



Tustin, MI 49688
The Michigan 4-H Foundation
Leadership Training Center

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MICHIGAN STATE UNIVERSITY EXTENSION
BUILD YOUR FUTURE: 4-H ENTREPRENEURSHIP & CAREER CONNECTIONS
April 13 –14, 2013

PLACE:

Kettunen Center, Tustin, MI

TIME:

Registration: Saturday, April 13, 9:30 – 10:30 a.m.

Adjourn: Sunday, April 14, 1:30 p.m.

WORKSHOP COORDINATOR:

Sara Keinath

COST:

The fee for 4-H teens and volunteers to attend this 2-day workshop is \$58.00. Extension staff – including educators, program associates, and assistants - who bring a volunteer leader to the workshop will be charged the reduced volunteer rate of \$58.00. The remainder of their expenses will be covered by donations to the Michigan 4-H Foundation. This fee includes \$43.00 towards meals and lodging and a \$15.00 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 educators and program coordinators, as well as personnel from other agencies is \$101.25, which includes lodging, meals and resource fee.

Persons canceling without a replacement after April 5th will be charged the \$15.00 resource fee. If an individual with a reservation does not attend a workshop without a substitute in their place and does not cancel through the State 4-H office 48 hours prior to the start of the workshop, April 11, (including resource people) the county will be billed a “no show” fee of \$101.25.

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/579/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, April 5, 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 A-Q which are broken out during each of the five 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 class fills up or 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. If you choose a two-part session, you must register for both breakout sessions in which the breakout is offered. A description of all the breakouts is provided online. Each individual will be placed in sessions based on preference and session availability.

WHO SHOULD ATTEND?

The conference is open to teens, 4-H members and non-members, aged 12 (by January 1, 2013) and older. The conference is also open to adult 4-H volunteers and youth educators and adults who work with youth in a variety of educational settings. The 2013 conference is for individuals who are willing to put into action the skills that they learn and knowledge that they gain. It is designed both for those interested in starting a project in the area of entrepreneurship and for those who would like to incorporate those ideas into their current clubs and projects. We encourage individuals to car pool. Contact your county office for names of other persons attending the workshop.

CONFERENCE OBJECTIVES:

Participants in the 2013 Build Your Future: 4-H Entrepreneurship and Career Connections Workshop will work with 4-H staff and volunteers to achieve the following objectives:

- Develop skills, knowledge and commitment in entrepreneurship, career exploration and financial literacy
- Meet and share ideas with 4-H volunteers from around the state.

- Make friends and have fun learning in a beautiful, natural setting in Northern Michigan.

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:

Comfortable clothing, ideas to share with others and enthusiasm! Bedding, linens and towels are provided. However, consider bringing an extra towel. If you plan on participating in outdoor activities, bring appropriate outerwear (warm coat, gloves, etc).

WORKSHOP 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 2012-2013 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 donors. 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 for adults only. 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 Sara Keinath (231) 779-9480 three weeks prior to the workshop to ensure sufficient time to make arrangements. Requests received at this time will be met when possible.

Build Your Future: 4-H Entrepreneurship & Career Connections

April 13-14, 2013

Kettunen Center

Tentative Schedule

SATURDAY

- 9:30 – 10:30 a.m. Registration
- 11:00 – 12:15 a.m. Opening Session for all participants
- 12:15 – 1:15 p.m. Lunch
- 1:30 - 3:00 p.m. Session #1
A. Skills -> Choices -> Careers
B. Entrepreneur Chat
C. Résumé Writing
D. My 4-H Project, a Business - Where Do I Start?
- 3:00 – 3:15 p.m. Break
- 3:15 – 4:45 p.m. Session #2
E. Is College *REALLY* Worth the Money?
F. Starting a Food Business in Your Home Kitchen
G. Money for Higher Education – Career FUNds
H. Entrepreneur Chat
- 4:45 – 5:15 p.m. Free Time
- 5:15 – 6:15 p.m. Dinner
- 6:30 – 8:00 p.m. Session #3
I. Putting the Pieces Together
J. Money, Money, Money – Make It and KEEP It
K. Interviews for Success
L. Explore the Hidden Job Market
- 8:30 – 10:30 p.m. Evening Recreation
- 11:00 p.m. Teen Bed Check & Quiet Time

