

SECTION 7

CLUB ADMINISTRATION

4-H Civil Rights and Compliance Policy

Club Bank Accounts

Understanding Sales Tax Exemption

Virginia Tech Insurance Coverage

Risk Management

Accident/Incident Report Form



4-H CLUB ADMINISTRATION

VIRGINIA COOPERATIVE EXTENSION 4-H COMPLIANCE POLICY

Virginia Cooperative Extension is operated as one joint program from (VATECH) and (VA STATE) institutions. Policies and procedures are jointly determined and implemented through single management organization and delivery system. Programs are planned and conducted in response to issues affecting the social, economic, and cultural well-being of citizens of the Commonwealth. Virginia Cooperative Extension is committed to the Intent of Title VI and VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, and Section 503 and 504 of the Rehabilitation Act of 1973. Because of this commitment a Compliance Plan was set forth to be established in each county in each program area such as 4-H.

OUR RESPONSIBILITY:

1. To promote 4-H to all youth.
- 2 Document our promotion by maintaining information in club files.
3. Accept all interested youth.

ITEMS THAT CAN BE USED AS PROMOTION AND DOCUMENTATION:

1. Newspaper articles should contain Compliance Statement (below) and copies of what was sent as well as the article printed should be filed with the Extension Office as well as being part of the club records.
2. Radio and T.V.
3. School classroom visits
4. Club flyers and distribution: be sure to address the entire community when distributing.
5. Civic Organizations, Schools, Churches
6. Public exhibits.
7. Posters in the community.
8. Personal visits.

Compliance Statement: "Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. Issued in furtherance of Cooperative Extension work, Virginia Polytechnic Institute and State University, Virginia State University, and the U.S. Department of Agriculture cooperating. Edwin J. Jones, Director, Virginia Cooperative Extension, Virginia Tech, Blacksburg; Jewel E. Hairston, Administrator, 1890 Extension Program, Virginia State, Petersburg.."

DEFINITION of ACTS:

Title VI Civil Rights Act of 1964-No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX, Education Amendments of 1972 as amended April 1979-USDA-provides that no person on the basis of sex be excluded from participation in, denied the benefit of, or subjected to discrimination under any education program receiving federal assistance.

Rehabilitation Act of 1973, Sections 503 and 504 amended-"No qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

4-H CLUB COMPLIANCE PLANS

The purpose of the CLUB COMPLIANCE PLANS is to give the club or group an easy way to report their intentions with regard to the compliance plan. This form is mandatory for clubs not meeting balanced membership criteria as it relates to the make-up of its community. It should be updated with all sponsored clubs on a periodic basis, and again whenever a major change of leadership occurs. Staff members are responsible for seeing that each club or group records their compliance plans in the unit.

THE CLUB COMPLIANCE FORM

A form is to be maintained in the club or group file in the unit office. This is the responsibility of the organizational leaders.

SPECIFICS ON COMPLETING THE FORM ARE: *(Refer to the VCE Club Compliance Form <http://www.pubs.ext.vt.edu/490/490-156/490-156.html>)*

CLUB NAME—List the club or group name.

MEMBERSHIP CHAIRMAN OR LEADER'S NAME AND ADDRESS--list information requested for the individual making the group commitment.

PHONE NUMBER--list information requested.

NUMBER OF MEMBERS BY RACE—fill in the members by race.

NUMBER OF MEMBERS BY GENDER – fill in gender numbers

IF NOT IN COMPLIANCE BY RACE AND GENDER, complete the REASONABLE EFFORTS BOX

CLUB ACCOUNTS

Financial Guidelines for Virginia 4-H Clubs

Under U.S. Department of Agriculture and Virginia Cooperative Extension guidelines, the county Virginia Cooperative Extension office is required to keep track of all transactions related to finances in 4-H clubs. It's extremely important that all 4-H clubs show the source of any money they have raised and how it is disbursed.

