**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?

|  |  |  |  |
| --- | --- | --- | --- |
| **Club Meeting Location:** |  |  |  |
| 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 ParticipationForms 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? |  |  |  |
| **Adult Supervision:** |  |  |  |
| 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? |  |  |  |
| **During Club Meetings:** |  |  |  |
| 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? |  |  |  |