

# When should you contact 4-H staff?

4-H volunteers (Gold or Silver level) should contact 4-H staff **immediately** regarding any of the following concerns:

- ✿ Injury at a 4-H event
  - 4-H event means any event where you or a 4-H member is present in their 4-H capacity and may include: Club meetings, project meetings, field trips, club parties, club fundraisers, club community service projects, animal tagging as a club, fair participation (only during times when acting in 4-H capacity), state 4-H events, and more.
  - Any participant wanting to submit a claim to the Michigan 4-H supplemental accident insurance policy must contact 4-H staff and submit forms within 20 days of the date of injury (4-H staff will help with the forms and claim submission).
  - Make sure to fill out the MSU Injury and Property Damage Report Form:  
<https://rmi.msu.edu/assets/rmidocuments/InjuryPropertyDamageReport.pdf>
- ✿ Property damage at a 4-H event
  - 4-H event means any event where you or a 4-H member is present in their 4-H capacity and may include: Club meetings, project meetings, field trips, club parties, club fundraisers, club community service projects, animal tagging as a club, fair participation (only during times when acting in 4-H capacity), state 4-H events, and more.
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- ✿ Suspected, disclosed, or witnessed child abuse or neglect
  - Reports should also be filed with the procedures and entities outlined in the Child Abuse and Reporting Protocol: <https://www.canr.msu.edu/resources/child-abuse-and-reporting-protocol-for-4-h-volunteers>
- ✿ Discrimination concerns, relationship violence and sexual misconduct, or Title IX violations
  - Reports should also be filed with the MSU Office of Institutional Equity:  
<https://civilrights.msu.edu/file-a-report/index.html>
- ✿ Behavioral concerns or discipline issues with youth, parents, or volunteers
  - Volunteers do not have authority to remove someone from 4-H participation
- ✿ Financial management questions
  - 4-H Financial Manual for Volunteer:  
[https://www.canr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_volunteers](https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers)
  - 4-H Financial Manual for Treasurers:  
[https://www.canr.msu.edu/resources/financial\\_manual\\_for\\_4\\_h\\_volunteers](https://www.canr.msu.edu/resources/financial_manual_for_4_h_volunteers)
- ✿ Personality conflicts or major disagreements

We also want to hear about the good things! Please also share your success stories, learning moments, pictures, good deeds, etc.