

**4-H Capitol Experience Program Handbook
of Michigan State University Operational Requirements
March 17-19, 2024**



MSU Operation Requirements Program Handbook for 4-H Capitol Experience



Contents

Program Description	3
Program Staffing	3
Program Schedule	4
Program Evaluation Information	6
Event Contact Information	6
Link to program website	6
Eligibility requirements	7
Refund information	7
Attendance	7
Statement for Disability Inclusion	7
Program Rules	7
University Regulations	7
Michigan 4-H Code of Conduct	8
Event Rules	9
Information about MSU Policies related to Title IX	10
What is Title IX?	10
MSU Title IX Coordinator	10
Reporting Procedures and Resources	11
Michigan State University Anti-Discrimination Policy	11
Policies for Overnight Programs	12
Procedures for Responding to Behaviors that Violate Policies	12
Procedures for Early Dismissal	13
Procedures for Emergency Situations	13
Notification Procedures for Emergency Situations	14
Guidelines for Contacting Your Participant during 4-H Capitol Experience	14



Program Description

4-H Capitol Experience is an annual three-day conference for teens throughout Michigan who are interested in public policy and government. During Capitol Experience, through experiential learning, teens will:

- Discover how to influence public policy decisions
- Explore careers in public policy
- Learn about the public policy process at the state level
- Learn how decisions at the state level influence what happens in local communities
- Network with teens and professionals from across Michigan.

This conference also provides participants the opportunity to visit with representatives from community agencies, a spokesperson for a state executive agency, a lobbyist, a legislative aide and to tour the State Capitol Building or the Hall of Justice. Participants will also select a public policy issue to focus on throughout the conference.

Program Staffing

This program is staffed by a steering committee of Michigan State University Extension professionals.

Program Director	Darren Bagley, Extension Educator bagleyda@msu.edu 810-964-7531 cell	Responsible for program planning and oversight, registration, budget, logistics, budget, and risk management. Serves as event chaperone, and transports youth to events outside of hotel.
Support to Program Director	Jane Love Events Coordinator lovejan@msu.edu	Assists with transportation, scheduling, contracts, supplies, and logistics. Serves as event chaperone in case of emergency, and transports youth to events outside of hotel.
Assistant Program Director	Roxanne Turner Extension Educator turnerr@msu.edu 517-294-2439 cell Janelle Stewart Extension Educator stewa191@msu.edu 517-403-1026	Serves as back-up to program director in case of emergency. Serves as event chaperone, transports youth to events outside of hotel, assigned to issue groups to serve as adult facilitator, provide educational content and support teen steering committee members/facilitators.

MSU Operation Requirements Program Handbook for 4-H Capitol Experience



Steering Committee Staff	Darren Bagley, Extension Educator Lori Cargill, 4-H Program Coordinator Rachel Sheff, 4-H Program Coordinator Janelle Stewart, Extension Educator Roxanne Turner, Extension Educator Eric Walcott, Extension Specialist Brian Wibby, Extension Educator	Serve as event chaperones, transport youth to activities outside of hotel, assigned to issue groups to serve as adult facilitator, provide educational content and support teen steering committee members/facilitators.
Resource Persons	Patrick Cudney, Director of Governmental Affairs and Stakeholder Relations Emily Proctor, Extension Educator	Attend components of program to provide professional insight and educational content delivery in support of program outcomes.

Program Schedule

*Subject to change

Date/Time	Activity	Location
Sunday, March 17		
1:00-2:00 p.m.	Registration and participant drop-off	University Quality Inn
2:00-3:00 p.m.	Welcome and Opening Activities	University Quality Inn
3:00-3:30 p.m.	Legislative Simulation & Government Overview	University Quality Inn
3:30- 4:30 p.m.	Issues On the Line	University Quality Inn
4:30- 6:00 p.m.	Issue Group Icebreakers and bill idea brainstorming and selection	University Quality Inn
6:00-7:00 p.m.	Dinner – Pizza	University Quality Inn
7:00-9:00 p.m.	Refining your issue; Bill Writing	University Quality Inn
9:00 – 10:30 p.m.	Free Time Activities: Board Games Snacks Quiet Homework Room Pool Available	University Quality Inn
10:00-10:30 p.m.	Steering Committee Meeting, while participants report to rooms	University Quality Inn
11:00 p.m.	Bed Checks	Assigned Hotel Rooms



