4-H YOUTH ROUND-UP
EDUCATOR’S
HANDBOOK
2006

ALOHA!

FEATURING KEYNOTE SPEAKER
KEVIN WANZER

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PURPOSE OF HANDBOOK

This handbook is designed to help county staff answer questions and gain a better understanding of the entire 4-H Youth Round-Up program. To make the handbook easier to use we suggest you:

1. Put the handbook in a 3-ring notebook.
2. Add the following dividers or tabs to help you find information quickly:
   - General Round-Up Information
   - Career Exploration Information
   - Preparation of County Delegation
   - Housing/Check-In Procedures
   - Other Round-Up Activities
     - Band
     - Chorus

WHAT IS 4-H YOUTH ROUND-UP?

Description: Round-Up is a three-day educational experience designed especially for young teens. The atmosphere provides an opportunity for youth to learn about their own uniqueness, career options, and being positive role models in an enjoyable, fun manner. Youth will meet peers from all over the state, experience life on a Big 10 University campus, socialize at the dance or movie and be exposed to college life in an organized group event.

Objectives: Round-Up delegates will:

- Experience in-depth "action learning" in specific interest areas
- Learn about educational opportunities and college life
- Develop leadership abilities and stimulate individual growth
- Develop an awareness that the 4-H program is statewide and makes an important contribution
- Learn new ideas and techniques
- Have an enjoyable experience by participating in leisure activities and meeting new people
- Participate in a community service activity

Date: June 26, 27 & 28, 2006
Location: Purdue University, West Lafayette, Indiana

Audience: Youth attending must have completed 7th, 8th, or 9th grade by June 26th. You may send as many delegates as you like, but there must be one adult chaperone for every 10 youth of the same gender. Youth should attend Round-Up once during their 4-H membership.

2006 Theme: “Aloha!”
<table>
<thead>
<tr>
<th>Completed</th>
<th>Date</th>
<th>What</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Nov. 1</td>
<td>Notify donor(s) with anticipated funding needs.</td>
<td>Coordinator</td>
</tr>
<tr>
<td>Previous yr</td>
<td>Jan. 1</td>
<td>Write letter to donor(s) securing funds.</td>
<td>Coordinator</td>
</tr>
<tr>
<td>January 1</td>
<td>Jan. 1</td>
<td>Announce and promote 4-H Youth Round-Up dates, eligibility, how to apply, due dates, content</td>
<td>Coordinator, Past delegates</td>
</tr>
<tr>
<td>January 1</td>
<td>Jan. 1</td>
<td>Secure chaperones (at least 1 male/1 female)</td>
<td>Coordinator</td>
</tr>
<tr>
<td>March 1</td>
<td>March 1</td>
<td>Select delegates</td>
<td>Coordinator, Awards Committee</td>
</tr>
<tr>
<td>March 15</td>
<td>March 15</td>
<td>Secure delegates - congratulations letter, behavior expectations, commitment form.</td>
<td>Coordinator</td>
</tr>
<tr>
<td>April 15</td>
<td>April 15</td>
<td>Band applications due to State 4-H Office</td>
<td>Coordinator</td>
</tr>
<tr>
<td>April 15</td>
<td>April 15</td>
<td>Chorus Applications, with $25 non-refundable deposit, due to State 4-H Office</td>
<td>Coordinator</td>
</tr>
<tr>
<td>May 10</td>
<td>May 10</td>
<td>Pay registration</td>
<td>Coordinator</td>
</tr>
<tr>
<td>May 15</td>
<td>May 15</td>
<td>County registration - form and fees due to OCEC Business Office, Room 110, Stewart Center</td>
<td>Coordinator</td>
</tr>
<tr>
<td>June 1</td>
<td>June 1</td>
<td>Finalize transportation</td>
<td>Coordinator, Driver(s)</td>
</tr>
<tr>
<td>June 1</td>
<td>June 1</td>
<td><strong>Final postmark to request refunds</strong></td>
<td>Coordinator</td>
</tr>
<tr>
<td>June 7</td>
<td>June 7</td>
<td>Notify delegates of final arrangements</td>
<td>Coordinator</td>
</tr>
<tr>
<td>June 10</td>
<td>June 10</td>
<td><strong>Career Exploration forms due to State 4-H Office</strong></td>
<td>Coordinator</td>
</tr>
<tr>
<td>June 26</td>
<td>June 26</td>
<td>Meet with delegates and parents prior to departure to discuss expectations during and after Round-Up</td>
<td>Coordinator &amp; Chaperones</td>
</tr>
<tr>
<td>June 26</td>
<td>June 26</td>
<td>See that delegates are transported to Purdue</td>
<td>Coordinator, Driver(s)</td>
</tr>
<tr>
<td>June 26</td>
<td>June 26</td>
<td>Check-In (noon to 2:30) at Harrison Residence Halls</td>
<td>Chaperones, Delegates</td>
</tr>
<tr>
<td>June 26-28</td>
<td>June 26-28</td>
<td>See that delegates participate in events</td>
<td>Chaperone(s), Delegates</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>See that delegates are transported from Purdue</td>
<td>Coordinator, Driver(s)</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>Check out (7:00-9:00 a.m.)</td>
<td>Chaperone</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>Evaluate this event</td>
<td>Chaperone(s), Delegates</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>Thank you's - donor(s), driver(s), parents, others</td>
<td>Coordinator, Delegates</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>Complete and supply financial report to donors</td>
<td>Coordinator</td>
</tr>
<tr>
<td>June 28</td>
<td>June 28</td>
<td>Meet with delegates and discuss speaking engagements</td>
<td>Coordinator, Delegates, Donors, Service clubs, 4-H clubs</td>
</tr>
<tr>
<td>June 29 thru next year</td>
<td>June 29 thru next year</td>
<td>Carry out speaking engagements</td>
<td>Delegates</td>
</tr>
<tr>
<td>TBA</td>
<td>TBA</td>
<td>IP video meeting</td>
<td>Deans, Area Housing Chairs, and Building Deputies</td>
</tr>
</tbody>
</table>
# Tentative Schedule of Events 4-H Youth Round-Up 2006

