

## **Program Start-up Tool**

Does your county have permission to start this program from the:

Team Coordinator/Issue Leader	Yes	No
Executive Director	Yes	No
Program and Planning Committee	Yes	No
Board of Directors	Yes	No

NOTE: This includes an official vote of the Board for approval to purchase and store firearms on/in CCE property in a locked safe/cabinet.

Do you have properly trained volunteers who have been through the Volunteer Involvement Policy and Procedure? Yes \_\_\_\_\_ No\_\_\_\_

NOTE: The VIPP includes the application, interview, background check, driver's check, and references for each regular volunteer.

Do you have approved volunteers/staff that have completed the mandated training to instruct 4-H Shooting Sports programs in NYS?

Yes \_\_\_\_\_ No\_\_\_\_

NOTE: Each volunteer is required to complete a 14-hour certification program in each discipline that they are to be the lead instructor for. Programs are generally offered in winter in Ballston Spa and summer in Wyoming County, occasionally fall. Instructors should be refreshing their certifications every five years if possible.

Is the program being conducted at an organized sportsman's club and does your office and PW Wood have their COI on file?

Yes\_\_\_\_ No\_\_\_\_

Do the potential participants have all of the following items on file with your office:

4-H Enrollment Forms	Yes	No
Permission/Medical Forms	Yes	No
Acknowledgement of Risk for Shooting Sports	Yes	No
Photo release	Yes	No
Code of Conduct	Yes	No

Does the equipment you are using belong to Cornell Cooperative Extension and has it been checked by agunsmith/bow technician in the last yearYes\_\_\_\_No\_\_\_\_

Do you have proper Personal Protective Equipment for each participant, instructor, and parental observers as needed (e.g., safety glasses of Z-87.1 rating, ear plugs/muffs, etc)

Yes\_\_\_\_ No\_\_\_\_

Are you using the proper, factory-loaded ammunition that was loaded by a recognized manufacturer or the proper arrow spine for the bows you are using? Yes\_\_\_\_ No\_\_\_\_

NOTE: NYS programs are not allowed to reload ammunition or conduct reloading programs.

Will the program follow these basic safety practices to help assure a positive and safe learning environment?

Use National 4-H Shooting Sports curriculum	Yes	No
A review of range safety procedures	Yes	No
Use clear/concise 4-H range commands	Yes	No
Use proper Personal Protection Equipment	Yes	No
(determined by discipline)		

If you are using lead based ammunition, smokeless or black powder, coated ammunition, or cleaning solvents, do you have hand wipes/sanitizer or access to a sink & soap?

Yes\_\_\_\_ No\_\_\_\_

Is your facility, including bathrooms, accessible within reasonable accommodations to a diverse audience? Yes\_\_\_\_ No\_\_\_\_

Is your equipment inspected and cleaned (especially firearms) before it is returned to storage?

Yes\_\_\_\_ No\_\_\_\_

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