Monday, March 18		
7:00-8:00 a.m.	Breakfast	University Quality Inn
7:45 – 8:30 a.m.	Pick Up Vans – Staff Only	MSU Motor Pool
8:30 – 9:00 a.m.	Travel to the Capitol	Driving to the Capitol
9:00 – 10:30 a.m.	Capitol Tour	State Capitol Building
10:30 – 10:45 a.m.	Photo on the Steps of the Capitol	Capitol Steps
10:45-11:00 a.m.	Travel Time for Legislative Aide Visits	Various Locations around Capitol/Office Buildings
11:00 - Noon	Legislative Aide Visits	Various Locations around Capitol/Office Buildings
Noon – 1:30 p.m.	Lunch on your own, minimum of 3 per group	Various restaurants near Capitol/Office Buildings
1:30 – 1:45 p.m.	Meet at Heritage Hall to meet up with Issue Group	Heritage Hall
2:00 – 3:00 p.m.	Lobbyist Visit with Issue Group	Various Locations around Capitol Complex
3:00 -3:30 p.m.	Travel to Community/State Agency Visits	Various Locations
3:30-4:45 p.m.	Agency Visit with Issue Group	Various Locations
4:45-5:15 p.m.	Travel to Brody Hall	Brody Hall
5:15-6:45 p.m.	Dinner at Brody Hall	Brody Hall
6:45-7:00 p.m.	Travel to hotel	University Quality Inn
7:00-9:00 p.m.	Bill Refinement & Committee Meetings	University Quality Inn
9:00-10:30 p.m.	Free Time Activities: Board Games Snacks Dance/Karaoke Quiet Homework Room Pool Available	University Quality Inn
10:00-10:30 p.m.	Steering Committee Meeting, while participants report to rooms	University Quality Inn
11:00 p.m.	Bed Checks	Assigned Hotel Rooms



Tuesday, March 19		
7:00 – 8:00 a.m.	Breakfast	University Quality Inn
8:00- 8:30 a.m.	Prep for Legislative Reception	University Quality Inn
8:30 – 9:00 a.m.	Travel to the Capitol	State Capitol Building
9:00 – 11:30 a.m.	Choose Your Own Adventure at the Capitol (Small Groups) <ul style="list-style-type: none"> • Visit Senate in Session • Visit House Committee Meetings • Visit Legislators in Offices 	State Capitol/Office Buildings
11:30-1:30 p.m.	Legislative Reception at Central United Methodist Church	Central United Methodist Church
1:30-2:00 p.m.	Travel back to the hotel	University Quality Inn
2:00-4:00 p.m.	Bill Discussion and voting in both chambers	University Quality Inn
2:30-3:00 p.m.	Return Vans – Staff Only	MSU Motor Pool
4:00-5:00 p.m.	Bill Signing or Veto with Governor	University Quality Inn
5:00-6:00 p.m.	Evaluation and Certificates	University Quality Inn
6:00 p.m.	Adjourn- Please check out with staff required	University Quality Inn

Program Evaluation Information

Program participants are asked to complete a self-evaluation before and after the event to indicate the impact the event had on the individual outcomes for youth. Parents provide consent to participate in program evaluations when they enroll their children annually in 4-H programs. Program process improvements will be considered through written evaluation feedback as well as through steering committee meetings held at the conclusion of each day.

Event Contact Information

The following phone numbers will be monitored 24/7 throughout the event. Staff may not be able to answer their phones immediately depending on their responsibilities for teaching but will closely monitor voicemail upon receipt. Callers can expect a call back within a 30 minute window in case of an emergency.

Darren Bagley, Program Director, 810-964-7531 cell

Janelle Stewart, Assistant Program Director, 517-403-1026 cell

Roxanne Turner, Assistant Program Director, 517-294-2439 cell

University Quality Inn, 517-351-1440, staffed 24/7, able to relay messages to staff

Link to program website

https://www.canr.msu.edu/4_h_capitol_experience/



Eligibility requirements

4-H Capitol Experience is open to all youth currently attending high school (or homeschooled and high school equivalent).

Refund information

Voluntary cancellations received by March 4, 2024 will incur a \$30 cancellation fee. Registration fees are non-refundable if cancellations are received after March 4, 2024. In the rare instance the event is cancelled due to extreme inclement weather or emergency, we will process refunds to the greatest extent possible, understanding that some registration costs may be non-refundable.

Attendance

Youth are expected to attend and participate fully in all sessions of the event. If youth are not feeling well and need to step out of a session, they should let program staff know immediately. If their illness prevents their full participation in the program for an extended period, they may be asked to call parents for early pick-up from the event.