### Monday, June 26

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noon – 2:30 p.m.</td>
<td>Register and Check In: Harrison Hall</td>
</tr>
<tr>
<td>2:30 p.m. – 3:00</td>
<td>Unpacking and organizing</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>4-H Displays open in Stewart Center (Main Floor Hallway)</td>
</tr>
<tr>
<td>3:00 p.m.</td>
<td>Delegates walk to Loeb Playhouse in Stewart Center</td>
</tr>
<tr>
<td>3:30 p.m.</td>
<td><strong>Opening Session</strong> (Loeb Playhouse, Stewart Center)</td>
</tr>
<tr>
<td></td>
<td>Welcome, Introductions, and Orientation</td>
</tr>
<tr>
<td></td>
<td>Keynote speaker-Kevin Wanzer</td>
</tr>
<tr>
<td>5:15 p.m.</td>
<td>First time chaperone meeting in Stewart 218 A, B, C, D</td>
</tr>
<tr>
<td>5:30 p.m.</td>
<td>Dinner – Purdue Memorial Mall</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>4-H Band/Share-The-Fun (Loeb Playhouse, Stewart Center)</td>
</tr>
<tr>
<td>8:30 – 10:00 p.m.</td>
<td><strong>Get Acquainted Mixers</strong> (Purdue Memorial Union Ballrooms)</td>
</tr>
<tr>
<td>8:45 p.m.</td>
<td>All adult chaperone meeting – Stewart Center 218 A, B, C, D</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Residence Halls Close</td>
</tr>
<tr>
<td></td>
<td>County delegation meetings</td>
</tr>
<tr>
<td>11:00 p.m.</td>
<td>Lights Out</td>
</tr>
</tbody>
</table>

### Tuesday, June 27

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 7:45 a.m.</td>
<td>Breakfast ( Included in registration fee)</td>
</tr>
<tr>
<td>8:15 a.m.</td>
<td>Career Exploration Day class gathering (PMU Ballrooms)</td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Career Exploration Day Class Session #1 (PMU Ballrooms)</td>
</tr>
<tr>
<td>10:30 a.m.</td>
<td>Career Exploration Day class gathering (PMU Ballrooms)</td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>Career Exploration Day Class Session #2 (PMU Ballrooms)</td>
</tr>
<tr>
<td>12:00 p.m.</td>
<td>Lunch (On your own)</td>
</tr>
<tr>
<td>1:30 p.m.</td>
<td>Career Exploration Day class gathering (PMU Ballrooms)</td>
</tr>
<tr>
<td>2:00 p.m.</td>
<td>Career Exploration Day class session #3 (PMU Ballrooms)</td>
</tr>
<tr>
<td>3:00 – 5:00 p.m.</td>
<td>Co-Recreational Gymnasium</td>
</tr>
<tr>
<td>5:00 – 6:00 p.m.</td>
<td>Dinner on your own</td>
</tr>
<tr>
<td>6:30 p.m.</td>
<td>Share-the-Fun (Loeb Playhouse)</td>
</tr>
<tr>
<td>8:30 – 10:00 p.m.</td>
<td>Dance (Purdue Memorial Union Ballrooms Movie – (Stewart Center E/W FACULTY LOUNGE)</td>
</tr>
<tr>
<td>10:30 p.m.</td>
<td>Residence Halls close</td>
</tr>
<tr>
<td>11:00 p.m.</td>
<td>Lights out</td>
</tr>
</tbody>
</table>

### Wednesday - June 28

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 – 7:45 a.m.</td>
<td>Breakfast</td>
</tr>
<tr>
<td>7:00 – 9:00 a.m.</td>
<td>Check out of Residence Hall</td>
</tr>
<tr>
<td>7:30 a.m.</td>
<td>Housing breakfast for deans, building deputies, area chaperones, and residence hall managers</td>
</tr>
<tr>
<td>9:30 a.m.</td>
<td>Closing session (Loeb Playhouse, Stewart Center)</td>
</tr>
<tr>
<td></td>
<td>4-H Chorus &amp; Share-the-Fun</td>
</tr>
<tr>
<td>11:30 p.m.</td>
<td>Delegates dismissed from Loeb Playhouse</td>
</tr>
<tr>
<td></td>
<td>Have a safe journey home!</td>
</tr>
</tbody>
</table>
**Car/Bus Parking**

Cars may be parked in student parking lots adjacent to each residence hall without use of a visitor permit. Contact Parking Facilities (765-494-9494) for specific lot information. Temporary visitor permits for parking in other places on campus need to be purchased from Parking Facilities ($5.00 per day) located in the Northwestern Avenue parking garage.

Buses must park at the South Remote Parking Lot, adjacent to the Campus Police Department.

**Lost & Found**

Any item that is lost should be reported to the Residence Hall Office or the Building Deputy (even if lost somewhere else on campus) with information on where item was lost.

After 4-H Youth Round-Up, all lost/found items that can be traced to their owner will be handled through County Extension personnel. A list of untraceable items will be printed in the next regular state newsletter. After two months, all unclaimed items will be given to a charity or disposed of in an appropriate manner. Contact Clint Rusk at (765) 494-8427 for lost/found items.

**Disabled/Buddy System**

Counties are encouraged to involve people with disabilities in 4-H Youth Round-Up.

We recommend a Disabled-Buddy System, which has been successful in the past. It is utilized primarily in conjunction with an individual who has a physical disability and may have mobility difficulties. You may wish to include individuals with severe learning disabilities in this buddy system also; however, most participants with learning disabilities have been able to function on their own without the use of a buddy. This is a decision each county must make based on the situation involved.

If you feel a delegate with a disability needs to be specifically identified so that housing assignments can be based on hall accessibility needs, please contact Clint Rusk soon at (765) 494-8427. Early notification can save a lot of embarrassing room switching at registration time.
CAREER EXPLORATION OVERVIEW

TUESDAY IS
4-H YOUTH ROUND-UP CAREER EXPLORATION

In late spring, each county will receive a quantity of detailed Career Exploration brochures to enroll delegates in the various class options. The brochure includes:

- General Round-Up program information
- Career Exploration Class descriptions
- Career Exploration registration forms
- Health forms

Please note: Class offerings are not available until campus faculty obtain their summer assignments.

1. Refer to the Career Exploration brochure for specific selection options of classes and how to register.

2. Every Educator, chaperone and delegate must complete a Career Exploration Registration Form. Building Deputies and Educators have been asked to help monitor the Residence Halls on Tuesday, June 27 between the hours of 8:00 a.m. and 10:30 p.m. Regardless of duty assignments, please complete a form so you will have a prepared name badge when you arrive.

3. The Career Exploration Registration Form is in the 4-H Youth Round-Up Career Exploration Brochure. Career Exploration Registration is due to Carl A. Broady, State 4-H Office, by June 10, please. You may register your county delegates and adults through the Extension Database (ED). See the ED Website for instructions.

