

S.A.F.E. Requirements and Guidelines

A successful County Project S.A.F.E. Program takes time to plan and design. This includes meeting Georgia 4-H State Requirements for conducting S.A.F.E. programs along with any addition guidelines set by the county.

State 4-H Program Requirements for Counties:

- Every time a meeting / practice session is held for a Project S.A.F.E. Club, there must be at least one 4-H Certified Coach in the discipline being conducted present in addition to adequate adult supervision for the number of youth involved. There should always be a minimum of two adults present at each activity.
 - 4-H Certified Coaches must attend a State Training workshop where they receive a minimum of 9 hours in discipline instruction and 4 hours in youth development instruction.
 - Adults assisting with the program and working with youth must complete the 4-H Screening process (application, interview & reference checks) through the county extension office prior to assisting with children other than their own personal child.
 - Certified Coaches and other adults providing supervision must be at least 18 years of age and have at least 3 years age difference between the oldest allowed participants in the program.
- 4-H Enrollment Forms, Medical Release Forms and Code of Conduct Forms must be signed by 4-H'ers and parents and be collected each year.
- Every time a 4-H S.A.F.E. club meets, a roster should be maintained and an Activity Report filed with the county Extension office. The county Extension office will set the guidelines on how they would like this information submitted to the office.
- The National Shooting Sports Curriculum presented at the Coaches Training must be implemented in the county S.A.F.E. Program. If the curriculum is not being implemented, then a 4-H program is not being conducted by the leaders in the county.
- Each county program should develop a Risk Management Plan or establish Emergency Procedures for their program.
- Insurance should be discussed with the local Extension office and the proper policy maintained on the S.A.F.E. Club
- SAFE programs that meet for more than six months during a calendar year or are involved in fundraising are required to complete a 4-H Charter. Once the initial Charter is filed, a renewal is filed yearly. All clubs are encouraged to complete charters but clubs that meet for more than six months in one calendar year or are involved in fundraising must complete charters, unless an Extension staff member who is a certified coach plans and implements the program.

Additional Guidelines:

The following guidelines are strongly suggested by the State 4-H Program for each county. However, each county will set their own policies based on their program and county situation.”

- Conduct a yearly planning meeting with lead volunteers and county staff to design the program. 4-H'er input should be included in this process.
- Have each 4-H and parent sign the “Participant / Parent Contract.”
- Develop a County Action plan for Project S.A.F.E. Clubs (required for charter).