4-H CLUB TRIP OR FIELD TRIP
PLAN AND EVALUATION
(Submit at least 2 weeks prior to trip)

Place/Location_______________________  Date_____________ # of days_______     Time______

Club______________________________

Contact Person______________________________________Phone ________________________

Planning Committee ___________________________
      ___________________________
      ___________________________

Cost to 4-H Club $__________   Cost to each participant $_________       Total Cost $________

Number of Participant: Members:_______ Boys _____  Girls ____       4-H Leaders: ________

Adult Volunteers: _____ male _____ female

Form of Transportation: (include # of vehicles to be used):

_________________________________________________________________________________

_________________________________________________________________________________

Purpose of Trip:  ___________________________________________________________________

_________________________________________________________________________________

CHECKLIST FOR COMMITTEE:
(write date of completion or date to be completed)

Contact host(s)?  _________   Safety Precautions?  _________

Orientation for participants and parents?  _________   Accident Insurance?  _________

Materials/supplies needed?  _________   Permission forms needed?  _________

Food/refreshments needed?  _________   Evaluation of trip?  _________

Insurance Coverage (Name of Company)____________________________Policy #_____________

Effective date _________________

4-H club must furnish the above information to Michigan State University Extension Office for Club Trip or Field Trip outside of Delta County. In the event a Plan is not submitted, the trip will not be considered as a 4-H Activity. Send form to MSU Extension, 2840 College Avenue, Escanaba, MI 49829.

8/03 “Effective Meetings” Section