

Michigan State University Extension

4-H Exploration Days Program Handbook

June 21-23, 2023

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

e-mail: 4h.expodays@msu.edu



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PROGRAM DESCRIPTION

Program Features

4-H Explorations Days is a MSU pre-college program that welcomes youth participants ages 12-19 (as of January 1 of the current program year) to explore their future, try new things and experience college life! During this three-day event, youth will gain confidence and independence through hands-on learning and make friends for a lifetime. Youth are housed on campus in the residence halls and eat all meals held in the campus cafeterias. During registration of the event, youth can pick their sessions. Sessions can be found all over campus, encouraging participants to utilize the 4-H Exploration Days bus system (or walk) and develop their skills for map reading. During the time when sessions are not held, a variety of activities are provided to keep the youth engaged and having fun.

Program Objectives

4-H Exploration Days is a pre-college program that welcomes youth participants ages 12-19 to explore their future, try new things and experience college life! During this three-day event, youth will gain confidence and independence through hands-on learning and make friends for a lifetime. Objectives include broadening horizons of the participants, introducing them to college, and building independence and leadership skills. The 4-H Exploration Days program objectives are to:

- Increase youth skills in areas such as responsibility, confidence, independence, accountability, problem-solving, decision-making and time management.
- Help youth learn new ideas, techniques, and skills youth can use personally and in their 4-H clubs or groups and communities.
- Give youth in-depth training through hands-on educational sessions taught by content and youth development experts.
- Expand youth experiences and skill building in communication, teamwork, citizenship, and leadership.
- Foster youth's ability to meet new people and make new friends from different places and backgrounds.
- Develop and expand career and personal interests.
- Increase college exploration by exploring the campus of Michigan State University and its resources.
- Develop social and academic skills needed for a successful transition to college and life as an adult.
- Give youth opportunities to try things that may not be available locally.

Program Content

Project-based educational content includes, but is not limited to, exploration of the arts, various cultures, sciences, government, music, animals and animal science, outdoor education and adventure, sports, healthy living, and entrepreneurship.



Eligibility Requirements

4-H Explorations Days is open to all youth between the ages of 12-19 as of January 1st of the current program year. All participants must be enrolled in 4-H Online. Any youth aged 18, 19 or 20 at the time of the event must complete a background check, which includes a reference check and a criminal history check. MSU Extension staff are responsible for ensuring that this background check is completed before the event.

PROGRAM STAFFING

This program is staffed by a variety of Michigan State University Extension professionals, Michigan State University employees and Michigan State University Extension volunteers.

Exploration Days Planning Committee	Michelle Neff Extension Educator hydemich@msu.edu	Overall leadership, planning and coordination for the event
Exploration Days Planning Committee	Christine Heverly Extension Educator sisungch@msu.edu	Overall leadership, planning and coordination for the event
Exploration Days Planning Committee	Laurie Rivetto Extension Educator rivettol@msu.edu	Overall leadership, planning and coordination for the event
Exploration Days Logistics Point of Contact	Laura Potter-Niesen Educational Program Events Coordinator potterla@msu.edu	Overall logistic implementation and coordination for the event.
Lead Chaperones	MSU Extension professionals, MSU Extension Gold volunteers	Each county delegation will have a lead chaperone identified for each gender identity in their county's delegation. They serve as a communication link between general headquarters and youth participants of the county delegation and the Residence Hall Contact Person. They serve as the go-to person for all chaperones within the county delegation. They also provide direction, encouragement and support to participants during 4-H Exploration Days



Chaperones	MSU Extension professional, MSU Extension Gold volunteers	Each county delegation will have at least one chaperone for every 8 youth of each gender identity with a chaperone who identifies with that gender. They provide direction, encouragement and support to participants during 4-H Exploration Days.
Residence Hall Contact Person	MSU Extension professionals	The main point of contact for chaperones within an assigned residence hall.
Session Instructors	MSU Extension professionals, MSU Employees, MSU Extension Gold volunteers	An adult who leads a session or free time activity during the event.
Adult Session Support Role	MSU Extension professional, MSU Extension Gold volunteer	An adult who supports a session to achieve a positive youth development experience. This is done by coaching youth to modify behavioral disruptions, assisting instructors to achieve positive group dynamics and reporting any concerns to the conference headquarters, if necessary.
Nurse	MSU Extension Gold Volunteer	To provide for the safety and wellbeing of the youth and adult participants attending 4-H Exploration Days.
MSU Extension Staff	MSU Extension Professionals	Adults who attend the event and serve in a variety of roles to achieve a positive youth development experience. This is done by coaching youth to modify behavioral disruptions, assisting instructors to achieve positive group dynamics and helping to handle concerns amongst youth but also reporting them to conference headquarters.



