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# CAMP PLANNING, SAFETY & TRAINING

Presented by: Brenda Stopher, OIAC Consultant &  
Arch Smith, State 4-H Leader & Director of 4-H



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# SURVEY SUMMARY

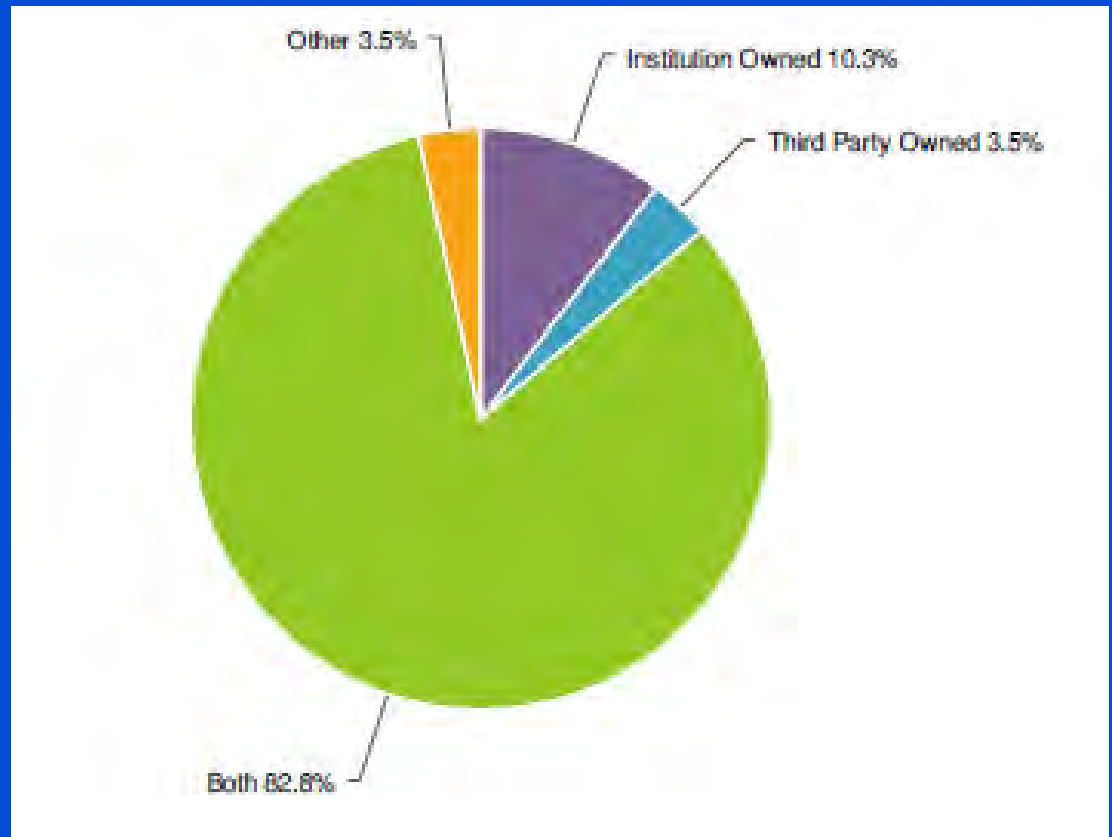
Does your institution host programs for non-student minors (i.e. summer camps, athletic clinics, science camps)?

Answer	Count
Yes	29
No	1
<b>Total</b>	<b>30</b>

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# SURVEY SUMMARY, continued

For the 29 that have programs are they institution-owned, third party-owned, both, none or other?



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# SURVEY SUMMARY, continued

- For FY15, provide the estimated number of programs for non-student minors at your institution (i.e. summer camps, athletic clinics, science camps, etc.).
  - Approximately what percentage were institution-owned?
  - Did any have an overnight component?

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# SURVEY SUMMARY, continued

- For FY15, estimate the number of participants you had in both institution-owned and third party-owned programs.
- Approximate the FY15 total gross revenue for programs:
  - institution owned
  - third party owned

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# PROGRAM CONSIDERATIONS

- Need for Approval Process
- Alignment of programs with organizational mission
- Supervision Ratios
- Designation of Camp Director
- Safety & Security Planning
- Training

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# PROGRAM

# CONSIDERATIONS

- Screening of Staff \*
- Appropriate Use of Legal Documents \*
- Insurance concerns \*
- Detecting & reporting abuse \*
- Overnight Concerns

\* Topic will be addressed in a later presentation

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# DETECTING & REPORTING ABUSE

At an absolute minimum, training for staff must include:

- Basic warning signs of abuse or neglect of minors.
- Guidelines for protecting minors from emotional and physical abuse and neglect.
- Requirements and procedures for reporting incidents of suspected abuse or neglect or improper conduct.

