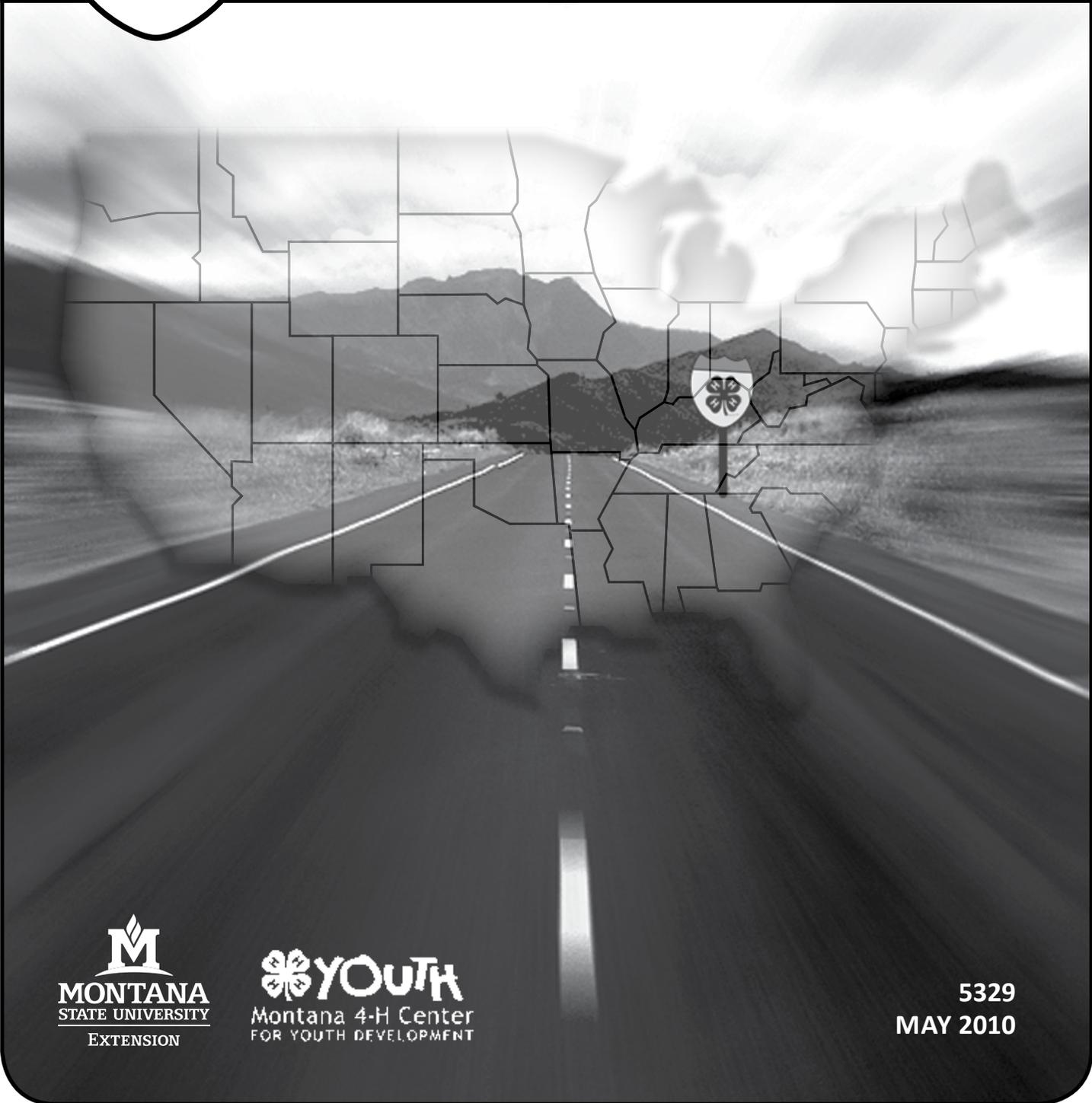




Interstate Exchange & Hosting

RECOMMENDED BEST PRACTICES



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Table of Contents

Introduction.....	3
Program Purpose and Objectives.....	4
Exchange Requirements.....	4
Chaperone Responsibilities	6
Program Decisions and Responsibilities.....	6
Finances.....	7
Youth and Family Guidelines	9

In this project, youth will engage in activities that will help them prepare to host youth from different counties or states. Youth will also prepare to travel and stay in the home of a youth and family from a different state. They will have an opportunity to experience some of the ways that people in other communities are different from, or similar, to them. Completing the “Interstate Exchange Youth Guide” will assist in processing the exchange and making it truly a learning experience. Involving youth in the decision-making, planning and leadership will enhance their life skill development.



