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1. Planning Team

Youth?	Yes	No
Adult?	Yes	No
Staff?	Yes	No
Point Person? (name)		

2. Event/Program Implementation

Has a group/team been identified?	Yes	No
Is there an appropriate youth:adult ratio?	Yes	No

3. Sustainability

Leadership:		
Planning:		
Funding:		

4. Participation

Indirect impact ("ripple effect")		
Realistic cost?	Yes	No
Target audience identified?	Yes	No
Additional consideration: Is there an application or qualification process?	Yes	No

5. Location/Safety

Accessibility?	Yes	No
▪ Transportation	Yes	No
▪ ADA	Yes	No
Is the youth:adult chaperone ratio met?	Yes	No
Are the chaperone roles and responsibilities clearly defined and communicated to 4-H youth members and parents/guardians?	Yes	No
Are travel arrangements made and clearly communicated to 4-H youth members and parents/guardians?	Yes	No
Do the sleeping arrangements follow 4-H policy?	Yes	No
Associate Director of 4-H Program and Policy signature?	Yes	No
Additional consideration: Have safety precautions been taken?	Yes	No

6. Financial Considerations

Fiduciary responsibility identified?	Yes	No
Is there a budget provided? Is it a zero-balance budget?	Yes	No
Do fundraising activities follow 4-H policy?	Yes	No





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Are the use of proceeds within policy?	Yes	No
Additional consideration: Is there financial aid available?	Yes	No

7. Youth Development Component

Are there youth in authentic leadership roles? (this is not optional for state events)	Yes	No
Are learning goals clearly identified?	Yes	No
Are the benefits to participants identified?	Yes	No
Is there a process identified for "taking it home" (sharing learning with county or state)?	Yes	No
Does this event/program offer a new or unique 4-H opportunity?	Yes	No
Is the event/program aligned with the UC 4-H YDP Framework ?	Yes	No
Does it support the 4-H Mission & Direction Program Criteria ?	Yes	No

8. Marketing and Visibility

Does the event/program promote the values of 4-H?	Yes	No
Does the event/program protect the integrity of the 4-H?	Yes	No
Additional consideration: Is there a marketing and donor recognition plan?*	Yes	No

9. Evaluation

Is there an identified evaluation plan?	Yes	No
Is there a person responsible for implementing the evaluation plan?	Yes	No
Is the evaluation linked to 4-H Youth Development goals?	Yes	No
Is there a person responsible for submitting post-event/program info to the State 4-H Office?*	Yes	No

Additional Considerations for Competitive Events

1. Is there a solid rationale for this event being competitive?	Yes	No
2. Has the scoring tool been reviewed and piloted?	Yes	No
3. Is there a mechanism for feedback for participants?	Yes	No
4. Will judging criteria be made available to participants in advance?	Yes	No
5. Does the proposal identify opportunities to prepare for the competition in question?	Yes	No
6. Is there a plan for training judges?*	Yes	No
7. Do recognition and awards reflect I & R	Yes	No





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policies/guidelines?*		
8. Does the state competition meet minimum requirements for national competitive event?*	Yes	No

*Items with asterisk indicate criteria that apply to state level, not national, events.
Note: After event is qualified, additional information and timeline will be requested.

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