Clubs do not pay county, state or national membership fees. Local clubs may choose to raise money for their club goals through fund-raising or dues or both. A club treasurer is necessary if funds are maintained for club use. Fund-raising should be done for the good of the total group and should be consistent with the county 4-H fund-raising policies. Fund-raising should not be the main focus of group activities nor exclude any individual from participation.

Clubs are expected to support the financial needs of the total group and, when possible, assist with participant costs in county, state, national and international programs.

The following guidelines are in effect to help clubs fulfill their responsibilities for handling funds. These guidelines summarize Virginia 4-H's Fiduciary Policy, located in the Virginia 4-H Financial Management for 4-H Clubs publication or at your local Extension office. Refer to the complete Fiduciary Policy for more details.

1. 4-H Club Funds are held in a special account at Virginia Tech called a 4-H Agency Account. 4-H clubs will make deposits to and expenditures from the 4-H Agency Account. Funds spent from these accounts will be processed by the local Extension Office, but the club makes the decisions on how the club funds are spent and makes its own deposits at a local bank. Details of the policies are found in the publication: "Financial Management for 4-H Clubs", and should be reviewed carefully.

2. 4-H clubs should prepare a budget for the year. A budget is a written plan for raising and spending money for a set period of time, usually one year. Items arise that are not part of the budget. Each item needs to be presented to the members for approval before payment and documented in the minutes. This accomplishes two things: First, all expenditures of the club funds are made with the full approval of the club. Second, this is a great way for the club members to learn how money flows in and out of an organization.

3. The club treasurer must use this book, the Virginia 4-H Club Treasurer's Record Book, to show cash received, where the money came from and payments made, complete with, date and purpose.

4. Payments should be made only in response to a formal written bill or invoice. The itemized invoice, clearly stating what was billed, will become a permanent part of the treasurer's records. A copy of the Club Payment Processing Form must be kept as a record of approval for payment. This practice

is very important to protect the treasurer's reputation. For personal reimbursements, use the individual reimbursement form found at the end of this document. You may make additional copies of the forms as needed.

5. All money received must be acknowledged with a written receipt. Receipts must be pre-numbered. The receipt should include the source of the funds (such as a car wash or candy sales), the date, and if possible, the name of the person making the payments. These receipts are the back-up documentation for any bank deposits made. The receipts should also become a permanent part of the club records.

6. Deposit of Funds. Funds must be deposited within 24 hours from the time of receipt if total daily receipts exceed \$400. Bank deposits should be made at least weekly regardless of the amount. Club representatives are responsible for counting and verifying cash deposits and preparing deposits slips and must complete and sign the 4-H club deposit form found at the end of this document to verify accuracy. Checks must be stamped with an official endorsement stamp which is available from the Extension office. Funds for deposit are to be placed in a tamperproof bag along with the club deposit form for security while being taken to the bank for deposit.

7. All fund-raising activities should be reviewed and approved by the 4-H Extension Agent before the event. All money raised using the 4-H name must be used only for activities approved by the club and which are in compliance with the club by-laws and the mission of 4-H. Because these funds are publicly accountable, they must not be used in any way to enrich individuals. This means that money may not be given out to individual club members or others, but must be used to pay for educational programs, activities, workshops, community service projects or 4-H club supplies. Money may be transferred to fund county, state or national 4-H programs.

8. Monetary Donations to clubs. Monetary donations which do not require a gift receipt from the donor, should be acknowledged with a letter and documented with a club receipt. Monetary donations which do require a gift receipt from the donor for tax purposes must be processed through the Virginia 4-H Foundation. Checks should be written to "The Virginia 4-H Foundation" with club name written on the memo line. A Gift Transmittal Form must be completed and sent to the Virginia Tech (VT) Foundation along with the monies. Forms may be found on the VT Foundation website. Donations to 4-H which are not processed through the VT Foundation are not tax deductible.

9. Non-cash donations to clubs (for example, consumable donations of supplies or miscellaneous items) should be acknowledged in writing to the donor. Non-consumable items such as equipment, buildings, or land must be processed through the Virginia 4-H Foundation. Prior to agreeing to accept non-consumable donations, please contact your Extension Agent to ensure that it is appropriate for 4-H to accept the item(s). Donations which require a tax receipt by the donor, must be processed through the Virginia 4-H Foundation. A Gift in Kind Transmittal Form should be completed and sent with

the monies to the VT Foundation. Forms may be found on the VT Foundation website.

