

Camp Clover Handbook

Camp Clover: Hosted by Clare and Gladwin County 4-H Programs
Held via Zoom and GooseChase
June 30 and July 1

Participant Safety

The physical and emotional safety and well-being of the youth participants at Camp Clover: Hosted by Clare and Gladwin 4-H Programs (generally referred to hereafter as “this program” or “Camp”) are high priorities for MSU Extension and Michigan State University. Please see the Michigan 4-H Youth Code of Conduct and Clare/Gladwin 4-H Camp Rules for information on measures designed to keep MSU Extension youth participants safe while they are at the program.

Due to the nature of this program being held from home, all youth need to have adult supervisor during this virtual learning experience.

Contact Information

In the case that participants, parents or guardians need to contact camp staff during this program, please do so by the email addresses below. If participants are going to be absent from the program at any time, staff must be notified before the program begins each day.

Alex Schunk, Co-Director, Clare County 4-H Program Coordinator, schunkal@msu.edu

Melissa Preston, Co-Director, Gladwin County 4-H Program Coordinator, prest142@msu.edu

Michigan 4-H Youth and Adult Code of Conduct & Clare/Gladwin County 4-H Camp Rules

This section outlines the Michigan 4-H Youth and Adult Code of Conduct and the Clare/Gladwin County 4-H Camp Rules. (There are slightly different version of Code of Conducts for Youth and Adults). All participants, volunteers and staff members are expected to abide by the code of conduct, the event rules and all other MSU regulations in order to attend this program. You must read, sign and submit the Authorization Form with your 4-H Registration before you will be allowed to participate in the program.

Michigan 4-H Youth Code of Conduct

The Clare and Gladwin County 4-H programs are dedicated to providing high-quality, non-formal, educational opportunities that will help youth thrive in a complex and changing world. Participation in Clare and Gladwin County 4-H programs are subject to the observance of the programs rules. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the activity they are participating in 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 of Clare and Gladwin Counties.

Clare and Gladwin County 4-H youth members will:

- 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 youth activity or event.
- Under no circumstances, attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances.
- Under no circumstances, bring dangerous or unauthorized materials (such as explosives, weapons or similar items) to an MSU Extension youth activity or event.
- Abstain from harassment or bullying of another participant, volunteer or staff member, 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 my efforts related to my 4-H project activities.
- 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.

Adult Code of Conduct

As an MSU Extension adult volunteer, you promise that you will:

- Accept responsibility to represent MSU Extension and Michigan 4-H programs with dignity and pride by being a positive role model.
- Respect, adhere to, and enforce the rules, policies and guidelines established by local, state and national 4-H, MSU, and MSU Extension programs.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills in dealings with other program participants and MSU Extension staff.
- Accept supervision and support from MSU Extension staff or designated management volunteers.
- Abstain from, and not tolerate physical or verbal abuse of others through direct interactions or through use of social media or other communication venues.
- Not strike, hit, administer corporal punishment of any kind to, or touch a minor in an inappropriate or illegal manner. This includes physical, verbal, emotional, or sexual abuse. If I observe this behavior I will contact a MSU Extension staff person immediately. If it is an emergency I will call 911.
- Make reasonable efforts to avoid one on one contact between adults and minors participating in youth programs; make reasonable efforts to avoid communications with a single minor and include staff, parents/guardians in communications whenever possible.

- Only take, share, and post information and pictures of minors who have given parent/guardian media release permission in 4-HOnline.
- Use technology and social media in an appropriate manner that reflects the best practices and expectations outlined in MSU Extension's Social Media & Texting Expectations guide.
- Recognize that failure to comply with equal opportunity and anti-discrimination laws or committing criminal acts are not acceptable practices for MSU Extension volunteers.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances including marijuana at an MSU Extension 4-H activity or event, or provide alcohol or illegal drugs to any minor.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or other controlled substances including marijuana.
- Refrain from the use of tobacco, tobacco products, vaping, including electronic cigarettes and other vaping devices, while serving in a volunteer capacity at MSU Extension 4-H activities.
- Not provide prescription drugs or any medication to any minor. Only individuals that are medical professionals specifically authorized by the parent or legal guardian as being required for the minor's care or emergency treatment can prescribe medication to minors.
- Not possess firearms on my person at an MSU Extension event or activity and keep personal firearms in a secure location when hosting an MSU Extension event or activity on my property. The exception to this policy is when certified 4-H Shooting Sports program volunteers are utilizing discipline specific firearms (BB, air pellet, .22, shotgun, muzzleloader and air pistol) for educational, demonstration and competition uses only and must comply with the policies and practices of the Michigan 4-H Shooting Sports program. This exception only applies during the period that the firearms are in use for 4-H Shooting Sports educational, demonstration and competition purposes, and does not allow 4-H Shooting Sports volunteers to possess firearms for other purposes. For more information on the MSU firearms policy please see the information provided in the [MSU Extension Administrative Handbook](#).
- Treat all animals with respect and obey federal, state and local laws pertaining to animal treatment.
- Operate machinery, vehicles and other equipment in a safe and responsible manner.
- Not make sexual materials in any form available to minors or assist them in any way in gaining access to such materials.
- Report a violation of the Code of Conduct or if an arrest is made to an MSU Extension staff member or the person in charge of the program.
- Not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations 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

Clare/Gladwin County 4-H Camp Event Rules

Participants at this program must agree to abide by the event-specific rules that follow.

General Rules

- Michigan State University Extension and Michigan 4-H do not support in person programs until September 1, therefore, youth are asked to participate in this program at home and with those only in their household.
- Actively participate in program offerings. Refrain from using inappropriate language or gestures at all times during camp activities rather live or on electronic devices and platforms.
- At no time will dangerous, harmful, or stunt like behavior be tolerated.
- At no time should items or music used in a virtual platform be inappropriate for youth. This includes items displayed or music played in the background of a virtual setting.
- Use an appropriate and recognizable name when using electronic programs.
- Dress appropriately for the program schedule. Unacceptable attire includes clothing that:
 - Exposes undergarments or excessively exposes the body (such as cropped, low-cut or extremely tight shirts or pants, tube tops, short-shorts, excessively baggy or extreme low-rise pants).
 - Conveys a violent, offensive or obscene message or image.
 - Promotes use of an illegal substance.
- You may not display or use personal firearms or weapons of any kind while participating in camp including a jack-knife or filet knife.
- Report ANY concern, illness, injury, accident, or emergency immediately to the Camp Directors.

Consequences for Misbehavior

Youth Participants

If you misbehave seriously enough during this program that your parent or guardian needs to be involved, they will be contacted either by the program staff. Your parent or guardian will be informed of what has happened and what the follow-up action will be. The possible consequences include that you are:

- Given a second chance, with a clear understanding of the behavior expected from you.
- Dismissed immediately from the event at your parents or guardian's expense. No refunds will be issued for program costs.
- Prohibited from participating in other MSU programs.
- Turned over to the appropriate law enforcement authority.

Adult Participants

Disciplinary action can range from a discussion and verbal warning to immediate dismissal from the event. If inappropriate behavior continues after behavior expectations have been reviewed with the adult participant and a warning has been issued, the adult will be asked to leave the event immediately at his or her own expense and arrangement. The offending adult may also be prohibited from being involved with other MSU programs. If a law violation is involved, the adult will be turned over to the appropriate law enforcement authority. The program coordinator will work with other staff as needed to find a replacement for the offending adult in his or her role at the event (such as instructor or chaperone).

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.