

**4-H Capitol Experience Program Handbook
of Michigan State University Operational Requirements
March 20-23, 2022**



MSU Operation Requirements Program Handbook for 4-H Capitol Experience



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Program Description

4-H Capitol Experience is an annual four-day conference for teens throughout Michigan who are interested in public policy and government. During Capitol Experience, through experiential learning, teens will:

- Discover how to influence public policy decisions
- Explore careers in public policy
- Learn about the public policy process at the state level
- Learn how decisions at the state level influence what happens in local communities
- Network with teens and professionals from across Michigan.

This conference also provides participants the opportunity to visit with representatives from community agencies, a spokesperson for a state executive agency, a lobbyist, a legislative aide and to tour the State Capitol Building or the Hall of Justice. Participants will also select a public policy issue to focus on throughout the conference.

Program Staffing

This program is staffed by a steering committee of Michigan State University Extension professionals.

Program Director	Jackelyn Martin Extension Educator marti623@msu.edu 734-222-3877, office 734-323-6648, cell	Responsible for program planning and oversight, registration, budget, logistics, budget, and risk management. Serves as event chaperone, and transports youth to events outside of hotel.
Support to Program Director	Laura Potter-Niesen Educational Program Events Coordinator potterla@msu.edu	Assists with transportation, scheduling, contracts, supplies, and logistics. Serves as event chaperone in case of emergency, and transports youth to events outside of hotel.
Assistant Program Director	Roxanne Turner Extension Educator turnerr@msu.edu	Serves as back-up to program director in case of emergency. Serves as event chaperone, transports youth to events outside of hotel, assigned to issue groups to serve as adult facilitator, provide educational content and support teen steering committee members/facilitators.

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Student Intern	Noah Doederlein doeder11@msu.edu	Schedules issue group visits, manages RSVP's for VIP's for legislative reception. Provides on-site assistance throughout event, does not chaperone or transport youth.
Steering Committee Staff	Geep Charlebois, 4-H Program Coordinator Darren Bagley, Extension Educator Emily Proctor, Extension Educator Janelle Stewart, Extension Educator Eric Walcott, Extension Educator Glenda Weiss, 4-H Program Coordinator Brian Wibby, Extension Educator	Serve as event chaperones, transport youth to activities outside of hotel, assigned to issue groups to serve as adult facilitator, provide educational content and support teen steering committee members/facilitators.

Program Schedule

*Subject to change

Date/Time	Activity	Location
Sunday, March 20		
2:00-3:00 p.m.	Registration and parent drop-off	Okemos Conference Center (OCC) Ballroom
3:00-4:00 p.m.	Welcome and Opening Activities	OCC Ballroom
4:00-5:30 p.m.	Meet Your Issue Group	OCC Breakout Rooms
5:30-6:00 p.m.	Introduction to Legislative Simulation	OCC Ballroom
6:00-7:00 p.m.	Dinner	OCC Ballroom
7:00-8:45 p.m.	Legislative Simulation Bill Writing	OCC Breakout Rooms
8:45-9:00 p.m.	Debrief and Reflection	OCC Breakout Rooms
9:00-10:00 p.m.	Recreation Activities in Designated Areas: Board Games Snacks Quiet Homework Room	OCC Ballroom & Breakout Rooms
10:00-10:30 p.m.	Steering Committee Meeting, while participants report to rooms	OCC Ballroom
10:30 p.m.	Bed Checks	Assigned Hotel Rooms
Monday, March 21		
6:30 a.m.	Wake Up Call	
7:00-8:00 a.m.	Breakfast	Hotel Breakfast Areas
8:00-8:45 a.m.	Issue Group Report Out and Preparation for Visits	OCC Ballroom
8:45-9:30 a.m.	Travel to Capitol	Motorpool Vans

