

TRAINING MANUAL FOR MICHIGAN 4-H

OUTDOOR ADVENTURE CHALLENGE



Section: ORIENTATION



ORIENTATION SECTION CONTENTS

- Welcome
- Key Names and Phone Numbers (2007-2008)
- Letter to Outdoor Adventure Challenge Leader Trainees regarding Orientation
- Gear List for Orientation
- 4-H Outdoor Adventure Challenge (OAC) Orientation Schedule
- Suggested Leader Training Curriculum Outline
- Program Goals
- Program Policies
- Safety First!
- Risk Management
- How to Organize a Michigan 4-H Outdoor Adventure Challenge Club
- Sample Letter to Prospective 4-H Outdoor Adventure Challenge Members and Their Parents
- 4-H Outdoor Adventure Challenge Leader Certification Process
- Outdoor Adventure Challenge Leader Recertification Process
 - Outdoor Adventure Challenge Orientation (Handout)

4-H OUTDOOR ADVENTURE CHALLENGE

Welcome to the 4-H Outdoor Adventure Challenge (OAC) Program! The training manual you receive as you begin the training to become a new 4-H OAC leader will help you be successful in this exciting endeavor. The following people and your county MSU Extension 4-H staff are also committed to your success.

KEY NAMES & PHONE NUMBERS (2007-2008)

STATE COORDINATOR

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INSTRUCTORS FOR LEADER TRAINING SERIES

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INSTRUCTOR IN TRAINING

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March 28, 2008

TO: 4-H Outdoor Adventure Challenge Leader Trainees and Instructors

FROM: Theresa and Joe Whitenight, Instructors
Jim Harper, State 4-H Outdoor Adventure Challenge Coordinator and
County Extension Director, Kalkaska County

RE: 2008 Outdoor Adventure Challenge Orientation April 25-27, Manistee River
Home of Terry Umlor

Your interest in becoming a certified Outdoor Adventure Challenge leader to help young people develop their understanding of themselves and the outdoors is appreciated. We have a good sized group and we're sure you will develop friendships with your classmates that will last a lifetime.

Along the way in this experience, you will either develop new skills or hone those you already have for living in the outdoors. We will do our best to provide settings which will challenge your abilities and teach you new skills. More important, however, are the discussions we will have on passing on to young people the skills and ability to meet stressful situations and to relate to their peers and the environment in a positive way. To best accomplish this, we may experience stressful situations of our own. Each of us, instructors included, will be encouraged to stretch ourselves a little beyond the point we thought possible.

The orientation session is April 25-27. We will start with dinner at 5:30 p.m., Friday, followed by instruction which will start at 7:00 p.m. We should be finished with the program no later than 12 noon on Sunday. A list of participants for the weekend is enclosed. If your name appears on the list and you will be unable to join us or will be late for this session, please call Theresa and/or Joe Whitenight at: Joe: 810-602-5382; Theresa: 586-725-3086.

The orientation session will cover a variety of subjects which should set the tone for the remainder of the program. An agenda for the program is included along with an equipment list. We would ask that you not purchase equipment for the first session. If you don't already own what you need, try to borrow it. Call or email Joe and Theresa if you need to borrow equipment. They have a good supply and would be happy to bring what you need. Part of what you will learn during this weekend is how to choose gear that is practical and affordable, what to look for in gear, where to get equipment, which equipment is the most versatile, etc.

This session will follow a different format than any of the other sessions/trainings follow. We will be spending a portion of the weekend in classroom instruction, unlike the rest of the weekends when we will spend just about all of our time in hands-on outdoor learning.

We will be camping out the entire weekend, beginning Friday night. We will be camping close to where you park your cars. You will need to bring food to prepare meals for yourself in the out-of-doors. You will need food for Friday night through Sunday morning. Bring a lawn chair or camping chair for your comfort.

We're really looking forward to working with you as a new group. You are in for an experience and a real challenge. If you have any questions, please feel free to contact Joe or Theresa Whitenight or Jim Harper, the State 4-H Outdoor Adventure Challenge Coordinator, at (231) 258-3320 or harper12@msu.edu.

Attachments: gear list

Directions to Orientation Site: Take 131 to Manton. Go west on M-42 (blinker light) six miles to No. 31 Re. (It's paved) Go north on 31 Rd. 5 ½ miles. The road makes a right turn west for ½ mile and continues north as 29 ½ Rd. You will cross Baxter Street Bridge and come to a stop sign in a couple miles. Turn east on the paved road for ½ mile and turn south on the dirt road. Follow it to Terry's house – address 10973 31 ¾ Rd., Kingsley, 49649. As a fork in the road, stay left. Questions, or lost: call Terry at 231 263-5300.

4-H OUTDOOR ADVENTURE CHALLENGE GEAR LIST ORIENTATION

Personal Gear

- Backpack or some sort of bag for your own gear (We're going to be camping a short distance from our cars, so it should be something you can carry)
- Some type of camp chair (this weekend includes lots of listening time)
- Pack Tent (can share)
- Sleeping Bag
- Closed Cell Foam Pad (a must when the ground is so cold)
- Compass (do not purchase if you do not have one)
- Whistle on a cord
- Matches in a waterproof container (film can works well)
- Mess Kit and eating utensils (any old stuff you have at home will work)
- Camp Stove (can share)
- Clothing for the season (it could get cold at night)
- Warm hat and gloves strongly recommended.
- At least one or two pair of warm socks.
- Change of clothing for wet weather
- Rain Suit or Poncho
- Personal Toiletries
- Small amount of paper towel to clean your plate.
- A roll of toilet paper to donate to the outhouse.
- A small container of wet ones or baby wipes for your shower in a box.
- Hand sanitizer
- Small, personal first aid kit
- Two plastic garbage bags for wet weather
- Water containers enough to hold a gallon
- Flashlight or headlamp
- Insect Repellant, sunscreen, sunburn lotion
- Camera and film (optional)
- A bandanna
- A pillow (optional)
- You will be much warmer if you avoid cotton clothing and dress in synthetic clothing.

