

The Michigan 4-H Foundation
Leadership Training Center



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**MICHIGAN STATE UNIVERSITY EXTENSION
4-H SCIENCE ADULT AND TEEN VOLUNTEER WORKSHOP
March 9-10, 2013**

PLACE:

Kettunen Center, Tustin, Michigan

TIME:

Registration: Saturday, March 09, 2013, 10:00 a.m. -12:00 p.m.

Adjourn: Sunday, March 10, 2013, 3:00 p.m.

WORKSHOP COORDINATOR:

Jacob DeDecker

COST:

The fee for 4-H teens and volunteers to attend this 2-day workshop is \$61.00. Extension staff, including educators (agents), program associates and assistants, who bring a volunteer leader to the workshop, will also be charged the reduced volunteer rate of \$61.00. The remainder of their expenses will be covered by donations to the Michigan 4-H Foundation. This fee includes \$43.00 toward meals and lodging and an \$18.00 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 other expenses for 4-H volunteers are from leader training funds provided by donors to the Michigan 4-H Foundation. The fee for all Extension staff, including agents, program associates, assistants as well as personnel from other agencies is \$104.25 which includes lodging, meals and resource fee.

NOTE: For participants that wish to only participate in Saturday's activities, including the Engineering Design Challenge, a Saturday only registration fee of \$29.50 is available. This fee includes lunch, dinner and all components of Saturday's program.

Persons canceling without a replacement after March 1st will be charged the \$18.00 resource fee. If an individual with a reservation does not attend a workshop without a substitute in their place and does not cancel in writing to ellerg@msu.edu through the State 4-H office 48 hours (March 7, 2013) prior to the start of the workshop, (including resource people) the county will be billed a "no-show" fee of \$61.00.

REGISTRATION:

The 4-H workshop registration system has changed for the 2012-13 workshop season! We are now utilizing the event registration tool that is part of the ACCESS 4-H Online Management System. Registrations can now be made by individuals, families, and county staff. The new system also allows for credit card payments! Please use Workshop #115 when entering registrations at <https://enrollment.4-h.org/events/616/splash>. This URL can be shared with Volunteers and 4-H families. The new event registration system connects to the Access 4-H Online Enrollment Management System. Individuals

(youth or adults) who are enrolled in 4-H and entered into the ACCESS 4-H online system will have their event registration form “auto-populate” with basic information, thus saving time in the registration process. Individuals who are not associated with 4-H must contact their local 4-H extension office to be registered 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 the county MSU Extension office, with a copy of their registration receipt.

When county staff login to register other individuals, they can then choose to register an existing user or register a new user. When they use “register existing user” the registration form will be populated with their account information. New users should be given an OpenID to ensure they are included in all reports. When registering an existing member or volunteer, simply begin typing the last name and the template will populate with most of the member’s profile information. NOTE: the participant must already be in the Enrollment system for this to happen.

When individual members or volunteers sign in with their OpenID, the registration will automatically populate with their enrollment profile and then they can proceed to completing the rest of the registration form. If members or volunteers do not know their ACCESS 4-H Online Open ID and password, they are instructed to contact their local county MSU Extension office. County staff can either give the members and volunteers the required information, reset their password if necessary, or create an account for them if they are not in the system.

Registrations must be entered into the Michigan 4-H Event Registration System no later than midnight, Friday, March 1, 2013. This deadline will be strictly enforced, which means registrations received after this date will not be accepted.

PARTICIPANTS MUST PRE-REGISTER FOR SESSION CHOICES:

Participants must pre-register for sessions 1-12 which are broken out during each of the four different breakout sessions. Select your first choice breakout by inserting a check mark in the box under the breakout title and then in the second box, insert the number 1 (meaning this is your first choice). In the event this breakout is cancelled, we are asking you to select a second choice by inserting a check mark in the box under the breakout title and then in the second box, insert the number 2 (meaning this is your second choice). Continue to do this for the remaining breakouts but make sure you number them in order of preference. Due to the number of workshops where second choices have not been indicated, we are requiring you to number all the available breakouts in order of preference. If a second choice is not selected, you will be assigned a breakout with availability. A space is provided for the numbering sequence. Each individual will be placed in sessions based on preference and session availability.

WHO SHOULD ATTEND?

This workshop is for adult leaders and teen leaders (13 years and older). Staff is also welcome. We encourage individuals to car pool. Contact your county office for names of other persons attending the workshop.

