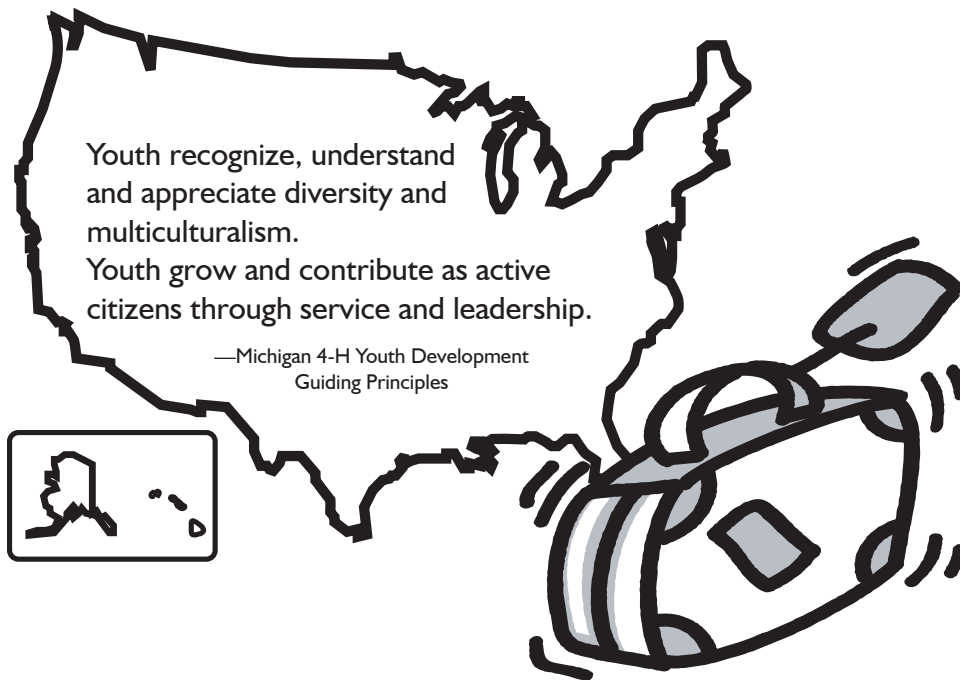


A Guide to 4-H Youth County Exchange Programs



**For Extension Staff Members and 4-H Volunteers to Use in
Coordinating 4-H Interstate and Intrastate Exchanges**

Club to Club, County to County, State to State

**MICHIGAN STATE
UNIVERSITY
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Bringing Knowledge to Life



4-H Youth Development
Children, Youth & Family Programs
Michigan State University
Extension

Updated 6/06

A Guide to 4-H Youth County Exchange Programs

For Extension Staff Members and 4-H Volunteers to Use in Coordinating 4-H Interstate and Intrastate Exchanges

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The name "4-H" and the emblem consisting of a four-leaf clover with stem and the "H" on each leaflet are protected under Title 18 U.S.C. 707.

What We Believe

Thank you for agreeing to coordinate an exchange program. Young people and adults love to go on trips, see other communities and experience something different from their hometowns. Planning and carrying out a trip is a lot of fun, however, it will go much better if thoughtful preparation is a part of your plans. The educational pieces of the program, trip management and risk and safety factors are all components to consider. As your team starts to plan, keep in mind the vision, mission and guiding principles of Michigan 4-H Youth Development and incorporate these into the trip. Finally remember though exchanges can be a lot of work, they are a great deal of fun. You meet new people and can travel the U.S. with others who love to travel!

What We Believe

Vision — What We Aspire To

Michigan 4-H Youth Development mobilizes volunteers and communities to meet the needs of youth.

Mission — Our Purpose

Our mission is to create non-formal, educational opportunities to help youth thrive in a complex and changing world.

The 4-H Guiding Principles

The purpose of the 4-H Guiding Principles is to provide direction to the programs that we do in 4-H. Our goal is to have our 4-H programs reflect these principles.

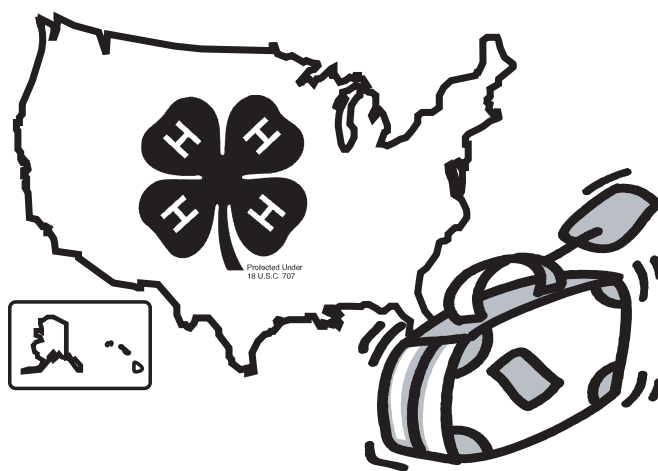
- Youth develop sustained relationships with peers and adults that nurture their positive development.
- Youth will learn more and participate more fully when they feel physically and emotionally safe. A structured yet flexible environment encourages honesty, trust and respect among all youth and adults.
- Youth are actively engaged in their own development and through a process of identity discovery and awareness; youth increase their personal competence and sense of well-being.

- Youth are encouraged to actively participate in their development and there are opportunities for youth to learn and develop.
- Youth experience and learn from hands-on educational opportunities that help them develop the skills they need to be successful adults.
- Youth recognize, understand and appreciate diversity and multiculturalism.
- Youth grow and contribute as active citizens through service and leadership and they feel included and involved in their communities. They have significant roles to play and important contributions to make as stewards of the future. Youth develop personal competencies that foster leadership, caring and citizenship.

For more information on Michigan 4-H Youth Development's Guiding Principles visit the 4-H Web site at <http://web1.msue.msu.edu/cyf/youth/downloads/4-HGuidingPrinciples.pdf>.

