

The Michigan 4-H Foundation  
Leadership Training Center



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**MICHIGAN STATE UNIVERSITY EXTENSION  
4-H VETERINARY SCIENCE TEEN & ADULT VOLUNTEER LEADERS WORKSHOP  
February 24-25, 2012**

**PLACE:**

Kettunen Center, Tustin Michigan

**TIME:**

Start Time: Friday, February 24, 2012 -- 5 to 6 p.m.

Adjourn: Saturday, February 25, 2012 -- 3:00 p.m.

**WORKSHOP COORDINATOR:**

Ken Geuns

**COST:**

The fee for 4-H members and 4-H volunteers to attend this 2-day workshop is \$51.25. MSU 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 \$51.25. The remainder of their expenses will be covered by donations to the Michigan 4-H Foundation. This fee includes \$33.25 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, supplies for volunteer training workshops, and support for the Michigan 4-H veterinary science program.

The fee for all MSU Extension staff, including agents, program associates, assistants who do not bring a leader is \$75.50. The fee for personnel from other agencies is also \$75.50 which includes meals, lodging and the \$18.00 resource fee. All fees must be prepaid at your local county MSU Extension office. Persons canceling without a replacement, after February 16, will be charged the \$18.00 resource fee. Anyone (including resource people and staff) who does not cancel in writing to [ellerg@msu.edu](mailto:ellerg@msu.edu) 48 hours, February 22<sup>nd</sup>, before the workshop will be billed a \$51.25 "no-show" fee.

**RESERVATIONS:**

Reservations should be received in the county MSU Extension office by February 10. This deadline will be strictly enforced, which means registrations received after this date will not be accepted.

Reservations are made on a first-come, first-served basis. Please use workshop #907 when registering on the MSUE 4-H Workshop Registration System. You do not need to pre-register for individual sessions.

**WHO SHOULD ATTEND?:**

This workshop is for older youth (13 years by January 1, 2012), teen leaders and adult leaders interested in furthering the success of local and county livestock programs and all MSU Extension staff. This workshop is designed to benefit persons already experienced in the program, as well as those who contemplate establishing programs. Participants are expected to attend sessions, encouraged to ask

questions, and to share the information with others in your home county. In addition, participants are expected to take the information that they have gained at this workshop and share it with others in their local county and club programs.

#### **CONFERENCE OBJECTIVES:**

- To present new ideas, activities and approaches to the 4-H Veterinary Science Program
- To give conference participants opportunities to explore new ideas in-depth and get a “hands-on” experience.

#### **H.E.A.R.T OF 4-H: HELPING ELDERLY AND ANIMALS RESIDE TOGETHER:**

Many elderly have pets but do not have the money or ability to go to the store to buy food for these pets. This program was started last year to help supply the elderly with pet food so that they can keep these animals that are often their best friends. This program operates by having people donate food that is then taken to Senior Services and distributed with the Meals on Wheels program. This year at the Veterinary Science Workshop, pet food is being collected. If you would like to bring a bag of dog or cat food, it would be greatly appreciated! Our hope is that each family would bring a bag of food. There will be a place to drop the food off once you arrive. Thanks again!

If you have any questions contact Andrew Weaver at 989-708-2557 or email him at [weavera7@msu.edu](mailto:weavera7@msu.edu):

#### **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](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](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](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.

### **SPONSORS:**

This workshop is sponsored by the Michigan 4-H Foundation through a grant provided by the sources listed below:

*Donors to the Michigan 4-H Foundation  
c/o Mr. Smallwood Holoman Jr., President  
240 Spartan Way  
East Lansing, MI 48824-6005*

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 Ken Geuns at (517) 353-2924 or e-mail to [geuns@msu.edu](mailto:geuns@msu.edu) three weeks before the workshop to ensure sufficient time to make arrangements. Requests received after this time will be met when possible.



7:30 – 8:15 am	BREAKFAST
8:15 - 8:50 am	Animal Care and Welfare Issues
9:00 - 9:50 am	<p><b>Choose one of the following:</b></p> <ol style="list-style-type: none"> <li>1. Science, Animals, Medicine and YOU! (SAMY) – Focus on Forensic Medicine Science</li> <li>2. Horse Health Issues in Michigan Today</li> <li>3. Skeletal Problems in Dogs and Cats</li> <li>4. How Do I Get Into Vet School?</li> <li>5. Artificial Insemination with Beef and Dairy Cattle</li> </ol>
10:00 - 10:50 am	<p><b>Choose one of the following:</b></p> <ol style="list-style-type: none"> <li>6. Science, Animals, Medicine and YOU! (SAMY) – Focus on Suturing</li> <li>7. Livestock Handling</li> <li>8. Dissection: What is that organ?</li> <li>9. How Do I Become a Veterinary Technician?</li> <li>10. Transporting Your Animals: What tests do they need?</li> </ol>
11:00 - 11:50 am	<p><b>Choose one of the following:</b></p> <p>Repeat sessions 1, 2, 3, 4, 5</p>
Noon - 1:00 pm	LUNCH
1:00 - 1:50 pm	<p><b>Choose one of the following:</b></p> <p>Repeat sessions 6, 7, 8, 9, 10</p>
2:00 - 2:50 pm	Ask the Vets, and Vet Students! -- Panel Discussion Lakeview Room
2:50 - 3:00 pm	Wrap-up, Evaluations, Thank You Notes and Adjourn