Food Items – Bring a cooler or Terry’s dogs will eat your food!

- Dinner for Friday and Saturday
- Breakfast for Saturday and Sunday
- Lunch for Saturday and Sunday
- Coffee, Tea, Hot Chocolate for hot drinks

(You might also want to bring a snack to share around the camp fire pit on Saturday night). We will discuss food and nutrition for backpacking and camping as a part of the orientation program.

We can make it this weekend without a great deal of prior preparation and thought. We shouldn’t starve to death in 24 hours.

Here are a few suggestions:

- Tuna in foil pouch
- Chicken fajitas with chicken from a pouch
- Flavored noodles or rice or instant potatoes
- Bagels and lunch meat
- Oatmeal
- Granola bars

...walk down the aisle at your local grocery store and use your imagination. Try to find things that are easy to prepare, mostly nutritious, and tastes good.

What not to bring:

All cell phones need to be left in your vehicle.

Leave all ipods, radios, video games or other electronic devices at home or in your vehicle.

Do not bring “throw away” water bottles. Bring a water bottle that can be reused many times. A “nalgene” type water bottle or a wide mouth Gatorade bottle will last many months maybe years with a little soap and water.

Do not bring any type of soda, energy drinks or prepackaged drinks. You can bring powder to mix with your water, Gatorade, Powerade, Kool-aid for instance. You may also make coffee, tea, hot cocoa or hot cider, anything that begins with water as the base.

4-H Rules prohibit tobacco or alcohol at any 4-H event or training.

4-H OUTDOOR ADVENTURE CHALLENGE (OAC) ORIENTATION SCHEDULE

Friday	5:00 – 7:00	Set up camp and fix your own supper. One or two get acquainted games.
	7:00 – 9:00	Answer any questions on the pre orientation questioner. Give out Illustrative Judgment Survey Slide presentation on The Psychology and Sociology of Judgment for Outdoor Leaders prepared by Dr. Kent Clement Risk factors affecting judgment
	9:00 – 10:00	Campfire stories
Saturday	7:00 – 8:00	Fix your own breakfast...think about what you would like your 4-Hers to do for breakfast. Have a little extra for visitors.
	8:00 – 10:00	Rotate between leaders with gear for: Winter Camping (sled, tarp, shovel, stoves and fuel) Backpacking (have some to try on, talk about packing) Caving (lights, helmets and clothing) Climbing and Rappelling (helmets, harness, ropes) Canoeing (paddles, PFD, canoes) Kayaking (needed equipment)
	10:00 – 10:15	Break
	10:15 – 10:30	Game
	10:30 – 11:30	Experiential Learning and Shadow Leadership
	11:30 – 12:00	Processing
	12:00 – 1:00	Lunch
	1:00 – 3:00	Orienteering with a compass
	3:00 – 3:15	Break—Enjoy your own snack
	3:15 – 5:15	Learn how to use a GPS Unit and find a treasure
	5:15 – 6:30	Fix your own supper
	6:30 – 7:30	Leave No Trace
	7:30 – 8:30	Foods, necessary carbs, protein, drying foods
	8:30 – 9:00	Trip Plan
	9:00 – 10:00	Campfire
Sunday	7:00 – 7:45	Breakfast
	8:00 – 9:30	Team Building Games
	9:45 – 11:00	Revisit Trip Plan, check out ones in notebook for coming weekends. Complete Mentor form.
	11:00 – 12:00	Next Steps, Action Plans, Final Processing and closing
	12:00 – 1:00	Lunch and leave

SUGGESTED LEADER TRAINING CURRICULUM OUTLINE

ORIENTATION

GOALS: To give trainees an overview of 4-H, the Outdoor Adventure Challenge program, certification requirements and equipment; and to prepare them for subsequent training workshops.

ENVIRONMENT: Must provide a camping experience consisting of at least one night, preferably two, in the outdoors in a rustic setting (i.e., established tent sites, fire pits, water, toilets, vehicle access, but no buildings).

TRAINING TOPICS:

4-H Youth Development Program

- philosophy
- policies
- etc.

4-H Outdoor Adventure Challenge

- overview
- philosophy
- policies
- risk management
- insurance

Certification

- overview of training series
- expectation that trainees come prepared
 - proper equipment
 - having read material
- certification requirements
- trip plan assignment

Working with Youth

- developmental processes
- working with youth assignment

Group Dynamics & Expedition Behavior

Leadership

- styles
- shadow leadership

Stress

- identification
- management techniques

Processing Basics

- processing assignment

Equipment

- backpacks
- sleeping bags & closed cell pads
- cooking equipment
- clothing & shoes
- tents
- other gear

Foods & Nutrition

- Food Pyramid
- drying techniques
- water needs
- water purification techniques
- low impact clean up

Low Impact Camping

- campsite selection
- waste disposal

Fire Building

Safety

- element
- proper equipment usage

Emergency Management

- elements of survival
- hypothermia
- heat exhaustion/stroke

Map & Compass

Processing

Other Questions Trainees Have

FIRST AID

GOALS: To teach trainees the basic skills necessary for outdoor first aid and to give them an opportunity to practice those skills.

ENVIRONMENT: Must have access to indoor facilities with TV and VCR; and provide an additional rustic camping experience (as described under **ORIENTATION**).

TRAINING TOPICS:

Provide Basic First Aid & CPR Certification

- for trainees that do not come to program with these skills

Water rescue

Backwoods rescue

Length of CPR time

Reason for two adults per trip

Other as determined by instructor

Processing

CANOEING

GOALS: To teach trainees about canoeing and basic techniques for flat and white water travel.

ENVIRONMENT: Must be on a river that will provide for a variety of experiences including flat water and white water, such as the Paint, Pine or Little Muskegon; at least one night, preferably two, of primitive camping in a back country setting (no camp sites, water, toilets or vehicle access); and group must be self-contained. An overnight solo experience is required during this training.