4. Each person is expected to list twelve (12) class option preferences on their Career Exploration Registration Form. Each person will be assigned three classes based on preference ranking and class availability.

5. Each participant is expected to attend three one-hour classes on campus.

6. All Educators, leaders, and chaperones not having Residence Hall duties on Tuesday, June 27 between the hours of 8:00 a.m. and 3:00 p.m. will be assigned as a group leader to chaperone delegates to the various career workshops.
OTHER ROUND-UP ACTIVITIES

The following is only a small bit of general information. Separate sections have been provided in this notebook for filing specific information as you receive copies of letters, etc.

Check the Indiana 4-H Website (at www.four-h.purdue.edu) Select “Extension Educator”, then “Workshops”) for more information and application forms.

BAND - Applications due April 15 to Carl Broady, State 4-H Office

1. Come to campus on Saturday, June 24 before Round-Up. Check in 9:00 A.M.
2. Housed in Windsor Residence Hall.
4. Band members may stay for the duration of Round-Up if they are registered as a regular county delegate.

CHORUS - Applications due April 15 to Carl Broady, State 4-H Office.

1. Come to campus on Saturday, June 24 before Round-Up. Check in 10:00 A.M.
2. Housed in Windsor Residence Hall.
3. Perform Wednesday morning of Round-Up and at the Indiana State Fair on August 12.
4. Chorus delegates may not participate as a 4-H Round-Up delegate.

All fees for Band and Chorus are due at the time application is submitted. If a Band or Chorus delegate cancels by June 1, 2006, they will receive a refund less $25.00.
REGISTRATION PROCEDURES

1. County Registration Form (Appendix "A" page) and $120 fees are due May 15. Send to:

   OCEC Business Services  
   Purdue University  
   Stewart Center Room 110  
   128 Memorial Mall  
   West Lafayette, IN 47907-2034

   This date is firm as housing requirements and food arrangements must be made well in advance.

2. Mail one (1) copy of the County Registration Form (Appendix "A") with payment (payable to Purdue University); make and keep a copy for your files.

3. Note that one (1) adult female and one (1) adult male must be listed on the County Registration Form as chaperones for your delegation. If a chaperone is covering more than one (1) county, please stay within one (1) Extension Area on these multiple assignments. It is the policy of Purdue University Housing that there be one chaperone for every 10 delegates of the same gender. It is the county’s responsibility to provide the appropriate number of chaperones.

4. As a 4-H Youth Educator, you are expected to explain the duties and expectations of a chaperone to the person serving in your absence. Chaperones should be mature adults that will assist in enforcing the behavioral expectations at 4-H youth events. Chaperones should be 21 years of age and a screened, 4-H volunteer or County Extension staff member.

SUBSTITUTIONS/CANCELLATIONS

1. Note: All refunds or changes in delegation make-up must be made by written request and be postmarked by June 1. Send to:

   OCEC Business Services  
   Purdue University  
   Stewart Center Room 110  
   128 Memorial Mall  
   West Lafayette, IN 47907-2034

2. Any requests for additions or gender substitutions after June 1 must be made by calling Clint Rusk at (765) 494-8427 or e-mailing him at: rusk@purdue.edu
LIST OF SUGGESTIONS
FOR EDUCATORS WITH YOUTH RESPONSIBILITIES

2006 4-H YOUTH ROUND-UP

1. Review sample letters before preparing a letter to send to delegates (page 10) and parents (page 12) from your county. Date letters if duplicated. Feel free to tailor the letters to county’s needs.

2. Duplicate Health Forms (Appendix "B" and "C"). Delegates and adults must have their form completed and ready for you to alphabetize before registration at each residence hall (separate male/female).

3. Explain to the delegates that medical insurance coverage (included in conference fee) applies from county departure to return.

4. Decide when and how to discuss Expected Behavior at Round-Up (page 11) with youth and adults. Secure a signed Adult Behavioral Expectations Form (4-H 785) from each adult (Appendix "D") and a signed Youth Behavioral Expectations Form (4-H 785y) from each youth (Appendix “E”). All chaperones must be screened according to the guidelines in the Policies and Procedures Handbook.

5. Remind delegates that damages and losses will be billed to the county by room number; therefore, it’s important that all items be undamaged and in their room upon departure to avoid charges.

6. Name badges and wrist bands will be used as the "ticket" for all events.

7. Plan to check-in between noon and 2:30 p.m., Eastern Standard Time (Purdue time), Monday, June 26. Program begins at 3:30 p.m. with the first general session and Wednesday’s program concludes by 11:30 a.m. Check-out is 7:00 to 9:00 a.m. on June 28.

8. As an Extension Educator, your schedule will be very full during the three-day conference. Chaperone responsibilities should be well understood (ex: provide delegate orientation, see that delegates arrive on time, check in delegates, go over behavioral expectations with delegates, evening room check, dorm supervision, participate in overall program, serve as career exploration group leader, distribute and collect Round-Up evaluations, collect room keys and check rooms at check-out). Plan to attend the meeting of all chaperones on Monday, June 26, at 8:45 pm. First time chaperones will have a meeting on June 26th at 5:15.

9. Review with delegates which Area your county is in and instruct them to look for their Area number when entering general sessions for seating. (Sitting by Area helps with chaperoning responsibilities, delegation attendance and behavior, as well as delegates/chaperones getting to know other delegates in their Area.)
Dear 4-H member:

**Congratulations** - you have been selected as a delegate to attend the 2006 4-H Youth Round-Up at Purdue University!

When you receive the Round-Up Career Exploration Brochure, please read through it to find out more about Round-Up. You will need to register for Career Exploration classes found in the brochure. **Note the registration deadline of June 10 to the State 4-H Office.**

To prepare for this experience:

1. You should understand your personal responsibility as a delegate - review the expected behavior at Round-Up and sign the Behavioral Expectations Form (4-H 785y).
2. Pack a suitcase as compactly as possible (space is limited). A blanket, pillow, pillowcase and sheets are provided. Other items you may want to bring:
   - Towels and washcloth
   - Alarm clock
   - Rainwear
   - Camera *(at your own risk)*
   - Soap
   - Personal items
   - Swimwear and towel
   - A fan – the residence halls are not air-conditioned
   - Spending money for meals, snacks, and souvenirs

   **- Appropriate clothing:**
   - Sportswear and swimsuit for Recreational Sports Facility (Co-Rec),
   - School wear for general sessions and evening get-acquainted/dance activities.
   - Please remember that you are representing your club everywhere on campus and you will want to be well groomed at all times. **Short shorts; strapless, backless, and midriff tops; and sagging pants with underwear showing are not appropriate.**

3. Consider the amount of personal money you bring. Leave excess valuables at home.
4. Complete the Health Form.
5. Grasp the importance of understanding and using the map and wearing the name badge and wrist band.
6. Make certain you know when and where to meet transportation to Purdue.
7. Remember: new shoes cause blisters! Wear comfortable walking shoes.

