



ENVIRONMENTAL HEALTH AND SAFETY

This clover safe note is intended primarily for 4-H volunteers and staff

#15 HOLDING AND ATTENDING 4-H MEETINGS IN PRIVATE RESIDENCES

When a 4-H meeting is held in a private residence, the host and guests each assume roles with attendant responsibilities that contribute to productive, safe, and successful meeting outcomes.



Host Responsibilities

- Prior to a meeting, assure all 4-H members have completed and turned in required medical and permission forms.
- Assure two adults will be present in accordance with 4-H Policy Manual, Chapter 11, Section IV.B. The adult in charge must be 4-H staff or an appointed volunteer.
- Develop a meeting agenda and schedule, including pre-arranged 4-H member drop-off and pick-up times and modes of transportation.
- Prepare your residence by removing clutter and trip hazards.
- Confine or remove pets from the meeting area.
- Inform guests of residence areas and items that are off limits such as swimming pools and refrigerators.
- At the beginning of the meeting, inform guests about how to exit the meeting area and residence and where restrooms are located.
- Be prepared to offer guests water as needed.

Guest Responsibilities

- Follow the 4-H Code of Conduct and host's and/or project leader's rules, instructions, and directives.
- Do not wander outside the meeting area.
- Do not approach or touch household pets without explicit permission from the host.
- Wash your hands with soap and water after using the restroom or touching a household pet.
- Do not participate in horseplay, running, jumping, hiding, climbing, or chasing while in the host's residence.
- Request permission from the host to use the telephone.
- Depart the meeting at the pre-arranged time and by the pre-arranged mode of transportation.
- If 4-H members are walking, riding a bike, or taking public transportation home, it is recommended that they telephone their parent, guardian, or other family member at the time of departure to allow for their arrival time at home to be estimated. Calling home before departing a private residence meeting is particularly important for younger 4-H members and meetings held during evening hours.