Introduction

An interstate exchange program is an exciting opportunity for youth and adults to experience the geography, culture and heritage of a local community of 4-H youth and leaders with a common 4-H identity yet potentially different perspective. The goal of the Montana 4-H Program is to: “educate youth and adults for living in a global and ever-changing world.” What better opportunity for learning than through an interstate exchange? Montana 4-H Interstate Exchanges are also a part of the citizenship project and an application of the 4-H pledge “for my club, my community, my country and my world.”

Although an interstate exchange has unique characteristics and challenges, there is an expectation that MSU Extension Montana 4-H Program Policies and Procedures will be followed. The purpose of these “Recommended Best Practices for Interstate Exchanges” is to provide additional guidance and direction for those interested in participating in this unique citizenship opportunity.

Most youth know the United States of America is composed of 50 individual states. But, they may not know the unique features of Montana and similarities to every other state. Some similarities include the facts that citizens in every state are Americans, share the same Pledge of Allegiance to the flag, celebrate national holidays, trade in the same form of money, and live by many of the same rules and laws. Although other languages are spoken by various individuals and groups, one language, English, is common across all states.

On the other hand, the weather conditions, geography, and history of each state differ. For example, some states are better suited than others for agriculture and produce a large part of our nation’s food. Other states boast beautiful beaches and provide places for recreation. In some of the coastal communities of New England and the West Coast, fishing is a large industry while mining is common in many mountainous regions of the nation.

Common terms such as “Southern hospitality” suggest that some customs and traditions vary in different parts of the country. Employment also affects individuals and families and the lifestyles of some communities are based closely around the type of occupations. For example, parts of California are called “Silicon Valley” because a lot of people there are employed in the computer industry. These differences may result in unique customs and practices within these communities.

Some religions and ethnic groups are more prevalent in certain parts of the country or communities than in others. Because they live in different parts of the country,

people may speak with different accents or dialects. Foods or methods of food preparation may be more popular in some states than in others. These and other aspects of the United States offer unique interstate exchange opportunities to experience many new and different things within our own borders.

Program Purpose and Objectives

This section describes the objectives of this project and the life skills that youth will learn. Before beginning the project, review with potential participants the objectives of an interstate exchange as well as project requirements so that all involved have the same goals in mind.

Objectives

The interstate exchange project is designed to help youth:

- Learn more about the history of Montana and the county in which they live.
- Learn more about themselves and their own family, friends, county, and state.
- Learn to help plan and conduct fundraising projects to pay expenses for the trip and for hosting a visitor.
- Learn to be a good host or hostess.
- Learn how to travel, not as a casual passenger, but as an interested, fact-finding individual by increasing their perception of their surroundings.
- Develop as individuals by learning to think on their feet and to live, work, and play with people who may have practices, beliefs, and customs different from their own.
- Create new and lasting friendships.
- Learn more about 4-H in other states.
- Have fun as a member of a 4-H exchange.

Life Skills Enhanced Through Interstate Exchange Participation

1. Communicating
2. Interacting socially
3. Caring for others
4. Accepting differences
5. Building relationships
6. Demonstrating responsibility

7. Planning and organizing
8. Managing yourself
9. Working in a team
10. Keeping records

Exchange Requirements

Families should be aware that 4-Hers may be staying with families and hosting youth of various cultural backgrounds including race, religion, sexual orientation, income, lifestyle, age, disability, national origin, and political beliefs. All host families with members over 19 years of age will be expected to complete the Montana 4-H volunteer certification process. Just as in any other 4-H club, the exchange club/group may elect new officers annually and conduct regular business meetings to plan the details of trips, fundraising projects, and activities for the out-of-state groups when the county hosts. The following are more specific requirements.

Members must:

- Be 12 years of age as of October 1 of the current 4-H year to host and a minimum of 13 on October 1 of the current 4-H year to travel. (It is suggested that the member being hosted match in age.)
- Be enrolled in a local 4-H club and enroll in at least one other 4-H project.
- Pay the required non-refundable deposit and turn in all forms by the county deadline.
- Attend at least two-thirds (66 percent) of the regular business meetings of the Interstate Exchange Club or Group in the two-year exchange cycle.
- Participate in at least two-thirds of the club/group's functions and projects. The lead chaperone has discretion to offer excused absences.
- Complete project book pages with details and pictures of the planning, traveling, or hosting experiences.
- Host a member from the other state and participate for a two-year term which includes both hosting and traveling.



- Present him/herself in a manner that positively represents the county and state 4-H program by his/her actions, attitude and dress.
- Complete an Application for Interstate Exchange Participation (Montana Exchange Delegate Application).
- Complete all required forms including the following which are found on the 4-H Web site (www.montana4h.org under “Resources” and then “Forms.”

