

Eastern Region Policy on 600A Forms

1. Certain 4-H events require the member to turn in a completed 600A form. A completed 600A form will include all information requested relative to each individual 4-H member plus the signature of the 4-H member and the member's parent or legal guardian.
2. The 600A form has a three-fold purpose:
 - It allows the member to be treated at a medical facility when parents cannot be contacted. The medical person administering treatment also is aware of any allergies or other dangerous conditions the member may have.
 - It is a contract signed by the member and parent stating that the member will adhere to certain rules of conduct.
 - It also includes a publicity release.
3. An agent should under no circumstance allow a 4-H member to participate in the following events without a completed 600A form:
 - All-Star Conferences
 - 4-H Camp
 - Exchange Trips
 - State Events (Roundup, Congress, Academic Conference, Electric Camp)
 - Regional Judging Contests
 - State Horse & Livestock Shows*
 - Any overnight county, region or state event (retreats, lock-ins, etc.)
 - Any event where 4-H member is transported by agent or volunteer.
4. If a member shows up to an event without a completed 600A form, the member's agent present at the event will be asked to either:
 - Make arrangements to get a completed 600A form by driving back or meeting parents, etc. or
 - Take the 4-H member(s) back home until they return with a completed form or
 - Having parents fax or email a completed 600A form to event
5. If a member(s) shows up to an event without a completed 600A form and the member's agent is not present, the agent will be contacted and asked to deal with the situation as defined in number "4."
6. WHEN IN DOUBT, HAVE MEMBER(S) COMPLETE A 600A FORM.

*This will be effect when members are attending these events without their parents. If parents are attending **these** events with their children...the parents assume responsibility for their children.

Retention of Files related to the 600A, 600B, 600C

Current Policy

| Form | Minimum Retention Period |
|---|--|
| 600A Youth Activity and Event Acceptance Form | Keep for each youth and for each event attended until age 19 or one year after the last event the youth attended whichever is later. |
| 600B Health History for Volunteer or Paid Staff | Keep each adult volunteer form for one year after the event. |
| 600C Waiver of Medical Care | Keep for each youth and for each event attended until age 19 or one year after the last event the youth attended whichever is later. |

Future Policy

| Form | In SUPER? | Retention Period |
|---|---|--------------------|
| Adult and Youth Activity and Event Acceptance Form (Health Form; F600A, F600B, and F600C) | Yes. Paper forms should be shredded after form is loaded as a PDF in SUPER. | Permanent in SUPER |