A copy of the acknowledgment must be kept in the club treasurer's records. Non-cash donations of more than \$500 in value are required by The Internal Revenue Service to be documented with a completed form 8283. That form acknowledges receipt of the item and describes it. A portion of the form is applicable for gifts of more than \$5,000 in value. If the value of the non-cash gift is more than \$5,000 the form 8283 is completed and also requires an appraisal.. (Publicly traded stocks are exempted from these rules.) In such a case, consult a qualified attorney. Valuation of a non-cash donation is the responsibility of the donor in consultation with his or her tax advisor and individuals qualified to appraise items of this type. It is not appropriate for a 4-H group, staff member or volunteer to place a value on items donated. All donations must be made to the total club. An individual may not be the recipient of cash or non-cash donations. Clubs should not feel compelled to accept non-cash gifts. The Extension agent responsible for 4-H programs should be contacted whenever the club has questions about the appropriate action with respect to accepting and managing any donation.

10. All 4-H clubs and organizations must annually establish an audit committee to review their financial records. Guidelines for an audit committee are found in the Treasurer's handbook. Clubs which have large treasuries or a significant number of transactions per year should consider seeking professional help with auditing.

Financial record keeping of all 4-H clubs and organizations should comply with guidelines as established in the 4-H Treasurer's Record Book and Secretary's Handbook. Further assistance is available from the unit Extension office or the Virginia 4-H Foundation. The 4-H Extension agent or designated Extension staff person may request periodic audits and have financial reports submitted to the Extension office for review.

Virginia Tax Facts

1. 4-H clubs are not required to pay sales tax when purchasing items for use by the club. When 4-H clubs buy materials for their educational programs, they do not pay sales tax. The vendor may require they submit Form ST-12, "Sales and Use Tax Certificate of Exemption" (available from your Extension office or from the VA Department of Taxation).

2. 4-H clubs are not required to collect sales tax when they conduct a fundraiser. When 4-H clubs purchase materials that will be resold as a fundraiser, they do not collect and remit sales tax from their fund-raising customers. However, they must pay sales tax on the items when they are purchased from the store.

3. Donations to 4-H clubs are tax deductible when processed through the Virginia 4-H Foundation. An individual who donates cash to a club may claim the full amount as a charitable contribution. Individuals who donate tangible items to a 4-H club may deduct only the fair market value. It is the responsibility

of the donor to determine the fair market value, not the 4-H club. There are special IRS reporting requirements for both the donor of tangible property and the receiving organization. Consult the Virginia 4-H Foundation for more information.

RESPONSIBILITIES OF THE TREASURER

1. Has charge of all the money received by the club.
2. Keeps an accurate record of:
 - (a) All money received and its source (income).
 - (b) All money spent, to whom, and for what (expenses).
3. Deposits all money received in the club treasury account (in a local bank or as otherwise indicated by the club) as soon as it is received.
4. Reports at each meeting:
 - (a) The amount of money collected since the last meeting and its source.
 - (b) The amount of money expended since the last meeting and to whom and for what the money was spent.
 - (c) The current balance in the treasury.
 - (d) The bills needing club approval for payment.
5. Is prepared to provide an itemized account of funds at any time upon request of the members or leaders.
6. Pays money out of the treasury only as voted by the club with approval of the leader and/or as indicated in the club's constitution.
7. Keeps receipts for all expenses paid. It is suggested that you staple an envelope to this book for holding receipts.
8. An auditing committee is to review and audit the treasurer's records before they are turned over to a replacement. Place a copy of the audit report in the club files.
9. Turn this book in to your county or city 4-H office at the end of the 4-H year. It will be reviewed and returned to the club.
10. If a 4-H club disbands, the remaining funds in the club treasury should be donated to the county or city 4-H club fund, the 4-H educational center in the district, State 4-H Foundation, or a charity. The club should check with the local Extension Agent, 4-H, then decide how to close out the account.