Most of all, plan to meet many new 4-H friends as you enjoy a unique 4-H trip.

Sincerely,

Extension Educator

**Attachments:**
- Expected Behavior at Round-Up
- Behavioral Expectations Form (4-H 785y)
- Health Form
- Travel Arrangements
- Map
EXPECTED BEHAVIOR AT ROUND-UP

Living in a new environment away from home can be an exciting, new learning experience. There are many opportunities for building friendships and participating in adventures that will enrich your life. These growth experiences require people to live harmoniously, and all participants are expected to behave in a way that promotes their own safety as well as the safety of others.

While participating in 4-H Youth Round-Up at Purdue University, we ask you to take the following safety precautions:

- **Follow the daily schedule.** Be where you are supposed to be, when you are supposed to be there.
- Return to the dormitory before the **nightly curfew (10:30pm).**
- When walking on campus, always **travel in groups of three** or more people.
- **Walk confidently** with your head up. **Always be alert** to what is going on around you.
- **Don't go off alone,** or with someone you don’t know very well.
- **Follow your instincts.** If you feel you may be in danger, you probably are. Go to the nearest public place and call the emergency number on your wristband.
- **Report any abusive or harassing behavior** by anyone to your chaperone. Examples of these behaviors are:
  - Hitting, shoving, kicking you or pulling your hair.
  - Making threats to hurt you.
  - Unwanted touching on any part of your body.
  - Following you as you walk around campus.
- **Do not leave** with a parent or guardian **without notifying your chaperone.**

The following behaviors are strictly prohibited and will result in your immediate dismissal from Round-Up.

- Physical abuse of any person or conduct that threatens or endangers the health or safety of any person.
- Possession of or use of firecrackers, gunpowder, firearms, chemicals, or other materials that can be used to create an explosive mixture.
- Possession, use or distribution of alcohol or drugs.
- Getting into a vehicle with anyone besides your county delegation.
- Having a guest of the opposite gender in your sleeping quarters.
- Lewd, indecent or obscene conduct.
- Unauthorized entry, use or occupancy of any facility.
- Theft of or malicious damage to property.
- Misuse of fire equipment or falsely sounding the fire alarm.
- Any conduct that threatens or interferes with the maintenance of appropriate order and discipline or invades the rights of others.

When and if violations occur at Round-Up, the following procedures will be followed:

a) The parents/guardians will be contacted to arrange transportation home for the violator(s).
b) The local Extension Educator and/or club leader will be notified.

As with any 4-H event, Round-Up participants are expected to respect the rights of others and to refrain from any conduct that may be injurious to the 4-H program. The following behaviors are considered misconduct and may subject you to disciplinary action:

1. Dishonesty in connection with any 4-H activity by cheating, or knowingly furnishing false information.
2. Alteration or unauthorized use of 4-H records.
3. Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
4. Failure to comply with specific rules of a given project, contest or activity.
5. Failure to comply with directions of 4-H officials acting in the performance of their duties.
Dear Parent,

As a 4-H member from your family begins to prepare for 4-H Youth Round-Up at Purdue University, please consider this information:

WHAT IS 4-H YOUTH ROUND-UP?

It is a three-day conference conducted for 800 outstanding youth from Indiana's 92 counties. 4-H Youth Round-Up provides important learning experiences and an opportunity for youth to:
- Meet and make new friends throughout their county and state.
- Live on Purdue University's campus with new friends.
- Learn that a Land Grant University like Purdue is dedicated to the education of people through teaching, research, and Extension education.
- Participate in a conference planned and prepared by Extension Educators from each county and faculty of Purdue University.
- Learn more about the 4-H program as a participant in one of Purdue's many educational activities.
- Develop a feeling that the 4-H program is statewide and makes an important contribution to both youth and adults.

WHO SPONSORS THIS TRIP?

It's different in each county; however, it’s a good idea to ask me for any specifics prior to departure. A thank you note mailed by your son or daughter from campus is most appreciated - you may wish to remind them of this.

HOW MUCH MONEY IS NEEDED?

Meals included in the conference fee are Monday’s dinner, and Tuesday and Wednesday’s breakfasts. Your 4-H'er should bring money to pay for 2 lunches and 1 dinner that are not covered in the conference fee. In addition to money for food, souvenirs are available.

WHAT IS EXPECTED BEHAVIOR ON A COLLEGE CAMPUS?

The document “Expected Behavior at Round-Up” is attached. Please discuss this with your son/daughter to avoid any misunderstanding relative to conduct. Respect for others' well being and their property is important (please ask me for an extra copy of Expected Behavior if you do not already have one).

We will abide by closing hours and a lights-out policy. Residence rooms are locked; keys are issued to each delegate. There is no deposit, but a lost key costs $20.00 per key. Any property damage cost will be assessed to the person living in that room during the time the damage occurred.

WHAT IS THE ADDRESS?

The 4-H members are in residence such a short time that mail would not reach them. In the event of an emergency, contact:

Purdue University Police at (765) 494-8221

If you have additional questions, please let me know. We want all 4-H delegates to have a meaningful experience during the 2006 4-H Youth Round-Up.

Sincerely,

Extension Educator

Attachments:  Expected Behavior at Round-Up
COUNTY ORIENTATION MEETING AGENDA

1. Get acquainted activity (include delegates, chaperones and parent introductions).

2. Introduce chaperones; review their roles and responsibilities.

3. Review 4-H Youth Round-Up objectives (see page 2).

4. Discuss importance of total participation, being on time, showing respect to speakers, other delegates, staff and facilities (i.e. remove caps, feet on floor, etc.).

5. Discuss delegates' expectations, responsibilities and safety precautions (provide a copy of Expected Behavior at Round-Up to each delegate and parent).

6. Explain the procedure for handling behavior problems.

7. Review health care/emergency procedures. (A completed health form must be submitted for each participant - youth and adults).

