

**What if my speaker/presenter/facilitator isn't cleared?** If the speaker/presenter is not acceptable, the Authorized Adult listed in the registration will be notified by phone and email. Additionally, the county 4-H staff members and the County Extension Director will be notified by email.

Go to: <https://arizonace.quickbase.com/db/bpxzg2drx?a=nwr>

Fill in form; red asterisk means the field is required.

County *	<input type="text" value="State Event"/>		
Speaker/Presenter First Name *	<input type="text" value="Amelia"/>	Speaker/Presenter Last Name *	<input type="text" value="Bedelia"/>
Speaker/Presenter phone # *	<input type="text" value="(444) 555-6666"/> ext. <input type="text"/>	Speaker/Presenter email *	<input type="text" value="delamia@chaos.disorg"/>
Speaker street address *	<input type="text" value="Forbes"/>	Speaker City, state *	<input type="text" value="Tucson, AZ"/>
Name of Event *	<input type="text" value="baking workshop"/>	Event Date / Time *	<input type="text" value="12-10-2019"/> 📅
Topic and Activity *	<input type="text" value="baking don'ts"/>	Event Duration *	<input type="text" value="2 hours"/> ▼
Supervising adult w/ background check *	<input type="text" value="Jo March"/>		
Supervising adult email *	<input type="text" value="gblumanhourst@email.arizona.edu"/>	Supervising adult phone *	<input type="text" value="(555) 333-2222"/> ext. <input type="text"/>
email of county staff submitting	<input type="text"/>		
Notes/additional information:	<input type="text"/>		
	<input type="button" value="Save &amp; close"/> ▼	<input type="button" value="Cancel"/>	

Fill in blanks by typing in the information, except these categories have drop down menus:

County: Drop down menu, alphabetical order, State Event last; choose one

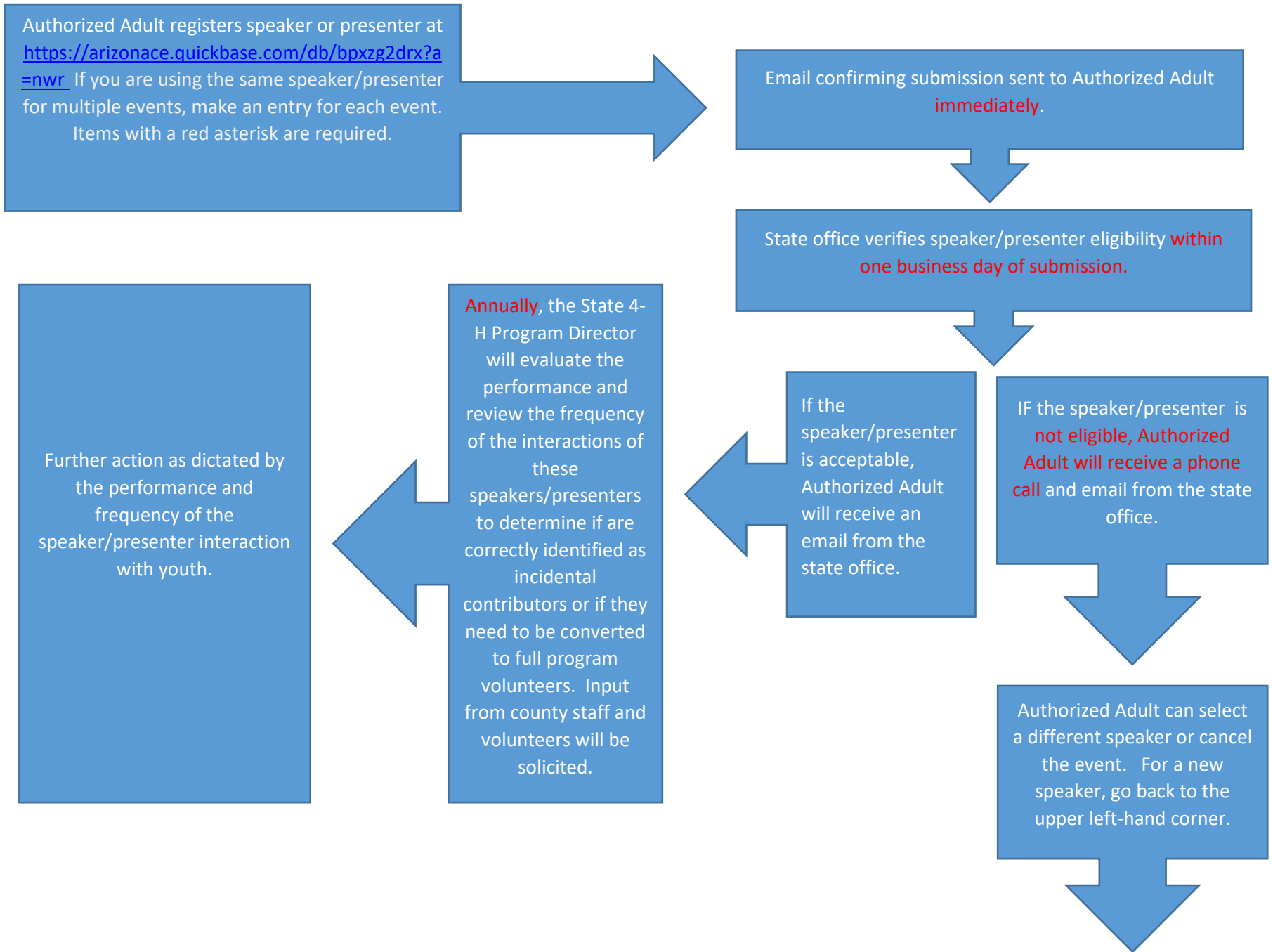
Event Duration: In one-hour increments from 1 to 8, and then a multi-day option