VIRGINIA TECH INSURANCE COVERAGE FOR VOLUNTEERS

Volunteers in state government agencies are covered for liability insurance to the same extent as paid employees. The Commonwealth carries both Professional Liability Insurance and Automobile Insurance, as described below.

Professional Liability Insurance (also referred to as tort liability, meaning negligence):

- ✓ Protects the Commonwealth as an entity, the agency, and the individual employees as a volunteer;
- ✓ Provides liability protection for injury or damage resulting from negligence during the performance of duties;
- ✓ Protects against bodily injury, property damage, and personal injury (damage to one's character resulting from libel, slander, false arrest, etc.);
- ✓ Pays medical costs when we are at fault; provides legal defense, via Attorney Generals Office;
- ✓ Provides against "discrimination suits" related to EEC regulations, etc.;
- ✓ Protects against claims involving negligent supervision (or lack of supervision").
- ✓ There is no minimum or maximum age limit for volunteers to be included in this coverage.
- ✓ This insurance does not cover agencies, employees or volunteers at the municipal or county level except for those which are part of the Department of Health. The policy does extend to the local agencies, employees and volunteers of the Health Department, but legal defense is not provided.

Statewide Automobile Insurance

Liability is provided for all state owned vehicles for bodily injury and property damage. Some vehicles have physical damage coverage with a \$1,000 deductible (comprehensive and collision).

- ✓ This insurance follows the vehicles; there is coverage whether the permissive operator is an employee or a volunteer.
- ✓ It pays medical costs to any occupants injured in a state owned vehicle regardless of negligence who would not be covered by Workers' Compensation otherwise.
- ✓ Defense costs are included.
- ✓ The non-owned and hired vehicle portion of the policy provides excess coverage for employees or volunteers who are using their personal cars to conduct business for the Commonwealth. This coverage applies only after the individual's own personal insurance is exhausted (for volunteers driving their own car, their private insurance is primary).

Note: The Workers Compensation Plan provided for employees of the Commonwealth does not apply to volunteers.

All questions should be referred to: Office of Risk Management. 201 South Gate Center, Virginia Tech, Blacksburg, VA 24061-0310 (540-231-7439)

CLUB INSURANCE – AMERICAN INCOME LIFE

<http://www.americanincomelife.com/4h2.htm>

This is a copy of the application from the American Income Life web page:

APPLICATION FOR BLANKET GROUP ACCIDENT INSURANCE

Name of Organization _____

List Projects _____

Name of Leader _____

Mailing Address _____

City _____ **County** _____

State _____ **Zip** _____

Email address: _____

Desired Effective Date _____ **Phone #** _____

Has this group had one of our annual policies within the last year?

Yes No

Number of Regular Members Registered _____ **X \$1.00 (all members must be insured)**

Number of Regular Leaders Registered _____ **X \$1.00**

(Shooting Sports / Livestock / Non-League Sports = \$1.00)

Number of Horse Members Registered _____ **X \$2.00**

Number of Horse Leaders Registered _____ **X \$2.00**

(Athletic League Sports / ATV / Motorcycle = \$2.00)

Are Leaders to be Covered? Yes No

Covered Leaders Names:

1. _____
2. _____
3. _____
4. _____

As authorized leader of the above group I request that a Master policy be issued on the effective date requested, or on the date this application is received, whichever is later.

We are attaching a check or money order payable to the American Income Life Insurance Company, P.O. Box 50158, Indianapolis, Indiana 46250, calculated at the rate of \$1.00 for each person (\$2.00 horse/other)

MINIMUM PREMIUM PER POLICY - \$10.00.

Signed _____

Authorized Group Leader

Print this form and MAIL with your premium check

TO: American Income Life Insurance Company
P.O. Box 50158 · Indianapolis, IN 46250
(317) 849-5545 or 1-(800) 849-4820

Policy Number _____ **(Assigned by A.I.L.)**

Issue Date _____ **(Assigned by A.I.L.)**

VOLUNTEER TAX DEDUCTIONS

A number of tax benefits are available for volunteers under the general charitable contribution deduction of the Internal Revenue Code. In preparing tax returns, volunteers may deduct unreimbursed out-of-pocket expenses directly related to their volunteer service if they itemize deductions.