8. Provide State 4-H Department telephone number: (765) 494-8422. Purdue Police (765) 494-8221

9. Explain housing assignments. (You may want to let delegates sign up for roommates.)

10. Discuss lost and found procedures.

11. Discuss importance of wearing nametag and wristband at all times.

12. Review check-in time and procedure.

13. Review check-out time and procedure.

14. Remind parents of time and place delegates will return to county.

15. Answer questions.

16. If not already on file, have adult chaperone(s) sign 4-H 785 Adult Behavioral Expectations and file.
CHECK-IN PROCEDURE AND HOUSING INFO: Noon - 2:30 p.m. on Monday, June 26

Round-Up check-in procedures:
All Delegates at Harrison Hall —unload along McArthur Drive and in the north parking lot.

Station 1:
Leave your luggage on the lawn outside of Harrison Hall (unless it is raining—then there will be a designated area inside).

Station 2:
Youth delegates AND chaperones enter residence hall with Health Form(s) at Area table:
• Turn in completed Health Form(s) at your “Area” table.
• Chaperones assign individuals to county block of rooms.
• Hand out pre-printed name badges (If no name badge, send delegate/chaperone to Help Station).
• Give youth lodging room assignments written down on small green card.

Station 3:
Computer Entry Table:
• Hand data entry person small green card with residence hall room number.
• Get clearance to proceed or sent to Help Station.
• Proceed to next station with small green card in hand.

Station 4:
Residence Hall Key Table
• Receive appropriate residence hall key.
• Receive lanyard for key and nametag.

Station 5:
• Hand in small green card with room assignment.
• Pick up:
  o 4-H Round-Up T-shirt
  o Round-Up Program (schedule)
  o Wristband w/emergency phone number

Station 6:
Gather your luggage from the lawn and move in to the room you were assigned in McCutcheon Hall.

CHECK-OUT PROCEDURES: 7:00 a.m.- 9:00 a.m. on Wednesday, June 28

1. Collect ALL room keys.
2. Check each room for forgotten articles and possible damages, then lock all doors.
3. Return keys to Residence Hall Counter. Individuals who lose their key are responsible for the $20 replacement fee.
4. Pick up health forms.
5. Load up and have a SAFE trip home after the closing session.
RESIDENCE HALL INFORMATION/ASSIGNMENTS

RESIDENCE HALL/ROOM ASSIGNMENTS

Residence Hall Assignments:

County Residence Hall assignments are made by the Purdue Housing Coordinator. In 2006, all delegates will be housed in Harrison Hall, with overflow in McCutcheon Hall.

Individual Room Assignments:

Made by county chaperones after receiving county block of room assignments at the registration table.

STAFF

Dean of Women - Carolyn Davis
Dean of Men - Cedric Durkes

Building Deputies:
  Lynn Korniak
  Sarah Burke
  Mike Talbott

Area Housing Chairperson:
  Each Extension Area has two (2) Area Housing Chairpersons (1 male, 1 female).

County Housing Chaperone:
  Each county must have a minimum of one male and one female listed as the chaperone for delegates.

RESIDENCE HALL SUPERVISION/DISCIPLINE

Residence Hall Supervision:
  Each county will be assigned a two (2) hour time slot to supervise activities within their residence hall.
  This duty includes:
  1. Hurrying stragglers out and on to programs.
  2. Assisting "lost sheep".
  3. Looking in on sick delegates who had to remain in bed.
  4. Wake up and get moving those who shouldn't have stayed in bed.
  5. Handle any other problems that may arise with delegates.

 Discipline:
  All chaperones are to discipline any delegate, regardless of whether they are from the chaperone's county or not. Any major problems (discussed in your Residence Hall chaperones meeting on Monday) will be handled by the Staff, Deans and/or the State 4-H Housing Coordinator and the chaperones affected by the incident.

Please note: Job descriptions are on the following page.

Band and Chorus delegates will be housed in Windsor Hall.
JOB DESCRIPTIONS - HOUSING

DEAN OF MEN AND WOMEN

A. Responsible for the welfare, conduct and supervision of the total Round-Up delegation. This includes delegates, chaperones, families, guests, etc.
B. Handle problems relative to emergencies, acute discipline cases, etc.
C. Receive calls from the Building Deputies on delegate and chaperone situations after hours.
D. Explain roles and functions at chaperone meetings.
E. Work closely with the State 4-H Housing Representatives.

BUILDING DEPUTIES

A. Responsible for the welfare, conduct and supervision of Round-Up delegates and chaperones within their respective housing unit.
B. Check lower lobbies and lounges after hours and secure outside doors as needed.
C. Dim hall lights (Work with Hall Manager, Re: Mechanics).
D. Have knowledge of where to locate Building Manager, Janitor and/or Hall Counselor.
E. General Chairperson to explain information sheet and conduct respective hall meeting for county chaperones, Monday evening in residence halls.
F. Encourage housing people to wear their ribbons at all times.
G. Receive calls from Area Housing Chairpersons and report this information to the Dean.
H. Handle problems relative to empty or non-functional vending machines.

AREA HOUSING CHAIRPERSON

A. Responsible for the welfare, conduct and supervision of Round-Up delegates and chaperones within their respective housing unit.
B. Solicit help and cooperation from County Housing Chaperones in turning out lights.
C. Receive calls from county Housing Chairpersons on delegate head count and general conditions after closing hours and report this information to the Building Deputy.

COUNTY HOUSING CHAPERONE

A. Responsible for the welfare, conduct and supervision of Round-Up delegates within their respective county.
B. Solicit help and cooperation from delegates to maintain a general calm atmosphere, and concluding showers and telephone conversations by **10:45 p.m. Lights Out at 11:00!!**
C. See that delegates are up each morning, dressed, and on their way to the designated Round-Up program.
D. Delegates and chaperones are responsible for their room maintenance and appearance as there is no maid service.
E. Telephone Area Housing Chairperson by **11:30 p.m.** (or earlier) indicating head count and other general conditions.
F. Each county chaperone will be assigned a two (2) hour time slot to supervise activities within their residence hall. (See Residence Hall Supervision/Discipline explanation of duties on page 17.)
INSURANCE COVERAGE AND HEALTH FORM INFO

HEALTH FORMS:

Duplicate the forms in the appendix or use the one in the Career Exploration brochure. All participants (youth and adults) must have a properly signed Health form. Chaperones should carry the completed forms with them and turn them in at registration at Harrison Hall.