SUNDAY

- 7:15 – 8:15 a.m. Breakfast
- 8:30 – 9:45 a.m. Session #4
M-1. Exploring Careers that Interest You
N-1. Turn Your Passions into Profits
O. Build Your Future Through Portfolios
P. Thank You, Thank You, Thank You

9:45 – 10:00 a.m.	Break
10:00 – 11:15 a.m.	Session #5 M-2. Exploring Careers that Interest You (<i>continued</i>) N-2. Turn Your Passions into Profits (<i>continued</i>) J. Money, Money, Money – Make It and KEEP It Q. Pathways to Success
11:30 – 12:30 p.m.	Conference Closing Session for all participants
12:30 – 1:30 p.m.	Lunch

Have a Safe Trip Home!

SESSION CHOICE DESCRIPTIONS

Participants must pre-register for sessions A-Q which are broken out during each of the five 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 class fills up or 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. If you choose a two-part session, you must register for both breakout sessions in which the breakout is offered. A description of all the breakouts is provided online. Each individual will be placed in sessions based on preference and session availability.

A. Skills -> Choices -> Careers - When making job and career choices, it is important to first identify one's skills. Participants will learn how to document the skills they have learned through 4-H projects along with skills acquired through school and any extra-curricular activities. Youth will then match their skills and personal interests with Michigan's six career pathways. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H Career Exploration and Workforce Preparation (4-H CEWP) work team!* **Instructors: Deb Barrett and Janice Zerbe**

B. Entrepreneur Chat - Join an informal chat with an entrepreneur who has actually started and run his own business. Jesse LaCross has experienced the "bumps in the road" to making a business successful. Join him as he shares the advantages and disadvantages of owning your own business. Bring your questions! **Instructor: Jesse LaCross**

C. Résumé Writing - Do you need a résumé or do you have one that needs updating? Résumés can open the door to new job opportunities. Learn how to market yourself and leave a positive impression to improve your employment potential. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!* **Instructor: Kathy Jamieson**

D. My 4-H Project, a Business - Where Do I Start? - I can't even spell Entrepreneurship, let alone do it...what is it, why should I do it, where oh where do I start???? We will share some of the different programs we have created with entrepreneurship in Barry County, some of the 4-H projects used as entrepreneurship projects and some of the community partnerships we have formed as a result of our program. **Instructor: Kathy Pennington and the Barry County 4-H Entrepreneurship Team**

E. Is College REALLY Worth The Money? - Vocational training and college are EXPENSIVE; are they *really* worth the money? Explore what you can expect to make when you initially enter the workforce. Then investigate how much you can earn over your lifetime. You just might be surprised! *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!* **Instructor: Barb Duvall**

F. Starting a Food Business in Your Home Kitchen - Do you have a favorite family recipe that you think you should make and sell? The Michigan Cottage Food Law allows you to manufacture, store and sell certain types of foods in an unlicensed home kitchen. Find out what foods can be legally produced, how much money you are allowed to make under this law, what type of residence qualifies, and how to label, package and sell your product. **Instructor: Diane Smith**

G. Money For Higher Education – Career FUNds - Do you know the different ways to pay for higher education (college, trade school, etc.)? The cost of higher education is rising and there are various ways to pay for it. Come learn how to pay for higher education to help meet your educational goals. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!*
Instructors: Frank Cox and Melissa Payk

H. Entrepreneur Chat - Annette Kleinschmit thinks like an entrepreneur. She wanted to increase her income and knew she had skills others wanted. Hear how she came to the decision to start her own business and the steps she took. Bring your questions to this informal chat! **Instructor: Annette Kleinschmit**