TRAINING TOPICS:

Trip Planning

Equipment & Clothing

- dressing for the weather
- PFD's
- helmets

Safety

- getting in & out
- loading a canoe
- traveling
- rescues
- hypothermia

Canoe & Paddle Types

- uses
- history

Paddling Strokes

- forward
- backward
- J-stroke
- pry
- draw
- landings & launchings

Canoeing Concerns

- reading the water
- flat water techniques
- white water techniques

Processing

KAYAKING

GOALS: To teach trainees about kayaking for coastal waters.

ENVIRONMENT: Must be on a non-white water river, inland lake, or coastal body of water that will provide for a variety of experiences at least one night, preferably two, of primitive camping in a back country setting (no camp sites, water, toilets or vehicle access); and group must be self-contained. An overnight solo experience is required during this training.

TRAINING TOPICS:

Trip Planning

Equipment & Clothing

- dressing for the weather
- PFD's
- helmets

Safety

- getting in & out
- loading a kayak
- traveling
- rescues
- hypothermia

Kayak & Paddle Types

- uses
- history

Paddling Strokes

- forward
- backward
- landings & launchings

Kayaking Concerns

- reading the water
- flat water techniques
- portages

Processing

BACKPACKING

GOALS: To teach trainees the basics of backpacking and to give them experience in navigation with a map and compass.

ENVIRONMENT: Must provide for a minimum of four hours of course navigation and backpacking, including an opportunity for off-trail navigation; at least one night, preferably two, of primitive camping in a backcountry setting with no established camp sites, water, toilets or vehicle support.

TRAINING TOPICS:

Trip Planning

Gear & Clothing Requirements

Packing a Backpack

Walking Techniques

Safety

Map & Compass

Camp Site Selection

Processing

CAVING

GOALS: To teach trainees the basics of caving, including preparation for, equipment, techniques and safety.

ENVIRONMENT: Must provide opportunities for trainees to experience a variety of navigational techniques and an assortment of formations.

TRAINING TOPICS:

Trip Planning

Cave Formation

- evolution
- types
- environmental aspects
- cave inhabitants
- formations

Equipment

- light sources
- etc.

Clothing

Food & Water

Safety

- rescue techniques & procedures

Navigational Techniques

Processing

CLIMBING & RAPPELLING

GOALS: To teach trainees the basics of climbing and repelling, and about equipment, safety and techniques.

ENVIRONMENT: Must provide a variety of sites which will give trainees an opportunity to experience different climbing, repelling, belaying and rigging conditions.

TRAINING TOPICS:

Trip Planning

Trust Building

Knots:

- figure 8
- water knot

Equipment and care of:

- helmets
- ropes
- webbing
- carabiners
- harnesses
- etc.

Safety

Site Selection

- considerations
- rigging

Climbing

- signals
- belaying
- climbing techniques
- rappelling techniques

Processing

WINTER CAMPING

GOALS: To teach trainees the basics about winter camping and survival, cross-country skiing and snowshoeing.

ENVIRONMENT: Must provide for at least one night, preferably two, of primitive camping in a backcountry setting (no camp sites, water, toilets or vehicle support); the group must be outdoors continuously for at least a 24 hour period, preferably longer; and there must be enough snow for the group to experience cross-country skiing (for a minimum of two hours), snowshoeing (for a minimum of two hours) and winter shelter construction (must participate in construction of shelter and have an overnight experience in).

TRAINING TOPICS

Trip Planning

Safety

- hypothermia

Camp Site Selection & Preparation

Fire Building

Food & Water

Cross-Country Skiing

Snowshoeing

Winter Shelter Construction

- requirements
- different types
 - pros & cons

Map & Compass

Processing

PROGRAM GOALS

The Michigan 4-H Outdoor Adventure Challenge program is intended to help participants see themselves from a whole new perspective. As our society becomes further removed from the natural environment, personal alienation becomes more prevalent. The inability to cope with related stresses is becoming a rapidly growing social problem.

The 4-H Outdoor Adventure Challenge program seeks to help the participant renew the bond with self, others, and the natural environment. Through trained leadership, the natural environment and stressful outdoor activities become classroom and curriculum, to further learning by experiencing.

The specific goals of the Michigan 4-H Outdoor Adventure Challenge program are that the participant:

- Is instilled with self-confidence in all aspects of life
- Better understands the needs of others
- Learns cooperative participation and the value of effective communication
- Deepens and diversifies his or her outdoor experiences far beyond the ordinary
- Gains a greater sensitivity, understanding and appreciation of the natural environment with a sense of stewardship.
- Achieves personal growth and heightened self-awareness, physically, mentally, and emotionally, through a variety of outdoor experiences
- Is **CHALLENGED**, by purposeful physically and mentally stressful outdoor experiences
- Learns the means for coping with stress
- Develops qualities of leadership

PROGRAM POLICIES

Use of Name - Use of the name “4-H Outdoor Adventure Challenge” attached to any group requires participation of a Certified 4-H Outdoor Adventure Challenge Leader.

Trips and Outings - A certified adult (21 years or older) Outdoor Adventure Challenge Leader is *required* to be on all Outdoor Adventure Challenge outings for the *entire duration* of the outing. A Outdoor Adventure Challenge outing is defined as any activity conducted by a 4-H Outdoor Adventure Challenge club and its certified leader away from its normal meeting location (usually the leader’s home or a local community center, school, etc.) and can be a one day’s duration (a daytime skiing activity) or longer (a weekend of backpacking).

Private Property - All Outdoor Adventure Challenge leaders must obtain permission when using private property.

Parent Release Forms - Parental release forms for program participants for all Outdoor Adventure Challenge outings are *required*. Participants *without* signed forms *can not be allowed* to go on the outing.

Life Jackets - Life jackets *must be worn* by all Outdoor Adventure Challenge participants (youth and adults) during canoeing, boating, or other water-related activities.