MEDICAL COVERAGE:

The 4-H Youth Round-Up program purchases a limited insurance policy that covers all 4-H Youth Round-Up participants from the time they leave the county until they return. This is plan number 3 with American Income Life Insurance Company. This plan will pay for covered expenses up to 365 days from the date of the injury.

PROCEDURE FOR HANDLING MEDICAL PROBLEMS:

Day (8:00 a.m. - 5:00 p.m.)

If injury/sickness is serious enough for emergency room treatment take person to Purdue University Student Hospital (PUSH). If you cannot transport them yourself, call Purdue Police or Housing Dean.

Evening/Night (5:00 p.m. - 8:00 a.m.)

If injury/sickness is serious enough for emergency room treatment, call Purdue Police.

Purdue Police (49-48221) Dial last 5 numbers if using a campus phone.

If Emergency - Call 911

LIABILITY COVERAGE:

Purdue University carries a liability policy on Educators and Volunteers acting within the scope of their duties for Purdue University.

INSURANCE CLAIMS:

Medical - Forward all bills immediately upon receiving to: Clint Rusk
225 AGAD Bldg.
Purdue University
615 W State Street
West Lafayette, IN 47907-2053

Be sure to remind the delegate’s family about this, as they are the ones who will probably receive the bills.

Liability - Call Renée McKee - (765) 494-8422

Renée McKee will advise you of the required procedure based on each individual situation.
2006 COUNTY REGISTRATION FORM
4-H YOUTH ROUND-UP

The $120.00 registration fee includes: registration, Monday dinner, Tuesday & Wednesday breakfast, university housing, medical insurance, admission to the recreational sports center, t-shirt, and program features.

Make one check payable to Purdue University and mail to:
CEC Business Services
Stewart Center, Room 110
128 Memorial Mall
West Lafayette, IN 47907-2034
Registrations must be postmarked by May 15, 2006.

NOTE: All refunds must be by written request to the above address and be postmarked by June 10, 2006.

<table>
<thead>
<tr>
<th></th>
<th>Female</th>
<th>Male</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegates</td>
<td>_______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Adult Chaperones</td>
<td>_______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>Extension Educators</td>
<td>_______</td>
<td>_____</td>
<td>______</td>
</tr>
<tr>
<td>TOTAL</td>
<td>_______</td>
<td>_____</td>
<td>______</td>
</tr>
</tbody>
</table>

Number of adults requesting single room (additional $36 per person) ______ @ $36 = $ ______

(Adults requesting a single room—please pay an additional $36 per adult.) $ ______
Bonus – if 15+ delegates subtract 1 adult fee, if 25+ delegates subtract 2 adult fees minus $ ______

Total Remittance $ ______

o A participant requires auxiliary aids and services due to a disability.

At least one female and one male chaperone must be listed on this form before your county's registration is accepted and processed. Please list the full name of chaperones living with, and in charge of your county's Round-Up delegation:

Check if First Time Chaperone

Female Chaperone at 4-H Round-Up ______ county ______
Male Chaperone at 4-H Round-Up ______ county ______
Female Chaperone at 4-H Round-Up ______ county ______
Male Chaperone at 4-H Round-Up ______ county ______
Extension Educator making registration ______ city ______
Office Telephone ______

Address for confirmation ______
City ______
ZIP ______

A Continuing Education activity of Purdue University, an equal access/equal opportunity university.
# HEALTH FORM
(Youth)
2006 4-H Youth Round-Up
Event/Activity/Trip

<table>
<thead>
<tr>
<th>County</th>
<th>Dorm and/or Room Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Social Security No.</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>Day Phone Number</td>
<td>Evening Phone Number</td>
</tr>
</tbody>
</table>

List any activities the participant should avoid (i.e., swimming):
_____________________________________________________________________________

<table>
<thead>
<tr>
<th>Physical Record of Participant</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heart Condition</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Diabetes</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Ear Infections</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Bedwetting</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Allergy to any medication</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>List medicines allergic to:</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Other allergies (i.e., food, dust, pollen, animals)</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>List other allergies</td>
<td>___</td>
<td>___</td>
</tr>
<tr>
<td>Date of last tetanus shot:</td>
<td>___</td>
<td>___</td>
</tr>
</tbody>
</table>

Please list any current medication being taken on reverse side of this form.

Any other medical record information that would be beneficial during the program or in an emergency:
_____________________________________________________________________________

---

## PARENTAL AUTHORIZATION

Pursuant to Indiana Code Paragraph 16-36-1-6 and subject to any limitations listed below, I request and authorize Purdue University Cooperative Extension Service employees and their authorized agents to arrange for all reasonably necessary medical care, including transportation and hospitalization, for my child while in attendance at and participating in 4-H Youth Development events and activities.

Parent/Legal Guardian Signature Date ___________ Witness to Parent/Legal Guardian Date ___________

Parent/Guardian Telephone: (___)___________ (___)___________
Home Work

Both above signatures required for acceptance to participate

In case we cannot reach you, please list the name and phone number of a second party to contact:

Name ________________________________
Address ________________________________
Telephone: (___)___________ (___)___________
Home Work

Please complete the addendum on reverse side
ADDENDUM TO THE 4-H YOUTH HEALTH FORM

Complete this form if prescription medications are being taken by the student at the time of the event or if over-the-counter medication is to be administered by a leader or chaperone. Medications must be carried in their original containers.

County: ______________________________

4-Her's Name: ____________________________________________________

Name of Medication: _________________________________________________________________

What Illness/Condition is this medication intended for: ______________________________________

Check one of the following:

_____ Tylenol/Ibuprofen may be administered by 4-H/Youth Development event personnel

_____ Benadryl may be administered by 4-H/Youth Development event personnel

_____ Medication is to be self administered by student

_____ Medication is to be administered by 4-H/Youth Development event personnel

Dosage: _____________________________ Refrigeration? Yes _____ No ______

Special Instructions: __________________________________________________________________

Other information (if applicable): ________________________________________________________

Date(s) to Administer: From ____________________________        To _________________________

Prescribing Doctor's Name: _____________________________ Phone: ( ) _________________

Note: This form is to be used as a reference for 4-H participants taking any medication (prescription or "over-the-counter"). Administering of the medication is the responsibility of the participant. If health facilities and/or personnel are available at the facility and you prefer the trained personnel to administer the medication, you may request this prior to the event.

Event: _____________________________________   Date (s): ________________________

Signature of Parent/Legal Guardian     Date

Signature of Parent/Legal Guardian     Date
1. All youth attendees must comply with all applicable federal, state and local laws and all university statutes and regulations while on campus.

