2013 4-H TEEN & ADULT HORSE LEADERS WORKSHOP
November 22-24, 2013

PLACE:
Kettunen Center, Tustin

TIME:
Registration: Friday, November 22, 2013, 4:30 to 5:30 p.m.
Saturday, November 23, 2013, 8:30-8:45 a.m.
Adjourn: Sunday, November 24, 2013, 1 p.m.

WORKSHOP COORDINATOR:
Taylor Fabus

COST:
The fee for 4-H volunteers and youth to attend this 3-day workshop is $81.00. Extension staff – including educators (agents), program associates and assistants – who brings a volunteer leader to the workshop will also be charged the reduced volunteer rate of $81.00. The remainder of their expenses will be covered by donations to the Michigan 4-H Foundation. This fee includes $68.50 toward meals and lodging and a $12.00 resource fee, which covers the average cost to the State 4-H office for educational materials, resource people and supplies for volunteer training workshops. All additional expenses for 4-H volunteers are from leader training funds provided by the Michigan 4-H Foundation.

The fee for all MSU Extension staff, including agents, program associates, assistants as well as personnel from other agencies is $165.00 which includes lodging, meals and resource fee. All fees must be prepaid at your local county MSU Extension office. Persons canceling without a replacement after November 13 will be charged the $12.00 resource fee. If an individual with a reservation (including resource people) does not attend a workshop without a substitute in his or her place and does not cancel in writing to ellerg@msu.edu through the State 4-H Office 48 hours before the start of the workshop (November 20, 2013), the county will be billed a "no-show" fee of $81.00.

REGISTRATION:
The 4-H workshop registration system has changed for the 2013-14 workshop season! We are now utilizing the event registration tool that is part of the Michigan State University Extension events management system. Registrations can now be made by individuals, families, and county staff. The new system also allows for credit card payments! Go to http://events.anr.msu.edu/4HLeadersHorse13 to register for this event.

Once registrations have been entered, workshop attendees who have not paid online with a credit card are still expected to send their payment to their county MSU Extension office or ANR Events Management at 446 W. Circle Dr. East Lansing, MI 48824, with a copy of their registration receipt. All fees must be prepaid at your local county MSU Extension office.
When county staff login to register other individuals, they will select the type of participant from the roster and register the person in the system.

**WHO SHOULD ATTEND?**
Older Youth (teen leaders--ages 14 as of January 1, 2014 to 19) and adult advisors (chaperones) interested in the 4-H Horse Project and activities. Those who attend should be willing to share the information and experience gained at the conference with others in their counties. Counties are encouraged to give first priority to new leaders and teen leaders, or those for whom this is their first Kettunen Center Conference.

**CONFERENCE OBJECTIVES:**
- To present information and ideas for club meetings and activities
- To provide subject matter that will help 4-H teen horse leaders become more effective leaders
- To exchange ideas on 4-H horse programs and events
- To provide an opportunity to meet 4-H members and leaders from other parts of the state
- To learn.

**WHAT TO BRING:**
Informal clothing, personal items, pencils, notebook, etc. Bedding and towels are furnished. Bring ideas to share.

**CHAPERONE RESPONSIBILITIES:**
Every county is responsible for designation of chaperones for youth coming to state off-campus 4-H events. Chaperones must be adults (aged 21 years old or older) who have gone through the MSU Extension Volunteer Selection Process. Chaperones are responsible for serving as role models for youth and for guiding youth behavior. All adults serving as chaperones during 4-H events should receive information about their chaperone role before the event. This could take place at a face-to-face meeting, over the phone or via mail. This offers an opportunity for chaperones to review the role of and expectations for event chaperones and to raise any questions or concerns they might have. A “4-H Event Chaperone Responsibilities” handout is available at the “Staff Resources for the Youth-Adult Housing Policy” web page: [http://4h.msue.msu.edu/4h/resources/4h_housing_policy](http://4h.msue.msu.edu/4h/resources/4h_housing_policy)

