



Kansas State University, K-State Research and Extension, and Kansas 4-H recognize Rock Springs 4-H Camp, independently owned and operated by the Kansas 4-H Foundation, Inc., as the camping model for Kansas 4-H. Rock Springs 4-H Camp provides the only pre-approved camp model for Kansas 4-H and should therefore be the first choice for the local Extension Districts and Extension Councils (together, “Local Extension Units”).

It is understood that in limited circumstances distance may be a barrier to youth attending 4-H Camp at Rock Springs, and some Local Extension Units may desire to host a 4-H camp elsewhere. If a Local Extension Unit or group of Local Extension Units decide to host an overnight 4-H camp, they must adhere to the minimum requirements set forth by Kansas State University and Kansas 4-H Policy. Additionally, it is required that each Local Extension Unit complete a notification form to host an overnight camp outside of Rock Springs 4-H Camp no less than six months prior to the start of the overnight camp. By camping outside of the Rock Springs 4-H Camp, the Local Extension Unit release, indemnify, and hold harmless Kansas State University, K-State Research & Extension, and Kansas 4-H of any liability. (See Kansas 4-H Policy, Section 3.6)

The Local Extension Unit agrees to comply with the Kansas 4-H Policy (currently located at: <https://www.kansas4-h.org/resources/policy-guide/index.html>; if the link is broken, please contact the State 4-H Office for the location of this document) for any overnight 4-H camping experience that is sponsored by the Local Extension Unit. This includes, but is not limited to:

- All 4-H related programs and activities should be supervised by at least two adult Extension Board approved, screened volunteers, and trained volunteers (this practice is called two-deep supervision). (Kansas 4-H Policy, Section 9.5)
- Providing a safe environment for youth is our greatest responsibility, any adult supervising youth at overnight 4-H sponsored events (locally, district, or statewide) must meet the following minimum criteria:
 - Become a screened and board approved Kansas 4-H volunteer.
 - Watch and/or attend the corresponding event chaperone/adult/volunteer training.
 - At least two screened, board approved, and trained adult volunteers must be present at all times, and any additional screened, approved, and trained adult volunteers should be secured in accordance to the ratios listed below.

(Kansas 4-H Policy, Section 9.5)

- Youth are not to serve as counselors solo. They will need to have a board approved and screened adult with them. (Kansas 4-H Policy, Section 9.5)
- Ensuring adequate supervision of youth participants at all times and following the American Camping Association’s ratios:

	Day Participants	Overnight Participants
5-6 Year Old Participants	1:6	N/A
7-8 Year-Old Participants	1:8	1:6
9-14 Year-Old Participants	1:10	1:8

(Kansas 4-H Policy, Section 9.5)

- Follow Kansas State University’s applicable policies on non-discrimination. (Kansas 4-H Policy, Section 2.4.1)
- Follow the K-State Research and Extension Accommodations Process which is located at <https://www.ksre.k-state.edu/about/employee-resources/programming/civil-rights/access.html> (under Disability Accommodations and Access > The accommodations request process).
- Follow Kansas State University’s Standards, as applicable, to university sponsored programs with minor children as program participants. (Kansas 4-H Policy, Section 2.5)
- If the above requirements are met, then those participating that also meet the requirements to be covered under the Kansas 4-H American Income Life Policy (AIL) (i.e., all campers are 4-H members enrolled in 4-H Online, etc.). If the camp does not meet the requirements to be covered under the Kansas 4-H AIL Policy, then we understand we need to purchase our own AIL policy for the overnight camp.

The Local Extension Unit understands the above requirements are required to hold an overnight camp using the 4-H name and emblem and sponsored by K-State Research and Extension.

Please include the details of the overnight 4-H Camp on the next page. Please scan and email signed document to kansas4-h@ksu.edu.



Overnight 4-H Camp Notification Form for
_____ Extension District /
Extension Council (Local Unit)

The details of the overnight 4-H camp are:

Name of 4-H Camp: _____

Dates: _____

Location (including name of the campgrounds and physical address):

Local Extension Units involved in hosting this overnight 4-H camp:

Participant ages: _____

Please explain why you have chosen to hold an overnight 4-H camp outside of Rock Springs Ranch:

Other information KSRE and Kansas 4-H may need to know:

Board Chair Signature

Date

Please scan and email signed document to kansas4-h@ksu.edu.

