



Agreement for Collaboration

Short-Term 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 collaboratively. 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	Responsible Partner (chose one or more):		
		Iowa 4-H	County 4-H	Partner
Program Liability & Risk Management	Manages program liability and risk management including collection of emergency contact information, and maintenance of appropriate insurance. Responsible for screening of volunteers and staff.			
Fiscal Management	Manages funds raised and spent in furtherance of the program. Ensures compliance with applicable financial policies and guidelines.			
Event or Program Management	Plans, recruits, registers, markets and delivers the program. Ensures that budgets and plan are in compliance with risk and financial management standards, implements shared marketing with all partners, collects all information necessary for risk management and evaluation, and maintains program and classroom management guidelines to ensure a safe, inclusive, and positive environment for youth development programming to take place.			
Alignment with Positive Youth Development Principles	Ensures that programming is experiential in nature and has opportunities for youth leadership, individual and group goal setting, and opportunities to reflect and share what was learned. Ensures that programs are carried out in a partnership between youth and adults, and that programs are in alignment with Iowa 4-H program priority areas.			
Reporting and Evaluation	Collects and reports information about program outputs including number of youth and volunteers, grade, gender, race, ethnicity, type of residence, and past participation in 4-H programs. Administers a short self-assessment tool based on program outcomes.			

Partnering Agency Representative _____ Date _____

County Extension Representative _____ Date _____

State 4-H Youth Development Specialist _____ Date _____

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