



REVIEW SHEET FOR STATE AND NATIONAL EVENTS/PROGRAMS/COMPETITIONS

1. Planning Team

Youth? (y/n)

Adult? (y/n)

Staff? (y/n)

Point Person? (name)

2. Event Implementation

Has a group/team been identified?

Is there an appropriate youth: adult ratio?

3. Sustainability

Leadership:

Planning:

Funding:

4. Participation

Indirect Impact (“ripple effect”)

Realistic cost?

Target audience identified?

Additional consideration: Is there an application or qualification process?

5. Location/Safety

Accessibility?

- Transportation

- ADA

CD Signature?

Additional consideration: Have safety precautions been taken?

6. Financial Considerations

Fiduciary responsibility identified?

Is there a budget provided? Is it a zero-balance budget?

Is the use of proceeds within policy?

Additional consideration: Is there financial aid available?

7. Youth Development Component

Are there youth in authentic leadership roles? *(This is not optional for state events)**

Are learning goals clearly identified?

Are the benefits to participants identified?

Is there a process identified for “taking it home” (sharing learning with county or state)?

Does this event offer a new or unique 4-H opportunity?

Does it support the 4-H Mission & Direction Program Criteria?

8. Marketing and Visibility

Does the event promote the values of 4-H?

Does the event protect the integrity of the 4-H?

Additional consideration: Is there a marketing and donor recognition plan?*

9. Evaluation

Is there an identified evaluation plan?

Is there a person responsible for implementing the evaluation plan?

Is the evaluation linked to 4-H Youth Development goals?

Is there a person responsible for submitting post-event info to the State 4-H Office?*

Additional Considerations for Competitive Events

1. Is there a solid rationale for this event being competitive?
2. Has the scoring tool been reviewed and piloted?
3. Is there a mechanism for feedback for participants?
4. Will judging criteria be made available to participants in advance?
5. Does the proposal identify opportunities to prepare for the competition in question?
6. Is there a plan for training judges? *
7. Do recognition and awards reflect I & R policies/guidelines?*
8. Does the state competition meet minimum requirements for national competitive event?*

***Items with asterisk indicate criteria that apply to state level, not national, events.**

Note:

After an event is qualified, we would request additional information and timeline.