MSU Extension 4-H Great Lakes & Natural Resources Camp Program Handbook

Participant Safety

The physical and emotional safety and well-being of the youth participants at 4-H Great Lakes & Natural Resources Camp (generally referred to hereafter as “this program”) are high priorities for MSU Extension and Michigan State University. Please see the Michigan 4-H Youth Code of Conduct and 4-H Great Lakes & Natural Resources Camp Rules for information on measures designed to keep MSU Extension youth participants safe while they’re at the event.

These conduct and safety policies and procedures meet or exceed the MSU (Michigan State University) requirements regarding all programs involving minors on campus. More information about the policy is available at [*http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm*](http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm)*.*

Contact Information & Emergency Procedures

Participant Cell Phones – Please Leave at Home

Camper cell phones are not allowed at this program since cell phones can easily be a distraction and disruption that impede campers’ full participation. Participants found with cell phones will be subject to disciplinary action.

If There’s an Emergency at Home

If an emergency arises at home, a message will be relayed to the camp participant and phone access will be arranged by the camp director so the call can be returned. Emergency contact information follows: Camp caretaker’s office: 989-595-6752; Presque Isle County Sheriff’s Office: 989-734-2156

If There’s a Medical Emergency During This Program

If a camp participant gets sick or hurt during this program, the parent or guardian will be contacted immediately using the contact information on the camp Medical Treatment Authorization form. Messages will be left seeking a return call if there is no answer, and the next number will be called.

Depending on the medical concern, a parent or guardian will be asked to determine whether and what level of treatment will be sought during the program or if they wish to delay further medical treatment or advice until the participant returns home.

A health officer will be on-site during the entire time of camp. Further medical care will be arranged as needed. If further medical care is sought, the cost of treatment will be billed to the parent or guardian.

If a participant has to leave this program early for health or family emergency reasons, the parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when the parent or guardian is notified and he or she arrives with proper identification, the participant will be separated from program activities and remain under staff supervision.

Michigan 4-H Youth Code of Conduct &

4-H Great Lakes & Natural Resources Camp Rules

This section outlines the Michigan 4-H Youth Code of Conduct and rules specific to 4-H Great Lakes & Natural Resources Camp. (There is a slightly different version of the Code of Conduct for adults.) All participants, volunteers and staff members are expected to abide by the code of conduct, the event rules and all other MSU regulations in order to attend this program. Everyone involved in this program must sign an agreement stating they’ve read, understand and agree to the Michigan 4-H Code of Conduct and program rules in order to be allowed to participate in the program.

Michigan 4-H Youth Code of Conduct

Participation in Michigan 4-H programs is subject to the observance of the program rules. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the activity he or she is participating in (at his or her own expense) or the entire 4-H program. Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the MSU Extension staff.

Youth in a Michigan 4-H program will:

* Show respect for, and cooperate with, fellow members, volunteers and staff. Refrain from using vulgar language such as swearing.
* Treat all property with respect. Repair costs for damage incurred to property will be billed to those responsible. Theft or vandalism is strictly prohibited.
* Follow 4-H policies and procedures when participating in any 4-H sponsored event.
* Be responsible for your own belongings. 4-H Youth Development is not responsible for any lost or missing items.
* Under no circumstances, commit or threaten violence toward any individual, group or the program.
* Under no circumstances, possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension 4-H youth activity or event.
* Under no circumstances, attend or participate in an MSU Extension 4-H youth activity or event under the influence of alcohol and/or controlled substances including tobacco, electronic cigarettes, etc.
* Under no circumstances, bring dangerous or unauthorized materials (such as explosives, weapons or similar items) to an MSU Extension 4-H youth activity or event.
* Abstain from harassment or bullying of another participant, volunteer or staff member (either in face to face interactions, through social media or other communication venues), particularly when the behavior is disrespectful as regards a person’s gender, race, age, sexual orientation, religion, national origin, disability, political beliefs, marital status, family status, or veteran status, or appearance.
* Abstain from inappropriate sexual behavior including intimate physical/sexual contact. Abstain from using cameras and other digital recording devices in restrooms and other areas where privacy is expected.
* Not cheat or falsely represent efforts related to 4-H project activities.

4-H Great Lakes & Natural Resource Camp Event Rules

Participants at this program must agree to abide by the event-specific rules that follow.