Why Have Exchanges?

Exchange programs appeal to most 4-H teen members. Exchanges provide opportunities to travel, sightsee, meet new people, make new friends, explore expanding interests, experience how others live and see other 4-H members in action. Exchange programs, properly planned and conducted, can be an important educational experience for 4-H teens. Exchange programs can give youth and chaperones a chance to experience a culture different from their own. All exchange programs should help participants recognize value and celebrate diversity.



What is a County 4-H Teen Exchange?

Exchange programs are a series of learning experiences in which individuals from a club, community or county visit in the homes of 4-H members in another geographical area, and are visited by them in return. Counties usually host a group one year and return to visit the homes of their guests the following year.

Types of Exchanges

Exchanges can be between:

- 4-H members of clubs in the same county.
- Farm and city families in the same county.
- 4-H'ers from two different counties within the state (intrastate).
- County (or multi-county) 4-H'ers from different states (interstate).
- 4-H'ers and others from a different country (for example, Canada, Belize, Poland).
- Special interest groups (for example, a 4-H Teen Computer Club in Michigan getting to know a 4-H Teen Computer Club in Wisconsin).
- Groups or individuals involved in a project or community service.

Objectives

Exchange programs aim to help 4-H members:

- Develop knowledge of other people and their way of life.
- Gain a deeper insight into one's own values.
- Create and foster a spirit of understanding and appreciation of others' heritage, customs and other cultural factors.
- Foster the development of initiative and independence.
- Learn about other areas of our state and nation.
- Create new, and perhaps, lasting friendships.
- Gain new insight, leadership experiences and abilities.

- Expand 4-H understanding beyond local community or county.
- Gain 4-H ideas to strengthen local 4-H clubs and activities.
- Enrich individual's lives.
- Share information learned with other members and families upon return home.
- Become involved in another community.

There may be other objectives depending on your county or group.

Participant Expectations

There are some expectations of all exchange programs and the county may add others. Some to include are:

- Participants represent the 4-H program and are expected to make decisions that demonstrate that they are good representatives for their county and Michigan 4-H Youth Development. Participants are expected to complete an application (See Appendix 5 on pg. 15) and sign a code of conduct. (See Appendix 7 on pg 18.)
- Families are encouraged to attend the exchange trip meetings, especially when hosting. The 4-H exchange is designed for the 4-H member to live with the family and get to know them. Family involvement helps ensure a successful exchange experience.
- Participants should be involved in the design and implementation of the exchange. The process of doing the exchange is as educational as the trip.
- Members are expected to participate in the majority of exchange group functions.
- Members are responsible for the cost of the program. The club members may plan fund-raisers. Funds raised can be evenly divided by all club members, or members who participate in fund-raising events can be given the credit with records kept on the amount of money each member has earned. Make sure that everyone knows how funds will be handled (it is best

to put something in writing) before the group starts to raise money.

- Delegates unable to travel and families unable to host need to contact their exchange chaperones and their county MSU Extension office immediately.
- Delegates and host families must meet established deadlines.
- Michigan youth participants are not allowed to drive while they are in the host state. When hosting, Michigan youth participants may drive within the county with parental permission. Under no circumstance should Michigan youth participants transport other youth to MSU Extension sponsored activities. For more information on driving for a Michigan 4-H Youth Development trip see the resource called, *4-H Program Planning and Management Reference Guide*, which has information about travel and driving. It can be found at <http://web1.msue.msu.edu/cyf/youth/downloads/4HProgramPlanning&ManagementGuide.pdf>.

Where To Begin

First, visit with the local 4-H teen groups in your county as well as the 4-H staff members and county 4-H council members. It is extremely important to plan with, and for, the age group participating. Set some goals or objectives for an exchange (See Appendix 2, “Let’s Get Started on Planning the Exchange.” on pg. 12.) This is helpful in determining if you want to have an intrastate, interstate (usually initiated at the county level) or perhaps an international exchange. In addition, it will be the basic groundwork for a real learning opportunity — not just a chance to “get away.”

There is no longer a national 4-H registrar for 4-H exchanges so it may take some time to locate a site. Find out where people have traveled before. Contact county staff members in your county and other counties in the state you wish to visit. Ask your county staff person to e-mail all the state 4-H offices and ask them to forward your e-mail to the counties in their state. If you have a particular state or region you wish to target, then only send an

e-mail to the appropriate state 4-H leaders. Your county MSU Extension office or the State 4-H Office can provide e-mail addresses for specific state leaders.

Another source of information is the 4-H youth Web site, [4husa.org](http://www.4husa.org). at <http://www.4husa.org>. 4-H members can go online and ask other 4-H members if they are interested in organizing an exchange with their county. Then the exchange planning committee can follow-up and start the process of organizing an exchange.

Start early! It usually takes several months to plan and coordinate an exchange. Some counties have found it more successful to hold an exchange with another in-state county when they first get involved with an exchange program such as north to south, east to west and urban to rural and then move on to the more challenging project of an out-of-state exchange.

Planning An Exchange

As you start planning a 4-H teen exchange, consider the following:

- Exchange programs should be an integral part of the total teen 4-H program, not an isolated event. A committee of interested teen 4-H members and one or more adult leaders should work with Extension 4-H staff members so participants themselves are actively involved in planning and conducting their own educational experiences. All concerned should know about and agree to the plans.
- Develop a written plan for the exchange. Those planning and participating in the exchange need to know their county’s policies about out-of-county activities. The plan should include, as applicable, the program ideas in this guide and it should emphasize an early start for planning the exchange.

The written plan should also include:

- Purposes of the exchange.
- A timetable for planning, implementing, evaluating and wrapping up the exchange.

