

# Variance Request at Oregon 4-H Program Events

Steps to request "an exception" to a current policy for an immediate situation, that affects one (or few) person(s).

- a) A 4-H youth completes this form.
- b) This form is delivered to a Variance Committee member.
- c) The youth, Extension staff member, and Variance Committee establish a time to meet about the request.
- d) Variance Committee and Extension staff member discuss request. A recommendation is made. The decision is communicated to the youth. Decision is implemented.

**4-H member's name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**I could be contacted at:** \_\_\_\_\_  
(e.g., cell phone number, e-mail, home phone)

***I would like the Variance Committee to consider... :***

***Reasons I believe that the Variance Committee should grant my request is...:***

(Use back of form as needed.)

.....  
**OFFICE USE ONLY**

Variance Committee Member(s): \_\_\_\_\_

What decision was made? Why?

Did the decision include conditions or consequences? List:

*Variance Request forms are kept on file at an Extension Office for future reference. Recommendations are tested against previous standards. Decisions will be fair, appropriate for a specific situation, non-discriminating and safe.*

Reviewed/Revised January 2015