OBJECTIVES:

- To teach and learn new information and skills within 4-H Youth Science Project areas (including animal sciences, plant sciences, environmental sciences, engineering, technology etc.)
- To learn how to teach and present science information in your project area that will result in greater youth interest, interaction, enjoyment and skill development
- Learn about new activities and programs for 4-H youth within your project area and others across 4-H Science programs.
- Opportunity to share with others from across the state with a common interest in 4-H Youth development and science projects
- To develop and encourage workshop participants to share and re-teach their knowledge with those in their respective counties.

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.

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.

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 a youth participant aged 18 and under for a workshop, **the participant's parents or guardians must complete and sign the Medical Treatment Authorization section of the form.** This form is then given to the county MSU Extension office, forwarded to the 4-H State office who in turn gives it to the workshop coordinator just before the event. Copies of the form can also be brought to the workshop. Youth without a form signed by a parent or legal guardian will not be allowed to stay at this overnight workshop.

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

WHAT TO BRING:

Personal items and comfortable clothes. Participants are asked to bring science related activities or resources that you have used and enjoy for display.

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
535 Chestnut Road, Room 240
East Lansing, MI 48824*

Support for the science literacy focus offered during the 2011-2012 4-H workshop season is provided by a grant to the Michigan 4-H Foundation from the **Rollin M. Gerstacker Foundation**

*Rollin M. Gerstacker Foundation
Attn: Mr. E. N. Brandt, Vice President
P. O. Box 1945
Midland, MI 48641-1945*

All participants are strongly encouraged to send a letter of appreciation to the above donor. Without their help, this workshop would not have been possible.

SMOKING REGULATIONS:

All persons are expected to follow Kettunen Center's smoking regulations. The use of tobacco is prohibited in all indoor spaces. 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 inform their chaperones or the workshop coordinator if another person is mistreating them.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:

Accommodations may be requested by calling Jake DeDecker at (517) 432-7604 three weeks before the workshop to ensure sufficient time to make arrangements. Requests received after this time will be met when possible.

**4-H SCIENCE LEADERS WORKSHOP
MARCH 09 - 10, 2013
KETTUNEN CENTER
Tentative Schedule**

SATURDAY, MARCH 9, 2013

10:00 a.m. - 12:00 p.m. **Workshop Registration**

12:00 p.m. **Lunch**

1:00 – 1:45 p.m. **Welcome and Overview**

1:45 – 2:00 p.m. **Break**

2:00 – 5:00 p.m. **Youth and Adult Engineering Design Challenge!** This session will test your competitive juices as you work in teams to design, build, test your design against others and win! We will use the 4-H junk Drawer Robotics curriculum to demonstrate how fun and easy it is to act like an engineer and teach youth important science concepts while learning life skills. Prizes will be given to the teams with the best designs!

5:30 p.m. **Dinner**

6:30 – 7:30 p.m. **WORKSHOP SESSION A**
1. Filmmaking and 4-H!
2. How to reveal the science in 4-H animal science projects
3. How to teach engineering concepts to youth - TechXcite

7:30 – 9:00 p.m. **Speed learning with several fun and quick science activities that can be done in lots of environments**

9:00 – 9:30 p.m. **The days summary – so what did we learn?**

9:30 – 11:00 p.m. **Free time to network and to check out the materials on display, also animal science learning lab scavenger hunt!**

11:00 p.m. **Lights out – quiet time**

SUNDAY, MARCH 10, 2013

7:30 - 8:30 a.m. **BREAKFAST**

8:45 - 10:00 a.m. **WORKSHOP SESSION B**
4. Power of the Wind
5. Awesome demonstrations that teach science to youth!
6. Go through a real GPS course and learn how to incorporate it into any

project

10:00 - 10:15 a.m.

Break

10:15 - 11:30 a.m.

WORKSHOP SESSION C

7. Awesome demonstrations that teach chemistry to youth!

8. Go through a real GPS course and learn how to incorporate it into any project

9. Become a Medieval Engineer by Building and Launching Trebuchets

12:00 - 1:00 p.m.

LUNCH

1:00 - 2:15 p.m.

WORKSHOP SESSION D

10. Awesome demonstrations that teach physics to youth!

11. Environmental science experiments

12. How to teach Science to Cloverbuds (youth ages 5-8)

2:15 - 2:30 p.m.

Break

2:30 – 3:00 p.m.

Wrap Up and Farewell

Schedule is tentative and is subject to change