- Subcommittee responsibilities, assignments and memberships.
- Names of persons responsible for making contacts with other counties.
- Cost and fund-raising.
- Number of participants and chaperones.
- Age of participants.
- Desired travel dates and location.
- Method of travel (such as bus, airplane, train).
- Suggested dates for hosting visiting delegates.
- Interstate participants should be at least aged 13, preferably 14. Intrastate participants can be younger, such as 12 and up. The age range may need to be adapted to fit with the county or state with which you are doing your exchange.
- The program schedule should emphasize living experiences with host families and limited sightseeing and parties. The visit length will be influenced by the purposes of the exchange, usually three to five days for intrastate and a week to 10 days (including travel time) for interstate exchanges. Consider organizing a group community service project for the participants to do together to learn about issues in both communities.
- Extension staff members in counties conducting exchange programs should arrange for accident insurance. All delegates must be in good physical health. A physical examination is recommended before departure. Special activities coverage for accident or illness should be obtained for each delegate. Ask your county staff person for the accident insurance policy the county 4-H program uses.
- The program schedule needs to be printed and given to the participants and host families. Include a medical emergency plan that includes what to do and who to contact if an emergency arises.
- The travel itinerary should be planned so delegates are not exhausted on arrival and public transportation should be used wherever feasible. When making travel plans, be aware of these important points:
 - A chartered bus can be an economical and fun way to travel. However, keep the following in mind when traveling by bus. Common carriers can give good service, especially for long distance trips. While fares may be a little higher than for some local carriers, if there is mechanical difficulty, other buses are available anywhere in the United States. Also, additional drivers are available along the way.
 - Local carriers often give good service, providing they have the proper Interstate Commerce Commission (ICC) licenses to travel across state lines and have adequate insurance. Drivers must have at least eight hours of rest between drives. ICC regulations permit no more than 10 hours of driving by one driver in a day (not including meal or rest stops).
 - Due to group rate, some states are finding flying cheaper, especially for long distances.
 - For out-of-state exchanges, adult volunteers need to complete a "Request for Michigan Driver Record Information." It can be found in the *4-H Program Planning and Management Reference Guide*, which has information about travel and driving. It can be found at <http://web1.msue.msu.edu/cyfl/youth/downloads/4-HProgramPlanning&ManagementGuide.pdf>. Keep in mind that there is a ban on vans that seat 15 people, so check with the county 4-H office before renting a van to transport your group.
 - Find out what the current information is on Michigan State University's liability coverage. Contact your county MSU Extension office.
 - Motels and hotels need to be checked in advance for group rates and reservations. Find out what the current information is on housing youth and adults together on trips by contacting your county staff person.
 - Delegates who travel may want to take a small token of appreciation for their host family. Ideally this is something that represents the hometown area or that you have made as a special gift.

- Recognition certificates are one way of recognizing youth who have participated in the exchange program.

Risk, Safety and Insurance

Contact your county staff person and discuss issues of safety. A new resource, *4-H Program Planning and Management Reference Guide*, has information about insurance, chaperones, travel, drivers and other topics to consider. It can be found at <http://web1.msue.msu.edu/cyf/youth/downloads/4-HProgramPlanning&ManagementGuide.pdf>.

Memorandum of Understanding

Michigan State University Extension encourages 4-H exchange counties to establish a “Memorandum of Understanding” (Appendix I, on page 10) between the Michigan county coordinating the exchange and the county that it is hosting/visiting. Linkage agreements serve to provide visible and concrete intentions of 4-H counties working together toward a common goal. An agreement also may help to minimize misunderstandings in the future about what was intended.

Finances and Fund-Raisers

The planning committee, assisted by the county Extension staff, should have a plan for obtaining financial assistance. Determine what costs the participating 4-H members will have. Having participants pay some costs, such as providing their own meals while traveling, lodging or paying a set fee helps them have a stronger commitment to the trip. Your group must also decide who will pay the chaperones’ expenses — the chaperones or the group.

Each county should develop its own policy about finances based on available local support. Group fund-raising activities can build enthusiasm, pro-

vide learning experiences for participants and make the community more aware of 4-H.

Possible fund-raising ideas are: sales (candy, candles, paper products, popcorn), car washes, dunk tanks, a “make-it and take-it” craft show, returnable bottle collection and direct solicitation of donations from service clubs or businesses.

A good guide to help you manage fund raising issues is the *Michigan 4-H Treasurer’s Record Book* (4-H 1203) at <http://web1.msue.msu.edu/cyf/youth/downloads/4H1203Web.pdf> — This booklet includes descriptions of the treasurer’s duties, how to write checks and manage a checking account, and how to report and audit accounts. It includes sections on financial guidelines for Michigan 4-H groups and Michigan sales tax facts. A blank “Application for Employer Identification Number” (IRS form SS-4) also is included.

Developing An Exchange (Outbound)

When sending delegates to another county or state, the following factors need to be taken into consideration.

- As you select a location to visit, ask yourself:
 - Where do the delegates want to go?
 - What do they want to learn?
 - Are the Extension staff members and 4-H leaders in the host county interested and cooperative?
 - What are the similarities and differences between the home and host county?
 - What is the travel distance in relation to available time and finances?
 - What time of year works well for both the traveling group and the hosts?
- Find out what process the other state or county uses for selecting host families. Do they have a volunteer selection process in place for everyone aged 18 and up living in the host family, as Michigan does? If they do not, you’ll need to weigh the risks of moving forward with the

exchange or seek a different group with which to have the exchange.

- Delegate selection should take place at least three months before the trip. A committee — that may include 4-H leaders, teen leaders, 4-H sponsors, past exchanges and Extension staff — should review the applications (see Appendix 5, “Michigan 4-H Exchange Delegate Application” on pg. 15) and interview candidates. It is important that the criteria for selection be consistent between delegates. If interviews are done with candidates, similar questions need to be asked of all participants. Consider the following when selecting delegates:
 - Will delegates:
 - Demonstrate respect of others?
 - Demonstrate leadership ability?
 - Be respected by their peers and recognized as competent representatives?
 - Be a broadly representative and diverse group?
 - Be willing to devote considerable time and effort to preparation and reporting?
 - Be willing to do at least one presentation to a 4-H club, donor, committee or council upon return?
 - Be willing to host 4-H’ers, if possible, when the visit is returned?
 - Appropriate adult leadership needs to be in place for a successful 4-H exchange group. There should be two adult chaperones for exchange trips. Michigan 4-H Youth Development recommends the following adult to child ratios when planning and implementing programs. Supervision of young people aged 13 and up — of the same gender — requires a ratio of 1:10. Remember, any adult who is providing supervision and serving as a chaperone for youth participating in 4-H sponsored events (locally, regionally, statewide or nationally) must have successfully completed the MSU Extension Volunteer Selection Process and be registered as a volunteer with his or her local 4-H program. It is recommended that chaperones be at least 21 years old.