I. Putting the Pieces Together - Do you have a career, business, or personal goal? Create a collage to help you set those short, intermediate, and long-term goals and identify the steps to make your goal a reality! Display the final product in your locker, mirror, or bulletin board. This is a great activity to use with any goal you have for your future! *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!* **Instructors: Laurie Rivetto and Bev Przystas**

J. Money, Money, Money – Make It and KEEP It - You've worked hard to earn that money; now learn how to manage it wisely. Learn a few tips and tricks as a teenager that will literally pay off for the rest of your life! **Instructor: Barb Duvall**

K. Interviews for Success - Through hands-on activities, learn why interviews matter, some do's and don'ts of interviews, and all about appropriate interview attire. Develop and practice your individual 30-second pitch, gain proper handshaking experience and learn oodles of tips for having a positive interview experience! **Instructors: Deb Barrett and Janice Zerbe**

L. Explore the Hidden Job Market - Did you know most jobs are never advertised? Learn how to discover the hidden job market and gain an edge over your competition. Have fun participating in a job search scavenger hunt and networking with your peers. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!* **Instructors: Kathy Jamieson and Frank Cox**

M-1 and M-2. Exploring Careers that Interest You (double session) - What do you want to be when you grow up? Deciding what type of career to pursue involves understanding the skills and requirements needed for various careers, and how they fit with your personal characteristics, qualities, skills, and abilities. Researching careers that might suit you will give you a great deal of information to help you plan your future. Participants are encouraged but not required to take Skills -> Choices -> Careers in Session #1 to assist in this session. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!*
Instructor: Dave Radloff

N-1 and N-2. Turn Your Passions Into Profits (double session) - Do you want to create your own business? Are you interested in being a young entrepreneur? Learn the basics of business planning. Compete with your peers in building a simulated card house business and explore different forms of businesses. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP Preparation work team!* **Instructors: Kathy Jamieson and Melissa Payk**

O. Build Your Future through Portfolios - Portfolios are used in the world of work as a communication tool to demonstrate your skills to potential employers. Participants will learn to identify different types of portfolios and begin to identify their own exhibits to include in a personal portfolio. It is encouraged but not required that participants take the Skills -> Choices -> Careers session first. *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!*
Instructors: Deb Barrett and Janice Zerbe

P. Thank You, Thank You, Thank You - Every successful person has many people to thank in their life! In this session, learn all the places that thank-you notes are useful and experience the 7-step recipe for a perfect thank-you note. Come with a person or organization to thank in mind and leave with a ready-to-go thank you note! **Instructor: Laurie Rivetto**

Q. Pathways to Success - Kim and Justin need your help! You will have the chance to hear about their experiences in their new jobs and help them resolve some common career challenges. In the process, you will be better equipped to handle these same issues in your life! *This session features a lesson from the new 4-H Careers Curriculum, written by the Michigan 4-H CEWP work team!* **Instructors: Laurie Rivetto and Bev Przystas**

RESOURCE PERSONS:

Sara Keinath, 4-H Youth Development, MSU Extension, Workshop Coordinator
Deb Barrett, 4-H Youth Development, MSU Extension, Berrien County
Frank Cox, 4-H Youth Development, MSU Extension, Muskegon County
Barb Duvall, 4-H Youth Development, MSU Extension, Leelanau County
Kathy Jamieson, 4-H Youth Development, MSU Extension, Macomb County
Annette Kleinschmit, Entrepreneur, The eOffice, Leelanau County
Jesse LaCross, Entrepreneur, LaCross Landscaping, Leelanau County
Melissa Payk, 4-H Youth Development, MSU Extension, Tuscola County
Kathy Pennington, 4-H Youth Development, MSU Extension, Barry County
Bed Przystas, 4-H Youth Development, MSU Extension, Gladwin County
Dave Radloff, 4-H Youth Development, MSU Extension, Delta County
Laurie Rivetto, 4-H Youth Development, MSU Extension, Wayne County
Diane Smith, Sustainable Community & Economic Development, MSU Extension, Ionia County
Janice Zerbe, 4-H Youth Development, MSU Extension, Van Buren County