Ogemaw County 4-H
Activity and Event Intent Form

This form must be filed in the Extension Office anytime your club is doing something outside of the regularly scheduled club meeting date and time. The form must be submitted before the activity/event. **Return by FAX, e-mail, US post office or personal delivery.** Examples of use: field trip, tour, overnight trip, conducting an event/activity such as a horse show, dog show, livestock show, community service project, etc.

Activity_________________________________ Contact Person(s)_________________________________

Date_________________ Time__________________ Club_________________________________

3  Do you have activity/event insurance? _______yes _______no

3  Were medical release forms completed for each participant? _____yes _____no

3  Is there pre-registration for the event? _______yes _______no
   If yes, list the names of participant on the back. If no, submit a list of participants immediately following the event.

Location/address/phone number for the activity/event.

Purpose for the activity/event:

Volunteers – List the name(s) of any adult/teen leader involved with this activity/event and their duty/responsibility.

<table>
<thead>
<tr>
<th>Volunteer(s) Name</th>
<th>Specify Duty or Responsibility beside the name of each Volunteer listed. (i.e. chaperon, transportation, resource person, guest instructor, etc.)</th>
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**Travel Plans** – Include route, stops for food or breaks, etc. Be very specific with where you will be stopping and for what reasons. (Reason for stopping i.e. Stopping at Harrison in route to East Lansing. Stop will be for gas and restrooms. Or stopping in West Branch for a picnic lunch at Iron’s Park.)

4-H Members participating in the Activity/Event

_________________________________________  ______________________________________
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The form **must be submitted before** the activity/event. 
Return by FAX, e-mail, US post office, or by personal delivery to your extension office.

Signature of volunteer(s) with primary responsibility for planning/coordinating activity/event.

_________________________________________  ______________________________________

Name  Date