

2023 4-H Exploration Days Session and Free Time Submission Form

Start of Block: Intro and Contact Info

Title **Exploration Days Instructor Session and Free Time Submission Form**

Intro Thank you for applying to teach at the 2023 Michigan State University Extension 4-H Exploration Days taking place June 21 to June 23, 2023 on the campus of Michigan State University. We are so excited for your interest in our program.

We are accepting session proposals on Thursday, June 22 and Friday, June 23. 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 2023 schedule by early 2023.

Chosen sessions and free time activities will receive a second survey in 2023 to finalize information including supply purchasing, lodging/meals.

For a PDF version of the proposal request to prepare, 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.

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

First Name (1) _____

Last Name (2) _____

Preferred mailing address (3)

City (4) _____

State (17) _____

Postal code (5) _____

Cell phone number (will not be shared, but may be used on the day of the event in case of emergency) (6) _____

Daytime phone number (7)

Email address (8) _____

MSU employee Please select the role that best fits you:

Michigan State University/Michigan State University Extension employee (1)

4-H teen leader- what county are you from? (2)

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) (3)

Not currently volunteer and will need to apply (5)

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

That description can be found at: 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. (1)
-

Q64 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 (1)
- Free Time Activity (2)

End of Block: Intro and Contact Info

Start of Block: Session Description

SessTitle Session Title

SessDescrip Session Description (about 3-5 sentences max)

SessFreq How many times are you willing to teach this session?

- 1 time (1)
- 2 times (2)
- 3 times (3)

SessCapacity What is your maximum number of youth participants?

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

SessionDates 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 22 from 8:30am-11:30am (3 hour session) (1)
 - Session B: Thursday, June 22 from 1:30pm-4:30pm (3 hour session) (2)
 - Session C: Thursday, June 22 from 8:30am-11:30am AND 1:30pm-4:30pm (6 hour session with same group of youth) (3)
 - Session D: Friday, June 23 from 8:30am-11:00am (2 1/2 hour session) (4)
-

SessionAges 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 (4)
 - 12-15 years old (5)
 - 15-19 years old (6)
 - Other- please share: (7) _____
-

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

- Yes (1)
 - No. If no, what do you anticipate will be the cost per participant? (2)

-

Location Preference What are your classroom or space as well as technology needs? (Consider needs for stadium seating classroom vs moveable desks/tables, computer hookups, printing, sewing machines, cameras, specific requests for cooking space, access to outdoors or paths, etc.) Please share all appropriate space and set up needs. We will do our best to accommodate.

Campus Location Pref If you have held sessions in the past or are familiar with campus, do you have a preferred location?

Page Break _____

SessBusing 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. (1)

No (2)

Display This Question:

If What session date/length are you willing/available to teach this session at (select all that appl... = Session C: Thursday, June 22 from 8:30am-11:30am AND 1:30pm-4:30pm (6 hour session with same group of youth)

SessFieldTrip 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 (1)

Maybe (2)

No (3)

Display This Question:

If Field trips off campus are only for sessions held on Thursday (Session C) due to timing. You prev... = Yes

Or Field trips off campus are only for sessions held on Thursday (Session C) due to timing. You prev... = Maybe

Field Trip Location 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.

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

Q67 Is there any other information you want to provide about your session?

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

- Yes (1)
- No (2)

Page Break

End of Block: Session Description

Start of Block: Session Support Details

Display This Question:

If Do you have any youth or adult session support? This includes co-instructors, youth helpers, adul...
= Yes

SessSupportNumber How many session support people do you have names for at this time?

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

End of Block: Session Support Details

Start of Block: Session Support Contact 1

Supp1 Intro Enter the information for support contact 1

Supp1 A or Y Is this a youth or adult session support?

- Youth (1)
 - Adult (2)
-

Supp1 ContactInfo Session Support's contact information

First name (1) _____

Last name (2) _____

Email address (3) _____

Phone number (cell preferred) (4)

Page Break _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp1 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Session Support Contact 1

Start of Block: Session Support Contact 2

Supp 2 Intro Enter the information for support contact 2 below

Supp2AorY Is this a youth or adult session support?

- Youth (1)
- Adult (2)

Supp2Contact Session Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4)

Display This Question:

If Is this a youth or adult session support? = Adult

Supp2VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Session Support Contact 2

Start of Block: Session Support Contact 3

Supp3 Intro Enter the information for support contact 3 below

Supp3 AorY Is this a youth or adult session support?

- Youth (1)
- Adult (2)

Supp3 Contact Session Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4)

Display This Question:

If Is this a youth or adult session support? = Adult

Supp3 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Session Support Contact 3

Start of Block: Session Support Contact 4

Supp4 Intro Enter the information for support contact 4 below

Supp4 A or Y Is this a youth or adult session support?

- Youth (1)
- Adult (2)

Supp4 Contact Session Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4)

Display This Question:

If Is this a youth or adult session support? = Adult

Supp 4 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Session Support Contact 4

Start of Block: Session Support Contact 5

Supp5 Intro

Enter the information for support contact 5 below

Supp5 AorY Is this a youth or adult session support?

