

The Michigan 4-H Foundation
Leadership Training Center



Tustin, MI 49688
Phone: (231) 829-3421
FAX: (231) 829-3633

2009 4-H ADULT HORSE LEADERS WORKSHOP
November 20-22, 2009

PLACE:

Kettunen Center, Tustin

TIME:

Registration - Friday, November 20, 2009, 4:30 to 5:30 p.m.

Saturday, November 21, 2009, 8:30-8:45 a.m.

Adjourn - Sunday, November 22, 2009, 1 p.m.

WORKSHOP COORDINATOR:

Karen Waite

COST:

4-H volunteers pay \$67.00. This fee includes \$55.00 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.

MSU Extension staff, including agents, program associates, assistants, who bring at least one volunteer to the workshop, attend the workshop at the volunteer rate of \$67.00. All other MSU Extension staff and personnel from other agencies is \$151.00 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 11, will be charged the \$12.00 resource fee. Anyone who does not cancel with the State 4-H office 48 hours prior to the start of the workshop (including resource people) will be billed a "no-show" fee of \$67.00.

RESERVATIONS:

County reservations should be received in your County Extension office no later than November 6, 2009. Please use workshop **#705** when entering registrations on the MSUE 4-H Workshop Registration System. Reservations are made on a first-come, first-serve basis. This deadline will be strictly enforced. You do not have to pre-register for any sessions. Married couples are encouraged to attend; but since accommodations for couples cannot be reserved, they should pack separately and plan to stay in dorms.

WHO SHOULD ATTEND:

This conference is designed for adult 4-H horse leaders (19 years old and over). Leaders who attend should be willing to assist other leaders in the county, and be willing to share the information and experience gained at the conference with others in their county. Extension 4-H Youth agents and program assistants are encouraged to attend with their leaders.

OBJECTIVES:

The conference will be an exciting and educational weekend designed to prepare the participants to work as team members with other volunteer 4-H leaders and Extension 4-H staff; to learn more effective teaching methods; identify subject matter resources; make learning fun for youth and adults;

set learning goals and evaluate programs and assess programs from other counties and states.

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://web1.msue.msu.edu/msue/cyf/youth/downloads/housingpolicy/index.html>.

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://web1.msue.msu.edu/msue/cyf/youth/downloads/housingpolicy/index.html>.

REGISTERING YOUTH AGED 18, 19 OR 20:

In keeping with the new *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://web1.msue.msu.edu/msue/cyf/youth/downloads/housingpolicy/index.html>.

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 the form to their county MSU Extension offices. The forms will then be 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.

WHAT TO BRING:

Club leaders are asked to bring any novel teaching methods they have used (such as exhibits,

skits, displays, demonstrations, panel and other ideas) to share with the rest of the group. If you have a good idea, plan to bring 150 copies of the idea on a sheet, complete with the name and address of the person to contact. Also bring personal articles, pencil or pen, and a notebook. Bedding and towels are furnished.

SPONSORS:

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

*Donors to the Michigan 4-H Foundation
c/o Jamey Fitzpatrick, President
240 Spartan Way
East Lansing, MI 48824-6005*

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 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.

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 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.

Resource People to be announced

4-H HORSE ADULT LEADERS CONFERENCE

Kettunen Center
November 20-22, 2009

Friday, November 20, 2009

4:30 - 5:30 pm Registration - Main Lobby

5:30 - 6:30 pm DINNER

6:30 - 7:30 pm Ice Breaker

7:30 - 10:00 pm **Settle in, Relax, Social time**
Bring videos of your club activities to share! - Lobby of Main Lodge

PLEASE OBSERVE QUIET HOURS AFTER MIDNIGHT

Saturday, November 21, 2009

7:30 - 8:30 am BREAKFAST

8:30 - 8:45 am Registration Cont'd

8:45 - 9:00 am **Welcome**
Conference Center Information & Instructions
Conference Center Staff person
Taylor Fabus, MSU

9:00 - 10:00 am Breakout Sessions:
A. Show Clothes On A Budget – Melva Thayer
B. Equine Massage Hands on People – Kathy Glew
C. Horse Adult Leader Training Educational Resource (HALTER)
– Karen Waite

10:00 - 10:15 am BREAK

10:15 - 11:15 am Breakout Sessions:
A. Show Clothes On A Budget – Melva Thayer
B. Equine Massage Hands on People – Kathy Glew
C. Horse Adult Leader Training Educational Resource (HALTER)
– Karen Waite

11:15 - 12:15 pm **Assessing Equine Welfare** – Taylor Fabus

12:15 - 1:15 pm LUNCH

1:15 – 2:45 pm Judges Round Table

2:45 – 3:45 pm Breakout Sessions:
D. Perfecting the Patterns
E. All About Bits - Audrey Karnes
F. Checking Out Used Saddles - Kathy Glew

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|-----------------|---|
| 3:45 – 4:00 pm | BREAK |
| 4:00 – 5:00 pm | Breakout Sessions: D. Perfecting the Patterns E. All About Bits - Audrey Karnes F. Checking Out Used Saddles - Kathy Glew |
| 5:00 - 6:00 pm | How to Successfully Run Your Horse Show |
| 6:00 – 7:00 pm | Dinner |
| 7:00 - 8:30 pm | |
| 9:00 – 11:00 pm | Social Time, Fire by Lake etc. |

PLEASE OBSERVE QUIET HOURS AFTER MIDNIGHT

Sunday, November 22, 2009

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| 7:30 - 8:30am | BREAKFAST |
| 8:30 - 8:45am | Inspirational Service - Gerber |
| 8:45 - 9:45 am | |
| 9:50 - 11:00 am | Veterinary Update |
| 11:00 am-12:00 pm | Troubled Kids with 4-H Horses – Doug Lewis |
| 12:00-12:15 pm | Closing Remarks – Evaluations etc. – Member Leader Training Committee |
| 12:15-1:00pm | LUNCH |

Happy trails to you!! Have a safe trip home!!