Helmets - Helmets *must be worn* by all Outdoor Adventure Challenge participants (youth and adults) during caving and climbing/rappelling/kayaking and canoeing activities. You must have an approved helmet.

Insurance - Leaders are covered by the MSU liability insurance policy when working with the 4-H clubs; however, members are not included. Health/Accident Insurance for youth and adults participating in Outdoor Adventure Challenge outings *must be obtained*. MSU Extension has access to low cost health/accident insurance program. Outdoor Adventure Challenge leaders should work with County Extension staff to obtain group health/accident insurance.

Sale of Outdoor Adventure Challenge Novelties - Outdoor Adventure Challenge groups may sell items such as T-shirts, decals, etc., following approval by the State 4-H OAC Coordinator and Environmental & Outdoor Education Program Leader.

Michigan 4-H Youth Development Conduct Policy – All 4-H OAC program activities (leader training, youth group trips, etc.) must follow the Michigan 4-H Conduct Policy:

- Positive behavior is a key expectation for youth and adults participating in state-sponsored 4-H activities – behavior that reflects trustworthiness, respect, responsibility, fairness, caring and citizenship. Participants are expected to fully participate, follow all workshop or event guidelines and behave appropriately to ensure a high-quality learning experience and ensure the safety of all participants.
- Theft, vandalism, the use of illegal drugs and alcohol, leaving the program premises or boundaries (except for trips arranged as part of the program) and other such offenses are strictly prohibited. Anyone involved with these offenses will immediately be sent home at his or her own expense and may be dismissed from MSU Extension 4-H Youth Development. Those engaged in illegal activities will be turned over to the proper authorities. Repair costs for damages incurred to property will be billed to those responsible.
- You may be sent home for inappropriate sexual behavior and behavior that violates the rights of others, particularly when the behavior is disrespectful as regards a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance. You may not tease, hurt or bully anyone, or use language, gestures or actions that will hurt others. Disciplinary action will vary based on the degree of the offense and will be determined by the 4-H staff in charge of the program.
- Housing/sleeping areas are set up as all female and all male. Participants are not permitted in the housing/sleeping areas assigned to members of the opposite sex.
- Participants are responsible for their own belongings. Valuables, such as expensive jewelry and electronic devices, should be left at home. 4-H Youth Development will not be responsible for any lost or missing items.
- Dress casually, but neatly and appropriately, for the occasion.

Transportation Policy

Vehicle Restrictions

Use of 12- and 15-passenger vans for 4-H programming is prohibited. You are covered by MSU Liability traveling to and from 4-H events as long as you abide by this policy and drive in a safe manner. More information on vehicle restrictions can be found in Volume 1 of the MSU Manual of Business Procedures, found on the Web at: <http://ctrl.msu.edu/mbp/mbp35.htm#115>.

Drivers

Drivers transporting youth on behalf of MSU and MSU Extension programming must be 21 years of age or older. Verification of a valid driver's license and current liability insurance is required for any adult volunteer authorized to drive for Michigan 4-H Youth Development programs. Teens with a valid driver's license may drive themselves to 4-H events with parental permission. However, they cannot transport others on behalf of MSU Extension.

MSU Extension Van Policy

MSUE (including 4-H) does not allow the use of 12 & 15 passenger vans.

If you use a van that holds 12 or 15 passengers, you will NOT be covered by MSU Liability.

MSU puts a high value on the lives of our children, youth, volunteers and employees. They will do everything within their power to keep our children, youth, volunteers and employees safe.

You are covered by MSU Liability traveling to and from 4-H events as long as you abide by this policy and you drive in a safe manner.

KEEPING KIDS SAFE! –YOUTH-ADULT HOUSING POLICY FOR 4-H OVERNIGHT EVENTS

It is the responsibility of Michigan State University Extension 4-H Youth Development to do all we can to ensure that the young people involved with 4-H programs are treated with respect and dignity, and are provided with safe, caring environments in which to learn and have fun. All 4-H staff and volunteers who work closely with young people have the potential to profoundly affect the well-being of children.

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, effective beginning 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. For purposes of this policy, a "Michigan 4-H-sponsored event" is defined as any event that has an affiliation with 4-H through the use of the name or emblem, and that involves a representative of 4-H (either a 4-H staff member or a 4-H volunteer who has been through the Volunteer Selection Process).

The core of the policy relates to housing young people with unrelated adults and reads as follows:

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 Michigan State University Extension Volunteer Selection Process. Chaperones at 4-H overnight events are responsible for serving as role models for youth and for guiding youth behaviors. Only adult chaperones and youth of the same gender can be housed together. An unrelated youth and adult must never share a bed.

At overnight events, it is recommended that adults be housed with youth whenever possible – in accordance with the policy. When this is not possible, adults must be housed within hearing distance of any lodging rooms housing youth. In all events, 4-H staff and adult volunteers having responsibility for a given activity always retain the authority to exercise their best judgment to ensure the safety of the young people involved.

This policy also addresses other aspects of overnight housing situations such as **youth-adult ratios:**

Any overnight trip must have a 4-H OAC adult leader and one other 4-H adult volunteer chaperone who doesn't have to be an OAC leader, but can be. Michigan 4-H Youth Development also recommends the following adult-to-youth ratios when planning and implementing programs. When involving youth between the ages of 5 and 12 (of the same gender), follow a ratio of one adult to six youth. Supervision of young people aged 13 and up (of the same gender) requires a ratio of one adult to ten youth. Some programs, such as the 4-H Outdoor Adventure Challenge program, use a higher ratio of adults to youth. 4-H staff and volunteers should always consider the needs of the group (such as age and maturity levels) and use their best judgment to keep the young people safe and not put adult chaperones in unreasonable situations.

Before any youth attends an overnight 4-H event, each youth's parent or legal guardian must sign and return a "4-H Overnight Housing Parent/Guardian Permission Form." This form has been incorporated into the same sheet as the one used for the Media Release and Medical Treatment Authorization.