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# Safety Planning Considerations

The guidance for this topic was provided by  
Bruce Holmes, Director Safety & Security:

- Emergency Contact Information
- Campus Emergency Response Plan
- Campus Emergency Notification Systems
- Know evacuation plans/Identify Meeting Points

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# Georgia 4-H

- Annually reach more than 175,000 youth
- County 4-H staff deliver programs in 159 Georgia counties
- Annually use more than 5,500 volunteers
- County 4-H staff participate in more than 5,100 in-school club meetings each year
- County staff conduct weekly out-of- school programs
- Approximately 9,300 students attended a 4-H summer camp last summer

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# Georgia 4-H, continued

- Deal with “4-H Owned”, Third Party Owned and “Blended” programs
- Offer a wide range of programs across a wide range of demographics
  - ❖ **We are still “cows to cooking,” but...Georgia 4-H has something for everyone!**
  - ❖ Archery to Agriculture Awareness
  - ❖ Communications to Consumer Judging
  - ❖ Forestry to Foods and Nutrition
  - ❖ Performing Arts to Portfolios
  - ❖ Public Speaking to Poultry
  - ❖ Robotics to Rifles

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# Georgia 4-H, continued

- 4-H prepares adults to work with youth in many settings:
  - ❖ *In school*
  - ❖ *After school*
  - ❖ *Day programs*
  - ❖ *Overnight programs*



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*State 4-H Leader/Director*



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# Planning a Youth Event

- Prepare a well-outlined agenda or schedule that is available before the event
- Provide adequate adult supervision
- Develop a roster with contact information, ICE
- Have an adult assignment list: who does what, when, and where
- Ask for medical information for programs that last all day or overnight

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*State 4-H Leader/Director*

# 4-H Volunteer Screening Procedure



- Signed 4-H Volunteer Agreement
- Application for background check
- Reference check from two individuals
- Email confirmation from HR that applicant has passed background check
- Online Risk Management Training with 100% correct answers on accompanying test



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# At the Event

- Designate who is in charge – should be an adult experienced in working with youth
- Clear understanding of the role(s) of the individuals in various situations
- Ensure that facilities are well lit and that adults are aware of egress
- Attendance role should be checked more than once a day
- If it is an outside program, have an alternate plan to move to safety in case of inclement weather

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*State 4-H Leader/Director*



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# Adult Supervision

- Always strive for a minimum of two adults at any activity involving youth
- For overnight settings: 1) have a 1:10 ratio and some events as low as 1:8 and 2) adults should be housed in separate sleeping areas from children, if possible
- Inform parents if the adult will be sharing a room with the group of youth in an overnight setting
- Ensure that volunteers know the content they are teaching



*"Best Spuds"  
Sara Kahley – Fayette County*



# Behavior Guidelines

- Youth and adults should agree to abide by a code of conduct
- Let children know in writing what the expected behaviors are and then review expectations at the beginning of the event
- Code of conduct also informs participants of consequences of misbehavior
- Ask for automobile keys from youth who have driven to the event





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# First Aid



- First Aid Guidelines should be established before the event
- Identify medical professionals who may be assisting with the event
- Be prepared for medical emergencies with at least a first aid kit or station and appropriate training
- Make sure you have consent before administering medication(s)
- Complete a written report on actions taken on all medical situations

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# Medical Information

- Name, address, date of birth of student and phone number of parent or guardian
- List of current medication(s) and dosage or special requirements

## \*Optional Information to Request\*

- Name of physician
- Allergies
- Recent illness or injury
- Pre-existing conditions



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# Overnight Considerations

- Provide to adults a list of names and room and or cabin assignments
- Establish a curfew
- Segregate youth by age
- Conduct a room check to ensure everyone is present
- Assign adults to night patrol
- Identify all means of egress, including windows

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# 4-H Risk Management Training

## Handbook for Screened Adults Working with Youth

## Risk Management Training Video

# Resources Available...

<http://www.georgia4h.org/documents/>

- “Common Form” Examples discussed later in day
- See 4-H Website for examples of:
  - ❖ Volunteer Agreement Form
  - ❖ Reference Check Document
  - ❖ Incident Report



The screenshot shows the Georgia 4-H website with the following content:

- Georgia4H.org**
  - Heard about 4-H on the Radio?
  - About Georgia 4-H
  - Support Georgia 4-H
  - Join Georgia 4-H
  - Risk Management Volunteer
  - Georgia 4-H Calendar
  - Activities & Events
  - Base Programming
  - Essential Elements
  - Georgia 4-H Foundation
  - Georgia 4-H Facilities
  - Environmental Education
  - Summer Camp
  - Inside Georgia 4-H
  - Program Glossary
  - GA 4-H A to Z
  - Staff Directory
  - Email Us
  - GA 4-H Forms
- University of Georgia College of Agricultural and Environmental Sciences Cooperative Extension**
  - [quick link to forms](#)
  - Risk Management Policies & Procedures for Adults Working with Youth**
    - Overview of Policy
    - UGA Volunteer Agreement
    - Screening Application
    - Reference Check Document
    - Motor Vehicle Check Application
    - Incident Reports
    - Georgia 4-H Working With Youth- Managing Risk online training
    - Guidelines for College Age Volunteers at 4-H Events and Activities
    - The Handbook for Screened Adults Working with Youth
    - Tracking Certifications Guide
  - Risk Management Policies & Procedures for Youth**
    - 4-H Code of Conduct
    - 4-H Medical Information & Release Form
    - Transportation (Van & Mini Bus) Policy
    - Transportation Waiver for Youth drivers
    - Procedures for Accident & Illness
    - Discipline Procedures
    - Incident Reports
    - Membership and Enrollment
    - Livestock Minimum Age
  - Programmatic Policies & Procedures**
    - Extension County Operations Policies
    - County Funds Policies
    - Cooperative Extension Brand
    - 4-H Awards & Activities Guidebook
      - 4-H Eligibility-Change of 4-H Membership
      - Georgia 4-H and Georgia FFA Statement of Relations
      - Charter 4-H Clubs
      - Use of 4-H Name and Emblem
      - Georgia 4-H Constitution
    - Extension Master Gardener Policy
  - University Policies & Procedures**
    - Finance and Administration Policy & Procedures
    - Human Resources Policies
    - UGA Logo & Brand
    - UGA Online Injury Report

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# QUESTIONS?