons, only the 4-H County Director can sign on behalf of UC.**

DO NOT SIGN any forms or contracts.

- a. **If YES:** Please send forms – using either options below:
 - 1) E-mail: placer4h@ucanr.edu,
 - 2) Mail: 11477 E Ave, Auburn CA 95603 Att.: Placer County 4-H CES, or
 - 3) Upload docs when submitting the Online FUR form. (Option provided before submitting form)

For all 4-H projects, Meetings, and Events; ALL Club/Project Leaders MUST start by submitting a FACILITY USE REQUEST Form (FUR) PRIOR to the beginning of Project, meetings, or events.

Some locations often require us to provide documented evidence of UC's insurance coverage.

Those locations will either require a letter of proof of self-insurance, or a Certificate of Insurance naming them as an additional insured. If you are not sure call the 4-H office: 530-889-7386

FUR - FACILITY USE REQUEST

👉 Club/Project meetings (multiple dates)

[On-Line survey](#) (electronic FUR) – Recommended.

OR

[Hard-copy](#) FUR (Printable)

👉 Events (single date)

[On-Line FUR/survey](#) (electronic FUR) – Recommended.

OR

[Hard-copy](#) FUR (printable)

An E-mail with a letter of Additional date(s) and Time(s) confirming request will be sent to club leader or Volunteer event coordinator once facility request has been confirmed.

At that time the event can move forward with the planning phase.

FOR 4-H EVENTS

ADDITIONAL SUPPORT FROM THE 4-H OFFICE

REGISTRATION

- [Registration Survey form](#)

WEBSITE CALENDAR

- [Calendar details form](#)

NEWSLETTER POSTING

MATERIALS NEEDED

- [Event materials form](#)

PRE-APPROVED EXPENDITURES

- [Expenditure process](#)
- [Pre-approval request form](#)

AWARDS & CERTIFICATES

REGISTRATION

Will you need attendees/participants to register for this event?

Please submit to the 4-H office (placer4h@ucanr.edu) the [Registration survey form](#), NO LATER than 2 weeks prior to event registration start up date.

WEBSITE CALENDAR

Will the event be posted on the 4-H calendar?

Fill out [Web Calendar Event details](#) and submit to the 4-H office (placer4h@ucanr.edu), NO LATER than 1 week prior to post on Calendar

NEWSLETTER POSTING

Would you like to have the event advertised in the bi-monthly Placer County 4-H Newsletter?

- Newsletters are posted in January, March, May, July, September, & November.
- Submit any articles to the CES at the 4-H office placer4h@ucanr.edu
- for County Director approval no later than the 15th of the month prior to newsletter post. (Example: December 15th is the deadline for Post in January's newsletter).

MATERIALS NEEDED

- Any materials required for events need to be selected and submitted to the office staff with 30 days' notice of listed due date to allow for staff scheduling.
- Use [Event Materials form](#) to due date, material needed.

PRE-APPROVED EXPENDITURES

If you anticipate having any expenditure for this event, please follow the [pre-approval expenditure process](#) and submit any request to the 4-H office before purchasing. This would also include purchases of awards.

AWARDS - CERTIFICATES

- Any certificates or awards will need to be requested to the 4-H office.
- For awards, a [pre-approval form](#) will need to be submitted before any expenditures- Include names of recipients

DOCUMENTS REQUIRED by LOCATION/FACILITY

At Placer County Memorial Veterans Hall

- FUR Facility Use Request form (Hard copy or On-line survey)

Once received, 4-H office will send out 2 county forms requesting signature from Club / Project leader:

- Vet Halls Rules and Regulations
- Vet Halls set-up/clean-up and Entry understanding form.

At Placer County Libraries, County or City Parks

- FUR Facility Use Request form (Hard copy or On-line survey)
- Library Application – Will be filled out by 4-H office staff.

At School location

- FUR Facility Use Request form (Hard copy or On-Line survey)
- School/District Agreement/Contract (If required by school)

At Public location – Pizza parlor, restaurant, etc.

- FUR Facility Use Request form (Hard copy or On-Line survey)

At Club / Project Leader's home or private property.

- FUR Facility Use Request form (Hard copy or On-Line survey)

Once received, 4-H office will send back an email to the Club/ Project leader (Homeowner) requesting the items outlined below:

- Attachment D (From UC Risk Management) – fill out and send back with signature
- Proof of Homeowner insurance coverage (Declaration page only)

Once 4-H office has received and processed the above, UC will send a Certificate of Insurance to provide UC's insurance coverage to the homeowner.

At Fairs, Markets, Festivals (Booths and /or attendance)

- FUR Facility Use Request form (Hard copy or On-Line survey)
- Applications and/or agreement from Fairs, Festivals, and/or Markets.

LIST OF FACILITIES CURRENTLY HOLDING A CERTIFICATE OF INSURANCE

List is currently being updated for 2022