Housing Youth With Related Adults

Youth can be housed one-to-one with related adults (19 and over) who are their parents, legal guardians or other family members (such as step-parents, domestic partners, grandparents, aunts, uncles and adult siblings). Keep in mind that "family members" may be defined in different ways across cultural groups. A youth who is housed with a related adult of the opposite gender must not be housed in an area with shared bathrooms. Note that this portion of the policy refers to related one-on-one youth-adult situations. Adults can be housed with more than one related youth.

The complete [Youth-Adult Housing Policy for 4-H Overnight Events](http://web1.msue.msu.edu/cyf/youth/downloads/housingpolicy/policy.html) can be found at <http://web1.msue.msu.edu/cyf/youth/downloads/housingpolicy/policy.html>. It provides information on how the policy applies to Michigan 4-H—sponsored state-, regional-, multi-county-, county- and club-level overnight events where adults are housed with youth, such as workshops, events, fairs, exchanges, overnight trips and lock-ins.

Incident Report Forms (Injury/Property Damage Report for Non-Employees)

Accidents involving personal bodily injury or property damage that may give rise to a claim should be reported immediately. A copy of the Incident Report Form can be found in the Forms section of the 4-H OAC Training Manual. A copy of the completed form should be given to our county MSU Extension 4-H staff who will send it to the CANR Human Resources Office and the State 4-H Office, as well as the Office of Risk Management and Insurance as soon as possible, with a copy of the local police or investigator's report if available. This form can also be found on the Web at: <http://ctrl.msu.edu/download/forms/ex35a.pdf>.

4-H Insurance Information

Many times, questions are asked about the insurance coverage for 4-H events, volunteers, and members. It is important that all 4-H volunteers understand the types of insurance coverage that is available and which insurance is appropriate in various situations.

The two basic types of insurance that exist are:

Liability Insurance which is provided to volunteers signed up as leaders in the 4-H Program who are deemed by Michigan State University to be acting within the scope of their duties of performing services for the University. This insurance protects volunteers in the event they would be sued for claims of negligent acts that result in bodily injury to someone else, personal injury such as libel or slander, or damage to property of others. Liability insurance coverage is automatic and is provided for all volunteers who are registered as leaders in their local Extension office annually.

When transporting others to and from a 4-H program in privately owned vehicles, MSU liability insurance coverage is provided as a secondary insurance. That means that the insurance maintained by the person who owns the vehicle would provide the first insurance coverage and the MSU insurance be the second coverage.

Coverage by the liability policy means that the liability insurance will provide defense in court for a registered leader to cover allegations of a negligent act even through the allegations may be fraudulent or false, and will pay the damages in which the covered insuree is legally liable to pay.

Report any incident that involves bodily injury or property damage which may give rise to a claim immediately to your county 4-H staff or county extension director in a written report. You should cover as much information as possible about the incident. This will then be sent to Michigan State University. Follow up contact will then come from MSU directly to the parties named in the incident report.

Accident and Illness Insurance is not provided by Michigan State University to volunteers and is not mandatory. However, ***it is strongly recommended*** that all 4-H Outdoor Adventure Challenge groups take out a special policy available through one of the insurance companies listed below. This insurance covers medical expenses, dental expenses from injury, as well as payment for loss of life, depending upon the coverage selected. Rates for the group insurance for clubs is \$1 per year, per youth and leader enrolled, or 15 to 23 cents per day for special coverage for groups who do not wish to obtain coverage on an annual basis.

A company that provides low cost accident insurance for 4-H groups is:

American Income Life Insurance
<http://www.americanincomelife.com>
P.O. Box 50158
Indianapolis, IN 46750
1-800-849-4820

SAFETY FIRST!

Assurance of participant safety is the supreme goal of the outdoor leader. Period. This must occur simultaneously and inseparably with protection of this environment. This leader attitude must be ever present, not only for the moral responsibility to the participant, but for leader self-protection as well. Our society has reached the point where, in the event of a program (outdoor or otherwise) injury, there is little question that there will be a lawsuit. There is even less question that the leaders will be named as defendants, as well as most every other person or organization even remotely connected to the incident. The question that does remain is who will be found liable in the judgment of the court. The court will determine liability based on three elements:

- Did the leader owe a duty to the participant?
- Did the leader breach that duty?
- Was there actual monetary or other loss incurred as a result of the injury?

The duty owed, also called the standard of care, is interpreted as **the same care exercised by a reasonable and prudent professional under the same circumstances**. Based on this definition, several points of particular relevance to Outdoor Adventure Challenge leaders need to be stressed:

- Volunteers are required to demonstrate the same standard of care as paid professionals.
- Michigan State University provides liability insurance coverage to **certified** 4-H Outdoor Adventure Challenge leaders (with up-to-date enrollment cards on file in their county Extension offices) while in the course of 4-H Outdoor Adventure Challenge club activities. **This insurance in no way protects the volunteer leader from incurring personal liability in the event he or she is found negligent (that is, has breached the standard of care). Therefore, it is strongly**

recommended that each volunteer consult with his or her insurance agent and secure adequate personal coverage.

- The courts have recognized that young children do not demonstrate mature judgment, and as such require a higher level of supervision and protection.
- The Outdoor Adventure Challenge leader, volunteer or otherwise, is the “expert” at whatever activity he or she is leading, and therefore, has a duty to stay current on the common practice and knowledge in the field.
- In “*Outdoor Pursuits*”, authors Ford and Blanchard identify three criteria on which the standard of care is based:

I. Supervision:

A. General Supervision

1. Supervisory plan based on the number and location of supervisors.
2. Awareness of dangerous conditions (environmental conditions, participant signs/symptoms, unsafe practices)
3. First aid knowledge

B. Specific Supervision

1. Communicate at the level of the participant
2. Be sure participants both understand and adhere to safety procedures
3. Be alert to changing conditions that **may lead** to dangerous conditions (fatigue, darkness, rain, cold)

II. Conducting the Activity:

A. Adequate Instruction and Progression

This means the leader must know how to perform the skill being taught, as well as, be able to analyze the participant’s level and ability and help him or her progress to a higher level safely.

