

## Intro and Contact Info

# Exploration Days Instructor Session and Free Time Submission Form

Thank you for applying to teach at the 2024 Michigan State University Extension 4-H Exploration Days taking place from June 19 to June 21, 2024, on the campus of Michigan State University. We are so excited for your interest in our program.

We are accepting session proposals for Thursday, June 20, and Friday, June 21. We are also accepting free-time activity proposals at this time. Free-time activities take place outside of session time and are drop-in activities for youth.

The request for sessions is open until December 5 and we will let you know if your submission has been chosen as part of the 2024 schedule by early 2024. Chosen sessions and free time activities will receive a second survey in 2024 to finalize information including supply purchasing, lodging/meals.

For a PDF version of the proposal submission form, check out the [website](#). (This will take you to the site- please hit back to return to this survey.)

For questions or changes to your submitted form, please contact [4h.expodays@msu.edu](mailto:4h.expodays@msu.edu).

Contact information for the primary session or free time instructor. This person will serve as the point of contact.

First Name

Last Name	<input type="text"/>
Preferred mailing address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Postal code	<input type="text"/>
Cell phone number (will not be shared, but may be used on the day of the event in case of emergency)	<input type="text"/>
Daytime phone number	<input type="text"/>
Email address	<input type="text"/>

Please select the role that best fits you:

- ☐ Michigan State University/Michigan State University Extension employee
- ☐ 4-H teen leader- what county are you from?
- ☐ Registered Michigan State University Extension Gold or Silver Volunteer (4-H, Master Gardener, Health and Nutrition, etc) (Note all volunteers will need to be Active Gold in Volunteer Central)
- ☐ Not currently volunteer and will need to apply

I have read and agree to the MSU Extension 4-H Exploration Days Session/Free Time Instructor Role Description.

That description can be found

here [https://www.canr.msu.edu/4\\_h\\_exploration\\_days/Volunteer-Information/](https://www.canr.msu.edu/4_h_exploration_days/Volunteer-Information/)

Use the back button to return to this survey to agree to this role description.

- ☐ Yes, I agree to the MSU Extension 4-H Exploration Days Session/Free Time

Instructor Role Description and will abide by that role description.

For this submission, are you submitting a free time activity or session? (Free time activities take place after sessions are done and are drop in activities. Sessions are scheduled and youth choose in advance.)

- ☐ Session
- ☐ Free Time Activity

### **Session Description**

Session Title

Session Description (about 3-5 sentences max)

How many times are you willing to teach this session?

- ☐ 1 time
- ☐ 2 times
- ☐ 3 times

What is your maximum number of youth participants?

What is your minimum number of youth participants? (Please know that some capacity numbers may be required.)

What session date/length are you willing/available to teach this session at (select all that apply)?

*Note:*

- *Instructors are responsible for filling the full time slot whether 3 hours or 6 hours.*
- *Field trips off campus are only for sessions held on Thursday (Session C) due to timing.*
- *Busing to an on-campus location is available for all sessions.*
- *Session C is 6 hours total with the same youth.*

- ☐ Session A: Thursday, June 20 from 8:30am-11:30am (3 hour session)
- ☐ Session B: Thursday, June 20 from 1:30pm-4:30pm (3 hour session)
- ☐ Session C: Thursday, June 20 from 8:30am-11:30am AND 1:30pm-4:30pm (6 hour session with same group of youth)
- ☐ Session D: Friday, June 21 from 8:30am-11:00am (2 1/2 hour session)

What age range of participants is this session appropriate for? (Exploration Days participants will be 12- 19 years old so, if a specific age range is preferred, please note.)

- ☐ 12-19 years old
- ☐ 12-15 years old
- ☐ 15-19 years old

☐ Other- please share:

Is a \$5 per youth budget sufficient for your program? We appreciate cost-effective sessions and are also willing to work with instructors.

- ☐ Yes
- ☐ No. If no, what do you anticipate will be the cost per participant?

What are your classroom needs? What technology might you need? (Consider needs for stadium seating classroom vs movable desks/tables, computer hookups, printing, sewing machines, water access, specific requests for cooking space, access to outdoors, etc.) Please share all appropriate space and set up needs. We will do our best to accommodate, but not guaranteed.

Do you have a preferred location? (No guarantee)

Would you need busing to an **on-campus location** (such as the Pavilion, the Bakery, Barns, etc) or nearby vicinity during your session?