Volunteer service or other charitable donations must have been contributed to what the Internal Revenue Service terms a "qualifying organization". This includes government agencies and organizations operated only for charitable, religious, educational, scientific or literary purposes. 4-H does meet the requirements of a "qualifying organization". A general rule is that, when deducting volunteer-related expenses, organizations or companies operated "for profit" do not qualify.

Examples of the types of expenditures that volunteers may deduct on their tax returns include:

- direct gifts of money to a qualified organization
- bus and cab transportation expenses
- parking costs and toll fees
- telephone bills
- supplies purchased to perform volunteer duties
- automobile mileage and expenses for gas and oil (use the standard rate of 12 cents per mile or an actual expense basis)
- lodging costs and the cost of meals
- dues, fees or assessments made to a qualified organization
- non-cash contributions of property (ie. clothing, books, household items, equipment, animals)

Volunteers may not deduct any of the following:

- value of volunteer time or services
- childcare expenses incurred while performing volunteer duties
- gifts to individuals
- personal expenses
- general automobile repair and maintenance expenses

- travel expenses (including meals and lodging) while away from home, whether away from home, whether paid indirectly or by reimbursement, if there is a significant element of personal pleasure, recreation or vacation in the travel.

In general, the following guidelines should be followed when claiming charitable deductions on tax returns:

1. Cash contributions must be an amount paid during the taxable year, not just a pledge.
2. Contributions must be made to a qualifying organization.
3. Unreimbursed expenses must be the actual out-of-pocket amount.
4. The volunteer must maintain records for transportation related costs and contributions.
5. A statement of donation for cash and non-cash (valued at \$250 or greater) contributions must be obtained from the donating organization.

More detailed information can be obtained from the Internal Revenue Service.

RISK MANAGEMENT

What is risk management?

The health and safety of 4-H youth and volunteers is critically important. The Virginia 4-H program maintains a safe environment for youth and volunteers using a risk management process. Therefore, risk management is the term given to the process that we use to identify, analyze, and manage risk during 4-H activities. The objective of risk management is the protection of our financial, physical and human resources and assets from loss or destruction.

Who is responsible for risk management?

Risk management involves protecting yourself as a 4-H volunteer and protecting 4-H youth. Therefore, everyone (4-H staff and volunteers) is responsible for risk management and maintaining a safe environment for all 4-H participants.

What is the process of risk management?

Risk management occurs in 1 of 4 ways:

AVOID RISK

(Ex: Discontinue a risky component of a program)

TRANSFER RISK

(Ex: Insurance, contracting with another company to provide some services)

REDUCE RISK

(Ex: Loss prevention through a safety program, staff and volunteer training, rules /code-of-conduct, separation or duplication of records)

RETAIN RISK

(Ex: In some cases, if the amount of risk involved with a particular activity or situation is minimal, then we might choose to retain.)

Risk Management Terms That Every 4-H Volunteer Should Know

Duty of Care

Anytime that we accept youth into our 4-H activities, we assume a legal "duty of care" for those youth. We are responsible for maintaining a safe environment.

Liability

Synonymous with "responsibility" and involves the concept of penalty when a responsibility may not have been met. In other words, if a 4-Her becomes injured during a 4-H activity, then someone may be found "liable" for that injury.

Reasonable and Prudent

In all situations, 4-H staff and volunteers are expected to conduct themselves and behave in a manner that is consistent with a “reasonable and prudent” person. In other words, 4-H staff and volunteers are expected to follow established policies and procedures, to act logically, and in a way that is reasonable in terms of the health and safety of 4-H youth.

