



## 4-H SPIN CLUB RISK MANAGEMENT WORKSHEET

List potential risks and the steps you will take to prevent accidents or injuries. Consider risks to participants, volunteers, property, equipment, or the 4-H organization.

Potential Risks to Participants	Steps to Manage Risk

Risk Management Forms For Each Participant	Completed	Not Needed
Completed Enrollment Forms including Youth Behavior Guidelines and parent contact information		
Adult Volunteer Medical Form		
Volunteer Enrollment Forms		
Contacts Reporting Log		
Incident/Accident Report (as needed)		

Additional Risk Management Tools	On Hand	Not Needed
Additional accident insurance for non-4-H members attending a club activity or event		
First Aid kit		
Emergency telephone list including parent contact information		
Available telephone		
Additional supervision by older youth, parents, or volunteers – screened if required		

Adapted with permission from University of Illinois Cooperative Extension