B. Understand Participants (to modify plans appropriately)

It must be ingrained that the leader who teaches skills rather than people is not acting as a reasonable and prudent person.

1. Age and size
2. Skill and maturity
3. Special conditions (mental and physical disabilities)

C. Warning of Dangers and Required Use of Protective Devices

Indoors, this may include knowing the locations of exits and fire extinguishers.

Outdoors, this may mean knowledge of hazardous topography and potential evacuation routes.

III. Concentrate on these elements of risk management until they become second nature:

Continue to concentrate on them during each and every 4-H Outdoor Adventure Challenge activity. As an outdoor leader, the safety of your members is a tremendous responsibility. Only after the prerequisite of participate safety in the context of environmental safety is met should fun be a concern of the reasonable and prudent outdoor leader.

RISK MANAGEMENT

Risk management includes both plans/preparedness AND response/action.

- Prevention of problems (research of potential risks, planning trip itinerary to manage risks, training kids in key skills, training leaders in key skills and generally to prevent problems, general group rules, activity-specific safety rules, collection of information about kids and

possible issues, contingency plans for those issues, etc.) Assuring members have essential gear, etc. is part of prevention.

- Preparedness for possible problems/risk situations/emergencies
 - information/knowing what to do
 - plans/ working out responses
 - various training as appropriate in first aid/search/rescue/water rescue/hypothermia response
 - having the needed gear, etc.
- Taking action in an emergency
 - first aid
 - obtaining help
 - plus (perhaps) evacuation, search and rescue, etc. Note these are actions that should be taken only if thoroughly trained; otherwise leave to emergency personnel.
- Communication with home (Emergency contact person)

Some preparatory things for a trip include a lot of risk management prevention. These are shared with parents and kids of course. Many other risk management tasks are not necessarily shared in depth with parents or kids, at least routinely. They are not a secret, but leaders/ co-leaders may spend many hours working out this sort of thing in advance; so involving kids and parents is likely not practical. It's often something that parents and kids trust leaders will do and do well.

An important part of risk management (that is specifically shared with parents and kids) is emergency communication. Done well, this is a great tool to make everyone more comfortable. Communication makes minor problems okay and can keep larger more serious issues from becoming even worse. Emergency contact/ communication plans should be thorough, workable, as simple as possible-sufficient to handle an incidents ranging from a member injured or ill on the trip, to a travel delay, to a member's family changing pick-up arrangements after the trip, to a member's family crisis while the member is on the trip, etc.

The recommendation is to use a single Emergency Contact Person. This is one good procedure; there may be other acceptable ways to manage emergency contact issues specific to a certain trip or situation. The local, primary emergency contact person (ECP) should be someone you know, a parent or other adult back at home or at a fixed location who you have prepared to manage emergency communication, who will be around and has the time to manage anything that might come up, who has an answering machine for brief times they are out, etc. They should also have the skills to help manage communication if an issue arises at home with family, etc. They should also know when a problem is occurring (you're late, you're in the path of a huge storm, etc.) and to contact emergency personnel near your trip location and provide them with the information they need to help you in an emergency.

Give the emergency contact person very detailed information about the trip-members on it, adults on it, copies of trip maps, very detailed itinerary including maps alternative plans and routes and the times/ reasons you might use them, all the emergency info and phone numbers at the trip site, phone numbers of families of each member on the trip, etc. This gives parents someone capable and helpful to call if issues emerge at home and, if issues emerge in the field, everyone at home gets the same message and those in the field get all communication taken care of with just one call to the ECP. Direct parents quite firmly to only call that ECP, if a concern or an emergency arises.

Advantages of this procedure:

- One person who knows all the details about the group (names, medical, route, plans, etc.) coordinates any contact with the group in the field, especially anything involving emergency services. Otherwise, in a problem or worry situation at home, parents (maybe even several parents) might be phoning state police, sheriffs, park rangers, others, etc. with different concerns/ requests. The result is confusion and maybe putting emergency service people on alert unnecessarily.

- If everyone at home knows to use the one emergency contact person as a source of information, they can call the ECP for any updates from the group in the field. No rumors or confusion.
- The group leaders in the field can make one call to the emergency contact person for lots of reasons:
 - To check for all messages for members such as changes in a member's pickup person, or (for instance) that a member's grandpa is ill and the member should be prepared for that, or the leader should take the member to the hospital when the group returns home.
 - To have the emergency contact person pass along messages to folks at home, telling parents at home that pickup time will be delayed or that there's been an injury.

Suggested permission forms system

Using the following combination of permission forms is highly recommended:

- An "annual" overall parent permission form specific for your 4-H Outdoor Adventure Challenge club, done once for the year that explains the purpose of your group, key points like no-drug rules and other disciplinary things, the inherent risk things, and a statement releasing leaders and 4-H from liability. This is specific to your club and your rules, etc. so you'll likely have to write it up yourself then get your county office to look it over for approval. Member and parents sign and return to you.
- General "annual" medical information form with a section giving club leader permission to authorize treatment in an emergency. The county Extension office usually has one they like their clubs to use. It sometimes has the media release included. Member's parents sign, return to you, then you carry it with you in case you need to okay medical treatment; your county should have a copy of these forms on file.
- The specific "trip permission form" for each trip. This has trip name, location, and dates on it. The parents fill out as well:
 - Updated health/ medical information for member
 - Any current information about the member that the leader should know including current prescription medications being taken.
 - List of routine over the counter medications you will have along during the trip, and parent's okay or not okay for you to give them to their child.
 - The parent's signature indicating their okay for this particular trip and the information they have filled in on the form.