Negligence

Failure to do, or not to do, what a reasonable and prudent person would have done in the same situation. For example, if a 4-H Extension Agent establishes a safety procedure, and a volunteer ignores the procedure, and a 4-Her is injured, then the volunteer might be found to be “negligent.” This means that the volunteer failed to act as a reasonable and prudent person would in that situation. The key to risk management is avoiding negligence.

Risk Management Emergency Card (Developed 1997)

A risk management task force developed this emergency card as a resource for staff and volunteers (Publication #490-101). This card can be used to identify important emergency contacts and telephone numbers. You can order this publication through the VCE Intranet.

Risk Management Emergency Card

A risk management task force developed this emergency card as a resource for staff and volunteers (Publication #490-101). This card can be used to identify important emergency contacts and telephone numbers. You will be given this card in the Extension office.

Here is a card listing the “what to dos” in an emergency situation. Please carry it in your wallet should any emergency occur at a 4-H event.

On one side of the card are emergency numbers. You will need to fill in some blanks with information. On the other side of the card are procedures to follow for “*accidents resulting in serious injury and/or fatality and incidents that involve law enforcement and/or may result in litigation.*”

An emergency might be an accident, a dispute or an incidence of abuse. Your good sense and instincts will tell you if you need to contact 4-H. If there is any question in your mind, do make contact. Incidents are rare, but you need to feel secure.

Should any of the above occur, here’s what you should do:

1. Contact the 4-H extension agent as soon as the incident occurs.

2. If you are not able to contact the 4-H office and it is deemed an emergency (see definition in italics above) notify the Risk Management Office at Virginia Tech (phone # on card)
3. For an emergency, follow the procedures on the reverse of the card.
4. Please let Kendra know at your earliest convenience of any incident that might not be an emergency, but is still significant to you.

PLEASE FILL IN THE APPROPRIATE INFORMATION ON THE CARD AND PUT IN YOUR WALLET – THANK YOU !

Please mark your card to indicate you should call your 4-H Agent first.

Risk Mgmt. Office: 540-231-7439 Home: call police

Supervisor's Name: Lenah Nguyen

Office: 540-341-7950

Home: 571-732-6010

Virginia State Police: 804-674-2000

Local Police: 540-347-3300

Above Suspicion Policy

(NOTE: This information was selected from the Virginia 4-H Above Suspicion Policy. For a complete review of this information, please see the Virginia Cooperative Extension 4-H Handbook and Policy Guidelines.

Purpose

The purpose of the Above Suspicion Policy is: (1) To provide a safe and caring environment for youth and adults in all 4-H program situations, and (2) To protect both salaried and volunteer staff from situations that potentially could occur in any 4-H youth program, including camps, trips, and other events, where there is potential for being accused of abuse.

Policy Overview

1. Volunteers, both teens and adults, as well as salaried staff shall be screened prior to being selected to serve in a volunteer or salaried role in 4-H. Screening may include personal interviews, police background checks, and/or letters of recommendation, as defined in volunteer guidelines.
2. Prior to the beginning of any 4-H event, all staff shall receive information and instruction necessary to be made fully aware of the potential liability risks in the following areas: (a) SEXUAL HARRASSMENT, (b) CHILD MOLESTATION, (c) ONE-ON-ONE SITUATIONS, and (d) PHYSICAL, EMOTIONAL, AND SEXUAL ABUSE.

3. At times, volunteers may need to stay in a room with 4-H youth in order to provide supervision. During those situations, there will be at least two or more adults in the room.

4. All supervisory staff (salaried and volunteers) should avoid one-on-one situations whenever possible.

5. Each 4-H Educational Center's Above Suspicion Policy, will apply for all activities and events conducted at that 4-H Educational Center.

Bloodborne Pathogens

(NOTE: This information was selected from the Virginia 4-H Bloodborne Pathogens and Post Exposure Plan).

Purpose

The purpose of this plan is to educate 4-H staff and volunteers about the risks associated with "exposures" to infectious substances and to inform them about the procedures to follow if they are exposed.

Definition of Exposure

An exposure is: contact with any potentially infectious substance (such as blood, urine, or other bodily fluids), through inhalation, needles, contact with an open wound, non-intact skin, eyes or other mucous membrane. Please note that contact of blood or bodily fluids onto intact skin does not signify an exposure and should be disinfected as outlined below.