- Youth (1)
 - Adult (2)
-

Supp5 Contact Session Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4) _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp5 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Session Support Contact 5

Start of Block: Free Time Description

Free Time Title Free Time Activity Title

Free Time Descr Free Time Description (about 3-5 sentences maximum)

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

Yes (1) _____

No (2)

Q60 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 (1) _____

No- if no, what do you anticipate to be the cost? (2)

Q130 Free time activities take place on Wednesday, June 21 and Thursday, June 22 in the evening. The next two questions will let you choose which time slots you would like or could be considered for on Wednesday and/or Thursday. You can pick more than one choice on a day(s) or choose to not offer your free time activity on a day.

Free time slots What time(s) 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 21 (16)
 - Wednesday, June 21 6:30-7:30pm (1)
 - Wednesday, June 21 6:30-8pm (4)
 - Wednesday, June 21 7-8pm (2)
 - Wednesday June 21 7-8:30pm (5)
 - Wednesday, June 21 7:30-8:30pm (3)
 - Wednesday, June 21 8-9pm (17)
 - Wednesday, June 21 8-9:30pm (6)
 - Wednesday, June 21 8:30-9:30pm (7)
 - Other (if you need 2 hours or more, or a different time) (15)
-

Q129 What time(s) 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 22 (11)
 - Thursday, June 22 6:30-7:30pm (1)
 - Thursday, June 22 6:30-8pm (4)
 - Thursday, June 22 7-8pm (2)
 - Thursday, June 22 7-8:30pm (5)
 - Thursday, June 22 7:30-8:30pm (3)
 - Thursday, June 22 8-9pm (12)
 - Thursday, June 22 8-9:30pm (6)
 - Thursday, June 22 8-9:30pm (7)
 - Other (if you need 2 hours or more, or a different time) (8)
-

Free Time Number Would you be willing to run the free time activity more than once?

- Yes (1)
 - No (2)
-

Q126 What are your classroom or space as well as technology needs? (Consider needs for stadium seating classroom vs moveable desks/tables, computer hookups, printing, sewing machines, cameras, specific requests for cooking space, access to outdoors or paths, etc.) We will do our best to accommodate if possible.

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?

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

Page Break

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

Yes (1)

No (2)

Page Break

End of Block: Free Time Description

Start of Block: Free Time Support Details

Display This Question:

If Do you have any youth or adult free time support? This includes co-instructors, youth helpers, ad...
= Yes

FreeTimSupportNumber How many free time support people do you have names for at this time?

- 0. I know I will have support, but have no names at this time. (1)
- 1 (2)
- 2 (3)
- 3 (4)
- 4 (5)
- 5 (6)
- 6 (7)
- 7 (8)

End of Block: Free Time Support Details

Start of Block: Free Time Support 1

Supp1 Intro Enter the information for support contact 1

Supp1 A or Y Is this a youth or adult free time support?

- Youth (1)
 - Adult (2)
-

Supp1 ContactInfo Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4) _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp1 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 1

Start of Block: Free Time Support 2

Supp 2 Intro Enter the information for support contact 2 below

Supp2AorY Is this a youth or adult free time support?

- Youth (1)
 - Adult (2)
-

Supp2Contact Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4) _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp2VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 2

Start of Block: Free Time Support 3

Supp3 Intro Enter the information for support contact 3 below

Supp3 AorY Is this a youth or adult free time support?

- Youth (1)
 - Adult (2)
-

Supp3 Contact Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4) _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp3 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 3

Start of Block: Free Time Support 4

Supp4 Intro Enter the information for support contact 4 below

Supp4 A or Y Is this a youth or adult free time support?

- Youth (1)
 - Adult (2)
-

Supp4 Contact Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4) _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp 4 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 4

Start of Block: Free Time Support 5

Supp5 Intro Enter the information for support contact 5 below

Supp5 AorY Is this a youth or adult free time support?

- Youth (1)
 - Adult (2)
-

Supp5 Contact Free Time Support's contact information

First name (1) _____

Last name (2) _____

Email address (3) _____

Phone number (cell preferred) (4)

Page Break _____

Display This Question:

If Is this a youth or adult session support? = Adult

Supp5 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 5

Start of Block: Free Time Support 6

Supp6 Intro Enter the information for support contact 6 below

Supp6 AorY Is this a youth or adult free time support?

- Youth (1)
- Adult (2)

Supp6 Contact Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4)

Display This Question:

If Is this a youth or adult free time support? = Adult

Supp6 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 6

Start of Block: Free Time Support 7

Supp7 Intro Enter the information for support contact 7 below

Supp7 AorY Is this a youth or adult free time support?

- Youth (1)
- Adult (2)

Supp7 Contact Free Time Support's contact information

- First name (1) _____
- Last name (2) _____
- Email address (3) _____
- Phone number (cell preferred) (4)

Display This Question:

If Is this a youth or adult free time support? = Adult

Supp7 VSP Has this individual gone through the MSU Extension Volunteer Selection Process as a Gold volunteer OR is a MSU/MSU Extension staff member?

- Yes (1)
- Maybe (2)
- No (3)

End of Block: Free Time Support 7
