

Holiday Lake 4-H Educational Center Co-Sponsored Programs Policy

This policy is structured to increase the partnerships and teamwork between co-sponsoring groups and Holiday Lake 4-H Educational Center, and to increase the efficiency of information for programs and events.

- A representative of Holiday Lake 4-H Educational Center should be named as the primary liaison from the center with the planning group. This person should be involved in the planning process from the beginning.
- The center contact person should approve any brochures before general distribution. This informs the 4-H Center of appropriate fee structuring, refund policies, and program schedule. When the 4-H Center is to handle pre-registration and receives fees directly from participants the 4-H Center Book Keeper should be included in this process.
- A 4-H Center reservation form should be filled out and returned to Holiday Lake 4-H Educational Center before information has been publicly distributed
 - Meal times are 8:00AM, 12:00PM, and 5:30 PM. Please inform 4-H Center personnel of any variation to those times in your event schedule
- In the event that the program should be canceled or postponed for lack of registrants or due to inclement weather, the primary liaison from the 4-H Center should be involved in the decision.
- The primary contact for the co-sponsoring group should provide the following information two weeks prior to the program or event starting date:
 - Participant numbers including all youth, adults, volunteers, and event staff. Please note any variance in meal counts at this time.
 - Any special needs including dietary or assistive accommodations
- In order for the 4-H Center to provide quality service for all participants, schedules must be followed and deadlines met.