**YOUTH-ADULT HOUSING POLICY FOR 4-H OVERNIGHT EVENTS:**
To help ensure the safety and well-being of both youth and adults involved with Michigan 4-H, the “Youth-Adult Housing Policy for 4-H Overnight Events” was developed. This mandatory policy, which went into effect on January 1, 2008, applies to any Michigan 4-H–sponsored state-, regional-, multi-county-, county- or club-level overnight event where adults are housed with youth, such as workshops, events, fairs, exchanges, overnight trips, lock-ins and camps. The core of the policy states that youth can be housed with unrelated adult chaperones aged 21 and over (age as of date of event) at overnight 4-H events as long as the youth-adult ratio is at least two youth to one adult and the adults have been through the MSU Extension Volunteer Selection Process. Before any youth attends an overnight 4-H event, each youth’s parent or legal guardian must sign and return the 4-H Overnight Housing Parent/Guardian Permission Form (available from the county MSU Extension office). This form is kept on file at the county MSU Extension office and it is not sent to the State 4-H Office. Complete information on the policy is available at: [http://4h.msue.msu.edu/4h/resources/4h_housing_policy](http://4h.msue.msu.edu/4h/resources/4h_housing_policy)
REGISTERING YOUTH AGED 18, 19 OR 20:
In keeping with the Michigan 4-H Youth-Adult Policy for 4-H Overnight Events, any youth aged 18, 19 or 20 at the time of the event who is a registered 4-H member and who attends an event as a participant must not be housed with or share bathrooms with younger, unrelated youth unless he or she has completed a background check including one reference check and a criminal history check. The background check should be completed no more than once a year, unless circumstances warrant more frequent checks. When county staff registers a 4-H member 18, 19 or 20 years old on the MSU Extension 4-H Workshop Registration System, they will be asked if a background check has been completed for youth in this age bracket. The State 4-H Office will accept and process registrations only if a background check is completed. This form is kept in the county, and it is not sent to the State 4-H Office. Complete information on the policy is available at: http://4h.msue.msu.edu/4h/resources/4h_housing_policy

MEDIA RELEASE/MEDICAL TREATMENT AUTHORIZATION:
When registering for a statewide 4-H workshop, youth participants, aged 18 and under, must submit completed and signed Medical Treatment Authorization section of this form to their county MSU Extension offices. The forms are then sent to the workshop coordinator.

All workshop participants, teen and adult, are encouraged to complete the Media Release section of the form. This section authorizes Michigan State University Extension to record and photograph workshop participants and to use these photos and recordings in educational and promotional publications and programs.

SPONSORS:
This workshop is sponsored by the Michigan 4-H Foundation through a grant provided by the sources listed below. Please be sure to send your letter of appreciation to:

Donors to the Michigan 4-H Foundation

c/o Ms. Claudia Scioly President

Michigan 4-H Foundation

535 Chestnut Road, Room 240

East Lansing, MI 48824-6005

The 2013-2014 Michigan 4-H Volunteer Training Series is supported by the Michigan 4-H Foundation with gifts made in memory of Norman A. Brown, former Michigan 4-H State Director.

All participants are strongly encouraged to send a letter of appreciation to the above donors. Without their help, these conferences would not have been possible.

SMOKING REGULATIONS:
All persons are expected to adhere to Kettunen Center's smoking regulations. The use of tobacco is prohibited in all indoor space. Smoking areas are provided outside of the buildings. Youth participants are not allowed to use tobacco in any form.

CONDUCT POLICY:
Positive behavior is a key expectation for youth and adults participating in 4-H activities – behavior that reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Participants are expected to follow all workshop and event guidelines. Theft, vandalism, the use of illegal drugs and alcohol, inappropriate or threatening behavior that violates the rights of others, and other such offenses are strictly prohibited, and anyone involved with these offenses will immediately be sent home at his or
her own expense. If it is determined by 4-H staff or persons in charge of the activity that the offense warrants it, the offender will be turned over to the proper authorities. Participants are expected to take responsibility for their own actions and encouraged to talk to their chaperone if someone is mistreating them.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:
Accommodations may be requested by calling Taylor Fabus (517) 353-1748 three weeks prior to the workshop to ensure sufficient time to make arrangements. Requests received at this time will be met when possible.