Interstate Exchange Delegate Application
Interstate Exchange Family Agreement
Interstate Exchange Commitment Form
Interstate Exchange Code of Conduct
Media Release Form
Medical Release Form for 4-H Youth and Adults
Permission to Travel (as appropriate)
Other forms as required by either state and/or county involved with the exchange.

In addition to the above requirements, the following guidelines may also be followed:

- Applicants will be accepted on a first-come first-serve basis as long as they meet the requirements and contract deadlines. Members in their junior year of high school may be given preference over younger members. Alternates will be kept on a waiting list.
- Record books may be checked for completeness from the previous 4-H year when considering delegates for the exchange.
- The exchange delegation will be limited to 30 total participants unless host state requirements differ.
- Officers may be elected annually or biannually, depending on the county structure.
- Parents/guardians are expected to attend a certain number of meetings each year to ensure the success of the exchange and understand expectations.
- If participation must be limited, applicants will be selected by the County 4-H Council Executive Committee or other appropriate group based on thoroughness and timeliness of written application, age of applicant, and applicant’s 4-H involvement.
- Exchange members will be encouraged to present at least one demonstration or public presentation at a local club (other than the Interstate Exchange club), 4-H function, or another community function.

Club or Group Process, Activities and Expectations

As interstate exchange participants, youth will:

- Learn about the history of 4-H in Montana.
- Learn about the history of their county and state of Montana.

- Participate in the selection of a destination for travel and in planning activities that will be of interest to out-of-state (county) members during the exchange.
- Participate in communication with the selected county with which members will be exchanged.
- Participate in the planning of club activities that will involve the 4-Hers being hosted.
- Adhere to the guidelines and expectations for participation.
- Maintain and share a record of hosting and travel experiences.

Enforcement of guidelines and consequences related to Interstate Exchange will be determined on a case-by-case basis by the 4-H Agent and Interstate Exchange Advisor. Consequences for misconduct may be serious and have lasting effects. It may include denial to host in the future years and removal of the guest from the home or being sent home at the expense of the participant.

Family Requirements

Exchange host families should be willing to participate fully in the exchange and provide supervision for their own and the youth they are hosting. They also need to be willing to create a positive environment, uphold the code of conduct, promote safe participation and be open to youth and adults who may have different values and cultural norms. The purpose of an exchange is to learn more about the daily life of the host family and experience the uniqueness of the host county. As such, hosts are not expected to expend an unreasonable amount of money or serve as tour guides but may choose to plan some special family outings. All family members 19 years of age and older, who are residing in the host family dwelling, will be expected to complete and pass the Montana 4-H volunteer certification process.

Site Visits

Scheduled home visits/inspections may be done in each home prior to hosting. Counties should check with the guidelines for their partner county and follow a similar format as a minimum standard. It is recommended that the exchange coordinator or county Extension agent conduct a home visit of each potential host family. Visiting with the host family allows the Extension agent to discuss the expectations and answer any questions about the proposed exchange. Placement of visiting youth may be altered following inspections. This visit should be for the purpose of determining the following:

- Family Communications/Interactions – flexible, receptive, supportive, lack of friction

- Home Environment – safe, clean, welcoming, adequate sleeping space for guest, pets and potential allergies
- Safety – firearms stored safely, lack of noticeable hazards, safe vehicle for travel
- Time – available to supervise, participate, provide transportation
- Resources – able to financially support activity, participate in fund-raisers

Chaperone Responsibilities

Chaperone Selection

Volunteer leaders, interested parents, and Extension Agents can serve as chaperones for exchange trips. There should be a minimum of one chaperone per every 8 youth members involved with the Interstate Exchange. Counties may decide to exceed this minimum requirement. It is important not to have so many adults that it distracts from the youth experience. There should be at least one male chaperone if male 4-H members are traveling with the group.

Chaperones must be at least 21 years of age and a certified 4-H leader in the County. All host families must have any adult (19 years of age or older), who lives in the house as a permanent resident, complete and pass the leader certification process through the county Extension office.

In addition, any additional volunteers serving as overnight chaperones or transporting participants during an exchange are considered to be serving as direct volunteers and must be approved through the Montana 4-H volunteer certification process.

Exchange chaperones are a role model for every young person involved. It is important for them to treat all youth with respect, care and acceptance. Chaperones should be aware of their language and actions. Some areas of the country might be much more conservative than others so acceptable methods of interacting and communicating may be very different. It's wise to play it safe until youth and adults have a feel for the other exchange participants. For the safety of the 4-H members, state policy prohibits the use of alcohol or drugs at any time while serving in the chaperone capacity. Because of their chaperone role, adults should not plan to leave the activity, even briefly, without consulting the lead chaperone or Extension agent.

Lead Chaperone

The lead chaperone(s) will be responsible for all communications to the delegates and their families, the host state/county and the Extension offices in both

locations. The lead chaperone selection process will be determined by the County 4-H Council Executive Committee and County Extension Office.

