



Meadowlark District

K-State Research and Extension

www.meadowlark.ksu.edu



When you plan for an Event...

Make sure you have/done the following:

- First Aid Kit
- Have Participation Forms for all involved (Youth & Adults)
- Have you checked for kids with special needs (dietary, medical & physical)
- All Volunteers are VIP Certified
- You have proof of vehicle and any other necessary insurance
- All drivers currently have a valid driver's license, insurance, and are at least 21 years of age
- Seat belts are used for all drivers and passengers
- A Communication Plan (between yourself, your local extension office, and between multiple vehicles, etc.) is in place.
- You have "In case of emergency" contact information for parents or guardians of all participants
- A method to monitor weather and severe weather shelter is available.
- Exits are clear and fire safety equipment is available
- The facility meets accessibility requirements
- Drinking water, restrooms, and shelter from the elements is available
- Food is cooked, maintained at a safe temperature, and used within a safe length of time

Meadowlark Extension District Contact Information

| Office Phone Numbers | | Agent Cell Phone Numbers | |
|------------------------|--------------|--------------------------|--------------|
| Holton Office Phone | 785-364-4125 | Jody Holthaus | 785-766-9160 |
| Fax | 785-364-4775 | Nancy Nelson | 785-305-0588 |
| | | Cara Robinson | 785-545-6429 |
| Oskaloosa Office Phone | 785-863-2212 | David Hallauer | 785-851-9520 |
| Fax | 785-863-3511 | Cindy Williams | 785-766-8658 |
| | | Linda Gantz | 785-640-8869 |
| Seneca Office Phone | 785-336-2184 | David Key | 785-284-2119 |
| Fax | 785-336-6060 | | 785-285-8270 |
| | | Ross Mosteller | 785-541-1012 |
| | | Deb Henry | 785-336-1272 |



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Meadowlark Extension District Event or Travel Planner



Event _____

Event Chaperone _____

Phone Number _____

Office Name _____

Phone Number _____

Event Location _____

Anticipated Date/Time _____

Transportation Plan (vehicle type, driver, etc.) _____

Community/Participant Contact Info

Names of Youth & Adults Involved _____

Any additional information regarding the trip or event.



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