



Manitoba 4-H Council Inc. Event Report Form

This document applies to: **Event Coordinators**

If this event received funds from M4HC you must complete the entire form and submit a copy to the M4HC Office (dkrinke@4h.mb.ca). Otherwise, only pages 1 & 2 need to be completed for your own records.

Name of Event:

Date(s) of Event:

Location of Event:

Type of Event:
(more than one may apply)

- Recreational Activity
 Competition
 Development/Training
 Camp
 Overnight Event (# of days ___)
 Other: _____

Name and type of facility: _____

Number of participants: _____ Members _____ Leaders

Chaperones:

- | | |
|------------|---|
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
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| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |
| Name _____ | <input type="checkbox"/> Adult <input type="checkbox"/> Senior Member |



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Members Attending Event: (please photocopy and attach if more space required)

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

Name _____ Club _____

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Name _____ Club _____

Name _____ Club _____

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Was this an event held in conjunction with an external event open to the public?

If no, check here.

If yes, check here and provide more details (including the number of people exposed to the 4-H program): _____

Did this event receive any media coverage either prior to, during, or after the event?

If no, check here.

If yes, check here and provide more details, including the form of media that covered the event (print, radio, television, social media) and provide copies of the coverage (photocopies, scans, links etc.):

How was this event promoted? Please list and provide copies (if available) of promotional ads, flyers, or other material and methods used to raise awareness of and encourage participation in the event.

List all sponsors and how they were acknowledged:

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____

Name: _____ Acknowledgment: _____



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Incidents observed by chaperones: _____

Incidents reported to chaperones: _____

Were incident report forms completed? Yes No

(If not, please ensure form is submitted as required if there is a need to submit an insurance claim. Please contact dkrinke@4h.mb.ca for insurance claim forms. If the incident was not serious enough to initiate an insurance claim but merits being formally recorded please contact dkrinke@4h.mb.ca for the incident report form. For clarification as to the severity of the incident and to ensure the correct procedure is followed please contact the Manitoba 4-H Council office.)

Member feedback for event: _____

Notes/Recommendations for subsequent events: _____

Event Report Form Checklist

Please attach:

- a copy of the final budget
- photo(s) or video(s) with signed consent for the use of the M4HC
- a written report of the event for the eZine (less than 500 words)
- document(s) clarifying all competition/award outcomes

Event Coordinator Name (printed) _____

Event Coordinator Signature _____ Date _____

Event Coordinator Name (printed) _____

Event Coordinator Signature _____ Date _____

COPY RETAINED BY MANITOBA 4-H COUNCIL INC.