



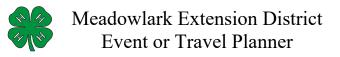
When you plan for an Event... Make sure you have/done the following:

Ш	FIRST AIG 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 Number	s	Agent Cell Phone Numbers	
Holton Office Phone Fax	785-364-4125 785-364-4775	David Hallauer Teresa Hatfield Cara Robinson	785-851-9520 316-519-1808 785-545-6429
Oskaloosa Office Phone Fax	785-863-2212 785-863-3511	Clay Roland Cindy Williams Linda Gantz	317-498-7154 785-766-8658 785-640-8869
Seneca Office Phone Fax	785-336-2184 785-336-6060	David Key Ross Mosteller Deb Henry	785-285-8019 785-541-1012 785-336-1272







Event	Event Chaperone	
	Phone Number	
0.00		
Office NamePhone Number		
Phone Number		
Event Location		
Anticipated Date/Time		
Transportation Plan (vehicle type, driver, et	cc.)	
Community/Participant Contact Info		
Names of Youth & Adults Involved		
Any additional information regarding the tr	ip or event.	