In addition, select adult chaperones who:

- Are interested 4-H leaders or other adults experienced with working with young people.
- Have the desire and ability to provide effective leadership for the exchange.
- Are able to work with teens and to function effectively when under pressure due to travel, long hours or other stresses.
- Are open minded, friendly, fun and understanding.
- Are concerned about the safety and well-being of the youth involved in the exchange.
- A series of delegate orientation meetings are helpful and may include the following topics:
 - Team building and get-acquainted activities.
 - The exchange itself — the purposes and opportunities, delegate responsibilities, behavior expectations, health finances and travel itinerary. Post Exchange expectations.
 - Delegates’ question and concerns.
 - Knowing ourselves and others in advance (See Appendix 9, “State Savvy Portfolio for Exchange Trips” on pg. 23.) What is unique about the hometown, county, state, people, industry, agriculture, geography, government, natural resources, schools and 4-H program? Delegates should think of questions to ask their host. A scrapbook or display of the Michigan county and the state could be developed by the group.
 - Suitable clothing for climate and activities planned.
 - Letter writing to the folks back home and thank-you letters to hosts following the exchanges.
 - Feedback and sharing what’s been learned, while away and on return. (Mediums to consider are photography, newspapers, radio, television, Web pages, displays, public speaking or scrapbooking.)
 - As a group, establish rules of behavior, consequences and procedures for sending a participant home.

- Post-exchange evaluation can:
 - ❑ Include reports of highlights the delegates found significant.
 - ❑ Demonstrate the delegates' growth in understanding leadership and interest in 4-H by having them reflect with others on the experience.
 - ❑ Contain the reaction of delegates, parents and host families.
 - ❑ Include the degree of continued contact with host families.
 - ❑ Include any new 4-H program ideas implemented.
 - ❑ Be a factor in deciding the future of the exchange program and changes needed.
 - ❑ Provide a means to distribute photos of the experience.
- The following timetable for the outbound exchange year gives recommendations to help plan and conduct a successful exchange.

❑ **September to January**

Contact the state or county with which you want to do an exchange. Youth can help you make the decision as to which state or counties to contact.

❑ **January**

If the other state or county accepts your invitation, legitimize it with appropriate committees. Keep the county 4-H council informed of progress.

Work with the 4-H staff members and develop and have signed a Memorandum of Understanding. (See Appendix I on pg.10.)

Keep copies of all correspondence with the host county on file in the county MSU Extension office. It is important that all persons concerned be kept informed.

Finalize all dates and financial arrangements. Be sure financial arrangements between states are clearly stated and understood by all parties concerned.

Inform all eligible 4-H members about plans for the exchange.

❑ **February or March**

Accept applications with a deposit to confirm the potential participants' commitment. Have the committee select the delegates and rank the alternates. Inform all applicants of the selection. Time of selection will vary depending on how funds will be raised for the trip and the time required to do so.

The exchange participants may wish to attend a county or statewide leadership workshop as a group to improve their leadership and communication skills.

❑ **April**

Send a copy of the 4-H members' applications to the host state. This will help them match up 4-H members with families of similar interests. Encourage correspondence between youth in advance.

Hold a meeting with all delegates and chaperones selected. Establish committees and let the delegates become involved in the planning. After the itinerary is planned, make lodging reservations, if they'll be needed while traveling.

Have 4-H members research the county they will be visiting and report on what they've learned at a meeting. Youth could make displays or notebooks on the place they will visit.

Encourage the participants to develop a small photo book of themselves and their family to share with hosting family.

Plan and carry out an educational experience for the group related to the exchange. The groups may wish to plan a community service activity they can do with teens and adults from the other state during the exchange (inbound and outbound).

❑ **Six weeks before departing**

Provide the host contact with biographical data on delegates six weeks before travel. Be sure to communicate the interests of your delegates to the host county.

❑ **One month before departing**

Hold an orientation session with the delegates and their parents. Conduct informal discus-

sions about all exchange plans. Hold a question and answer period.

Collect all fees.

Purchase special activities accident insurance. This can be done through companies such as American Income Life or Brotherhood Mutual.

Collect delegates' medical treatment authorization forms and code of conduct forms.

Two weeks before departing

Send copies of **all** health statements and code of conduct forms for each participant and chaperone to the host state.

Upon return

Encourage delegates and chaperones to write thank-you letters to their host families.

Help the delegates share their experience. Be sure they include the things that were highlights, surprises and what they learned by participating in an exchange. *The Communications Tool Kit: Fun, Skill-Building Activities to Do With Kids* (4H1560), available from your county MSU Extension office is a great resource for helping them share their story. Ways to do this include:

- Creating a display, scrapbook or photo album or present a display at a 4-H club meeting, 4-H council meeting or county fair.
- Giving an oral report to their 4-H club or county 4-H council.
- Writing an editorial for the local newspaper.

Hold an evaluation session with the planning committee.

Audit books on all financial transactions that occurred during the exchange program.

Find ways to take advantage of friendships developed by getting the group together for 4-H activities.

Hosting (Inbound)

The host 4-H group has a major responsibility in planning to meet the interests of visiting delegates and providing worthwhile experiences for host families.