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9:30-11:00 a.m.	Capitol Tour and Scavenger Hunt	State Capitol Building
11:30-11:45 a.m.	Group Photo on Capitol Steps	Capitol Building
11:15-11:30 a.m.	Group Photo and Discussion of Tours	Capitol Building
11:45 a.m.- 12:45 p.m.	Lunch	Mackinac Room, House Office Building
12:45 p.m.	Travel by foot with Issue Groups to Legislative Staff Visits	Capitol Complex
1:00-2:00 p.m.	Legislative Staff Visits with Issue Groups	Capitol Complex
2:00-2:30 p.m.	Travel to Lobbyist Visits	Motorpool Vans or Walking
2:30-3:30 p.m.	Lobbyist Visits	Various Locations, downtown Lansing
3:30-4:15 p.m.	Travel to OCC	Motorpool Vans
4:15-5:30 p.m.	Continue bill writing with issue groups	OCC Breakout Rooms
5:30-6:15 p.m.	Dinner	OCC Ballroom
6:15- 6:30 p.m.	Introduction to Committee Meetings	OCC Ballroom
6:30-8:00 p.m.	Legislative Simulation Committee Meetings	OCC Breakout Rooms
8:00-8:30 p.m.	Reflect on Monday/ Prepare for Tuesday	OCC Ballroom
8:30-10:00 p.m.	Recreation Activities in Designated Areas: Board Games Snacks Quiet Homework Room	OCC Ballroom and Breakout Rooms
10:00-10:30 p.m.	Steering Committee Meeting, while participants report to rooms	OCC Ballroom
10:30 p.m.	Bed Checks	Assigned Hotel Rooms
Tuesday, March 22		
6:00 a.m.	Wake Up Call	
6:00-6:30 a.m.	Breakfast	Hotel Breakfast Areas
6:30 a.m.-7:15 a.m.	Travel with Issue Groups to Capitol for Legislative Reception	Motorpool Vans
7:30 a.m.	Greet Guests at Reception	Capitol Building
7:45-9:00 a.m.	Legislative Reception	Capitol Building
9:00-10:30 a.m.	Time at Capitol in small groups: visit Representatives, attend committee meetings, observe Senate in session	Capitol Complex
10:30 a.m.	Gather with Issue Groups and Travel to Agency Visits	Motorpool Vans and Capitol Complex
11:00-12:00	Agency Visits	Capitol Complex or various locations in Lansing Area
12:00-1:00	Lunch Break (Boxed Lunches)	At agency visits, in vans, or at Capitol

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1:00-3:00 p.m.	Time at Capitol in small groups: visit Senators, attend committee meetings, observe House in Session	Capitol Complex
3:00-3:30 p.m.	Travel to OCC	Motorpool Vans
3:30-6:00 p.m.	Free time	OCC/ Hotel Rooms
6:00-7:00 p.m.	Dinner	OCC Ballroom
7:00-7:15 p.m.	Overview of House/Senate Rules	OCC Ballroom
7:15-8:45 p.m.	Legislative Simulation: House and Senate	OCC Ballroom
8:45-9:00 p.m.	Debrief/Reflection	OCC Ballroom
9:00-10:30 p.m.	Recreation Activities in Designated Areas: Board Games Snacks Quiet Homework Room Karaoke and Dancing	OCC Ballroom and Breakout Rooms
10:30 p.m.	Steering Committee Meeting, while participants report to rooms	OCC Ballroom
11:00 p.m.	Bed Checks	Assigned Hotel Rooms
Wednesday, March 23		
6:30 a.m.	Wake Up Call	
7:00-8:00 a.m.	Breakfast	Hotel Breakfast Areas
8:00-10:15 a.m.	Legislative Simulation: House and Senate Vote	OCC Ballroom
10:15-10:45 a.m.	Break to pack and move luggage to ballroom	Hotel Rooms/ OCC Ballroom
10:45 a.m.- 12:00 p.m.	Legislative Simulation: Bill Signing	OCC Ballroom
12:00-1:00 p.m.	Lunch	OCC Ballroom
1:00-2:15 p.m.	Civic Engagement Expo	OCC Ballroom and Breakout Rooms
2:15-3:00 p.m.	Wrap up and evaluation	OCC Ballroom
3:00 p.m.	Parents pick-up and dismissal	OCC Ballroom

Program Evaluation Information

Program participants are asked to complete a self-evaluation before and after the event to indicate the impact the event had on the individual outcomes for youth. Parents provide consent to participate in program evaluations when they enroll their children annually in 4-H programs. Program process improvements will be considered through written evaluation feedback as well as through steering committee meetings held at the conclusion of each day.