You may also include any additional information you think the state office needs to see

Email notifying you that your request for clearance was submitted will include the basic information you submitted.

Email notifying you that your speaker/presenter/facilitator has been cleared for the event/meeting will include the duration of the clearance.

If your speaker/presenter/facilitator is **not acceptable**, the authorized adult will receive a phone call and email immediately. County staff and extension director will also be notified by email and phone call.



## Registering Incidental Speakers/Presenters/Facilitators for your 4-H event or meeting

**Do we have to have clearance for speakers, presenters, and facilitators before they can participate in 4-H meetings or events/** Yes. Speakers and presenters must be cleared by the state office before they can participate in an event with 4-H youth.

**Can we leave the speaker/presenter/facilitator in charge of our youth without the 4-H leader?** No. Every interaction between a youth and an adult must be supervised by a University of Arizona Authorized Adult. The authorized adult must be at least 21 years old, must have cleared a finger-print based background check, and must maintain supervision of all interactions between youth and other adults. See *AZ1842-2020 Guidance for Virtual 4-H Meetings* (<https://extension.arizona.edu/sites/extension.arizona.edu/files/pubs/az1842-2020.pdf>) for additional information.

**If a speaker/presenter/facilitator comes to two events, can we just use the same clearance for the second event?** If the original registration included more than one date (say for club meetings), the clearance will state the duration of the clearance. Any additional events or meetings requires a second entry in the registration database, but approvals will be quicker.

**How do we get clearance for speakers/presenters/facilitators?** The club leader should fill in the registration form for speakers/presenters found here: <https://arizonace.quickbase.com/db/bpxzg2drx?a=nwr>

**How far in advance do I have to register my speaker/presenter?** Registrations will be processed daily Monday through Friday. We suggest that you register your speaker/presenter as quickly as you arrange for them to speak, and no later than 72 hours before your event, or 96 hours before a Monday event.

**How will we know if our registration was successful?** You will receive an email telling you that the information was entered and submitted.

**If our information was submitted, are we all set for the event/meeting?** No. The state office will check the National Sex Offender Website and review the proposed topic/activity before issuing clearance for this speaker/presenter.

**How will we know the state has cleared the speaker/presenter/facilitator?** You will receive a second email telling you that the speaker/presenter/facilitator has been cleared.

**How long does it take before the second email is sent?** Registrations are checked daily during the regular work week, Monday through Friday. Registrations submitted on Saturday or Sunday will take longer.