



## RISK MANAGEMENT FOR 4-H YOUTH DEVELOPMENT WORK

### Records and Contracts

This is one publication in the series *Risk Management for 4-H Youth Development Work*. This series is intended to prepare UF/IFAS Extension faculty, staff, volunteers, and youth to satisfactorily complete the important task of providing best practices in risk management strategies.

Our goal is to conduct educational events and activities that coincide with the 4-H mission and mandates while protecting the safety of participants, sponsors, property, finances, and the goodwill/reputation of the 4-H name. The inherent risk of events and activities can be mitigated through planning and preparation. This risk management guide has been created to outline ways to prepare for and deal with the specific risks associated with your program.

Early planning is key to conducting successful events and activities. A helpful tool in this process is the planning guide and risk matrix from another part in this series, EDIS publication [4HFSV90.1](#), “Pre-Event Planning Guide and Matrix.” As you work through this matrix, questions may arise that are unique to a specific situation and may not be completely answered by the series. Extension faculty and staff should refer these questions to appropriate personnel. Questions that require time for research punctuate the need for early planning.

Another tool is the Risk Management Checklist which can be used as a guide when planning an activity or event. Find it in another part of this series, EDIS publication [#4HFSV373](#), “Risk Management Checklist.”

### Contracts

The intent of this publication is to clarify the expectations and procedures for signature authority regarding all contracts, leasing contracts, facility use contracts, etc. within UF/IFAS Extension.

Faculty, staff, and Extension volunteers are NOT allowed to sign contracts. This is to protect the individual and the University from committing personal or University resources in case something happens that is not in the favor of the vendor.

If a faculty, staff, or volunteer DOES sign a contract, the individual becomes **personally** liable for the terms of the contract.

### Procedure

The UF/IFAS Extension 4-H agent must first submit a ticket at <https://extadmin.ifas.ufl.edu/business-services/4-h/>. 4-H Business Services will proceed with the appropriate channel for obtaining the signature as requested by the vendor. Then, 4-H Business Services will return an executed document to the UF/IFAS Extension 4-H agent, who will send it back to the vendor.

Agreements can be complicated and will require discussions between the vendor and the purchasing officer. Please plan accordingly for the documents to be reviewed and signed—it can take from several weeks to several months depending on the complexity of the agreement.

Work closely with your agent, county Extension director, and district Extension director to obtain approval and signatures for the contracts.

## Renting a Vehicle Under the UF Contract

For vehicles rented through the [UF GO travel and expense platform](#), an agreement is signed at the rental agency—this is **not** a contract, and individuals can sign the agreement when picking up the vehicle. Insurance is provided as part of the UF Contract. If traveling out of state, verify that insurance is included.

For more information, see [Florida 4-H Policies & Best Management Practices](#).

## Resources

University of Florida Foundation, Inc. Contract Policy: <https://www.uff.ufl.edu/Documents/Document.asp?DocID=2144>

UF/IFAS Extension Business Services Contract Policy: <https://extadmin.ifas.ufl.edu/business-services/contractsmousmoas/>

UF Procurement Services: <https://cfo.ufl.edu/administrative-units/procurement-services/>

UF Procurement Services on Rental Vehicles: <https://procurement.ufl.edu/contracts/rental-vehicles/>

UF GO Travel and Expense Platform: <https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/financial-toolkits/travel-and-expense/>

4-H Policies & Best Management Practices: <https://florida4h.ifas.ufl.edu/media/florida4hifasufledu/docs/Florida-4-H-Policies-Updated-11.01.23---Copy.pdf>