



Erie County 4-H

4-H Club Meeting Guidelines

Updated: 7/13/2020

4-H Club Meeting Guidelines:

- Club meetings can be held outdoors only in a public space.
- The number of people in attendance of any meeting may not exceed 25 people. The number includes total of leaders, members, parents, speakers, etc. Attendance should be taken for accountability and documentation of meeting size.
- Social distancing procedures must be followed and include the following:
 - o Hand Sanitizer must be available at all times.
 - o All participants must wear a mask (it's recommended to have a small supply of disposable masks available for anyone who forgets a mask).
 - o Maintain 6-foot distances between participants without touching of any kind.
 - o Hold meetings in an outdoor public location. Meetings should not take place at or in private homes.
 - o The meeting time should be limited to no more than 1.5 hours.
 - o If food or drinks are being consumed at the meeting it should be brought and eaten by individual families or participants. Do not share foods. (Example: Potluck dinners are not permitted at this time.)
- There will be youth and families who are not comfortable meeting in person at this time. It is critical that these decisions are respected and that there is no pressure applied, or opportunities withheld, due to a decision not to participate.



4-H Group Meeting Requirements:

- 1.) All participants (volunteers and youth) must be enrolled in the Erie County 4-H to attend the club meeting.
- 2.) All participants (youth, volunteers, leader, or guests) must also complete the [CCE Assumption of Risk Form](#). The form must be received by the 4-H office 72 hours prior to participation in any 4-H in-person activities to be documented. Anyone who does not complete the form is not permitted to participate in any Erie County 4-H Activities.
- 3.) Club Leaders must submit the [Club Meeting Request Form](#)
- 4.) Club leaders should provide this health information to adults and youth one day prior to the club meeting, noting that no one should attend the meeting if they cannot answer no to all questions.
- 5.) Attendance must be taken at each meeting and submitted to the office. Attendance should include anyone present at the meeting. Attendance records can be submitted in the [Meeting Attendance Form](#) or emailed to tmt63@cornell.edu

All requirements must be completed in order for clubs to meet. These requirements are in place for the safety of all Erie County 4-H participants.