- Selection of host families should be done by a committee working with the local MSU Extension staff. In selecting host families, remember:
 - Family-to-family hosting is desirable.
 - Delegates should be placed in different areas of the county, if this is possible.
 - To use the "Michigan 4-H Exchange Host Family Information Form" (see Appendix 8 on pg. 20) and the "Michigan 4 H Exchange Delegate Application" (see Appendix 5 on pg. 15) to make suitable matches. Consider:
 - Having each delegate visit a family with children close to their own age.
 - Matching up interests of individuals and host families.
 - Giving priority to families who have not been hosts before.
 - That everyone aged 18 and up living with the host family should be screened through the Michigan State University Extension Volunteer Selection Process.
- In planning the program in the host county, remember the following points:
 - The main emphasis should be on the family living experience.
 - It's usually best if delegates arrive on a weekend to permit time for a get-acquainted activity with delegates and host families.
 - Delegates should be treated as a member of the host family — neither a guest nor a hired hand.
 - The visit should include some touring to local points of interest that will contribute to meeting the objectives of the exchange. (Remember, the visiting delegates may already have traveled a long distance.) When possible, keep hosts with delegates for these experiences. Consider holding a service project that the delegates could do together. This helps the delegates gain an understanding of the community.
- Orientation of host family members (both youth and adults) is important. This orientation can

help to set the stage for a successful program and let families know just what is expected of them.

- Let the community know the 4-H'ers are coming. Contact local newspapers, radio, television stations and other news media. Explain the purpose of the exchange. Make the group feel welcome.
- Token packages are a way to welcome an exchange delegate into your county. The package could include tokens representing businesses or industries in your area (for example, cherries, MSU promotional items, cheese or pens). Many businesses will donate these products.
- Do not over program! Everyone needs a little rest.
- To evaluate the exchange, ask host families and 4-H'ers to comment on their experiences and ways to improve the program. Consider holding a debriefing session.

Things the Delegates Can Do To Get Ready

This is a chance for the 4-H exchange participants to learn more about your hometown, county and state. Help them to be prepared to tell the family they are visiting or the 4-H'ers they are hosting about the people, industry, agriculture, geography, government, natural resources, schools and 4-H program where you live. Each person may wish to prepare a photo album to share his or her story. The 4-H'ers could e-mail or write to their host family to tell them more about themselves.

The delegates should learn about the area they are visiting or from which they are hosting visitors. What are some similarities and differences between the two areas? The "State Savvy Portfolio for Exchange Trips" (see Appendix 9 on pg. 23) is designed to help the delegation do this. Libraries and the Internet are excellent sources of information for your research!

APPENDIX 1

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is entered into by and between _____, County, State 4-H Club and _____ County, State 4-H Club on this ____ day of _____, 20__.

Whereas, _____, County, State 4-H Club desires that its youth participate in an exchange program with host families of the _____ County, State 4-H Club.

Whereas, several host families of the _____, County State 4 H Club have agreed to host youth participants of _____ County State 4-H Club Exchange Program.

Now Therefore, the parties agree as follows:

A. _____ County, Michigan 4-H Club will engage in the following activities in connection with the _____ County, Michigan 4-H Youth County Exchange Program:

1. Distribute and evaluate applications received from youth participants and adult chaperones who are interested in participating in the exchange program;
2. Select youth participants and adult chaperones in a manner that is consistent with the goals and guidelines of the Michigan 4-H Youth County Exchange Program (attached);
3. Forward completed applications of youth participants and adults chaperones who have been selected to participate in the exchange program to _____ County, State 4-H Club no later than _____;
4. Select at least two (2) _____ County 4-H Club Advisors to travel with the youth participants and adult chaperones during the exchange program;
5. Provide _____, County, State 4-H Club with the name, telephone number(s) and other pertinent information of a _____ County, State 4-H Club staff member who is available on a 24 hour basis to respond to emergency and non-emergency matters pertaining to the exchange program;
6. _____, County, State 4-H Club will pay the following expenses of the youth participants and adult chaperones:
 - a. Transportation and lodging, if necessary, to and from _____ and _____; and
 - b. Accident insurance
7. Upon written request, _____ will collect and forward all fees and documents to _____ County, State 4-H Club that are necessary for the youth participants and adult chaperones to participate in the exchange program;
8. _____ County, State 4-H Club will host a general orientation session for the youth participants and adult chaperones to address topics, including but not limited to, program expectations, dress code, conduct, living with a host family, serving as an Ambassador for 4-H, and U.S., photography, reporting requirements, emergencies, communication, cultural adjustment, medical and safety precautions, and budgeting.

Memorandum of Understanding, continued

B. _____ County, State 4-H Club will engage in the following activities in connection with the _____ County, Michigan 4-H Youth County Exchange Program:

1. Select host families and forward information about said families to the _____ County, State 4-H Club in order to prepare the youth participants for a successful exchange program at least _____ days prior to the first day of the exchange program.
2. Provide the youth participants and the County, State 4-H Exchange Coordinator with the _____ County State Exchange program guide, itineraries, list of host families and background data, evidence of insurance, and other program materials no later than _____ days prior to _____.
3. Maintain the daily operations of the exchange program and maintain regular contact by phone, e-mail, or mail with the _____, County, State 4-H Coordinator.
4. Termination of MOU. Either party may terminate this MOU upon providing sixty (60) days prior written notice to the non-terminating party.
5. Third Party Rights. This MOU is intended solely for the benefit of _____, County, State 4-H Club and _____, County State 4-H Club, and it shall not be construed to create any benefits for or rights in any other person or entity, including students, faculty, employees or their representatives.
6. Assignability. Neither party may assign its rights or obligations under this MOU except with the written consent of the other party. Any attempted assignment in violation of this provision shall be null and void.
7. Agency. Neither party shall have any right or authority to make any contract or promise of any nature whatsoever on behalf of the other, whether written or oral. Without limiting the generality of the foregoing, a party shall not have the right to hire or fire any employee(s) on behalf of the other party, nor shall a party have the right to bind another in any contract or agreement, borrow funds or incur any charge or liability in the name of or on behalf of the other party.
8. Governing Law. The laws of the State of Michigan shall govern this MOU.

