

Michigan 4-H Future Squad Program Handbook

October 2021-June 2022



Program Description

Michigan 4-H Future Squad is a program sponsored by the Generator Z grant from the Ralph C Wilson, Jr Foundation. The opportunity is for youth participants (aged 12-19 years old) from Wayne, Oakland, Macomb, Washtenaw, Livingston, Monroe and St. Clair counties. Youth from other counties are welcome to attend for educational purposes, however the incentives and the focus is on those counties per funding requirements.

The 4-H Future Squad involves at least 30 virtual sessions on life skills, “adulting” type topics, 7 in-person content specific days (one in each county), and 7 community service days (one in each county). Youth will receive a t-shirt for attendance at 6 sessions (in-person, virtual or combination) and at least a partial scholarship to Exploration Days for attending 10 sessions (in-person, virtual or combination) if so chosen. There is also a youth planning committee that will help shape content as well as dates/times of sessions in the future, assist with promotion and recruitment, and support the planning of the in-person events.

Youth will be asked to enroll in 4-H as part of their involvement. The enrollment is free and allows connection to the larger 4-H program. Selection of sessions (whether virtual or in-person) to attend will be up to the youth participant and family.

The program outcomes are:

- Helping youth feel prepared and ready to take on their future in areas such as money management, career readiness, stress management, goal setting, time management, communication, politics, food preparation and safety and basic household tasks.
- Allow youth to build connections and relationships with positive supportive adults AND their peers across Southeast Michigan, learning and growing alongside friends; enhancing social skills
- Create a sense of unity through incentives to attend more than one session and attend the culminating experience at Exploration Days (a three-day overnight 4-H event in June on the campus of Michigan State University)

Session topics and dates/times will change typically monthly to accommodate changing youth schedules and availability. Feedback from the youth planning committee will help shape these decisions, as well as the dates/times of in-person community service projects and in-person content days in each county.

This program will take place using the following platforms:

- Zoom with possible interactive tools such as Poll Everywhere, Kahoot!, Nearpod, etc depending on session and instructor plans
- In-person programs will take place in each county for a content day and for a community service day- the location, day and time will vary

Access to virtual program:

- Session dates and times (as well as Zoom information) will change throughout the year. Information for log-in will be shared via e-mail. For questions or most current session information, contact Laurie Rivetto at rivettoL@msu.edu or Kristina Jimmerson at jimmers3@msu.edu.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.

“Zoom Bombing”

- MSU prohibits “Zoom Bombing” and similar disruptive behaviors.
 - **Definition:** “Zoom Bombing” is the act of accessing Zoom sessions without authorization.
- **Appropriate consequences, including but not limited to dismissal from the program may apply to anyone who:**
 - Violate program safety and security rules;
 - Contribute to “Zoom Bombing” or other similar disruptions; and/or
 - Share program links, passwords, or other program login information with individuals outside of the program.

The following program staff and volunteers will be involved with the program:

Grant Primary Investigator/Lead	Laurie Rivetto Extension Educator marti623@msu.edu 734-727-7234 RivettoL@msu.edu	Responsible for program planning and oversight, budget, and risk management. Manages the overall Generator Z grant and provides educational content.
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Program Coordinator	Kristina Jimmerson 4-H Program Coordinator Jimmers3@msu.edu	Registration and 4-H enrollment set up and support, Zoom support, communications for event, logistics for virtual and in-person events and connector for youth. Supports the Youth Planning Committee.
Steering Committee Member	Jackie Martin Extension Educator Marti623@msu.edu	Youth Planning Committee advisor, program planning, and educational content provider.
Steering Committee Member	Kathy Jamieson Extension Educator Jamies13@msu.edu	Program planning, website development, and educational content provider.
Youth Planning Committee Advisor	Lizz Duran 4-H Program Coordinator duraneli@msu.edu	Supports the youth planning committee.
County Points of Contact	Emily Hoover (Program Coordinator, Livingston) TBD- can contact Jackie Martin (Extension Educator, Washtenaw) Jean Genaw (Program Coordinator, Monroe) Jason Scott or Deb Morgan (Program Coordinators, Oakland) Milaina McCann (Program Coordinator, Wayne) Lori Warchuck (Program Coordinator, St. Clair) Katelyn Golembiewski (Program Coordinator, Macomb)	Promote program locally, support registration and enrollment, coordinate the in-person events in their respective counties

