

## Sunflower Extension District Face to Face Meeting Necessity Form

Between now and at least March 31, 2021, K-State Research and Extension requires that agents complete a face-to-face meeting necessity form for any meetings or activity that will held in person including 4-H club meetings. Per Gregg Hadley, *“meeting virtually must be our preferred method of meeting with our collaborators and the people we serve during our COVID-19 challenge. It is the only way to zero out the risk of a participant, volunteer, or extension professional from contracting the disease during an extension meeting. Our face-to-face meeting protocols help reduce the chance of contracting/spreading the virus. Those face-to-face meeting protocols do not eliminate that risk and should only be considered for good technological or strategic reasons.”*

- If your club or group wishes to meet in person, please complete this form with required information and return it to your Sunflower District Extension Agent preferably 2 weeks in advance of your meeting for submission and approval from K-State Research and Extension. They will submit it to K-State and let you know if the face-to-face meeting has been approved.
- Your Sunflower District Extension Agents will be happy to schedule Zoom meetings for your group, please contact them with the date and time to make sure they are available to open the meeting for you.

Name of Planned Face to Face Program/Activity

Brief description of proposed program/activity, including educational objectives

Date/s of program/activity

Justification for face-to-face mode of delivery (1000 words or less):

Describe in detail your plan for COVID-19 mitigation during this event.

Will you offer a virtual option to make this program accessible for those who do not feel comfortable in a face-to-face environment (May be live or recorded.)