What to Do If You Are Exposed

If a potentially infectious agent comes into contact with an open wound, broken skin, or mucous membrane, you have been exposed. You must contact the office listed below, who will give you instructions on how to proceed.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE - (540) 231-8751

Overview of Blood Borne Pathogens and Personal Protection

1. All 4-H unit offices are responsible for assembling and providing the following personal protection equipment in a kit. If any part of a kit is used the entire kit must be disposed of. Most items needed can be obtained from your local grocery or pharmacy. For the latex gloves and hand cleaners you may want to consult with your local safety supply company.

- Disposable towels
- Disposable latex gloves
- Waterless medicated hand cleaner such as a germicidal hand wash
- Small equal size bottles of water and chlorine bleach
- Small Plastic Bag

2. Disposable latex gloves shall be worn in all first aid situations.
3. Personnel (staff and volunteers) shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand washing agents, followed by soap and water.
4. Personnel shall wash as listed above, or flush eyes or other mucous membranes with water immediately or as soon as possible following contact of these body areas with blood or other potentially infectious materials. If you have an exposure read section 5.1 and Post Exposure Plan.

Cleaning and Disinfecting Guidelines

1. All unit offices will use the items listed in the personal protection section to deal with cleaning and disinfecting.
2. Latex gloves shall be worn during any process of cleaning or disinfecting.
3. Personnel shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses during any process of cleaning or disinfecting.
4. For cleaning soiled areas, the fluids should be wiped up with the towel. The towel should be placed in the plastic bag. The containers of water and chlorine bleach should be mixed and this solution should be used to wipe down the soiled area. These towels should also be placed in the plastic bag along with the disposable latex gloves.
5. Personnel shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand washing agents, (see section 5.4) followed by soap and water.
6. If a small area of clothing becomes contaminated, spot cleaning of the garment is appropriate. The spot cleaning procedure is as follows:
 - Squirt pre-cleaner (such as Shout, Spray & Wash or Liquid Tide) onto the spot once or twice. Gently rub fabric together until light foam appears. Rinse.

Insurance for 4-H Programs Chart*

(Updated March 2006)

	Liability Insurance (4-H Center)	Liability Insurance (Virginia Tech)	Accident/Incident Insurance
	<i>Description:</i> Each 4-H Center has liability insurance, but the insurance covers 4-H Center employees, <u>not</u> VT representatives (Agents, unit volunteers, etc.)	<i>Description:</i> Insurance provided by VT- \$2 million per occurrence as a VT representative (Agents, unit volunteers, etc.) (Note: This insurance is automatic; does not require special action to obtain.)	<i>Description:</i> Insurance obtained to cover an accident or illness to a individual participant (door to door coverage)
4-H Community Clubs	<i>Not applicable</i>	\$2 million per occurrence as a VT representative- this insurance is <u>primary</u>	If purchased by the Agent or other VT representative, American Income Life (AIL) provides <u>primary</u> coverage for an accident or illness to a covered person (Two types of coverage are available- AIL club insurance or AIL event insurance)
Junior 4-H Camp <i>(conducted at a 4-H Center)</i>	\$1 million per occurrence for all 4-H center representatives	\$2 million per occurrence as a VT representative.	Each 4-H Center purchases accident/incident <u>excess</u> insurance. (Note: The <u>primary</u> insurance is the parents' insurance which must be identified on the 4-H Health History Report Form.)
Specialty 4-H Camp <i>(conducted at a 4-H Center)</i> <i>(includes off-site outdoor adventure, Elderhostel trips, etc.)</i>	\$1 million per occurrence for all 4-H center representatives	\$2 million per occurrence as a VT representative- this insurance is <u>primary</u>	Each 4-H Center purchases accident/incident <u>excess</u> insurance (Note: The <u>primary</u> insurance is the parents' insurance which must be identified on the 4-H Health History Report Form.)
4-H Day Camp or Specialty Camp <i>(conducted in a unit)</i>	<i>Not applicable</i>	\$2 million per occurrence as a VT representative- this insurance is <u>primary</u>	If purchased by the Agent or other VT representative, American Income Life (AIL) provides <u>primary</u> coverage for an accident or illness to a covered person (Two types of coverage are available- AIL club insurance or AIL event insurance)
4-H Special Event <i>(conducted in a unit)</i>	<i>Not applicable</i>	\$2 million per occurrence as a VT representative- this insurance is <u>primary</u>	If purchased by the Agent or other VT representative, American Income Life (AIL) provides <u>primary</u> coverage for an accident or illness to a covered person (Two types of coverage are available- AIL club insurance or AIL event insurance)