Event Contact Information

The following phone numbers will be monitored 24/7 throughout the event. Staff may not be able to answer their phones immediately depending on their responsibilities for teaching, but will closely monitor voicemail upon receipt. Callers can expect a call back within a 30 minute window in the case of emergency.

Jackelyn Martin, Program Director, 734-323-6648 cell

Roxanne Turner, Assistant Program Director, 517-294-2439 cell

Okemos Conference Center, 517-381-7300, staffed during working hours

Best Western Okemos, 517-349-8700, staffed 24/7, able to relay messages to staff

Comfort Inn Okemos, 517-347-6690 staffed 24/7, able to relay messages to staff

Link to program website

https://www.canr.msu.edu/4_h_capitol_experience/

Eligibility requirements

4-H Capitol Experience is open to all youth currently in grades 9-12 (or homeschooled and high school equivalent), and youth up through age 19 as of January 1, 2022.

Refund information

Registration fees are non-refundable if cancellations are received after February 16, 2022. In the instance the event is cancelled due to extreme inclement weather, in respect to public health, or other emergency, we will process refunds to the greatest extent possible, understanding that some registration costs may be non-refundable.

Attendance

Youth are expected to attend and participate fully in all sessions of the event. If youth are not feeling well and need to step out of a session, they should let program staff know immediately.

Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Jackie Martin, Program Director at marti623@msu.edu or 734-323-6648 no later than February 7, 2022. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

Program Rules

All youth participants must agree to abide by Michigan State University regulations, the Michigan 4-H Youth Code of Conduct and the 4-H Capitol Experience Event Rules.



University Regulations

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
 - The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
 - See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

Michigan 4-H Code of Conduct

Participation in Michigan 4-H programs is subject to the observance of the program rules. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the activity he or she is participating in (at his or her own expense) or the entire county 4-H program. Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the MSU Extension staff.

Michigan 4-H members will:

- Show respect for, and cooperate with, fellow members, volunteers and staff.
- Follow 4-H policies and procedures when participating in any 4-H sponsored event.
- Under no circumstances, commit or threaten violence toward any individual, group or the program.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension 4-H youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension 4-H youth activity or event under the influence of alcohol and/or controlled substances including tobacco, electronic cigarettes, etc.



- Under no circumstances, bring dangerous or unauthorized materials (such as explosives, weapons or similar items) to an MSU Extension 4-H youth activity or event.
- Abstain from harassment or bullying of another participant, volunteer or staff member (either in face to face interactions, through social media or other communication venues), particularly when the behavior is disrespectful as regards a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance.
- Not cheat or falsely represent efforts related to 4-H project activities.

Event Rules

All conference participants must:

- Actively involve themselves in all conference sessions.
- Wear name badge visibly at all times.
- Treat all areas of the conference facility (such as MSU buses, or minivans, meeting rooms, sleeping rooms, restrooms, dining area and outdoor areas) with respect. This means they should pick up after themselves. Repair costs for damage incurred to property will be billed to the group or individual responsible for such damage.
- Be responsible for their own belongings. Leave valuables, such as expensive jewelry and electronic devices, at home. Money and cameras should be kept with you at all times or be locked in your assigned room. 4-H will not be responsible for any losses incurred.
- Only enter their assigned hotel room. Common spaces will be provided for the purpose of socializing with other program participants. Not leave the program grounds except for field trips arranged as part of the program under the supervision of staff.
- Not gamble for money or other items.
- Abstain from vulgar language (for example, swearing).
- Report accidents immediately to the program coordinator, Jackelyn Martin.
- All participants are expected to observe the posted curfew. At curfew, all participants must be in their assigned room and remain quiet for the night. Chaperones will do a room check each night at this time to account for each participant. (Participants wishing to go to sleep before the posted curfew time can let their chaperone know so they may be bed checked earlier.)
- Dress Code:
 - Daytime wear: Business attire (no jeans or athletic attire).
 - Evenings and recreation: Casual clothes and athletic attire permitted.
 - Shoes: Comfortable shoes are encouraged. Tennis shoes can be worn to and from offices, however, bring a nice pair of shoes to change into once you arrive at the meeting.
 - Unacceptable attire includes clothing that exposes undergarments or excessively exposes the body, conveys a violent, offensive, or obscene message or image, or promotes use of an illegal substance.

