



4-H Group Meeting Checklist:

- Club Leaders: submit the [Club Meeting Request Form](#)
- All participants (volunteers and youth) enrolled in the Erie County 4-H Program to attend club meetings.
- All participants (youth, volunteers, leader, or guests) completed 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.
- Club Leaders: provide the [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. Sheets do **NOT** have to be collected by the leader.
- Club Leaders: record attendance at the meeting or event on your own roster or attendance sheet. Do NOT pass around a paper for individuals to sign and do NOT have people sign in as they arrive. 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, both youth and adults, present at the meeting.
- Submit Attendance record 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. Those in attendance at the meeting must WEAR A MASK AT ALL TIMES. These steps are in place for the safety of all Erie County 4-H participants.

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