



Meadowlark District

K-State Research and Extension

www.meadowlark.ksu.edu



When you plan for an Event...

Make sure you have/done the following:

- First Aid Kit
- Have Participation Forms for all involved (Youth & Adults)
- Have you checked for kids with special needs (dietary, medical & physical)
- All Volunteers are VIP Certified
- You have proof of vehicle and any other necessary insurance
- All drivers currently have a valid driver's license, insurance, and are at least 21 years of age
- Seat belts are used for all drivers and passengers
- A Communication Plan (between yourself, your local extension office, and between multiple vehicles, etc.) is in place.
- You have "In case of emergency" contact information for parents or guardians of all participants
- A method to monitor weather and severe weather shelter is available.
- Exits are clear and fire safety equipment is available
- The facility meets accessibility requirements
- Drinking water, restrooms, and shelter from the elements is available
- Food is cooked, maintained at a safe temperature, and used within a safe length of time

Meadowlark Extension District Contact Information

Office Phone Numbers		Agent Cell Phone Numbers	
Holton Office Phone	785-364-4125	David Hallauer	785-851-9520
Fax	785-364-4775	Teresa Hatfield	316-519-1808
		Cara Robinson	785-545-6429
Oskaloosa Office Phone	785-863-2212	Clay Roland	317-498-7154
Fax	785-863-3511	Cindy Williams	785-766-8658
		Linda Gantz	785-640-8869
Seneca Office Phone	785-336-2184	David Key	785-285-8019
Fax	785-336-6060	Ross Mosteller	785-541-1012
		Deb Henry	785-336-1272



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Meadowlark Extension District Event or Travel Planner



Event _____

Event Chaperone _____

Phone Number _____

Office Name _____

Phone Number _____

Event Location _____

Anticipated Date/Time _____

Transportation Plan (vehicle type, driver, etc.) _____

Community/Participant Contact Info

Names of Youth & Adults Involved _____

Any additional information regarding the trip or event.



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