_____, County, State 4-H Club

County Exchange Trip Coordinator	Date	Telephone number	E-mail address
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County 4-H Educator	Date	Telephone number	E-mail address
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_____, County, State 4-H Club

County Exchange Trip Coordinator	Date	Telephone number	E-mail address
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County 4-H Educator	Date	Telephone number	E-mail address
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**MICHIGAN STATE
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APPENDIX 2

Let's Get Started On Planning the Exchange

Make copies of this worksheet. Have your planning committee and delegation fill it out to get ideas for the exchange. After it is done, use it to discuss the answers as a group.

1. I am interested in being a part of the 4-H Exchange Program because:

2. As a part of the exchange, I hope to (check all that apply);

Have fun.

Meet new people.

Do some sightseeing of the area.

Have opportunities to develop leadership skills.

Learn more about another culture.

Be involved in a community service project.

Be involved with the 4-H program.

Get school credit for the exchange.

Other _____

3. There are many components that go into a great exchange (both inbound and outbound) and one is to have a common goal, or vision that the group can use when they are telling others about the project. Write down your thoughts or ideas that we can use to describe this year's exchange program. (Examples: to create a better understanding of different cultures, to create friendships across the United States)

4. I understand that I will be asked to do at least one presentation to a group for the inbound and outbound exchanges. A group I would like to do this with is: _____

5. I am willing to work on a committee to make the exchange successful. The committee(s) I would like to work on is (are):

___ Planning Committee

___ Host Family Committee

___ Fund Development Committee

___ Community Service Project Committee

___ Welcome and gift committee

___ Others _____

The "Field Trip and Tour Planning Checklist" will give you information on logistical things to consider when you plan your exchange. It is located in the *4-H Program Planning and Management Reference Guide* at <http://web1.msue.msu.edu/cyf/youth/downloads/4-HProgramPlanning&ManagementGuide.pdf>.

APPENDIX 3

Sample Letter To Potential 4-H Exchange Delegates

January 6, 20__

Dear 4-H member and family:

You have the chance to participate in a 4-H interstate exchange! The exchange is being coordinated by the 4-H Interactive Troupe of Great Time. Here are the details:

- Purpose:** Provide 4-H'ers with broadening experiences in travel and personal development. Stimulate greater interest in 4-H. Share experiences with other 4-H'ers and families.
- What:** Interstate Exchange with the Big Apple (New York) 4-H Actors
- When:** July 2 to 12
- Who Can Participate:** Any 4-H'er at least 15 years old by January 1
- Adult Chaperones:** At least one adult chaperone for every 10 youth
- Travel:** Will be by charter bus.
- Cost:** \$550 per delegate. Cost covers travel, meals and lodging en route, insurance (health, travel and accident) for the duration of the exchange, group activities and a family potluck in Big Apple, and a T-shirt for the delegate. Delegates will be staying with 4 H families so there will be no cost for food or lodging while in Big Apple.
- How to Apply:** Applications are available from, and due to the Anywhere County MSU Extension Office, 758 Main Street, Great Time, MI 44444. Application deadline is February 15. Selection will be based on applications. Applicants will be notified of their selection status by mid-March.
- Orientation:** A family orientation will be held for all delegates and family members. The orientation covers "what to know before you go," packing, host family assignments, insurance, goals and expectations, sharing your culture and much more. The orientation will be on June 1 at 7:00 p.m. in the Alcove Room of the Great Time Public Library.

Please consider an interstate exchange experience. It will be a fun and exciting opportunity for your entire family. Anticipation, excitement, sharing, growing, learning and caring are just a few of the emotions and experiences you and your family will encounter!

Sincerely,

[signature]

APPENDIX 4

Sample Letter To Potential Host Families

February 8, 20__

Dear 4-H member and family:

I'm excited to hear you are interested in applying for the 4-H interstate exchange. The exchange is being coordinated by the Good Idea 4-H Cherry Blossom Club. Here are the details:

- Purpose:** Host families share one thing in common – a willingness to welcome a 4-H'er from another culture into their home as a family member, not as a tourist or special guest. Families must have the enthusiasm to share their lives and their culture with their visitor.
- What:** Hosts are needed for 4-H members and chaperones from San Diego, California.
- Hosting Dates:** July 17 to 26
- Who Can Host:** Any 4-H member aged 14 years and up by January 1
- How to Apply:** Applications are available from, and due to, the Large County MSU Extension Office, The application deadline is February 27. Selection will be based on applications and recommendations by 4-H leaders and county Extension staff. Applicants will be notified of their selection status by mid-March.
- Please note: Accident medical insurance is provided in the cost paid by the delegate. In addition, delegates bring their own spending money for souvenirs and personnel purchases. Host families are asked to provide room and meals for their delegates and other small daily living expenses as they would for their own children.
- Orientation:** A family orientation will be held for all delegates and family members. This is scheduled for April 10 at 7:30 p.m. in the Board Room of Somewhere Community College, Good Idea, Michigan. The orientation covers the responsibilities of a host family (including going through the Michigan State University Extension Volunteer Selection Process), 4-H Guiding Principles, insurance, goals and expectations, sharing your culture and much more.

Please consider applying for this hosting experience. It will be an opportunity that will enrich your life. Anticipation, excitement, sharing, growing, learning and caring are just a few of the emotions and experiences you will encounter.