PROGRAM SCHEDULE

WEDNESDAY

7 a.m.–8:15 a.m.	Breakfast for Tuesday Early Arrivals
8 a.m.–9 a.m.	Chaperone Check-In
9 a.m. -11 a.m.	Youth Check-in with County Chaperones
10:15 a.m.–Noon	County Meetings (counties will be preassigned a 30-minute time & location)
11:30 a.m.–1:30 p.m.	Lunch (Green Group 11:30-12:15 and White Group 12:15 to 11:30)
1:45 p.m.- 3:00 p.m.	Team Unity Activity
3:30 p.m.- 5 p.m.	Keynote and Welcome Address (Wharton Center)
5 p.m. -5:30 p.m.	State Award Celebration (Optional)
4:45 p.m.–5 p.m.	Youth/Chaperone County Meetings (Discuss evening plans)
5:30 p.m.–7:00 p.m.	Dinner (Green Group starts at 5:30, White Group starts at 6:00 p.m.)
5:30 p.m. - 6:00 p.m.	White Group- Chaperone and youth huddle, reflect and plan for evening
8:30- 10 p.m.	Evening Snack, Other Evening Activities
6:30 p.m. - 7:00 p.m.	Green Group-Chaperone and youth huddle, reflect and plan for evening
7:00 p.m. - 9:45 p.m.	Free Time
10:00 p.m.	All Exploration Days participants and adults in residence halls
10:15 p.m.	Residence Hall doors are locked- will have to re-check in
10:15 p.m. -11 p.m.	Youth/Chaperone Individual/Sm Group Debrief and Stay on Floor when done
11:00 p.m.	Participants in Assigned Rooms
Midnight	Quiet in Residence Halls

THURSDAY

7 a.m.–8:15 a.m.	Breakfast
8:30 a.m.–11:30 a.m.	Session A/ Session C (All-Day Extended Experience)
11:30 a.m.–1:30 p.m.	Lunch
1:30 p.m.– 4:30p.m.	Session B/ Session C (All-Day Extended Experience)
5:30 p.m. - 7:00 p.m.	Dinner (Green Group starts at 5:30, White Group starts at 6:00pm)
5:30 p.m. - 6:00 p.m.	White Group- Chaperone and youth huddle, reflect and plan for evening
6:30 p.m. - 7:00 p.m.	Green Group- Chaperone and youth huddle, reflect and plan for evening
7:00 p.m.– 9:45 p.m.	Dance at IM East, Movie, Evening Snack, and other free time activities
10:00 p.m.	All Exploration Days participants and adults in residence halls
10:15 p.m.	Residence Hall doors are locked- will have to re-check in
10:15 p.m. - 11 p.m.	Youth /Chaperone Individual / Sm Group Debrief and Stay on Floor when done
11:00 p.m.	Participants in Assigned Rooms
Midnight	Quiet in Residence Halls



FRIDAY

6:30 a.m.–8:15 a.m.	Preparation for Check-Out with Chaperones
7 a.m.–8:15 a.m.	Breakfast
8:30 a.m.–11:00 am	Session D
11:30 a.m. -1 p.m.	Check-Out with County Chaperones
11:30 a.m.–1 p.m.	Lunch (no group assignment)
2 p.m.	Residence Halls Locked

YOUTH PROGRAM EVALUATION

Each youth participant will be given an evaluation at the conclusion of 4-H Exploration Days. This will include measures to look at youths' experience in three components that make up a high-quality youth program: sparks facilitation, belonging, and developmental relationships. The evaluation will include open-ended questions to gain specific knowledge of the participant's experience. Parents provide consent to participate in program evaluations when they enroll their children annually in 4-H Online.

