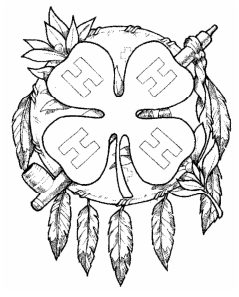


<b>OFFICE USE ONLY</b>	
Date Received _____	
Date Reviewed _____	Initials of Extension Educator Reviewing _____

Oklahoma 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.

**Volunteer(s) Name**

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**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Date Reviewed \_\_\_\_\_ Initials of Extension Educator Reviewing \_\_\_\_\_

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