

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.