EVENT CONTACT INFORMATION

General Headquarters (7:00am-Midnight):

- Phone number for General Headquarters: 517-432-7611 (Call or Text)
- This number is monitored from 7:00 a.m. to midnight on Wednesday and Thursday and from 7:00 a.m. to 2:30 p.m. on Friday

Nighttime Emergency (Midnight to 7:00am)

- Phone number for West Holmes night staff: 517-353-6360 (Call only)
- This number is monitored by the night staff in the residence hall and staff will put you in touch with a member of 4-H Exploration Days Leadership team

The phone numbers above will be monitored throughout 4-H Exploration Days. The general headquarters number is also listed at the bottom of the name badge each participant receives upon arrival. Staff may not be able to answer their phones immediately depending on their responsibilities but will closely monitor voicemail upon receipt. Callers can expect a call back within a 30-minute window in the case of an emergency. 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. If an emergency arises at home, 4-H Exploration Days General Headquarters can be contacted and a message will be relayed to the participant. The participant can use a phone designated by the program staff to return the call.



EMERGENCY SITUATION INFORMATION

Emergency Contact Information

The telephone number for the 4-H Exploration Days General Headquarters is 517-432-7611. This number is listed at the bottom of the name badge each participant receives upon arrival. The Headquarters is staffed from 7:00 a.m. to midnight on Wednesday and Thursday and from 7:00 a.m. to 2:30 p.m. on Friday. In the case of a nighttime emergency, contact the West Holmes night staff at 517-353-6360. That person will put you in touch with a member of the 4-H Exploration Days Leadership Team.

Medical Emergencies

If a youth participant gets sick or hurt during 4-H Exploration Days, General Headquarters should be contacted as soon as possible at 517-432-7611 (call or text) as well as the county chaperone/lead chaperone. Parents or guardians will be contacted immediately using the contact information on the Youth Medical Treatment Authorization form. Messages will be left seeking a return call if there is no answer, and the next number will be called.

Depending on the medical concern, a parent or guardian will be asked to determine whether and what level of treatment will be sought during the program or if they wish to delay medical treatment or advice until the youth participant returns home.

An onsite Nurse's Station will be staffed from 10:30 a.m. on Wednesday to 1:00 p.m. on Friday of the event in one of the residence halls being used for the event. This service is available to participants at no charge. If healthcare is needed beyond what the nurse can provide, participants will be taken to a Lansing-area health care facility. The cost of treatment will be billed to the youth, parents or guardians.

If a youth participant must leave 4-H Exploration Days early for health or family emergency reasons, the parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when a parent or guardian is notified and he or she arrives with proper identification, the youth participant will be separated from program activities and remain under staff supervision. Please follow the procedures for early dismissal on page 17.

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 (Main doors of the building will also be locked.)
- 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 the MSU Alert System 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 occurs. 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.

CANCELLATION AND REFUND INFORMATION

All cancellations for the event must be submitted to 4h.expodays@msu.edu. When one submits a cancellation request a form will be shared that participant/parent/guardian will need to fill out and return within three (3) business days. NO refund request will be processed after June 16th. Please note the following refund cancellation deadlines below:

- Cancellations through May 1, 2023 are fully refundable. (Pre-payment is non-refundable for cancellations after May 1, 2023.)
- Cancellations between May 2, 2023 and May 26th will receive payment minus the \$50 pre-payment.
- Cancellations by participants after May 26th will lose \$120 of their payment(s). Refunds for the amount paid beyond \$120 may be processed in July.
- Cancellations after June 16, 2023 are considered no show and refunds will not be given.
- All Fees balances are due by May 26, 2023 – This is the remaining balance, that includes additional fees or minus any applicable scholarship credits/coupon codes for local scholarships. Anyone not fully paid by May 26, 2023 will be canceled. Anyone who is canceled due to lack of full payment by May 26, 2023 is not eligible for a refund.



ATTENDANCE/PARTICIPATION

Youth participants are expected to attend and participate fully in all sessions during the duration of the event.

If youth are not feeling well and need to step out of a session, they should let program staff/volunteers know immediately. If their illness prevents their full participation in the program for an extended period, they may be asked to call parents/guardians for early pick-up from the event at their own expense.