2. Every youth (under 18 years of age) unaccompanied by a parent must have in possession prior to check-in, a medical release for hospital treatment or treatment by a physician signed by one of the attendee’s parents or legal guardians.

3. The Chairperson is responsible for all damages caused by youth attendees. If damages occur, the Chairperson and/or their designated staff will be given the opportunity to confirm them prior to departure. Purdue will also provide information concerning the location of damage(s) and if possible the date and time of the damages.

4. All emergency medical procedures must be clearly defined for staff and youth attendees in advance of your conference. A copy of these procedures must be submitted upon check-in to the General Manager for the residence in which your group is living.

5. The Chairperson is responsible for maintaining the medical release forms. At check-in, the Chairperson will give University Residences General Manager / University Residences staff the name of the person holding the medical release forms.

6. It is essential to define and enforce a set of behavior standards for youth attendees that are clear and explicit. The standard must include:

   A. All youth attendees must be in their assigned University Residence no later than 11:00 p.m. and in their assigned room no later than 12:00 midnight. Exceptions to the above timeline must be arranged with University Residences before behavior standards are finalized. Individual groups can be more restrictive in setting hours. The enforcement of these hours is the responsibility of the sponsoring organization. The University Residences Conference staff may be available to assist with enforcement.

   B. Quiet hours (which may be established by the Chairperson) should begin no earlier than 7:00 p.m. and end no earlier than 7:00 a.m. Courtesy times are in effect 24 hours a day.

   C. Visitation standards prohibit co-educational visitation in youth attendees’ rooms unless a group representative has made special arrangements with University Residences in advance of the groups’ arrival on the campus.

   D. Define behavior conditions under which youth attendees must leave the hall.

   E. Standards of care regarding our facilities.
F. Proper behavior at mealtime in all dining locations and at all times when in conference facilities.

G. One staff member (over 17 years of age) for each 10 youth attendee in dining locations to supervise behavior.

H. Instructions for youth and staff to cooperate with requests from University Residences staff in the performance of their responsibilities and duties.

I. It is the responsibility of the Chairperson to clearly articulate and outline these expectations to the youth attendees prior to the conference check-in.

J. A copy of these standards must be submitted to the General Manager at least ten business days prior to the group's arrival on the campus.

7. A method, by which each youth can be immediately identified, as an attendee of the conference must be provided (for example: a T-shirt or a nametag). It is required that all youth attendees wear or carry the identification at all times while in University Residences and while on campus.

8. Live-in staff must be provided at a ratio of at least 1 live-in staff for every 10 youth of each gender. Adequate training and orientation for staff must be provided. A meeting with the Chairperson, staff and a housing representative is required upon arrival and prior to checking in to University Residences. The duties of staff shall be clearly and explicitly defined. Minimum duties must include:

A. Knowing youth to the extent they can be identified and called by name, assisting them with problem solving and accounting for their presence, health, and safety at various intervals during the day.

B. Enforcing your conference rules and terms stated in this agreement.

9. A copy of instructions for the conference staff must be provided to University Residences at least ten business days prior to the scheduled check-in date.

NOTE:
Please bring a copy of the group standards, instructions and procedures with you to the planning meeting with the University Residences staff.
HEALTH FORM
(Adult)
2006 4-H Youth Round-Up
Event/Activity/Trip

___________________________________________________________________________
County                                      Dorm and/or Room Number

___________________________________________________________________________
Name                                          Social Security No.    Birth Date

___________________________________________________________________________
Street Address                                  City    State    ZIP code

___________________________
Home Phone Number

___________________________________________________________________________
Physical Record of Participant

Heart Condition
Diabetes
Polio
Convulsions
Ear Infections
Allergy to any medication
  List medicines allergic to:
  ______________________________________________________________________
Other allergies (i.e., food, dust, pollen, animals)
  List other allergies
  ______________________________________________________________________
Date of last tetanus shot: ____________

Please list any current medication being taken:
___________________________________________________________________________

___________________________________________________________________________
Any other medical record information that would be beneficial during the program or in an emergency:

___________________________________________________________________________

In the event of any emergency, I understand that first aid will be administered. I further understand that in case of serious injury or illness, I hereby give permission to the physician selected to hospitalize, secure proper treatment for, and to order injection, anesthesia, or surgery.

Note: Check with activity coordinator or local Extension Office to determine whether or not accident insurance coverage is in force for this event.

Yes ________        No ____________       _____________________________________________
Signature          Date

Persons to contact in case of emergency:

___________________________________________________________________________
Name                                          Home and/or office phone

___________________________________________________________________________
Address

___________________________________________________________________________
Name                                          Home and/or office phone

___________________________________________________________________________
Address
APPENDIX D

Adult Behavioral Expectations

To Promote the Well-Being of Youth for
Faculty, Extension Educators, Staff and Volunteers Who Work
with 4-H/Youth Development Programs in Indiana

“Those who believe in and work with youth
have confidence in our future.”

These Adult Behavioral Expectations give faculty, educators, staff and volunteers the opportunity to reaffirm their commitment and dedication to the well-being of young people. When all faculty, educators, staff and volunteers sign a copy of this document, individuals are making a collective statement that youth in the 4-H/Youth Development Program are being treated with respect, dignity, and attention to individual needs. The faculty, educators, staff and volunteers who work with the 4-H/Youth Development Program in Indiana are proud of the quality educational programs provided to youth of this state and to their personal commitment to nurture the positive growth and development of youth.

In my role as a 4-H/Youth Development Program faculty, educator, staff, or volunteer I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H/Youth Development Program.
- Under no circumstances allow, consume, or be under the influence of alcohol or illegal drugs at 4-H/Youth Development events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H/Youth Development Programs.
- Accept my responsibility to represent 4-H/Youth Development Programs with dignity and pride by being a positive role model for youth.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with youth participating in 4-H/Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.
• Accept my responsibility to promote and support the 4-H/Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and to ask questions. Any questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination as a faculty member, educator, staff, or volunteer of the Indiana 4-H/Youth Development Program.

_____________________________________  __________________________________
Print Name         Date

_____________________________________  __________________________________
Signature          Date

_____________________________________  __________________________________
Educator Signature Date

A signed copy of the Adult Behavioral Expectations for each faculty, educator, staff, and volunteer in 4-H/Youth Extension programs will be on file in the respective administrative office after January 1, 1992.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H/Youth Development Program.

