

OFFICE USE ONLY
Date Plan Received _____
Approved _____

**4-H CLUB TRIP OR FIELD TRIP
PLAN AND EVALUATION**
(Submit at least 2 weeks prior to trip)

Place/Location _____ Date _____ # of days _____ Time _____

Club _____

Contact Person _____ Phone _____

Planning Committee _____

Cost to 4-H Club \$ _____ Cost to each participant \$ _____ Total Cost \$ _____

Number of Participant: Members: _____ Boys _____ Girls _____ 4-H Leaders: _____

Adult Volunteers: _____ male _____ female

Form of Transportation: (include # of vehicles to be used):

Purpose of Trip: _____

CHECKLIST FOR COMMITTEE:
(write date of completion or date to be completed)

Contact host(s)? _____ Safety Precautions? _____

Orientation for participants and parents? _____ Accident Insurance? _____

Materials/supplies needed? _____ Permission forms needed? _____

Food/refreshments needed? _____ Evaluation of trip? _____

Insurance Coverage (Name of Company) _____ Policy # _____
Effective date _____

4-H club must furnish the above information to Michigan State University Extension Office for Club Trip or Field Trip outside of Delta County. In the event a Plan is not submitted, the trip will not be considered as a 4-H Activity. Send form to MSU Extension, 2840 College Avenue, Escanaba, MI 49829.