Sincerely,

[signature]

APPENDIX 5

Michigan 4-H Exchange Delegate Application

County _____

Name _____

Name of 4-H club _____

Mailing address _____

Phone # (_____) _____

E-mail address _____

Birthdate ____/____/____ Age ____ Sex ____ Grade ____ Years in 4-H ____

Where do you live? (check one)

Farm or in the country If farm, state size _____ and type _____

Town or city with fewer than 10,000 people

City with 10,000 to 50,000 people

City with 50,000 to 100,000 people

City with more than 10,000 people

Parents' or guardian's names and occupations _____

Names and ages of siblings living at home _____

Summary of work in 4-H projects you are enrolled in _____

Major 4-H leadership experiences _____

Major awards won, trips taken through 4-H _____

Hobbies, school activities and special interests _____

Reasons for being a part of the 4-H Exchange Program _____

Places I would like to see _____



Michigan 4-H Exchange Delegate Application, continued

Ways of sharing the exchange experience with others _____

What is the longest period of time you have been away from home? _____

(Optional) What is your religious background? _____

How often do you attend services? Regularly Occasionally Not at all

Is it important for you to attend service while on the exchange?

Very important Not important

Any other information _____

Signature _____ Date _____
4-H member

Signature _____ Date _____
Parent or guardian

Signature _____ Date _____
4-H Leader

4-H leader's recommendation – I recommend this member for the trip because:

Return to: (Insert address)

Application deadline: _____

APPENDIX 6

Media Release/Medical Treatment Authorization

For the current version go to:

<http://web1.msue.msu.edu/cyf/youth/downloads/Medical-MediaRelease.pdf>

APPENDIX 7

Michigan 4-H Youth Code of Conduct

This form may be adapted to use with 4-H participants in your county program. It was adapted from the *Michigan 4-H Youth Development Programs, 4-H Program Planning and Management Reference Guide*.

The _____ County 4-H program is dedicated to providing high-quality, nonformal, educational opportunities that will help _____ County youth thrive in a complex and changing world. Participation in _____, a county 4-H program, is subject to the observance of the programs rules. Any participant who knowingly violates this Code of Conduct is subject to discipline, up to and including removal from the activity he or she is participating in or the entire county 4-H program. Determination of disciplinary action shall be done with input from the volunteers and staff overseeing the program or activity. Final decisions about discipline will be made by the MSU Extension staff of _____ County.

_____ County 4-H members are:

Expected to:

- Attend all planned activities.
- Participate in supplemental activities planned by the county or district.
- Behave in ways reasonably acceptable to other delegates and chaperones.
- Be responsible for own property.
- Respect public and personal property.
- Be financially liable for any damage caused to public or personal property beyond reasonable wear and tear.
- Abide by all quiet hours and curfew times established in writing and by the chaperone's spoken word.
- Use good judgment in selecting clothing appropriate for weather and occasion.
- Show respect for, and cooperate with, fellow members, volunteers and staff.
- Follow 4-H policies and procedures when participating in any 4-H sponsored event.

Under no circumstances to:

- Commit or threaten violence toward any individual, group or the program.
- Possess, sell or consume alcohol or possess, sell or use controlled substances at an MSU Extension youth activity or event.
- Attend or participate in an MSU Extension youth activity or event under the influence of alcohol and/or controlled substances.
- Bring dangerous or unauthorized materials (such as explosives, weapons or similar items) to an MSU Extension youth activity or event.
- Harass or bully another participant, volunteer or staff member, particularly when the behavior is disrespectful as regards a person's gender, race, age, sexual orientation, religion, national origin, disability or appearance.
- Cheat or falsely represent efforts related to the 4-H project activities.
- Leave the program site without permission of a chaperone and host.

Michigan 4-H Youth Code of Conduct, continued

Parent or Guardian

- I understand and accept the participant code of conduct.
- I give permission for my child to travel to _____ via (mode of transportation).
- I understand my child will stay with a host family and participate in 4-H activities at the host site.
- I understand that the exchange trip will be from _____ to _____.
- I understand that I am responsible for: _____

Delegates and their families understand the chaperones' role to be:

- To maintain regular contact with delegates to monitor health, attitude, situations and behavior.
- Dispense medication only as directed on medical authorization.
- To be aware of all prescription medication in use.
- To make appropriate decisions in emergency situations to enhance the health and well-being of the delegates.
- To determine and address inappropriate behavior and to take appropriate actions, which may include:
 - Counseling with involved delegate(s) to reach an understanding and cessation of the inappropriate behavior.
 - Taking disciplinary actions at the time of occurrence, not to include physical punishment.
 - Informing parents or guardians and local Extension personnel of misbehavior, at the time of occurrence, if chaperone feels severity of situation warrants such immediate notification.
 - Deciding to remove a delegate from the program and send him or her home early at his or her expense. Delegates removed from the program in such a manner may be required to relinquish all funds donated to help meet the delegate's financial obligations for the event.

I have read and I understand the _____ County 4-H Youth Code of Conduct. I agree to abide by the rules stated above. I understand I may be removed as a participant from the activity or program, if I fail to follow these rules.

Youth Signature _____ Date _____

I, as parent or guardian, give permission for _____ to attend the _____ County Exchange and understand the above expectations and penalties for my child, accept and agree to be bound by these expectations and penalties.

(Parent or guardian signature) _____ Date _____

Address and phone where parent or guardian can be reached:

Name _____ Address _____

_____ Daytime phone _____

Evening phone _____ E-mail Address _____

Adapted from the *4-H Program Planning and Management Reference Guide (4/06)*

APPENDIX 8

Michigan 4-H Exchange Host Family Information Form

Family name _____

Address _____

Father's name _____ Mother's name _____

Father's e-mail address _____ Mother's e-mail address _____

Others in home:

Name _____ Gender _____ Birthdate _____

Name _____ Gender _____ Birthdate _____

Name _____ Gender _____ Birthdate _____

Name _____ Gender _____ Birthdate _____

Interests _____

Location of home (check the appropriate location)

City Small Town Rural Non-farm Farm (# of acres _____)

Other _____

Family interests _____

If both parents work outside the home, who will assume responsibility when both parents are away?

Has your family hosted an exchangee before (with any program)?

List two other people (not family members or relatives) who can be contacted for family references.