General Rules

* Be on time and ready for camp daily routines such as waking up, flag raising/lowering, meals, class sessions, bedtime.
* Actively participate in program offerings.
* Do not bring a cell phone to camp (campers only). Camp staff and counselors may have cell phones or emergency use.
* Wear name badge visibly around your neck at all times except when swimming, showering or sleeping.
* Turn in all medicines (prescription and over-the-counter) upon arrival to the camp Health Officer. The Health Officer will label and dispense all medication; it will be returned to you at checkout.
* Maintain your own personal hygiene by showering, etc. but don’t take an unfair amount of time in the bathhouse!
* Drink lots of water because of our intense outdoor activity during camp!
* Be safe at ALL times. Horseplay of any form (pranks, climbing on the roof, throwing people in the water, moving the bunkhouse furniture, etc.) is not acceptable or responsible behavior.
* Wear appropriate clothing and footwear required for the activities you are doing. Always wear shoes, except when swimming. Shirt and shoes must be worn in the dining hall. Wear swimsuits only for swimming and not as regular clothing. Unacceptable attire includes clothing that:
* Conveys a violent, offensive or obscene message or image.
* Promotes use of an illegal substance.
* Exposes undergarments or excessively exposes the body. (Bathing suits should be in good taste.)
* Campers and Counselor may not go to the lake unless with a member of the staff on supervised activities or with special permission of the Camp Director.
* Leave valuables, such as expensive jewelry and electronic devices, at home.
* Don’t have pop and candy; these are not allowed in camper’s cabin areas or the camp’s grounds. (Enough great meals and desserts are provided that you do not need candy or other treats. Keeping food out of the bunkhouses makes sure that your cabin does not have wildlife coming in to visit at all hours of the day and night!)
* Keep your sleeping area, the cabins and the whole camp clean and organized.
* Do not leave the program grounds except for field trips arranged as part of the program under the supervision of event staff. During off-site activities, remain with your group unless you have other permission from the staff member in charge.
* When on field trips, follow all instructions of van drivers and wear your seatbelt. Keep voices at a normal level. Be a positive ambassador for MSU and 4-H and leave a good impression.
* Do not gamble for money or for any other items or behaviors.
* You may not have firearms or weapons of any kind while at camp, including a jack-knife or filet knife. Staff members will be sure you have the equipment you need for each learning session (including fish cleaning and shooting sports).
* Dress appropriately for the program schedule.
* Report ANY illness or injury immediately to the camp Health Officer.
* Report accidents or emergencies immediately to the camp director.

Housing Policies & Regulations

The policies and regulations listed in this section cover curfews, visitors and housing assignments. The housing assignment policy conforms with the Michigan 4-H Youth Development Youth-Adult Overnight Housing Policy *(4h.msue.msu.edu/resources/4h\_housing\_policy).*

Curfew

All 4-H Great Lakes & Natural Resource Camp participants are expected to:

* Be in your assigned cabin for the night at the time of “lights out,” at 30 minutes after campfire or the last evening program (11-11:15 p.m. each night). All campers will be accounted for each night by camp counselors and staff.
* Quiet hours are from 11:15 p.m. to 7 a.m. Everyone is to be in his or her own assigned cabin during these hours. (Exceptions apply for those needing to awake earlier for early bird activities such as charter fishing, Lake Esau or dock fishing, and polar bear swim).

**Housing Assignments**

Housing areas are designated either “females only” or “males only.” Participants are not allowed in the housing or bathhouses of the opposite gender.

Visitors

Participants may not have visitors during this program who are not associated with the event.

Consequences for Misbehavior

Youth Participants

Disciplinary action can range from discussion and verbal warning, to the signing of a Disciplinary Action Form, to immediate dismissal. If youth misbehave seriously enough during this program that a parent or guardian needs to be involved, the parent or guardian will be contacted either by the youth – while under the supervision of the camp director – or directly by the camp director. The parent or guardian will be informed of what has happened and what the follow-up action will be. The possible consequences include that the youth is:

* Given a second chance, with a clear understanding of the behavior expected.
* Dismissed immediately from the event at the parents or guardian’s expense.
* Prohibited from participating in other MSU programs.
* Turned over to the appropriate law enforcement authority.

If a youth is dismissed early from this program, a parent or guardian is expected to arrange for timely pick up and to incur any related expenses. During the time between when the parent or guardian is notified and he or she arrives at the event location with proper identification, the youth will be separated from the program activities and remain under staff supervision. In extreme circumstances, the youth may be turned over to local authorities during the wait time before pick up occurs.

Adult Participants

Disciplinary action can range from a discussion and verbal warning to immediate dismissal from the event. If inappropriate behavior continues after behavior expectations have been reviewed with the adult participant and a warning has been issued, the adult will be asked to leave the event immediately at his or her own expense and arrangement. The offending adult may also be prohibited from being involved with other MSU programs. If a law violation is involved, the adult will be turned over to the appropriate law enforcement authority.

The camp director will work with other staff as needed to find a replacement for the offending adult in his or her role at camp.