

Camp Handbook

Camp Clover: Hosted by Clare and Gladwin County 4-H Programs

Coldwater Lake 4-H Camp: Weidman, Michigan

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”) 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.

These conduct and safety policies and procedures meet or exceed the new (effective in January 2014) MSU (Michigan State University) requirements regarding all programs involving minors on campus. More information about the policy is available at <https://www.canr.msu.edu/uploads/236/67546/4-HHousingPolicy.pdf>

Contact Information & Emergency Procedures

Participant Cell Phones

Cell phones are highly discouraged at this program for attending youth. The directors will hold phones until parents arrive if they feel they are interfering with the program’s intent.

Emergency at Home

If an emergency arises at home while attending this program, a message will be relayed to you and you can use a phone designated by the program staff to return the call. Emergency contact information follows:

Alex Schunk, Co-Director, Clare County 4-H Program Coordinator, 989-824-0738

Melissa Preston, Co-Director, Gladwin County 4-H Program Coordinator, 810-986-3911

Medical Emergency During This Program

If you get sick or hurt during this program, notify — or have someone with you notify — the program staff. The camp nurse will be examine you upon first communication. If needed, your parent or guardian will be contacted immediately using the contact information on the Medical Treatment Authorization form you completed when you enrolled in 4-H. Messages will be left seeking a return call if there is no answer, and the next contact number will be called.

Depending on the medical concern, your 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 you return home.

Medical care will be arranged as needed by the Camp Nurse. The cost of treatment will be billed to you or your parent or guardian.

If you have to leave this program early for health or family emergency reasons, your parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when your parent or guardian is notified and he or she arrives with proper identification, you will be separated from program activities and remain under staff supervision.

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 he or she is 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 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 volunteer, you promise that you will:

- Accept responsibility to represent Michigan 4-H and MSU Extension 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 and MSU Extension programs, and be courteous and respectful in dealings with other program participants and MSU staff.
- Abstain from, and not tolerate physical or verbal abuse of others through direct interactions or through use of social media or other communication venues.
- Comply with equal opportunity and anti-discrimination laws.
- Avoid criminal activities.
- Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension activity or event.
- Refrain from the use of tobacco, tobacco products, electronic cigarettes, etc. while serving in a volunteer capacity at 4-H activities.
- Under no circumstances, attend or participate in an MSU Extension activity or event under the influence of alcohol and/or other controlled substances.
- Operate machinery, vehicles and other equipment in a responsible manner.
- Report a violation of the Code of Conduct of which I am aware to a MSU Extension staff member or the person in charge of the program.

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

- Actively participate in program offerings. Refrain from using inappropriate language at all times on Camp property.
- Wear name badge visibly around your neck at all times except when swimming, showering, or sleeping.
- Treat all areas of the facility and grounds with respect and pick up after yourself. Theft and vandalism are strictly prohibited. Repair costs for damage 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 camp staff. 4-H Youth Development is not responsible for any lost or missing items.
- Abstain from inappropriate sexual behavior including sexual harassment, sexual assault, sexual abuse, or intimate physical or sexual contact.
- Do not use cameras and other digital recording devices in locker rooms, restrooms, showers and other areas where privacy is expected.

- Do not leave the program grounds except for field trips arranged as part of the program under the supervision of event staff.
- Do not gamble for money or for any other items or behaviors.
- 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.
- Wear shirts and shoes in eating areas. Wear swimsuits only for swimming and not as regular clothing. If wearing your swimsuit to and from the lake, cover it with an over garment or cover up.
- Campers and/or Counselors may not go to the lake unless with a lifeguard present.
- You may not have personal firearms or weapons of any kind while at camp including a jack-knife or filet knife. Staff members will be sure you have the equipment you need for each learning session.
- Report ANY concern, illness, injury, accident, or emergency immediately to the closest adult.

Housing Policies & Regulations

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy conforms to the Michigan 4-H Youth Development Youth-Adult Overnight Housing Policy (<https://www.canr.msu.edu/uploads/236/67546/4-HHousingPolicy.pdf>)

Curfew

All participants are expected to observe the 11:00 PM — 7:00 AM curfew. Everyone is to remain in his or her own assigned cabin during those hours. Director(s) will do a cabin check immediately after curfew and at random times as deemed necessary to ensure that each participant (campers, counselors, volunteers) is in their assigned place.

Visitors

Guests Who Are Not Event Participants — Participants may not have visitors during this program who are not associated with the event unless specific arrangements have been made with the Camp Director(s).

Housing Assignments

Males and females are housed separately. Youth participants will be housed with other youth participants and adult participants to meet the youth to adult ratio. Participants are **not** allowed in the housing areas of the opposite gender such as bathrooms and cabins.

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 you (while under the supervision of the event program staff) or directly 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.

If you are dismissed early from this program, your parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when your parent or guardian is notified and he or she arrives at the event location with proper identification, you will be separated from the program activities and remain under staff supervision. In extreme circumstances, you may be turned over to local authorities during the wait time before pick up occurs.

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).

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