If youth participants bring a cell phone to this program, it is expected that notifications should be silenced during meetings and free time activities that require focus/quiet, and session times so that participants can participate fully and don't disrupt instructors, staff or other participants. Family and friends should limit their calls and texts during the event, and youth should notify them of this in advance so that youth participants can make the most of their experience.

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 your local MSU Extension Office by May 1, 2023. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

4-H EXPLORATION DAYS 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 Exploration Days Event Rules found in this handbook in the sections below.

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. University regulations include:

- 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 [here](#).
- 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 smartphones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

Michigan 4-H Youth Code of Conduct

The opportunity to participate in or attend 4-H activities is a privilege. All 4-H participants who attend any activity or event sponsored by the Michigan State University Extension 4-H Youth Development Program are expected to uphold the values of the Michigan 4-H program.

All 4-H youth participants must conduct themselves according to the following standards that apply to all Michigan 4-H programs, including virtual programs, and interactions such as social media and internet engagement:

Create a Welcoming Environment for All. Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.

Bring Your Best Self. Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H activities and programs with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.

Obey the Law. Obey the laws of the locality, state and nation and Michigan State University and Extension policies and guidelines. Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, marijuana, or tobacco products, which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other electronic nicotine delivery systems. Do not attend 4-H activities under the influence of alcohol or illegal substances. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. This includes dangerous or unauthorized materials such as explosives or similar items.

Honor Diversity – Yours and Others’. Respect and uphold the rights and dignity of all persons with whom you interact as part of Michigan 4-H.



Create a Safe Environment. Be kind and compassionate toward others. Be considerate and courteous of all persons and their property. Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not insult, harass, or bully others or engage in other hostile behaviors, including sexual harassment, sexual assault or sexual abuse. Abstain from sexual behavior and intimate physical/sexual contact in either public or private situations.

Be a Team Player. Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge such as volunteers and staff. Respect the integrity of the group and the group's decisions.

Humane Treatment of Animals. Treat animals humanely and provide appropriate animal care.

Participate Fully. Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!

Watch What You Wear. Use good judgment. Wear clothing suited for the activity in which you will participate. Dress in a manner that is respectful to yourself and others. Clothing that displays or promotes violence, obscenity, illegal activities, discrimination is prohibited. Do not wear clothing that excessively exposes the body or shows undergarments.

Be a Positive Role Model. Act in a mature, responsible manner, recognizing you are role models for others and that you are representing both yourself and the Michigan State University Extension 4-H Youth Development Program. Be responsible for your behavior, use positive language, and uphold the highest standards of conduct at all 4-H activities.

4-H Exploration Days Event Rules

Participants at 4-H Exploration Days are expected to abide by the event-specific rules that follow.

- Read all pre-event content, attend all orientations/meetings and bring any necessary supplies for sessions.
- Wear your name badge visibly at all times (except when sleeping or showering).
- Actively participate in program sessions, afternoon and evening activities.
- Communicate with county chaperones and attend all county meetings as noted on the schedule.
- Treat all areas of the facility and grounds with respect and pick up after yourself. Repair costs for damages incurred to property will be billed to those responsible.
- Remember that you are responsible for your own belongings. Leave your valuables (such as expensive clothing and jewelry and electronic devices) at home. We recommend labeling your belongings with your name. If you lose anything, check with the Lost and Found station at each residence hall 4-H Information Center. 4-H Youth Development is not responsible for any lost or missing items. You will be charged a fee if you lose your room key or access card.



- Do not leave the grounds of the program (grounds of Michigan State University), except for field trips arranged as part of the program under the supervision of event staff/volunteers. The grounds of Michigan State University refers to not crossing Harrison Avenue, Grand River, Hagadorn Road or Service Road.
- Refrain from yelling out of windows, removing window screens, leaning out of windows, or sitting on window ledges. Close your blinds when dressing and after dark.
- Refrain from running in residence halls and classroom hallways.
- Use of any scooters on campus is forbidden and could be grounds for dismissal from the event.
- Use of roller skates and in-line skates (such as Rollerblades) is restricted to sidewalks. Users of these devices may not use bike paths, parking ramps, buildings, gardens or any other posted area, or go on any roadway except while crossing a street within a crosswalk.
- Wear shirts and shoes in eating areas. Swimsuits may only be worn during sessions that require time in or on water and that may require swimming. Swimsuits may not be worn as regular clothing.