Statement for Disability Inclusion

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Darren Bagley, Program Director at bagleyda@msu.edu or 810-964-7531 no later than March 4, 2024. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

Program Rules

All youth participants must agree to abide by Michigan State University regulations, the Michigan 4-H Youth Code of Conduct and the 4-H Capitol Experience Event Rules.

University Regulations

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
 - The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://civilrights.msu.edu/policies/relationship-violence-and-sexual-misconduct-and-title-ix-policy.html>
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
 - See the handbook section on the MSU Anti-Discrimination Policy for more information.



- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

Michigan 4-H Code of Conduct

The opportunity to participate in or attend 4-H activities is a privilege. All 4-H participants – youth, families, volunteers, and Extension staff – who participate in or attend any activity or event sponsored by the Michigan State University Extension 4-H Youth Development Program are expected to uphold the values of the Michigan 4-H program.

All 4-H youth participants must conduct themselves according to the following standards that apply to all Michigan 4-H programs, including virtual programs, and interactions such as social media and internet engagement.:

1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in 4-H. Recognize that all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why. Our first priority is to create a safe, inclusive space for learning, sharing and collaboration that is welcoming to people from diverse backgrounds, cultures, and perspectives. Diversity includes, but is not limited to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.
2. **Bring Your Best Self.** Conduct yourself in a manner that reflects honesty, integrity, self-control, and self-direction. Accept the results and outcomes of 4-H activities and programs with grace and empathy for other participants. Accept the final opinions of judges and evaluators. Be open to new ideas, suggestions, and opinions of others.
3. **Obey the Law.** Obey the laws of the locality, state and nation and Michigan State University and Extension policies and guidelines. Commit no illegal acts. Do not possess, offer to others, or use alcohol, illegal drugs, marijuana, or tobacco products, which include e-pens, e-pipes, e-hookah, e-cigars, JUULs, vapes, vape pens or other electronic nicotine delivery systems. Do not attend 4-H activities under the influence of alcohol or illegal substances. Do not possess or use weapons or firearms except as expressly permitted as part of supervised 4-H shooting sports programming. This includes dangerous or unauthorized materials such as explosives or similar items.
4. **Honor Diversity – Yours and Others’.** Respect and uphold the rights and dignity of all persons with whom you interact as part of Michigan 4-H.
5. **Create a Safe Environment.** Be kind and compassionate toward others. Be considerate and courteous of all persons and their property. Do not carelessly or intentionally harm or intimidate anyone in any way (verbally, mentally, physically, or emotionally). Do not insult, harass, or bully others or engage in other hostile behaviors, including sexual harassment, sexual assault or sexual

MSU Operation Requirements Program Handbook for 4-H Capitol Experience



abuse. Abstain from sexual behavior and intimate physical/sexual contact in either public or private situations at an MSU Extension youth 4-H activity or event.

6. **Be a Team Player.** Work cooperatively with all individuals involved in 4-H programs and activities. Be responsive to the reasonable requests of the person in charge such as volunteers and staff. Respect the integrity of the group and the group's decisions.
7. **Humane Treatment of Animals.** Treat animals humanely and provide appropriate animal care.
8. **Participate Fully.** Participate in and contribute to planned programs, be on time and follow through on assigned tasks/responsibilities in a manner that fosters the safety, well-being, and quality of the educational experience for self and others. Have fun!

Event Rules

- Theft of property, regardless of the owner, will not be tolerated.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.
 - See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smart phones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

All conference participants must:

- Actively involve themselves in all conference sessions.
- Wear your name badge visibly at all times (except when swimming or sleeping).
- Treat all areas of the conference facility (such as MSU buses, or minivans, meeting rooms, sleeping rooms, restrooms, dining area and outdoor areas) with respect. This means they should pick up after themselves. Repair costs for damage incurred to property will be billed to the group or individual responsible for such damage.
- Be responsible for their own belongings. Leave valuables, such as expensive jewelry and electronic devices, at home. Money and cameras should be always kept with you or be locked in your assigned room. 4-H will not be responsible for any losses incurred.
- Only enter their assigned hotel room. Common spaces will be provided for the purpose of socializing with other program participants. Not leave the program grounds except for field trips arranged as part of the program under the supervision of staff. During designated times, youth are permitted to walk with chaperones to adjoining properties to purchase snacks.
- Not gambling for money or other items.
- Abstain from vulgar language (for example, swearing).
- Report accidents immediately to the program coordinator, Darren Bagley.
- All participants are expected to observe the posted curfew. At curfew, all participants must be in their assigned room and remain quiet for the night. Chaperones will do a room check each night at this time to account for each participant. (Participants wishing to go to sleep before the posted curfew time can let their chaperone know so they may be bed checked earlier.)