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.



Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Tanya Jachimiak

Associate Vice President

Office for Civil Rights and Title IX Education and Compliance
4 Olds Hall

East Lansing, MI 48824

Phone: (517) 884-0610

Website: civilrights.msu.edu

Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Report to the Office of Institutional Equity (OIE) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

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E-mail: oie@msu.edu

Online reporting: [Public Incident Reporting Form](#)

Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://oie.msu.edu/assets/documents/ADP%20Users%20Manual%20-%20Updated%202020.02.171.pdf>
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://oie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

Policies for Overnight Programs

Youth will be housed in alignment with their gender identity. Youth must be provided a separate bed. Youth may not share a bed. Youth participants, age 20 and under at the time of the event, will be housed with youth participants of similar ages unless parents/guardians have provided written consent. Adult participants age 21 and older will be housed with other adult participants. Adults will not share a residential bathroom and/or be housed with a youth participant.

Youth participants ages 18 to 20 at the time of the event must complete the [MSU Extension Background Check Form for 18-, 19- and 20-Year-Olds](#) so staff members may complete their criminal history check and at least one reference check.

- To promote the safety of all 4-H Capitol Experience participants, all participants must return to their assigned hotel rooms by the printed bed check time on the schedule.
- Visitation by authorized non-participant guests is restricted to public spaces in the building and only during evening recreation time or with special permission from Program Director. Upon arrival, visitors must check in with Program Director. Upon departure, visitors must check out with Program Director.



- Separate housing accommodations are required for adults and minors. Minors may be housed with their parent(s) and/or guardian(s) upon request.
- Participants may only enter their assigned hotel room. Common spaces will be provided for the purpose of socializing with other program participants

Procedures for Responding to Behaviors that Violate Policies

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

Procedures for Early Dismissal

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must complete the Pick-up/Drop-off/Commuter Form and return it to Jackie Martin at marti623@msu.edu. When the participant is picked up from the program, 4-H Capitol Experience staff will ask for a photo ID to verify the identity of the adult attempting to pick up the participant. Program staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s). In the event that an unauthorized adult attempts to pick up the participant, program staff will make contact with the authorized parent(s), guardian(s), and/or



emergency contact(s). In the instance of protecting the safety of all youth participants, local authorities will be contacted if it is deemed necessary by program staff.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the participant's parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately.

Procedures for Emergency Situations

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

In case of a weather related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a "Secure in Place" action is advised (for active violence), you should:

- Lock doors of the room you are in.
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the "All Clear" from local authorities before leaving your secure location.

Notification Procedures for Emergency Situations

- In the instance of a medical or behavioral incident or emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.
- Program staff will communicate with participants' and chaperones' emergency contacts if an emergency involving either or both parties occur. In the instance that an immediate emergency occurs, program staff may be unable to reach a parent, guardian, or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization form gives program staff consent to contact emergency services. In medical emergencies, a staff member will contact local emergency responders, who will determine the best plan for treatment and will continue to attempt to contact the parent/guardian.



Guidelines for Contacting Your Participant during 4-H Capitol Experience

- In the instance that a parent, guardian, or emergency contact listed on file as an approved adult needs to contact their youth participant, please contact Jackie Martin at 734-323-6648. While youth are permitted to keep cell phones on them, they are asked to silence them during sessions, and may not be able to respond immediately. Please consult the program schedule before reaching out to youth participants directly. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.

COVID-19 Update

As a condition of attending a Michigan State University (MSU) Extension overnight program in 2022, all overnight participants are required to sign and agree to the [MSU Extension Overnight Event Participant Agreement and Acknowledgement of Risk](#). This agreement states that participants will wear masks while indoors, wash and sanitize hands frequently, self-monitor for symptoms both during and at the event, and return home immediately at their own expense if symptomatic. The form also acknowledges the risk for potential exposure to COVID-19 as a result of attendance at the event and that failure to comply with this agreement will result in an immediate dismissal at the participant's own expense.

