



Erie County 4-H

4-H Club Meeting Guidelines

Updated: 5/28/2021

Thank you for adhering to the guidance below. These procedures are in place for the health and safety of **all** 4-H members, parents, leaders, volunteers, and staff. Your assistance with this safety guidance will help us begin to reactivate our in-person 4-H activities.

4-H Club Meeting Guidelines:

- Club meetings can be held in public spaces, including businesses, and in outdoor spaces, including barns. Meetings cannot take place inside private homes. (See information below regarding submitting required information to the 4-H office prior to the meeting.)
- The number of people in attendance at any meeting may not exceed **50** people, or the current occupancy of the indoor space, whichever is less. The number includes total of leaders, members, parents, speakers, etc. Attendance should be taken via role call for accountability and documentation of meeting size. (See below regarding submitting attendance records to the 4-H Office.)
- 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 outdoors as much as possible. Meetings cannot take place inside private homes.
 - o The suggested MAXIMUM meeting time is 1.5 hours. If the time needed for a meeting is more than that, please contact 4-H staff to discuss **prior** to the meeting to determine if the meeting will be allowed to exceed the 1.5 hour limit.
 - o If food or drinks are being consumed at the meeting, they 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.

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Steps to Take to Hold a 4-H Group Meeting:

- 1.) Club Leaders must submit the [Club Meeting Request Form](#)
- 2.) All participants (volunteers and youth) must be enrolled in the Erie County 4-H Program to attend club meetings.
- 3.) All participants (youth, volunteers, leader, or guests) must also complete the [CCE Assumption of Risk Form once per 4-H year \(October-September\)](#). The form must be received by the start of the meeting (and then provided to the 4-H office to be kept on file). Anyone who does not complete the form is not permitted to participate in any Erie County 4-H activities. This form is included in 4-H enrollment packets for 2020-2021.
- 4.) Club leaders should provide this [health information sheet](#) 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. The health information sheets should not be collected by the 4-H leader.
- 5.) Club leaders should take attendance at the meeting or event by checking off names on a roster. Do not pass around a paper for individuals to sign or have members sign-in. This attendance record must be kept in case someone attending the meeting/event contracts COVID-19 and information is needed for contact tracing. Attendance should include all people present at the meeting.
- 6.) Attendance records must be submitted to the 4-H Office. You can submit your attendance in one of two ways:
 1. Complete the [Meeting Attendance Form](#)
 - OR
 2. E-mail your attendance to:
 - Valerie, for general 4-H club meetings, at vw49@cornell.edu
 - Tammi, for 4-H Livestock meetings, at tlk6@cornell.edu.

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

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