HOW TO ORGANIZE A MICHIGAN 4-H OUTDOOR ADVENTURE CHALLENGE CLUB

1. Decide if you want to become an Outdoor Adventure Challenge leader and why. Remember, while you as a leader will benefit in many ways, Outdoor Adventure Challenge is first and foremost a youth development program.
2. Contact your county Extension office to obtain an application and submit it by the deadline. You'll find a close relationship with your county office very helpful.
3. Receive 4-H Outdoor Adventure Challenge training. During the training period, complete the following:
 - A. Arrange to attain current certification in CPR and at least Multi-Media Standard First Aid.
 - B. Arrange to join an existing club, or organize your own. Your county office will assist you with contacting other clubs or advertising for membership. When advertising, are you reaching a significant audience, such as the often-ignored urban or very rural populations?
4. If forming your own club, you will need to consider the following:
 - A. An organizational meeting to introduce interested kids and parents to Outdoor Adventure Challenge. Some suggestions include:
 - A brief presentation by an existing Outdoor Adventure Challenge leader and/or club members, followed by a Q/A session.
 - A slide show of Outdoor Adventure Challenge outings might be available from other Outdoor Adventure Challenge leaders.
 - A display and explanation of equipment used in the Outdoor Adventure Challenge program (lightweight backpacking equipment, climbing gear if there is a certified leader on hand, etc.). Stress that expensive equipment is not necessary to enjoy basic outdoor activities.
 - Have everyone complete a questionnaire to obtain personal data and feedback.
 - Plan an ice-breaking activity such as a New Game.
 - Serving refreshments and munchies is always welcome!
 - Have copies of the Outdoor Adventure Challenge brochure to distribute, and any other handouts you feel might be useful.
 - Be prepared to answer many questions, especially regarding safety. Stress that the learning of outdoor skills is secondary to the development of life skills.
 - Have an outing in mind for the near future, and be prepared to give details.
 - B. A consistent meeting schedule. **For example:** Hold a planning meeting the first Monday of each month. Here you might discuss a previous outing, arrange details and/or introduce skills for a future outing, and so forth. The monthly outing would then follow at some prearranged time.
 - C. A consistent meeting place. Check county facilities first (such as a room at the Extension Office, a fairgrounds building, etc.) as these may be free of charge and tend to be centrally located. Arrangements will need to be made for access after hours and the room should be physically suitable for such variables as group size, activities, and possible youth and/or adult disabilities.
 - D. Decide early how money will be generated, such as holding fund-raising activities, or charging a fee for each outing. A consistent means of handling club funds is also important (bookkeeping, allocation, etc.)
 - E. Find sources of outdoor equipment. Try your county office or Outdoor Adventure Challenge Instructors, or other Outdoor Adventure Challenge clubs or youth/special interest groups. Check with local merchants for group rental or purchase rates, or even loaners.
 - F. Insurance needs (insurance is a **must**). Forms are available from your county office with very reasonable group rates on an annual or per activity basis.
 - G. Films and slide tapes are available through your county office. Also, audio-visual equipment may be available through your county office. If not, your 4-H staff member may assist you in locating services in the community, such as libraries, schools, churches, and so forth.
 - H. Do you want age limitations beyond that of 4-H?
 - I. Transportation to and from outings. This is usually taken care of through multiple leaders with cars, limiting the group size, or cooperative parents. Incorporate parents into your club whenever possible as volunteer assistants.

A Sample Letter to Prospective 4-H Outdoor Adventure Challenge Members and Their Parents

Michigan 4-H Outdoor Adventure Challenge is a wilderness activity program for youth and their adult leaders. Wilderness survival, climbing and mountaineering, orienteering, ropes courses, outdoor skills, backpacking, camping, canoeing, and more are all part of Outdoor Adventure Challenge.

The 4-H Outdoor Adventure Challenge program is designed to extend the participants' reach by purposely providing physically demanding and mentally stressful outdoor experiences. Activities are intended to sometimes be difficult and occasionally uncomfortable. Trips are rarely cancelled due to poor weather, for instance. Participants, thus, gain confidence in their abilities to cope with stresses that they face in other areas of their lives. Members also learn to understand the needs of others, develop a respect for the environment, and learn leadership skills.

Safety is a top priority, however. Due to the unique nature of the Outdoor Adventure Challenge program, leader training is extensive to ensure the safety of members and give the necessary skills for the high adventure activities that make up 4-H Outdoor Adventure Challenge.

Since skills are built up from trip to trip, participation on some trips will be limited to those who have completed certain prerequisite activities.

The club will hold general meetings, trip preparation meetings (to prepare for a specific trip), and trips themselves. We hope to take a trip every six weeks. Members participating in a trip must attend the preparation meeting, and must also return a written trip permission slip and reservation form. Since each trip is a total learning unit, members are expected to participate in each trip from beginning to end.

The leaders retain the option of sending home from a trip at his/her parents' expense, any member who has alcohol, tobacco, other drugs, or whose behavior is considered by the leader to be detrimental to club activity or potentially dangerous to other club members. Club members may also be suspended from the club for these same reasons.

Certain equipment is eventually necessary, but we encourage you to wait to purchase equipment until it is needed. We will discuss gear needs with club members before each trip, and will offer tips about the most appropriate equipment for club members. We will borrow and improvise equipment when possible to keep club members' expenses as low as possible.

There are no club dues. Member cost on trips is limited to their own food, plus a share of ferry or campsite fees; occasionally, a share of the gas cost will be required of each member participating on a trip. The club will depend on parents to help drive the group to trip sites. Parents are also welcome to participate on trips; an additional adult will sometimes allow us to take a larger group on a trip.

4-H Outdoor Adventure Challenge is exciting, demanding, and fun. If you have any questions, please call.

