

Berkeley County 4-H Field Trip and Transportation Approval Form

Please complete and have on file with WVU Extension office prior to conducting the Field Trip or Activity

Planning and attending Field Trips and Club activities is important for 4-H Clubs! Careful planning, maintaining the public trust, and proper use of the 4-H logo are also very vital. Prior to attending a 4-H Club Field Trip or Activity, the following information should be listed and sent to the 4-H Agent for approval. Also, the 4-H Leader and/or approved adult chaperone must have a health history form for all youth and adults attending the trip or activity.

Club Name: _____ Adult(s) Chaperons : _____

Name of 4-H Field Trip or Activity: _____

Dates of Field Trip: Beginning Date/time: _____ Ending Date/time: _____

Where will this Field Trip or Activity take place?

What club members are serving on the planning committee for this field trip or activity?

Who is the chairperson(s) or contact person(s) for this field trip or activity?

Why are you planning this field trip or activity (educational purpose/value)?

Date of the meeting that the Club's Membership approved this field trip or activity (may be part of club's yearly program plan)?

Estimated cost of trip or activity? \$ _____ How will this field trip or activity be paid for?

How will transportation be provided for with this field trip? (all drivers must be at least 21 years of age and copy of current auto liability on file)

NOTE: Adult in charge of trip/activity must have current health form for all trip/activity participants that includes emergency contact information with them at all times. Signed permission slips for all members are required.

If you would you like information about your field trip or activity included in the 4-H Newsletter and/or post to our website please provide a report about the field trip or activity and send to Suzanne.

Extension Office Use Only:	Number of Participants _____	Insurance in place Yes No
Date Received : _____	Covered by County Insurance Yes No	American Income Life Yes No
WVU 4-H Agent's Signature: _____	Date: _____	