- If any changes or updates to the program links, passwords, or platforms need to be made, official communication will be sent to participants and parents/ guardians by Laurie Rivetto at rivettoL@msu.edu or Kristina Jimmerson at jimmers3@msu.edu.
- In the interest of safety, pay attention to the E-mail addresses and names of people who send you invitations to connect, and do not accept invitations sent by anyone other than the official persons listed above. If unsure, please contact Kristina Jimmerson or Laurie Rivetto for more information.

Online Safety Information and Resources for Participants and Parents/ Guardians

We encourage parents, guardians, and participants to educate themselves on safety and security tips when engaging in online learning activities. Below are some resources that may be helpful:

- **Protecting Kids Online- Federal Trade Commission, Consumer Information**

Link: <https://www.consumer.ftc.gov/topics/protecting-kids-online>

Description: This website provides information about promoting safe and responsible decisions to help reduce online risks for children.

- **Keeping Children Safe Online- The United States Department of Justice**

Link: <https://www.justice.gov/coronavirus/keeping-children-safe-online>

Description: This website provides tips for protecting children during online activities, informational videos for parents and children, and additional informational resources related to online child safety.

- **Prevent Cyberbullying- Stopbullying.gov**

Link: <https://www.stopbullying.gov/cyberbullying/prevention>

Description: This website provides information about preventing, identifying, and responding to cyberbullying.

Program Evaluation Information

Program participants are asked to complete a self-evaluation at the end of programs 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 youth planning committee feedback and through discussions by the steering committee members.

Link to Program Website

Information on 4-H Future Squad can be found at: https://www.canr.msu.edu/career_preparation/4-hfuturesquad

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 Laurie Rivetto (MSU Extension Educator) at rivettoL@msu.edu two weeks or more prior to the program date. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

Program Rules

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.
- Participants must use a neutral background (examples: blank wall, digital Zoom filter, limited exposure of private spaces, etc.).
 - The goal is to prevent showing much of the inside of the home in the interest of privacy and safety.
- Participants may not share inappropriate content through files, images, videos, chat, audio, or other features of the digital instruction platform.
- Participants may not screen shot or record other participants' images, information, or participation contributions during the program.
- Participants may not record interactions with other participants through online instruction platforms.
- When creating an online profile for the instruction platform or any other online account, limit the information that is shared.
 - For example, just because the platform asks for your address does not mean that you have to provide your actual personal address.
 - If a picture is required, the picture provided should be neutral and appropriate.
 - Do not share personal information in the virtual meeting.
- Anyone receiving threatening or inappropriate chat messages should immediately report it to a trusted adult.
- In the interest of safety, do not share links, passwords, or other program login information with anyone outside of the program.
- MSU prohibits "Zoom Bombing" and similar disruptive behaviors.

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:

1. 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.

2. 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.

3. **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.

4. **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.

5. **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.

6. **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.

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

8. **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!

9. **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.

10. **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.

CONSEQUENCES

If I do not follow the Michigan 4-H Code of Conduct, I know that consequences may include any or all of the following:

- Having a discussion with 4-H adults regarding my behavior and deciding what I can do to make up for any harm done
- Notification to my parents/guardians and appropriate staff members
- Dismissal from the 4-H event at my 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 my participation in the Michigan 4-H Youth Development Program
- Being released to the nearest law enforcement agency and/or proper authorities

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

E-mail: oiie@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://oiie.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://civilrights.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

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.

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.

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.

