



# V.I.P. Facts

## Facts for Very Important People

### *4-H Leaders and Cooperative Extension Volunteers*

---

---

#### **Protecting Youth and Volunteers Transportation/Field Trips Emergency Medical Treatment**

Volunteers should obtain written permission from parents before transporting 4-H members or other youth in personal or commercial vehicles to any activity or event, including club field trips and activities and county, regional, or state activities. Written parental permission is not required for routine car-pooling of youth to and from regular club or group meetings and activities. Although permission slips are not required for insurance purposes, it is strongly recommended that volunteers use them so that all parents and leaders will know who is transporting youth to an event or activity.

There is no automobile liability coverage for the volunteer.

Private passenger vehicles used to transport youth must be properly registered and insured, and they must be driven by individuals with a valid license for the type of vehicle used. Vehicles must be used for their intended purpose, and a seat belt must be provided for each passenger.

The county extension office may want advance notice of any club field trip. Please provide the office with the following information: date and time of trip, destination, mode of transportation, and contact person.

The person in charge of the field trip should take the following with him/her to use in the event of an emergency:

- a signed Emergency Medical Treatment Release Form for every participant
- a signed Parental Permission Form for every participant
- insurance claim information

A sample Emergency Medical Treatment Release Form and a sample Parental Permission Form are attached.