HOUSING POLICIES & REGULATIONS

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy conforms with the Michigan 4-H Youth Development Youth-Adult Overnight Housing Policy.

Housing Assignments

Roommate assignments are made at the county level in mid May, usually at the pre-event county orientation meeting. Let your county staff know if there's a specific person from your county you'd like to room with. There are times when housing requests can not be granted, but all effort to do so will be honored. **(Note:** Requests to room with someone from another county cannot be honored. All participants – youth and adult – must be housed with the county delegation designated through registration and payment.)

Youth are housed according to their gender identity. Youth participants will be housed with other youth who identify as the same gender and adult participants with other adult participants.

Any youth aged 18, 19 or 20 at the time of the event must complete a background check, which includes a reference check and a criminal history check. MSU Extension staff are responsible for ensuring that this background check is completed before the event. Michigan 4-H allows 18- & 19-year-old 4-H members, as they are considered program youth participants, to house with younger 4-H members per approval of parent or legal guardian.

An adult chaperone may share a room with unrelated youth participants only if at least two minors are assigned to the room and the parent or legal guardians of the youth provide consent. No child who is unrelated to an adult chaperone will share a room alone with an adult. Each chaperone will have been through the MSU Extension Volunteer Selection Process as a Gold level volunteer and will be in Active Gold status.



A parent or guardian should review and sign the Overnight Housing Permission Form. If the form is not signed, the youth participant will be assigned to a room only with other youth under age 18.

Buddy System

The buddy system is utilized for youth who have physical, functional or learning disabilities. Some participants with mild disabilities may be able to function on their own without a buddy. This is a decision that will be made at the county level following communication between the participant's family and local MSU Extension professional about the needs of the youth.

Utilizing the buddy system can include:

- The buddy must accompany the special needs participant to the event, attend the same sessions and must serve as the roommate. They will stay together during the entire conference (meals, sessions, free time activities, etc.)
- Information may be collected by event staff indicating who the buddy will be, the disability type and special needs required, as specifically as possible. Mobility disabilities must be explained so that housing assignments can be based on hall accessibility needs. This information will be handled with discretion.
- Special accommodations can be made for youth who need additional support if current policy does not fully support it. In these cases, youth and families should work with their local county staff to discuss options before registering.

Curfew

To promote the safety of all 4-H Exploration Days participants, each evening all participants must return to their assigned residence hall by 10:00 p.m., be on their assigned floor by 10:15 p.m., and to their residence hall room by 11:00 p.m. Quiet time starts at midnight. Lead Chaperones will do room checks each night at 11:15 p.m. to ensure that youth are in their assigned room. If youth want to go to sleep before 11:00 p.m., they should inform their chaperone so that they can be checked in before the official room check time.

Youth must keep their assigned room once assignments have been made and keys and conference cards issued. Unapproved changes make it difficult to contact youth in emergencies and at bed check time.

Visitors

Event Participants of the Opposite Gender

Visitation by guests of the opposite gender identity in the residential area of the building is prohibited. Participants are not allowed in the opposite housing areas. The only exception is if your county's meeting (on Wednesday after check-in) is held in a study lounge on a housing floor. If this applies to your county, a chaperone will gather participants of the opposite gender identity in the residence hall lobby and escort them to and from the housing floor study lounge.

Guests Who Aren't Event Participants

Participants may not have visitors in sessions, in residence halls or at recreational activities during 4-H Exploration Days who are not associated with the event.



CONSEQUENCES FOR MISBEHAVIOR- YOUTH AND ADULTS

Consequences for misbehavior can range from a discussion and verbal warning to immediate dismissal from the event. The Michigan 4-H Youth Code of Conduct and Michigan State University Extension Volunteer Code of Conduct are foundational for behavior expectations. These documents also outline consequences for misbehavior as stated below.

If a youth or adult is involved with an incident that violates University and/or program policy, an MSU Extension professional or Exploration Days Leadership Committee will speak with everyone involved to gain understanding of what occurred. For youth, this may include contact with listed parents/guardians and/or other emergency contact(s). If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, an MSU Extension professional or Exploration Days Leadership Committee will make contact with the participant's parents/guardians and/or other emergency contact(s) so that immediate participant pick up from the event can be arranged.

