

## Oregon State University Extension 4-H Youth Program Request

### *Instructions*

- Requests will be accepted until **December 1st**. Requests received after that time will be filled if 4-H Staff is available.
- Programs will be awarded based on the following criteria: school demographics, geographic equity, and program linkage with the school day, availability and/or potential of parent volunteers who can be trained and coached by 4-H, and availability of existing environmental education programs/school gardens.
- Forms must include the signature of the SUN Community School Site Manager in the assurances section. Signature may be electronic.
- Please email form to [Maureen.hosty@oregonstate.edu](mailto:Maureen.hosty@oregonstate.edu), fax to 503-916-2676, or mail to OSU Extension 4-H, 3421 SE Salmon, Portland, OR 97214

You will be notified by email if your request has been accepted. If you have any questions, please contact 4-H Faculty Maureen Hosty at 503-916-6075 or [Maureen.hosty@oregonstate.edu](mailto:Maureen.hosty@oregonstate.edu)

### *SCHOOL INFORMATION*

SCHOOL NAME	SCHOOL DISTRICT		
CONTACT PERSON	TITLE		
MAILING ADDRESS		WEBSITE	
CITY	STATE	ZIP	
PHONE	ALTERNATIVE PHONE		
EMAIL	% OF FREE AND REDUCED LUNCH PROGRAM STUDENTS AT YOUR SCHOOL		

**PROGRAM INFORMATION:** Please indicate your preference of program.

PREFERENCE	PROGRAM
	4-H Junior Wildlife Stewards (grades K-5) (1-9 weeks) Number of weeks: _____ Session <input type="checkbox"/> Winter <input type="checkbox"/> Spring Time: _____ Day of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> choice for the days of week)
	4-H Junior Wildlife Stewards (grades 6-8) (1-9 weeks) Number of weeks: _____ Session <input type="checkbox"/> Winter <input type="checkbox"/> Spring Time: _____ Day of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> choice for the days of week)
	Exploring the World of Energy (grades 4-5) (1-9 weeks) Number of weeks: _____ Session <input type="checkbox"/> Winter <input type="checkbox"/> Spring Time: _____ Day of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> choice for the days of week)
	Exploring the World of Energy (grades 6-8) (1-9 weeks) Number of weeks: _____ Session <input type="checkbox"/> Winter <input type="checkbox"/> Spring Time: _____ Day of Week: ___ Monday ___ Tuesday ___ Wednesday ___ Thursday (indicate 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> choice for the days of week)
	A one-time program: Which one? _____ Date/Time Requested: _____

Estimated number of students who will be involved in the activity: \_\_\_\_\_  
(Please note that we have a minimum group size of 8 students.)

Is there access to a kitchen with sink for conducting some class sessions, cleaning supplies or getting ice and hot water? (Check all that apply)

Kitchen access     Sink access     access to refrigerator for ice

Is there space available for storing on-going youth projects (i.e. plants, science experiments, etc)

No extra space is available     very limited space     some space     ample space

Please explain how the program(s) you have requested support the SUN goals and fits in your school's SUN annual plan:

Please explain the types and numbers of volunteers currently in your program?

Describe current or future promotional efforts to recruit volunteers at your site?

Does your school site currently have an outdoor wildlife habitat, garden or similar outdoor learning lab? If yes, please briefly describe.

Please describe any *special* site guidelines, rules or procedures that 4-H staff and volunteers must be aware of when delivering programs at your site.

Anything else you would like to share?

***Site Manager Assurances***

By signing or typing my name below, I, the SUN Community School Site Manager, agree to the following:

- 1) Provide students for the program via recruitment/outreach. ***Note that there is a minimum group size of 8 students.***
- 2) Assist OSU Extension 4-H staff in identifying and recruiting parent and community volunteers
- 3) Notify OSU Extension 4-H Staff immediately of any changes, cancellation or change in staffing.
- 4) I (or another SUN staff person) can be reached at \_\_\_\_\_ (cell phone) in case of emergency during a program.

I agree to the above: \_\_\_\_\_  
(SUN Site Manager signature - if applying electronically, you may type your name above)