4-H OUTDOOR ADVENTURE CHALLENGE LEADER CERTIFICATION PROCESS

The 4-H Outdoor Adventure Challenge Program employs the following standards for certifying candidates to be a leader in its programs:

- You must be currently enrolled and in good standing as a 4-H volunteer leader (or staff member) in your home county.
- Copies of your 4-H leader application, references and criminal history results must be sent from your home county to the O.A.C. coordinator at the time you submit your Challenge Leader Application, Code of Conduct (with Training Expectations), Leader Certification Record and Health Form, Media Release/Medical Treatment Authorization and Personal Data Sheet.
- The total cost for adults attending the 4-H Outdoor Adventure Challenge Leader Training Series is \$232 (\$132 for teens aged 16 and up). A nonrefundable application fee of \$100 is due with your application. The remaining \$132 is due by June 2nd of each year. (Your county 4-H program may cover a portion of this cost.)
- You must be at least 16 to enroll in the training series, and at least 21 to become a certified 4-H Outdoor Adventure Challenge Leader. You must attend all of the required sessions and two specialty sessions, have current first-aid and CPR certification, and work with a 4-H group after you complete the training. (Please note: 4-H Outdoor Adventure Challenge is a high-stress and physically demanding activity. If there is any question about your health, be sure to consult with your doctor before applying.)
- Orientation is the physical entrance into the Outdoor Adventure Challenge Program. Orientation is mandatory, and no training modules can be attended or completed before attending the orientation session.

The following sessions are required to become a certified 4-H Outdoor Adventure Challenge leader through the week-long series:

- Orientation – April 25 to 27, 2008, on the Manistee River near Manton
- Canoeing, Backpacking, and Rock Climbing – June 28 to July 6, 2008, in the central Upper Peninsula

You must also complete two of the following specialty sessions:

- Basic Coastal Kayaking – August 1 to 3, 2008, near Escanaba in the Upper Peninsula
- Rock Climbing – September 19 to 21, 2008, near Big Bay in Marquette County
- Caving – August 22 to 24, 2008, in Salem, Indiana
- Winter Camping – January 17 to 19, 2009, Pigeon River State Forest near Gaylord.

OUTDOOR ADVENTURE CHALLENGE LEADER RECERTIFICATION PROCESS

Outdoor Adventure Challenge Leaders are certified for a period of three years (from date of certification until December 31, of the third year following certification). Recertification efforts can start approximately 18 months before your certification expires. Each leader must complete the following recertification requirements:

- Be currently working with an *active* 4-H Outdoor Adventure Challenge Club.
- Have up-to-date cards in First Aid and CPR preferably Wilderness First Aid/CPR.
- Select and attend at least one training weekend of your choice in the Specialty Leader area of interest or a training on youth development.

The State Coordinator will be responsible for notifying leaders what their recertification date is (one year prior to expiration date) and reminding them of the above recertification requirements.

Outdoor Adventure Challenge Orientation:

In a effort to have more time for hands on activities during the orientation weekend, we are going to require each of you to read the enclosed material and answer the following questions before attending orientation:

Code of Conduct and Training Expectations: This page needs to be read carefully and signed.

1. When is the trip plan due? _____
2. How many adults are required to be on an overnight OAC outing? _____
3. What sessions must you complete? _____
4. Why should you have visible contact with the people in front of you and behind you when the group moves from one place to another? _____
5. What is needed in addition to completing training sessions to receive Outdoor Adventure Challenge certification?

Suggested Curriculum Outline:

List three questions you have after reading the outline under orientation.

- 1.
- 2.
- 3.

List five questions you have after reading the rest of the outline for the other trainings.

- 1.
- 2.
- 3.
- 4.
- 5.

Program Goals:

What is a personal goal you have beyond the ones that are listed?

Program Policies:

1. Can you attend an outing without a parent Release Form? _____
2. What activities require helmets?
3. Where can you go to get low cost insurance information?

Van Policy:

Does MSU Liability cover people who use a 12 passenger van? _____

4-H Insurance Information:

1. How does MSU Liability cover 4-H leaders transporting youth?
2. What does MSU Liability Insurance cover?
3. What company provides low cost accident insurance?

Injury/Property Damage Report:

1. Who fills in this form? _____
2. Where is it sent? _____

The following will give an understanding of where you are in the process of organizing a 4-H Outdoor Adventure Challenge club:

1. Do you currently have a 4-H club?_____
2. Do you have a way to obtain First Aid and CPR Certification?_____
3. Have you attended 4-H Leader Orientation in your county?_____
4. Have you talked to your 4-H Educator about how to start a club?____
5. Do you know how you will get OAC equipment?_____
6. Do you know a 4-H Outdoor Adventure Challenge leader who will come for a Q & A for new 4-H club members and their parents?_____

A Letter to Prospective 4-H Outdoor Adventure Challenge Members and Their Parents:

1. What is the top priority?_____
2. Name three things that happen to participants in the program:
 - 1.
 - 2.
 - 3.

Why would 4-H members need to attend a preparation meeting?

Why Become a 4-H Outdoor Adventure Challenge Leader?

Safety First:

Keep in mind when leading activities, the 4-H Outdoor Adventure Challenge certified leader must provide the same care exercised by a reasonable and prudent professional under the same circumstances. You are a professional even though you are serving as a volunteer. Are you covered by MSU Liability during September if you have not re-enrolled as a 4-H leader in your county? _____

Name some dangerous conditions you need to be aware of:

Name some changing conditions that could cause you to alter your trip plans:

Name three things the 4-H leader needs to consider about the participants before and during an activity?

- 1.
- 2.
- 3.

Emergency Communication/Contact Person (ECP)

1. Why a single ECP?
2. Who should you select for your ECP?
3. When do you use your ECP?

What needs to be on a trip permission form?

- 1.
- 2.
- 3.
- 4.

Understanding Risk:

Name three conditions that could be dangerous and the human factor that increases the possibility of loss.

- 1.
- 2.
- 3.

Potential Causes of Accidents in Outdoor Pursuits:

List five potentially unsafe conditions.

- 1.
- 2.
- 3.
- 4.
- 5.

List five potentially unsafe acts:

- 1.
- 2.
- 3.
- 4.
- 5.

List five potential errors in judgment:

- 1.
- 2.
- 3.
- 4.
- 5.