



In the interest of making the best better, 4-H State Headquarters will implement the following event guidelines and deadlines to improve the communication between all groups involved and the overall quality of our events. If you have any questions about the details discussed in this document, please email the State 4-H Events Coordinator, Travis Shepard, at t.shepard@ufl.edu.

State Event Calendar Submissions

To better serve those who participate in our events, the State Events Coordinator will distribute an Event Submission Form at the beginning of every new 4-H year to be open until July 1st. This will allow for any specialists, action teams, agents, and others to submit events they feel should be advertised, distributed, or otherwise known by the greater Florida 4-H community. These events do not necessarily have to be state 4-H Events, but can also be events that would have a positive impact on the county, district, or state level, such as County Fairs. All submitted events will be reviewed and approved before being applied to the official event calendar.

The Event Submission Form will be webhosted and will ask general questions about the name, location, date, state office involvement, and other basic, but relevant, information. In addition to better preparing the state office to assist you with your event needs, this will create a better atmosphere for information distribution, where appropriate material regarding registration deadlines, main contacts, and more can be given to agents with adequate time to advertise to their local clubs and members.

If you are unable to make the submission deadline, you are encouraged to complete the form to the best of your ability or contact the State 4-H Events Coordinator as soon as possible. Additionally, please refer to the Guidelines below in regards to new events that may be developed after the deadline.

State Event Guidelines

- All new events must be submitted to the State Events Coordinator *at least* two months before registration is expected to open for adequate approval, webpage creation, and initial advertising/distribution to counties and agents.
 - If the event requires special involvement from the State Events Coordinator, such as locating a venue or facilitating workshop proposals, the event must be submitted *at least* four months before registration is expected to open.
 - For special circumstances, please contact the State Events Coordinator as soon as possible to see what options are available to you.
- Event registrations must be open for a **minimum** of four weeks for regular registration. Please allow for *at least* one week between the formal close of registration and the event itself for database creation, insurance, nametags, and other miscellaneous tasks to be completed.
 - If your event requires special involvement from the State Events Coordinator, please consider this in the turnaround time between formal registration close and the event. If you feel this may apply to your event, please contact the State Events Coordinator as soon as possible to discuss what would be appropriate.
 - If your event is to be hosted on 4HOnline through the State Headquarters, please submit all relevant information to Ben Knowles (brk09@ufl.edu) *at least* two months before registration is expected to open. Otherwise we ask that registration information be available *at least* one month before registration is expected to open.
- Webpages must be updated at least one month prior to registration opening.
 - If your webpage is under the control of the State Events Coordinator, or another State Employee, please contact them with the most recent information *at least* one week prior to the month out deadline so that they have adequate time to make the appropriate adjustments.

State Event Deadlines

In order to provide the highest quality programming, effective September 1st, 2014 all deadlines advertised for any particular event will be strictly enforced. Please pay attention to the day, time of day, and if registrations must be submitted on 4HOnline, postmarked, or received by the office to make sure you avoid any additional costs and/or miss out on an opportunity to participate in an event. Following the above structure in submitting/updating events, please do your best to review the webpages of interested activities as they are made available to you so you have adequate time to prepare and disseminate the information to your county and clubs.

If you happen to miss a deadline or submit a registration once an event has entered into the late registration time period, please understand that those are there for a specific reason. Late registrations come with the likelihood of an extra, incurred cost on rushed custom orders, adjusted meal plans, and much more. If you or your county and clubs are in a special circumstance, please contact the State Office as soon as possible to work something out, as long as it is well in advance of the set deadline. Individuals/Teams who fail to properly register for an event are subject to not being allowed to participate.

State Event Payment Process

Unless otherwise stated, all registration fees shall be paid directly to the Florida 4-H Foundation by check or credit card via florida4h.org/PayPal. In most cases, checks are preferred from each participating county, instead of payment by individual participant. Payment is expected within 30 days of the conclusion of the event. If no payment has been submitted 15 days into the 30 day pay period, your county will be invoiced for any negative balance. If payment has not been received at the 4-H Office by the end of the 30 days, a reminder email will be sent to you, your district's Regional Specialized Agent (RSA), and your County Extension Director (CED). If payment is still not received after 60 days, you will be subject to an email being sent to you, your District Extension Director (DED), and the Florida 4-H Program Leader. If your county is experiencing any issues or difficulties with payment, please contact the 4-H Accountant, Kathy Hartman at kehartman@ufl.edu or (352) 846-4444.

State Event Refund/Cancellation Policy

Similarly to the use of late deadlines, refunds are also handled on an event by event basis. Unless in extreme circumstances, or an otherwise stated policy is in effect, the following guidelines regarding refunds and cancellations will be followed:

- Participants who register for an event and cancel *before* registration closes will receive a full reimbursement of any associated fees. Once registration has closed, no refunds will be awarded unless a documented medical emergency or natural disaster inhibits a participant from attending. In such a circumstance, please contact the State Events Coordinator as soon as possible to make a note on your account. Once formal documentation has been submitted, within 30 days, an appropriate refund will be disbursed. Please note that refunds issued after registration has closed may not be a full reimbursement if particular costs associated to the registration have already been garnered and are unable to be adjusted, such as meals or shirts. Additionally, any requests for reimbursement after an event has concluded will not be accepted, regardless of circumstance.