It is the policy of the Purdue University Cooperative Extension Service, David C. Petritz, Director, that all persons shall have equal opportunity and access to the programs and facilities without regard to race, color, sex, religion, national origin, age, marital status, parental status, sexual orientation, or disability. Purdue University is an Affirmative Action employer.
This material may be available in alternative formats.
1-888-EXT-INFO
http://www.ageom.purdue.edu/AgCom/Pubs/menu.htm

APPENDIX E
University Residences Conference Services
ADULT REGULATIONS

1. All adult attendees must comply with all applicable federal, state and local laws and all University statutes and regulations while on our campus. The consumption and/or possession of alcoholic beverages in Purdue University Residence Halls are prohibited.

2. The Chairperson is responsible for all damages caused by its adult attendees. Should damages occur, Purdue will provide an opportunity for your representative to confirm them. Purdue will also provide information concerning the location of the damages and, if possible, the date and time they occurred.

3. All emergency medical arrangements must be clearly defined for the attendees prior to check-in date of the conference. A copy of these arrangements needs to be provided to University Residences.

4. SMOKING – In accordance with the university policy, smoking is prohibited in University Residences.

5. GAMBLING – is not permitted in University Residences.

6. ALCOHOL – Alcohol is not permitted in University Residences. This includes possessing, consuming, transporting, distribution or being in the presence of alcohol.

7. DRUGS – The Purdue University Residences policy toward illicit drugs is one of ZERO TOLERANCE. Drugs that fall into this category include but are not limited to the following: Marijuana, hashish, hash oil, cocaine, crack, LSD, inhalants, stimulants, depressants, hallucinogens, narcotics, designer drugs, anabolic steroids, abused prescription and over-the-counter drugs, and other misused substances. Attendees and guests are prohibited from possessing, consuming, transporting, dealing, trafficking, or being in the presence of the aforementioned substances. Conference attendees and guests are also prohibited from possessing paraphernalia such as bongs, rolling papers, deseeding trays, roach clips, one hitters, etc. Anyone found in violation of this policy is subject to termination of the housing contract, University discipline and possible arrest, imprisonment or fine according to state and federal laws.

8. FIREARMS AND WEAPONS – The Purdue University Residences policy toward weapons is one of ZERO TOLERANCE. Weapons that fall into this category include but are not limited to the following: handguns, rifles, shotguns, BB guns, pellet guns, darts, bows and arrows, knives, martial arts implements, fireworks, explosives, other materials used to create an explosive, and instruments that may not normally be considered as weapons but are used in a manner that threatens the health or safety of any individual. Anyone found in violation of this policy is subject to termination of the housing contract, University disciplinary action and possible arrest, imprisonment or fine according to state and federal laws.
Summer Conference Adult Advisor Expectations

Summer Conference Adult Advisors expectations while staying in Purdue University Residence Halls are as follows:

1. Adult advisors are expected to supervise youths at all times. This includes the dining courts, restrooms, and all interior and exterior residence hall areas.

2. Adult advisors are expected to know and enforce all Residence Hall policies. (See attached adult and youth regulations)

3. Adult advisors are expected to maintain orderly and respectful behavior of their youth group so that other individuals or groups dining or residing in the hall are not disturbed or disrupted.

4. Adult advisors are expected to deter behavior that may cause personal injury or physical damage to University property. Any damage to residence hall property must be reported to residence hall staff immediately. A damage charge will be assessed to the individual or conference.

5. Adult advisors are expected to keep physical or recreational activities in outside areas.

6. Adult advisors are expected to monitor group activities and supervise clean up of work areas.

7. Adult advisors are expected to enforce curfew and “lights out” rules, if applicable.

8. Adult advisors are expected to do room checks, which should include strict enforcement of not removing furniture from the room or screens being removed from the windows.

9. Adult advisors are expected to deter roommate switching (all room changes must be approved by University Residences staff).

10. Adult advisors are expected to counsel youth as roommate conflicts occur.

11. Adult advisors are expected to enforce food and drinks in designated areas only.

12. Adult advisors are expected to help move youth to designated safe areas in the event of an emergency.

________________________________________________________________________
Summer Conference Adult Advisor  Hall Manager
Date: Date:

Q:Conference\Summer Conference Adult Advisor Expectations 12/5/2005
Behavioral Criteria for 4-H Events and Activities:
(Recommend distributing with health forms for trips/activities.)

Four-H members, volunteers, parents and the public: When attending, participating or acting on behalf of the 4-H program, all persons are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others, and to refrain from any conduct which may be injurious to the 4-H program. The following actions constitute misconduct for which persons may be subject to disciplinary penalties and/or dismissal from the program:

(a) Dishonesty in connection with any 4-H activity by cheating or knowingly furnishing false information.
(b) Alteration or unauthorized use of 4-H records.
(c) Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.
(d) Failure to comply or aiding or encouraging other persons not to comply with specific terms and conditions of a given project, contest, or activity.
(e) Failure to comply with directions of 4-H officials acting in the proper performance of their duties.
(f) Inhumane treatment of 4-H animal projects.

There are many opportunities for 4-H members, volunteers, parents and the public to participate in 4-H events and activities. When involved in such experiences, members, volunteers, parents and the public are expected to follow all rules and regulations as outlined by those responsible for the specific program or activity. In all such 4-H activities, the following constitute a violation of behavioral expectations:

1. Possession or use of fire crackers, gun powder, firearms, chemicals or other materials that can be used to create an explosive mixture.
2. Misuse of fire equipment or sounding a false fire alarm.
3. Having a guest of the opposite sex in your sleeping quarters.
4. Physical or verbal abuse of any person or conduct which threatens or endangers the health or safety of any person.
5. Theft of or malicious damage to property.
6. Possession, use, or distribution of alcohol, illegal drugs, tobacco and tobacco-like products, or other dangerous substances.
7. Lewd, indecent, or obscene conduct.
8. Unauthorized entry, use or occupancy of any facility.
9. Any conduct which threatens or interferes with maintenance of appropriate order and discipline or invades the rights of others.

When violations occur at out-of-county, district, area, state or national 4-H events, the following procedures will be followed.

(a) The parents/legal guardians will be contacted to arrange transportation home for the violator(s) and
(b) The local Extension Educator will be notified.

I verify that I am a 4-H member. I have read and will abide by the rules and behavioral expectations set by 4-H and the State 4-H Department or I will forfeit my right to stay. Both signatures are required.

4-H member signature ___________________________ Date __________________

Parent/legal guardian signature ___________________________ Date __________________

(Attach 4-H member's recent photo to the back of this form.)