



Meadowlark District

K-State Research and Extension

www.meadowlark.ksu.edu



Before you Leave for an Event...

Make sure you have/completed the following:

- First Aid Kit
- Have completed Kansas 4-H Participation Forms for all involved (Youth & Adults)
- Have you checked for kids with special needs (dietary, medical & physical)
- All Volunteers are 4-H VIP registered
- A copy of this Travel Form on file at Local Extension Office turned in a week prior to event
- You have proof of vehicle and any other necessary insurance
- Seat belts are provided for each passenger in your vehicle
- All drivers currently have a valid driver's license, insurance, and are at least 21 years of age
- A Communication Plan (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

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		785-285-8019
		Ross Mosteller	785-541-1012
		Deb Henry	785-336-1272

THIS FORM MUST BE TURNED INTO THE EXTENSION OFFICE AT LEAST A WEEK PRIOR TO EVENT!!

K-State Research and Extension is an equal opportunity provider and employer.



Meadowlark Extension District
Event or Travel Planner



Event _____

Event Chaperone _____

Phone Number _____

Office Name _____

Contact Agent _____

Phone Number _____

Phone Number _____

Anticipated Departure or Event Date/Time _____

Departure Location _____

Anticipated Arrival Date/Time _____

Arrival Location _____

Transportation (vehicle type, driver, etc.) _____

Driver/Chaperone Name & Contact Info

Names of Youth Involved

COMPLETE BELOW FOR RETURN TRIP

Estimated Departure Date/Time _____

Departure Location _____

Estimated Arrival Date/Time _____

Arrival Location _____

Transportation (vehicle type, driver, etc.) _____

Driver/Chaperone Name & Contact Info _____

Names of Youth Involved _____

Any additional information regarding the trip or event.

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PRIOR TO EVENT!!**

Steps to take in case of a crisis or potential crisis...

1. Call appropriate emergency personnel: 911 (Emergency); Cellular *47 (Kansas Highway Patrol); Cellular *582 (Kansas Turnpike Authority).
2. See to any injured persons-using appropriate first aid.
3. Get other participants to a safe location-to avoid further injuries.
4. Call your Meadowlark District Extension Office, if it is open, and ask it to make the remaining contacts.
5. Be prepared to tell Extension Personnel as much information as possible-even information that has yet to be confirmed. This includes:
 - Number and extent of injuries
 - Names of injured
 - Location of responding hospital or emergency care center
 - Description and location of the incident
 - Total number of people involved (number of youth, number of adults).
6. Because office phones may quickly become clogged with calls for information, contact another Meadowlark District Extension Office or call a Meadowlark District Agent's cellular phone.
7. Tell any news media that call or show up:
 - That no information is available yet but will be soon through the Meadowlark District Extension Office.
8. If the Meadowlark District office is closed, contact any Meadowlark District Extension Agent, beginning with your local agents.
9. Have insurance information available for hospital or other emergency personnel.
10. Release children and their luggage, if available, only to parents or guardians listed on the "in case of emergency" contact form.
11. Get name of investigating officer(s) and appropriate contact information.