4-H Mentoring Weekend 8 Code of Conduct

In order to attend the 4-H Mentoring Weekend 8, all participants (and parents/guardians if the participant is 17 years or younger) MUST sign the Code of Conduct.

1. Theft, vandalism, the use of illegal drugs and alcohol, leaving Kettunen Center without permission from the appropriate personnel, and other such offenses are strictly prohibited. Anyone involved with these offenses will immediately be sent home at his/her expense. Those engaged in illegal activities will be turned over to proper authorities. Repair costs for damages to property will be billed to the responsible parties.

2. Behaviors for which participants may be sent home include:
   A. Inappropriate physical touch
   B. Behavior that violates the rights of others
   C. Behavior that disrespects a person’s appearance, race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status, or veteran status. Disciplinary action will vary based on the degree of the offense and will be determined by the staff in charge of the program.

3. Youth participants (17 and under) may not use tobacco in any form.

4. Housing areas are set up as all female and all male. Participants may not be in the housing areas assigned to members of the opposite sex (bathrooms, floors, and rooms) except for brief delegation meetings arranged by select staff members.

5. Floor monitors must be on the floor whenever youth are in their rooms. Mentors may not bring youth to their rooms when floor monitors are not present.

6. All youth and adult participants must wear their provided name badges at all times. Exceptions are when participants are swimming, showering and sleeping.

7. Participants are responsible for their own belongings. Valuables, such as expensive jewelry and electronic devices, should be left at home. MSU, Kettunen Center, and 4-H are not responsible for any lost, stolen, and/or missing items.

8. Participants should dress casually, but neatly and appropriately, for the occasion.
   A. Shirt and shoes must be worn in eating areas.
   B. Those participating in low ropes activities must wear closed-toe and closed-heel shoes.
   C. For your own safety, participants should wear shoes rather than sandals during this weekend.

**All mentees are expected to:**

1. Attend all sessions for which they are registered. Attendance will be taken at each session.

2. Attend all floor meetings.

3. Be with their assigned chaperone and/or mentor until they are checked in to their assigned floor monitor. Each morning, youth must be checked out from their assigned floor monitor to their assigned chaperone and/or mentor.

4. Observe the assigned lights-out time. Floor monitors will do a bed-check nightly to account for each participant. Everyone should be quiet within his or her assigned room by 11 pm.

5. Stay in their assigned rooms. Unapproved room changes are not permitted. All room changes must be cleared with identified program staff.

6. A fee will be assessed to participants for missing linens.
All adult mentors/chaperones are expected to:

1. Attend all sessions for which they are registered. Attendance will be taken at each session.

2. Ensure that youth are at floor meetings. You may stay at the meeting and participate or leave during the meeting.

3. Arrange for another chaperone to monitor your mentee/youth if you will be away for any reason.

4. Find a floor monitor if your mentee is ill. No adult is allowed alone in a bedroom with a youth. If you are helping a youth settle in or pack, you must keep the door open and ensure that a floor monitor is present on the floor.

5. Check youth in with the floor monitor in the evening after the activities and check the youth out from the floor monitor in the morning before breakfast.

We understand that there are circumstances that prevent a mentor and mentee from attending the event together. For instance, peer mentors often mentor youth who do not meet the age requirements or a mentee’s mentor may be unavailable for the weekend of the event. We allow chaperoned groups of youth when they meet the following requirements.

1. Youth must be enrolled in a mentoring program and meet the age requirement
2. Youth must register and attend with a chaperone.
3. Chaperone’s must be screened mentors, volunteers or staff OR agree to go through the 4-H Volunteer Screening Process prior to the event.
4. The chaperone to youth ratio cannot exceed 1:4. The chaperone and youth will attend all workshops together.

In order to attend and participate in the 4-H Mentoring Weekend 8, all youth and adults must agree to adhere to the above stated policies, signified by written signature on the line below, followed by date. If attendants are under 18 years of age as of 7/17/2015 parent/guardian’s signature is also required.

I, ______________________________, have read and understand the 4-H Mentoring Weekend Code of Conduct. I agree to abide by all rules set forth, and understand the consequences which could incur if I do not abide.

Signature  ________________________________________________________________

Date ____________________________

Parent/Guardian Signature (required if above is 17 years or younger)

Signature  ________________________________________________________________

Date ____________________________

MSU is an affirmative-action, equal-opportunity employer. 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. Persons with disabilities have the right to request and receive reasonable accommodations.

Accommodations for persons with disabilities may be requested by contacting Taylor Deleeuw  deleeuwt@anr.msu.edu  517-353-3425 by July 3 to make arrangements. Requests received after this date will be fulfilled when possible.