Welcome Back Douglas County 4-H Volunteer Resource

**Planning for the Meeting:**

- **Gather input from families** - Have a conversation with your 4-H families about their interest in meeting in-person. If there is not a consensus, meeting virtually is highly encouraged.

- **Secure an outdoor meeting space** - Douglas County 4-H clubs and groups are able to hold in-person meetings outdoors.

- **Have a plan for engaging families virtually** - Families not joining in-person need to be provided an option for participating. Options could include FaceTime, Zoom and video chat.

- **Complete the in-person request form** - At least one week prior to your scheduled meeting, complete and submit the in-person request form. Completed forms can be sent to Kaitlyn Peine at kpeine@ksu.edu.

- **Communicate expectations with participants** - Prior to the meeting communicate expectations with families. Share the Welcome Back Douglas County 4-H resource.

**During the Meeting:**

- **Keep a participant log** - As families arrive have all youth and adult participants complete the participant log provided by the Extension office. Keep the log for a minimum of two weeks past the event date.

- **Follow local COVID-19 restrictions** - For the most up-to-date Douglas County community COVID-19 restrictions visit: www.douglascountyks.org/coronavirus

- **Practice COVID-19 Mitigation** - Practice mitigation guidelines provided by K-State Research and Extension. The guidelines are available at https://www.ksre.k-state.edu/employee_resources/covid-19/safe-events.pdf All participants are required to wear masks and practice social distancing.

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