- ☒ Yes. Please describe.
- ☐ No

Field trips **off campus** are only for sessions held on Thursday (Session C) due to timing. You previously selected a Thursday session, will you take a field trip **off campus**?

- ☐ Yes
- ☐ Maybe
- ☐ No

For your field trip off-campus, what location will it be? If unknown at this time, please share the type of location you are aiming for.

How will you make this program interactive, incorporate hands-on learning experiences for youth, and fill the full time slot?

Is there any other information you want to provide about your session?

Do you have any youth or adult session support? This includes co-instructors, youth helpers, adult co-facilitators.

- ☐ Yes
- ☐ No

**Session Support Details**

How many session support people will you have? Next, please provide their names.

- ☐ 0. I know I will have support, but have no names at this time.
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5

**Session Support Contact 1**

Is this a youth or adult session support?

- ☐ Youth

☐ Adult

### Session Support's contact information

First name

Last name

Email address

Phone number (cell preferred)

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

### Session Support Contact 2

Is this a youth or adult session support?

- ☐ Youth
- ☐ Adult

### Session Support's contact information

First name

Last name

Email address



Phone number (cell preferred)

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes  
☐ Maybe  
☐ No

### Session Support Contact 3

Is this a youth or adult session support?

- ☐ Youth  
☐ Adult

Session Support's contact information

First name   
Last name   
Email address   
Phone number (cell preferred)

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes  
☐ Maybe  
☐

☐ No

### Session Support Contact 4

Is this a youth or adult session support?

☐ Youth

☐ Adult

Session Support's contact information

First name

Last name

Email address

Phone number (cell preferred)

Has this individual gone through the MSU Extension Volunteer Selection Process as Gold volunteer OR is a MSU/MSU Extension staff member?

☐ Yes

☐ Maybe

☐ No

### Session Support Contact 5

Is this a youth or adult session support?

☐ Youth

☐ Adult

### Session Support's contact information

First name

Last name

Email address

Phone number (cell preferred)

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

☐ Yes

☐ Maybe

☐ No

### Free Time Description

Free Time Activity Title

Free Time Description (about 3-5 sentences maximum)

Do you have a maximum number of youth that could attend? If yes, what would that number be?

- ☐ Yes
- ☐ No

Will there be a cost to this free time activity? If so, is a \$5 per youth budget sufficient for the activity? We appreciate cost effective free time activities and are also willing to work with free time activities that might have more cost.

- ☐ Yes
- ☐ No- if no, what do you anticipate to be the cost?

Free time activities will take place on Wednesday, June 19 and Thursday, June 20 in the evening. You may choose either day or both.

Would you be willing to offer this free time opportunity on Wednesday? (You can select more than once if you are open to running the activity at a variety of times.)

- ☐ I do not wish to offer my free time activity on Wednesday, June 19
- ☐ Wednesday, June 19 7:30-9:30pm

Would you be willing to offer this free time opportunity on Thursday? (You can select more than once if you are open to running the activity at a variety of times.)

- ☐ I do not wish to offer a free time activity on Thursday, June 20
- ☐ Thursday, June 20 7:30-9:30pm

What are your classroom needs? What technology might you need? (Consider needs for stadium seating classroom vs movable desks/tables, computer hookups, printing, sewing machines, water access, specific requests for cooking space, access to outdoors or paths, etc.) We will do our best to accommodate, but not guaranteed.

Please share all appropriate space and set up needs.

If you have held sessions in the past or are familiar with campus, do you have a preferred location? (Not guaranteed)

Is there anything else you would like us to know about your free time activity?

Do you have any youth or adult free time support? This includes co-instructors,

youth helpers, adult co-facilitators.

- ☐ Yes
- ☐ No

## **Free Time Support Details**

How many free time support people will you have? Next, please provide their names.

- ☐ 0. I know I will have support, but have no names at this time.
- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5
- ☐ 6
- ☐ 7

## **Free Time Support 1**

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

## Free Time Support 2

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process

as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

### Free Time Support 3

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

### Free Time Support 4



Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

## Free Time Support 5

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

### **Free Time Support 6**

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process

as a Gold volunteer?

- ☐ Yes
- ☐ Maybe
- ☐ No

## Free Time Support 7

Is this a youth or adult free time support?

- ☐ Youth
- ☐ Adult

Free Time Support's contact information

First name	<input type="text"/>
Last name	<input type="text"/>
Email address	<input type="text"/>
Phone number (cell preferred)	<input type="text"/>

Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- ☐ Yes
- ☐ Maybe
- ☐ No

