**Douglas County 4-H In-Person Request Form**

Requests need to be submitted at least one week prior to your scheduled meeting.

Return electronically to kpeine@ksu.edu.

**Person Submitting Request:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Meeting/Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total number of anticipated attendance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Short Description of Meeting/Event:**

**Describe in detail your plan for COVID-19 mitigation:**

\*Please note, per K-State Research and Extension’s policy masks and social distancing are required for all indoor and outdoor 4-H gatherings.

**Explain how you will engage people who are not able to attend in-person:**

**Please read and sign to agree to all of the following:**

1. I agree that masks will be required at this in person event.
2. I agree that social distancing and sanitation practices will be followed to the best of our ability.
3. I agree to offer a virtual means of participation whenever possible or alternative way to help/support our members for events not able to be held hybrid.
4. I agree to keep a log of all individuals in attendance.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

