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Please complete and submit this form to your local County 4-H Office.

Title of proposed event: _____

Please describe event in 250 words or less (Overall summary of the event).

What are the expected benefits for the participants?

Date and time of proposed event: _____

Name and contact information for the planning team. *(Note: the planning team must include at least one 4-H YDP staff person, an adult volunteer, and a youth).*

4-H YDP Staff Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

Adult Volunteer Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____

Youth Name: _____

Address: _____

Email: _____

Phone: _____ Cell: _____

Signature: _____



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*For additional participants, please attach contact information on a separate paper.

Please indicate the primary contact: _____

Signature of the County Director (in the host county): _____
(By signing the County Director acknowledges that s/he is aware of the proposed event and willing to support the necessary facility use and insurance requirements).

Provide link to websites that might provide additional information, if available:

EVENT IMPLEMENTATION

How many 4-H YDP youth and adult volunteers have offered to help with this event?

How many 4-H YDP staff, youth and adult volunteers will be needed to implement this event?

(Please note: We will look for a youth:adult ratio of at least 10:1 for senior members; 8:1 for junior and intermediate members; 6:1 primary members)

FOR RECURRING EVENTS

Is this a recurring event? Yes No
If yes:
How often will it be repeated? _____

- Describe how it will be sustained beyond the first year.
- What is/will be the process for passing on the leadership for the program?
 - Is there (or will there be) a procedures manual available?
 - What are the plans to secure sustainable funding?
- _____

PARTICIPANT INFORMATION

Describe the target audience, including age/grade level: _____

How many youth/adults are expected to participate in the event? _____
Youth: _____



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Adults: _____

Is there a cost to participants? If so, what is the estimated cost? _____

Is there an application or qualification process (*i.e., enrollment in a project area, staff approval, etc.*) for determining eligibility for participation? If so, please describe.

LOCATION/SAFETY

Location of event:

City: _____ Name/type of facility: _____

County: _____

List counties the event is open to: _____

Are all facilities ADA (American Disabilities Act) compliant? _____

What safety precautions have been or will be taken? (*Keep in mind specific needs for this particular event*) _____

How will appropriate youth supervision be provided? _____

FINANCIAL INFORMATION

On a separate sheet, please include a detailed budget for this event including expenses, income, and in-kind support (*e.g., registration cost, facility costs, travel, meals for participants*). See *4-H Treasurer's Manual* for example of budget form.

What unit or group is accepting fiduciary responsibility for the event? _____

If there are proceeds from the event, what are the plans for them? _____

Will there be fundraisers at the event? If so, please describe _____

Are there scholarships and/or financial aid available? If so, please describe _____





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YOUTH DEVELOPMENT COMPONENT

What will participants learn at this event? (See the [UC 4-H YDP Framework](#) for youth development and educational outcomes.)

What authentic leadership roles will youth play in planning, implementing, evaluating and fundraising for this event? _____

How does the event support the [4-H YDP Mission & Direction Program Criteria](#)? (Please attach checklist)

EVALUATION

How will this event be evaluated? _____

When? _____

Who is responsible for evaluating the event? _____

How will it be demonstrated that the event was successful with regards to the youth development goals described in the previous section? _____

Who is responsible for submitting post-event information and evaluation data to the County 4-H Office? _____

MARKETING AND VISIBILITY

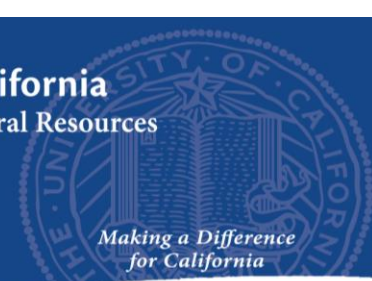
How and when will the event be publicized? _____

How will donors be recognized? _____

ADDITIONAL QUESTIONS FOR COMPETITIVE EVENTS

What additional benefits are obtained because of the element of competition? _____





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What events or trainings exist to prepare youth for this competition? _____

When and how will judges be trained? How will the qualifications of the judges be assessed? _____

How will the judging criteria be made available to the participants in advance of the event? _____

How will the judges score the participants? Has the scoring tool been reviewed and piloted? _____

How will youth receive feedback on their performance? _____

What is the award system used and why? (*Danish vs. American*) _____

What type of recognition will be given to participants? _____

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