*Note: Insurance for 4-H Center-events and Unit events is different because two different contracts are represented.

ACCIDENT / INCIDENT REPORT FORM

VIRGINIA TECH - OFFICE OF RISK MANAGEMENT
BLACKSBURG, VA. 24061-0310
540-231-7439 FAX-540-231-5064

Name of Responsible Office _____ Date of Report _____
Name of Responsible Virginia Tech Representative _____
Address of Office _____ State _____ Zip _____ Phone _____

Name of Injured Person(s) or Involved Person(s) _____ Age _____
Sex _____ Address _____ State _____ Zip _____ Phone _____

Name of Injured Person(s) or Involved Person(s) _____ Age _____
Sex _____ Address _____ State _____ Zip _____ Phone _____

Name of Parent or Guardian(if minor) _____ Age _____
Sex _____ Address _____ State _____ Zip _____ Phone _____

Name/Addresses of Witnesses (Each Witness Should Attach a Signed Statement of What Happened):

1. _____
2. _____
3. _____

Type of Incident : Behavioral Accident Illness Other

Date of Incident/Accident: Hour _____ (am or pm) Day _____ Month _____ Year _____

Describe the Incident in Detail

Location Of Incident and Diagram Showing Objects and Persons

What Activity was the Injured Participating in at the Time of the Incident

Describe any Equipment Involved in the Incident: _____

Describe Emergency Procedures Followed as a Result of this Incident: _____

MEDICAL REPORT OF INCIDENT

Were the Parents or Guardian Notified ? Yes No

How? _____

By Whom? _____ Title _____ When _____

Response of Individual Notified _____

Where was Treatment Given At Accident Site Doctor's Office Hospital Rescue Squad

Describe Treatment Given

Treatment Given by Whom? _____ Date of Treatment _____

Was Injured Retained Overnight in Hospital? Yes No If Yes, Where

Name of Attending Physician _____

Prognosis of Injured at the Time of Report _____

Comments _____

Person Completing Report _____ Signature _____

Position _____ Phone _____ Fax _____

THIS ACCIDENT/INCIDENT REPORT IS **NOT** REQUIRED FOR INCIDENTS SUCH AS SCRAPES, BRUISES, SPRAINS, ETC. THIS INCIDENT REPORT IS REQUIRED FOR SERIOUS ILLNESSES, SIGNIFICANT BEHAVIORAL PROBLEMS OR ACCIDENTS INVOLVING INJURIES LIKE FRACTURED BONES, CHIPPED OR BROKEN TEETH, EXTENSIVE LACERATIONS INVOLVING SUTURES, FALLS INVOLVING UNCONCIOUSNESS, DISLOCATIONS, INCIDENTS INVOLVING WATER WHICH REQUIRE RESUSCITATION, OR ANY INJURY REQUIRING HOSPITAL STAY.

THIS ACCIDENT/INCIDENT REPORT IS ALWAYS REQUIRED WHEN THE PROCEDURES OUTLINED ON THE EMERGENCY RESPONSE CARD AND CARRIED BY ALL COOPERATIVE EXTENSION REPRESENTATIVES ARE INITIATED. ONCE COMPLETED THE FORM SHOULD BE FAXED TO 540-231-5064 AND MAILED TO THE VIRGINIA TECH OFFICE OF RISK MANAGEMENT.