MSU Extension professionals, lead chaperones, and chaperones will work with the youth participant regarding the misbehavior and determining the appropriate consequence. Youth participants can expect any of the following types consequences for not following Michigan State University regulations (see the section above), the Michigan 4-H Youth Code of Conduct, and the 4-H Exploration Days Event rules:

- Having a discussion with 4-H adults regarding behavior and deciding what can do to make up for any harm done
- Notification to parents/guardians and appropriate staff member
- Dismissal from 4-H Exploration days at own expense and without any refund
- Not being allowed to participate in future 4-H events
- Paying for the financial cost of damages and repairs for damage or destruction of property
- Suspension or termination of participation in the Michigan 4-H Youth Development Program
- Being released to the nearest law enforcement agency and/or proper authorities

It is expected that all MSU Extension volunteers comply with the MSU Extension Code of Conduct. Failure to comply with any component of the code or participation in other inappropriate conduct as determined by MSU Extension representatives may lead to dismissal as a volunteer from the MSU Extension program. In the instance that an adult has violated University and program policies, program staff will connect with the appropriate MSU or MSU Extension supervisors and/or authorities to determine the best course of action to resolve the situation.

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.

If it is suspected that a crime may have occurred, all individuals involved 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, an MSU Extension professional or Exploration Days Leadership Committee will make every reasonable attempt to notify the parents/guardians and/or other emergency contact(s) as immediately as possible.

PARTICIPANT SAFETY

The physical and emotional safety and well-being of the youth participants at 4-H Exploration Days are high priorities for Michigan 4-H Youth Development and Michigan State University. The 4-H Exploration Days conduct and safety policies and procedures meet or exceed the MSU requirements regarding all programs involving minors. More information about the MSU requirements for programs involving minors is available at the [MSU Youth Programs homepage](#).

Additional information related to 4-H Exploration Days conduct expectations and safety is available at the [Youth Responsibilities & Procedures](#) page and the [Frequently Asked Questions](#) page.

Participants attend 4-H Exploration Days as part of a county delegation. MSU Extension staff and 4-H volunteers carry out the following processes to ensure the safety and well-being of participants:

Pre-Event County Orientation Meeting – Each participant, along with a parent or guardian, must attend a pre-event county orientation meeting. This meeting will include a preview of the event, chaperone and staff meet and greet and additional information on expectations and program details to support a successful and safe event. Local county 4-H staff will provide the specific date, time and location of this important meeting.

Youth and Chaperone Assignments – All youth participants will be assigned to a specific adult chaperone. There must be at least one chaperone for every eight youth of the same gender identity.

Whereabouts Schedules – Youth participants and the assigned adult chaperone need to keep each other informed of where they will be, when and with whom. All chaperones will create a system to ensure all parties know where they are. This could be using Whereabouts Schedules, group texting or another method that lets all parties know where people are.



Communication during the Event- Adult chaperones will receive reminders and urgent communications through the Remind app. Youth participants are encouraged to utilize the YAPP app on a phone to reference event information and receive notifications throughout the event.

Youth and Chaperone Huddles – In addition to the county meeting held shortly after arriving at 4-H Exploration Days, there are five youth and chaperone huddles throughout the event. These mandatory meetings will provide a chance to touch base with chaperones after sessions, before and after evening activities, before bedtime, and just before check-out and departure.

Adult Session Support –Assigned adults will provide extra support and assistance throughout the event as needed.

PROCEDURES FOR EARLY DISMISSAL

In the instance that a participant needs to leave 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 Form at Event Headquarters.

When the participant is picked up from the program, event staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s) and will need to show proper identification. In the event that an unauthorized adult attempts to pick up a 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, participant illness, 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 at their own expense.

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, Anti-Discrimination Policy and MSU’s Relationship Violence and Sexual Misconduct Policy and 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.



More information about the MSU Office for Civil Rights and Title IX Education and Compliance can be found at: <https://civilrights.msu.edu/>

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.

Title IX Coordinator

Nicole J. Schmidtke

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

oie@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 on the [Resources for Survivors](#) page. 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 5, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

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 [here](#).
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found [here](#).

