



Agreement for Collaboration

Ongoing 4-H Programs

The purpose of this agreement is to clearly identify the roles and responsibilities of each party as they relate to providing a research-based Positive Youth Development 4-H Experience in partnership with the aforementioned partner. This agreement also facilitates the sharing of information needed for program enrollment and evaluation.

Iowa 4-H State Office	County Extension County Extension Office	Partner Organization
State 4-H Representative	County 4-H Representative	Partner Contact
Youth Specialist Phone	County Extension Phone	Partner Phone
Youth Specialist Email	County Extension Email	Partner Email
Youth Specialist Address	County Extension Address	Partner Address

Item	Compliance Component	Party Responsible (chose one):		
		Iowa 4-H	County 4-H	Partner
Program Liability & Risk Management	Release waivers obtained from parents recording permission to participate in the program and a release from liability for program partners.			
	Release waivers obtained from parents recording permission for the program to provide routine first aid and secure and administer emergency medical treatment in the event of an emergency			
	Release waivers obtained from parents recording permission for the program and its partners to record audio and video of their child for use in publications and promotional materials.			
	All adults working directly with youth are appropriately screened for criminal history, sex-offender status, child abuse registry, and driving history (If transporting youth).			
	Program liability is covered by at least a \$1,000,000 liability policy, and additional event/injury insurance is provided for participants as appropriate.			
	Basic contact information, emergency contact information, and pertinent medical history information will be collected and accessible to program staff, volunteers, and partners.			
Fiscal Management	Serves as the Fiscal Agent.			
	Ensures compliance with applicable federal, state, and local policies and guidelines related to the name and use of the 4-H Name and Emblem.			

Item	Compliance Component	Iowa 4-H	County 4-H	Partner
Program Management	Program is available to all children and youth, grades K- 12, regardless of race, national origin, gender, religion, disability, political beliefs, sexual orientation, and marital or family status.			
	Program marketing will include all partners, their names, logos, and wordmarks where applicable.			
	Program planning is done in advance of programming and is in compliance with best practices and policies related to budgeting and risk management.			
	Program registration should be easily accessible to program participants and should include all information necessary to properly manage risk and meet reporting and evaluation requirements.			
	Clearly stated expectations of program participants, parents, staff and volunteers are available to all program stakeholders in advance or at the onset of programming.			
Alignment with Positive Youth Development Principles	An appropriate youth to adult ratio is maintained to ensure appropriate youth adult partnership opportunities. (Recommended 1 to 5 for youth in grades K-3, 1 to 10 for older youth.)			
	Learning is experiential in nature, allows for youth choice in individual and group goals, and provides opportunities for youth to share what they have learned in a variety of ways.			
	Learning content will be research-based and related to at least one of the program areas of Citizenship & Leadership, Communication & Arts, Healthy Living, and STEM.			
Reporting and Evaluation	Basic information about program participants will be collected and shared with program partners including name, birthdate, grade, gender, school district, and demographics.			
	Program evaluation and feedback designed to meet the research, evaluation, and reporting needs of all partners will be administered and results will be shared.			
	Release waivers obtained from parents recording permission and informed consent to evaluation and human research			

This agreement only includes shared K-12 Youth Programming, is non-binding, and can be dissolved for any reason with 30 days written notice. Upon termination of this agreement, partners will discontinue the use of the 4-H name and emblem and all educational products provided by the state and county 4-H Programs. This agreement will be reviewed and renewed by all partners annually.

Partnering Agency Representative Date

County Extension Representative Date

State 4-H Youth Development Specialist Date

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