

The Michigan 4-H Foundation
Leadership Training Center



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

**MICHIGAN STATE UNIVERSITY EXTENSION
4-H RABBIT & CAVY LEADERS WORKSHOP
November 13-14, 2009**

PLACE:

Kettunen Center, Tustin, MI

TIME:

Registration – Friday, November 13, 4:00 to 6:00 p.m.
Adjourn - Saturday, November 14, 3:00 p.m.

COST:

The fee for 4-H volunteers who attend this 2-day workshop is \$42.50. Extension staff, including educators (agents), program associates and assistants, who bring a volunteer leader to the workshop, will be charged the reduced volunteer rate of \$42.50. The remainder of their expenses will be covered by donations to the Michigan 4-H Foundation. This fee includes \$27.50 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.

The fee for all MSU Extension staff, including educators, program associates and assistants who do not bring a leader is \$84.75. This fee includes \$69.75 toward meals and lodging plus the \$15.00 materials and resource fee listed above. This includes personnel from other agencies. All fees must be prepaid at your local MSU Extension office, except select option fees which will be collected at Kettunen Center during registration. **Persons canceling without a replacement, after November 4th, 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 (November 11, 2009) prior to the start of the workshop, (including resource people) the county will be billed a “no show” fee of \$42.50.

RESERVATIONS:

Reservations should be received in the county MSU Extension office by October 30, 2009. Reservations are made on a first-come, first-served basis. Please use workshop **#704** when entering registrations on the MSUE 4-H Workshop Registration System. This deadline will be strictly enforced, which means registrations received after this date will not be accepted. **Participants will select sessions at the conference.**

WHO SHOULD ATTEND:

4-H adult leaders and teen leaders (13 years and older) interested in the rabbit project and who are willing to share the information and experiences gained at the conference with others in their counties. Staff are welcome. We encourage individuals to car pool. Contact your county office for names of other persons attending the workshop.

CONFERENCE OBJECTIVES:

- To present new ideas, activities, and approaches to the rabbit project

- To exchange ideas that work
- To identify some of the problems in the rabbit project and how to improve them
- To identify suitable and exciting programs in rabbits for your club members
- To identify the local resources in rabbits

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 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, which sends it to the workshop coordinator. 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. Pencils, notebooks, a copy of your county record book, lots of questions and ideas. Bedding and towels are provided.

NOTE: There will be a small charge for those who wish to participate in the craft sessions. Some sessions will be limited. Priorities will be given to one individual per county.

SPONSORS:

This workshop is sponsored by the Michigan 4-H Foundation through a grant provided by the sources 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 follow Kettunen Center's smoking regulations. The use of tobacco is prohibited in all indoor spaces. 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.

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 RABBIT AND CAVY WORKSHOP
November 13-14, 2009
Kettunen Center, Tustin, Michigan
Tentative Schedule

FRIDAY, NOVEMBER 13, 2009

4:00 – 6:00 p.m. Workshop Registration

6:00 – 7:00 p.m. Dinner

7:15 – 7:30 p.m. Welcome

7:30 – 8:30 p.m. **GENERAL ASSEMBLY – Diseases**

8:45 – 10:00 p.m. Fun and Games

11:00 p.m. Lights Out – Quiet Time

SATURDAY, NOVEMBER 14, 2009

7:00 – 8:15 a.m. Breakfast

8:30 – 9:30 a.m. **WORKSHOP SESSION #1**
A. Rabbit Showmanship
B. Cavy Showmanship
C. Meat Pen Selection
D. Feeds
E. Nest Box Building

9:30 – 9:45 a.m. Break

9:45 – 10:45 a.m. **WORKSHOP SESSION #2**
F. Rabbit Breed Judging
G. Cavy Breed Judging
H. Tan Your Hide
I. Wool Breeds
J. State Awards

10:45 – 11:00 a.m. Break

11:00 – 12:00 p.m. **WORKSHOP SESSION #3**
K. 101 Rabbits/Make Your Own Resources
L. Rabbit Showmanship – Repeat
M. Feeds – Repeat
N. Cage Building and Supplies
O. Fun With Karl

12:00 – 1:00 p.m. Lunch

1:15 – 2:30 p.m. **GENERAL ASSEMBLY – Ask the Expert Panel Discussion**

2:30 – 3:00 p.m. Closing and Farewell