



Oregon 4-H Youth Development Program SUMMER OUTBOUND CHECKLIST For STATE COORDINATORS

- Outbound Participant Application *Application form for youth delegates interested in the summer program to abroad. Original application, signed by the State Coordinator should be accompanied by a picture of the applicant and a 1-page essay addressing why they would like to participate in the program. **Mail back to State Coordinator***
- Outbound Participant Interview Form *State Coordinator will conduct an interview with interested delegate(s) following guidelines on interview form. Interview report should be kept for **state office** records.*
- Code of Conduct *Delegates and their parent/guardian should read completely. Delegates will not be allowed to participate without a signed form, indicating they agree to adhere to all program rules & expectations. Return to **State Coordinator**.*
- Copy of Passport *A copy of the delegates signed passport should be supplied to **State Coordinator**.*
- Medical Form *The medical form should be completed by the delegate's physician and returned to **State Coordinator**.*
- Participant Insurance Agreement *Delegates should read the agreement carefully and sign if they accept the insurance coverage offered. Form should be returned to **State Coordinator**.*
- Medical Release Form *Parent/Guardian of the delegate will complete this form and return to **State Coordinator**.*
- Confidential Participant Reference *Delegates will give this form to 2 individuals to complete and mail back to the **State Coordinator**. Forms should be confidential.*