

# **\*\*\*Guidelines for Calumet County 4-H Interstate Exchange Delegates 2016-2017**

The interstate exchange program in Calumet County is held to provide exciting learning experiences for delegates. To insure a successful event, the health, welfare, and participation of the delegates must receive utmost consideration. Because of the variety of backgrounds involved, we want to be sure we have common expectations. In order to participate in the exchange program, parents (or guardians) and the delegate are to read, discuss, and reach agreement upon the following items of expectations. If you do not agree with these expectations, then the exchange program is not for you.

## **General Guidelines (apply to hosting and traveling)**

1. Be an active 4-H member in Calumet County. Have at least one full year as a 4-H member completed.
2. Participating youth must be age 13, or have completed the 7<sup>th</sup> grade, through youth completing the 11<sup>th</sup> grade, to enable their completion of the two-year term while in high school. Graduating seniors in 2016 will only be able to participate for a one-year term on an as-needed basis depending on the ages of the participating state's youth, but should still apply.
3. The exchange program is a two-year commitment. One year to host and one year to travel (not necessarily in that order).
4. The 4-H'er and at least one parent must make a reasonable attempt to attend the exchange meetings. If a 4-H'er cannot attend the meetings, he/she should have a representative (preferably a parent) attend or contact a chaperone to find out what information was discussed.
5. Delegates must have sufficient money in their account at designated times during the year. Delegates may choose to participate in fundraisers that are offered through the program. Money that is fund raised is not refundable, and may be used only for the delegate involved, not other family members that are not an exchange member. Money remaining in your account after your participation in the exchange has ended will be put in the general exchange account.
6. If you choose to withdraw from an exchange without sufficient notice, you will need to help fund the costs of the person found as your replacement. If no replacement is found, you may need to fund the entire trip, especially in the case of an airline ticket being purchased ahead of time.
7. Know that the use of any type of tobacco products, alcohol and non-prescribed drugs is illegal and prohibited at all 4-H events. All activities where the exchange delegates and hosts are present are considered 4-H events during the exchange hosting and traveling weeks. The use of, or being in the presence of other youth who are using illegal substances is prohibited and will result in immediate disciplinary action as determined by the 4-H Leaders Council Board of Directors. Use good judgment to avoid or leave activities where illegal activities are happening.
8. Stay with your group. Never go off alone. Groups of 3 or more are preferred. If you need to leave the group for any reason, you must obtain a chaperone's permission. Do not decide to "go for a walk."
9. Delegates and host family members are to refrain from using foul language and are not allowed to possess/carry weapons during the exchange week(s).
10. Delegates should refrain from inappropriate public displays of affection. Do not participate in an exchange to find or be with a boy/girl friend. Respect others' privacy. Boys are not permitted in girls' rooms, nor are girls permitted in boys' rooms. Inappropriate public or private displays of affection may result in dismissal from the exchange program.
11. Exchange members are to refrain from wearing: bare midriff shirts, shirts with straps less than 2 inches wide, low cut tops (no cleavage showing), very short shorts; bare back shirts, clothing on which inappropriate slogans/ads appear, etc. The only exception will be in the case of swimwear. The chaperones will have final say about any questionable attire.
12. Your performance on past exchanges will help determine your participation in the future.
13. Cell phone use is very limited, and should be used only for calling your parents or a chaperone. Do not plan on calling your friends or having them call you while on the exchange.
14. Delegates should be responsible, use good judgment, and be sufficiently mature to conduct themselves in an appropriate manner at all times. Delegates are expected to respect the rights of others in all situations. Respect your partner's traditions and religious beliefs.
15. Delegates should contact the Calumet County chaperones in regard to any conflict or problems during the interstate exchange trip.

16. Realize you are representing your county 4-H program and behave in a way that will make your chaperones and agent proud. Try to make all participants in the exchange feel welcome, and go out of your way to include those who seem to feel shy or uncomfortable.

### **Travel Agreement:**

**You are participating in the exchange to get to know the youth and culture of another state. To help this occur you will need to meet the following guidelines:**

1. Respect chaperones and host families at all times. Be pleasant. You are responsible for obeying all adults connected with the trip. If you find yourself in an awkward or uncomfortable situation, contact a chaperone.
2. Attendance at planned group activities is required unless other arrangements are made ahead of time with the Cal. Co. chaperones.
3. Respect your host family's home by keeping your things in order. Offer to help your family with chores. Abide by the family's rules. Be willing to try new things that are part of their culture.
4. Calumet County youth are not permitted to drive under any circumstances. Wear your seatbelt when riding with others.

### **Hosting Agreement:**

**To help you and your partner have a safe and enjoyable experience, you will need to abide by the following guidelines?**

1. Before hosting, all adults (18 years and older) in the household must complete a background check and sign the volunteer behavior expectations form. At least one parent in the family must complete the entire 4-H Youth Protection Program. Please contact the extension office for further information. No cost involved.
2. When hosting, delegates are to participate in all of the scheduled program activities. There may be some activities that are optional, such as bonfires. Much time is spent scheduling the activities, so we ask that you please respect this request and plan other family outings during the free time provided in the schedule. Any exceptions to this rule need to be approved by the chaperones of the exchange program.
3. When hosting, a parent or responsible adult should be home during the time the exchange youth is in the home (or within easy contact if they have to be away for a short amount of time).
4. Teens are not permitted to drive. Drivers must be at least 21 years old. Parents will be expected to do the majority of the driving. Bus transportation is given for many activities. The out-of-state delegate should not drive in any situation. Wear your seat belt.
5. Do not put you and/or your guest in dangerous situations.
6. Your home must be reasonably clean when hosting.
7. Host families are expected to supply or pay for all main meals (3 a day) for their guest. Plan on paying for all events you take your guest to, unless you make special arrangements ahead of time. Extra snacks, activities, and souvenirs your guest decides to buy or participate in can be paid for by the individual.
8. Keep your contact with friends outside of the exchange group to a minimum during the week.
9. As a host, you are expected to be with your guest, introducing him/her to others and seeing that he/she feels included. Be sure to include your guest in your conversations and activities.

### **Additional Expectations**

10. Once you are assigned your exchange partner, contact him/her; respond to emails in a timely manner, etc.
11. Include all exchange members (WI and out of state), regardless of age and gender, in your discussions & activities. Go out of your way to include those that seem to feel shy or uncomfortable.
12. Respect others' values and beliefs. If everyone was the same this would be a boring world.
13. While participating in the exchange, learn as much as possible and share your knowledge at the county/club level.
14. **Realize that your performance during the exchange year will highly affect your ability to participate in the future.**