- Dress Code:
 - Daytime wear: Business attire (no jeans or athletic attire).
 - Evenings and recreation: Casual clothes and athletic attire permitted.
 - Shoes: Comfortable shoes are encouraged. Tennis shoes can be worn to and from offices, however, bring a nice pair of shoes to change into once you arrive at the meeting.
 - Unacceptable attire includes clothing that exposes undergarments or excessively exposes the body, conveys a violent, offensive, or obscene message or image, or promotes use of an illegal substance.
 - Shirts and shoes must be worn in eating areas. Swimsuits are to be worn only for swimming and not as regular clothing. If wearing your swimsuit to and from the pool, it should be covered by an over garment or cover-up.

Information about MSU Policies related to Title IX

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU's Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

What is Title IX?

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- ◆ Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- ◆ Sexual harassment
- ◆ Sexual assault

MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

Laura Rugless- Vice President for the Office of Institutional Equity & Title IX Coordinator
(OCR.laurarugless@msu.edu)

Office for Civil Rights and Title IX Education and Compliance
Olds Hall, 408 West Circle Drive, Suite 105
East Lansing, MI 48824

Phone: (517) 353-3922

Website: civilrights.msu.edu

MSU Operation Requirements Program Handbook for 4-H Capitol Experience



Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at <https://poe.msu.edu/resources>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

Report to the Office of Institutional Equity (OIE) by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

Address: 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

Phone: 517-353-3922

E-mail: oiie@msu.edu

Online reporting: [Public Incident Reporting Form](#)

Contact the MSU Police (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence

MSU Police Department

Address: 1120 Red Cedar Rd., East Lansing, MI 48824

Emergencies: call 9-1-1

Non-Emergency Line: 517-355-2221

Michigan State University Anti-Discrimination Policy

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html.
- The ADP User's Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User's Manual can be found at <https://civilrights.msu.edu/assets/documents/ADP%20Users%20Manual%20-%20Updated%202020.02.171.pdf>
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://oiie.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.



Policies for Overnight Programs

- To promote the safety of all 4-H Capitol Experience participants, all participants must return to their assigned hotel rooms by the printed bed check time on the schedule.
- Visitation by guests of the opposite gender in the residential area of the building is prohibited.
- Visitation by authorized non-participant guests is restricted to public spaces in the building and only during evening recreation time or with special permission from Program Director. Upon arrival, visitors must check in with Program Director. Upon departure, visitors must check out with Program Director.
- Separate housing accommodations are required for adults and minors. Minors may be housed with their parent(s) and/or guardian(s) upon request.

Procedures for Responding to Behaviors that Violate Policies

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will contact the participant's approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to contact a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University's anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.



Procedures for Early Dismissal

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant's authorized parent(s), guardian(s), or other emergency contact(s) must complete the Pick-up/Drop-off/Commuter Form and return it to Darren Bagley at bagleyda@msu.edu. When the participant is picked up from the program, 4-H Capitol Experience staff will ask for a photo ID to verify the identity of the adult attempting to pick up the participant. Program staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s). In the event that an unauthorized adult attempts to pick up the participant, program staff will make contact with the authorized parent(s), guardian(s), and/or emergency contact(s). In the instance of protecting the safety of all youth participants, local authorities will be contacted if it is deemed necessary by program staff.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will contact the participant's approved adult contacts, and the participant's parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately.

Procedures for Emergency Situations

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

In case of a weather-related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a "Secure in Place" action is advised (for active violence), you should:

- Lock doors of the room you are in.
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the "All Clear" from local authorities before leaving your secure location.



Notification Procedures for Emergency Situations

- In the instance of a medical or behavioral incident or emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to contact the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.
- Program staff will communicate with participants' and chaperones' emergency contacts if an emergency involving either or both parties occurs. In the instance that an immediate emergency occurs, program staff may be unable to reach a parent, guardian, or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization form gives program staff consent to contact emergency services. In medical emergencies, a staff member will contact local emergency responders, who will determine the best plan for treatment and will continue to attempt to contact the parent/guardian.

Guidelines for Contacting Your Participant during 4-H Capitol Experience

- In the instance that a parent, guardian, or emergency contact listed on file as an approved adult needs to contact their youth participant, please contact Darren Bagley at 810-964-7531. While youth are permitted to keep cell phones on them, they are asked to silence them during sessions, and may not be able to respond immediately. Please consult the program schedule before reaching out to youth participants directly. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.