Name _____ Phone _____

Mailing address _____

_____ Zip _____

Name _____ Phone _____

Mailing address _____

_____ Zip _____

Michigan 4-H Exchange Host Family Information Form, continued

We understand that as a host family, we will:

- Correspond with the exchangee and his or her family before the trip.
- Be expected to treat the exchangee as a family member. The exchangee will be included in all family activities. We will make every effort to make sure the exchangee feels comfortable around friends and feels included.
- Make time for the whole family to be together and take part in the countywide activities arranged as part of the exchange trip.
- Make the exchange program a positive experience for the exchangee.
- Follow the established guidelines.
- Have each family member age 18 and over complete the Michigan State University Extension Volunteer Selection Process.

Parent or guardian's signature _____ Date _____

Teen or host's signature _____ Date _____

APPENDIX 9

State Savvy Portfolio for Exchange Trips

Okay, so you have decided to go on the exchange. You will have a better time, if you take some time to prepare and when you return you spend some time “debriefing.” This State Savvy Portfolio was designed based on feedback from 4-H’ers just like yourself and others who have been on exchanges. It is a tool for you to complete and use. Enjoy the exchange!

PREPARING FOR YOUR EXPERIENCE CHECKLIST

To be done immediately

- Return signed Michigan 4-H Code of Conduct to county MSU Extension office.
- Return Media Release/Medical Treatment Authorization to the county MSU Extension office.

To be done 1 to 3 months before the Exchange

- Research the state and county you’ll be visiting (or hosting) and report what you’ve learned at a meeting. Make a display or notebook about the place you will visit.
- Research your state and county. Be prepared to share things about your area with your exchange family. Use the “Learn by Discovery” section of this State Savvy Portfolio. (see pg. 24) to help you do this.
- Attend the exchange trip meetings and volunteer to help.

To be done 3 to 4 weeks before the Exchange

- Decide on the type of luggage you need — one suitcase per person.
- Decide on clothing and other articles to pack.
- If you are taking a camera, purchase photography supplies before you leave. Test batteries.
- Prepare a medical supply kit with bandages, aspirin, safety pins, needle and thread and other necessities.
- Label your luggage with your name, address and phone number.
- Decide on the gift you will take your host family.
- Decide how you will share your culture — things about your family, 4-H club and community with your hosts and friends. Many 4-H’ers bring a small photo scrapbook.

- Study the host state and county you will be traveling in.

- Write to your host family.

Just before you leave home

- Give emergency information to parent(s) or guardians(s) so they know how to reach you.
- Finish packing your luggage. (Carry your bag 100 yards and then decide whether you really need all the items you’ve packed!)

During

- Mind your manners, help with chores, be respectful and follow the rules.
- Send a postcard or letter to your family.
- Have a great time!

After you return home

- Write a thank-you letter to your host family.
- Write a thank-you letter to your chaperones.
- Write a thank-you letter to your sponsors or donors.
- Share your experience! Be sure to include the things that were highlights, surprises, and what you learned by participating in an exchange. *The Communications Tool Kit: Fun, Skill-Building Activities to Do With Kids (4H1560)*, available from your county MSU Extension office, is a great resource for helping you share your story. Ways to do this include:
 - Creating a display, scrapbook or photo album. Present or display it at a 4-H club meeting, a county 4-H council meeting or county fair.
 - Giving an oral report to your 4-H club or county 4-H council.
 - Writing an editorial for the local newspaper.
- Get some sleep.

LEARN BY DISCOVERY

When you visit with someone from another family, you will find there are things that are the same, and there are many things that are different about your families. It does not mean that one way of doing things is better. It only means that this is how each family has decided to live.

As you live with another family, it would be interesting to talk about the similarities and differences. You may want to talk about why your family or community is the way it is. Why does your host family live as they do? This is your opportunity to interview others and find out more about yourself, family, community and state.

My Name is: _____

I am _____ years old and am in _____ grade.

The State

	My State	Host State
Here are some facts about the state: <input type="checkbox"/> Unique geography <input type="checkbox"/> Square miles <input type="checkbox"/> Population of state <input type="checkbox"/> Youth population of the state <input type="checkbox"/> Population and name of largest city		
What are cultural and recreational activities?		
What are main industries or jobs?		
Do most people live on farms, towns or cities?		
Is agricultural production a part of the state and if so, what types?		
What is the state best known for?		
Other		

The Community

	My Community	Host Community
Facts about the county: <input type="checkbox"/> Square miles <input type="checkbox"/> Population of county <input type="checkbox"/> Youth population of county <input type="checkbox"/> Population of city or township of residency		
What are cultural and recreational activities?		
What are the main industries or jobs?		
Where do most people live? In towns, cities, on farms?		
What are the main industries?		
What is the community best known for?		
What challenges do young people have?		
Other		

The 4-H Club

	My Club	Host Club
What is the best thing about the club?		
How many members? What are their ages?		
What are the most popular projects and activities?		
How is youth voice incorporated in decisions made in the club?		
What kind of community service activities does the club perform?		
What are some of the challenges facing the club and how do they solve them?		
Does the community know about the 4-H club? If so, how (newspaper, radio, community events, others)?		
Other		

The Family

	My Family	Host Family
What are the best traits about the family?		
What things does the family do for fun?		
What kinds of chores do the young people do?		
Do young people get an allowance or spending money?		
Do young people have a say in family decisions?		
What kind of work do the parent(s) do?		
Do other members of the family have jobs?		
Does the family usually eat meals together?		
What does the family talk about during meals?		
How much does the family participate in 4-H?		

Differences and Similarities

Upon your return, make a list of differences and similarities you observed. Incorporate these observations into the ways you share your exchange experience with others.

	Differences	Similarities
Our states		
Our communities		
Our clubs		
Our families		

After the exchanges answer the following:

I enjoyed the exchange because...

I would change...

I learned the following about myself...

I was surprised to find out...

This trip will help me in the future because...

Check off all that apply:

- I improved my leadership skills.
- I developed a better understanding of another culture.
- I improved my decision-making and problem-solving skills.
- I developed more independence.
- I developed new friendships.
- I had fun.