

February 19, 2019

Dear Berrien County 4-H Members & Leaders:

4-H Exploration Days is scheduled for **June 19 – 21, 2019** at Michigan State University. This letter is filled with important details and instructions concerning our Berrien County 4-H delegation.

1. **4-H Exploration Days is open to all members 11-19 years old by January 1, 2019.**
2. Read the registration book thoroughly. Select one Full Session (meets Wednesday-Friday) or two Half Sessions (first half sessions meet Wednesday afternoon and Thursday morning; second half sessions meet Thursday afternoon and Friday morning). If you have questions about sessions or enrollment forms, contact our office.
3. Complete the registration form in the registration book. This should be done with your parents. **Adults must complete all forms as well.** Indicate your session choices, **you must list 8.** It is important to list alternate choices so that if your first choice is full, you can then be enrolled in your 2<sup>nd</sup>, 3<sup>rd</sup>, etc. Please do not select sessions that you do not want to participate in. **Several classes fill quickly as sessions are filled on a first-come, first serve basis.**
4. **ALL ADULT AND YOUTH DELEGATES MUST COMPLETE the Consent/Medical Treatment Authorization and Code of Conduct/Media Release forms** that are in the registration book. As a state requirement, these serve as media and permission release for sessions.
5. **Send completed registration form, Consent/Medical Treatment Authorization, Code of Conduct/Media Release forms and registration fees to the Berrien County MSUE Office, 1737 Hillandale Road, Benton Harbor, MI 49022-9630. Registrations must be received in the Office by April 26, 2019. Late registrations are not accepted. Registration opens March 13, 2019 at 9:00 a.m. EST.**
6. Delegates are responsible for their own transportation.
7. **Clubs are responsible for having adult chaperones for their members and ALL CHAPERONES MUST HAVE COMPLETED THE MSUE VOLUNTEER SELECTION PROCESS.** We suggest one adult to every five members. Leaders are encouraged to attend as chaperones. Parents may chaperone and are encouraged to attend. Any parent who has not completed the Volunteer Selection Process will at least need to be screened to chaperone prior to the event.
8. ALL delegates and chaperones are **required** to attend an orientation meeting being held at the Berrien County MSUE Office on Hillandale Road, on **Thursday, May 30, 2019, from 6:00 – 7:30 p.m.** **This is a very valuable and important session; please mark your calendars now.**



**MSU EXTENSION**

1737 Hillandale Road  
Benton Harbor, MI 49022

269-927-5674  
Fax: 269-944-4128  
www.msue.msu.edu

9. 4-H Exploration Days costs \$220.00/person for 4-H Members and \$240.00/person for non-4-H members, which includes a T-shirt for each delegate. There may be additional supply fees for some sessions, refer to the registration book. You will be billed for session fees after your session(s) have been confirmed.

There are partial county scholarships available to members and leaders who are currently enrolled in Berrien County 4-H clubs that supported the 2018 annual 4-H Fund-raiser – either through selling product, or making a financial contribution of \$10.00 per member. If your club did not support the fund-raiser, you will not receive financial support from Council funds. Members and leaders are also encouraged to talk to their 4-H club about additional funds available to be applied to their fees and expenses. Registration fee details include:

- 4-H members pay \$65.00 and receive a \$155.00 County scholarship (contingent on the above information).
  - 4-H members in the horse and pony project receive an additional scholarship of \$25.00 contingent on verification of project enrollment.
  - 4-H members that have never attended 4-H Exploration Days will receive an additional \$40 scholarship. (Limited to 9 scholarships for Berrien County. Note, scholarships are on a first come, first serve basis.)
  - 4-H State Award delegates will receive an additional \$45.00 scholarship.
  - 4-H leaders pay \$65.00 and receive a \$155.00 County scholarship (contingent on the above information).
  - 4-H parents pay the full fee of \$220.00.
  - Checks are to be made out to Michigan State University (MSU).
  - The registration deadline is April 26, 2019.
  - Scholarships are applied to registration once forms and payment have been received.
10. Refer to your registration book for full and partial refund policies. Our County 4-H Youth Program will be billed the full amount of fees for the entire county delegation, including no-shows. **No-shows will be charged the full fee, including the \$155.00 member or \$155.00 leader scholarship. The last day that registrations are fully refunded is May 1, 2019.**

I hope you will consider attending 4-H Exploration Days at Michigan State University! You will enjoy the three days of fun, friendship and learning.

Please contact the Berrien County MSU Extension Office at **269-927-5674** with any questions.

Sincerely,



Kelly Stelter  
4-H Program Coordinator, Berrien County

Cc: Jennifer Young & Jamie Styburski