

## Planning for Safe Environments

A sample questionnaire for use to ensure youth and adults feel safe.

Circle      If yes - how might we  
Yes    No      improve?

<b>Club Meeting Location:</b>			
1. The meeting location is well lighted?			
2. The temperature is comfortable for participants, not too hot or too cold?			
3. The meeting location is clean and clutter free?			
4. Entrances to the meeting location are welcoming and accessible to all?			
5. The meeting location is free of any safety hazards?			
6. During the club meeting the members' 4-H Participation Forms are available in case of emergencies?			
7. A fire extinguisher is present and workable?			
8. An emergency plan is posted in case of tornado?			
9. A phone is available for calling 911 in case of emergency?			
10. A first-aid kit is available for participants if needed?			
<b>Adult Supervision:</b>			
1. 4-H Organizational/Community Leaders are VIP registered?			
2. 4-H Club Leaders practice two-deep leadership when working with 4-H members during project meetings, club meetings, etc.?			
3. 4-H Participation Forms are provided to project leaders?			
4. Adult(s) driving 4-H members is (are) VIP registered?			
5. Chaperones are 21 years old or older?			
<b>During Club Meetings:</b>			
1. 4-H members behave appropriately and positively?			
2. 4-H members and visitors are made to feel welcomed and valued?			
3. 4-H members and adult volunteers work cooperatively together?			
4. Club meetings are fun, exciting and enjoyable?			
5. 4-H members contribute ideas and adults encourage and nurture those ideas?			