Planning

A plan for the exchange should include:

- Purpose and goals of the exchange.
- How to maximize youth involvement in the exchange process. Adult leaders should play an advisory role only.
- Timetable for planning, implementing, evaluating the exchange.
- Subcommittee responsibilities and assignments.
- Names of people responsible for contacts with other counties.
- Costs and fundraising plans.
- Number of participants and chaperones.
- Method of travel.
- Suggested dates for hosting and traveling.

Evaluation

The purpose of evaluation will be to:

- Report highlights the delegates found significant.
- Demonstrate the delegates' growth in leadership and other life skills.
- Include any new 4-H ideas implemented.
- Make recommendations for the future of the exchange program and changes needed.

Program Decisions and Responsibilities

Trip Destinations

Trip destinations should be determined by consensus of the 4-H exchange membership and chaperones. Destinations should be considered carefully for educational possibilities, safety of travel, costs and time constraints. Delegations should not include any international travel as part of their interstate exchange because of the related risk and liability issues. There should be no crossing of national borders at any time during the exchange activity.

Important Things to Consider

As youth and adults travel to another state or host another 4-H youth or leader, they should remember they are representing themselves as well as:

1. Their family.
2. Their county and state.
3. 4-H, a nationally known youth organization.



Once youth have completed the beginning sections of the “Interstate Exchange Youth Guide,” increased knowledge about their state and local community and brushed up on their own family history, they are ready to plan for sharing with others. All participants should try their best to be gracious guests and hosts by trying to fit into the routine and habits of the host family. Participants should ask politely for simple things such as a glass of water and clean towel and use their best manners. Help with household chores and cleaning their own messes is a great way to be seen as a part of the family rather than a tourist on vacation.

Required Forms

Attitudes, behavior, manner of dress, and personal habits tell a great deal about youth and where they come from. Youth and adults should do their best to enjoy the experience and make it a positive learning opportunity for county members and the group visited or hosted. Youth and their parent/guardian will be asked to review and sign several forms including the following:

- Interstate Exchange Code of Conduct for 4-H Members
- Interstate Hosting Tips and Rules
- Interstate Exchange Commitment Form
- Media Release Form for Youth and Adults
- Medical Release Form for 4-H
- Interstate Member Application
- Interstate Traveling Tips and Rules
- Other forms as appropriate.

Copies of the above forms are located in the “Resources” section of this Guide. Other Materials in this resource section include the following:

- Interstate Chaperone Code of Conduct
- Media Release Form for Youth and Adults
- Interstate Sample Chaperone Letter
- Interstate Sample Driver Restriction Form

Finances

Fundraising

While fundraising is important to the success of this

project, it is not the purpose of the organization. Many types of fundraising activities have been used. In choosing such a project, club members should avoid activities which:

- Reflect a poor image of 4-H within their community or state.
- Might endanger any fundraising efforts by the county 4-H program or another local 4-H club.
- Create a hardship on members or their families.

Exchange Funds

All exchange funds shall be subject to annual review by the Extension Office. Treasurer’s books will be submitted in the fall of every year or at any time when the Extension Office asks to review the accounts. Financial guidelines for exchange clubs will be expected to be adhered to according to Montana 4-H policies and procedures.

All members/chaperones who participate should share in the profits from fundraising activities. The proceeds should be divided by those participating in each fundraiser and credited toward their travel expenses. Each group should determine the county specific guidelines for work schedules and credit towards fundraising activities.

All fundraisers held for the purpose of raising money for hosting an Interstate Exchange in Montana should be held in a common exchange fund. These funds should be used to defray costs of group activities. Any costs for group activities not covered by this fund should be the responsibility of the 4-H member and their family. Fundraising for hosting is for the purpose of financing group activities. Any costs of hosting delegates for family planned activities should be the responsibility of the host family in agreement with the delegate they are hosting.

It is recommended that the exchange group plan fundraising efforts carefully. The fundraisers should be selected thoughtfully and wisely and should take into account the service the activity is to the community. The exchange group should limit 4-H members’ exposure to “adult environments” where excessive alcohol consumption is involved. It is recommended that individual members/chaperones budget to save at least \$25 per month toward their travel expenses, so that they can offset costs not covered

through group fundraising activities.

Each member and chaperone may be asked to make a \$25-50 non-refundable deposit by January 1 of the first year of the exchange project. This deposit will ensure that his/her place with the current exchange is secured.

Members who cannot complete the exchange trip or hosting for whatever reason should forfeit their deposit and money from exchange fundraisers. Funds are not transferable to any other 4-H member, but will become the property of the entire 4-H exchange group to be used for group activities while hosting.

Money raised in the name of 4-H is required to be used for 4-H activities such as exchange hosting and traveling. No money raised for the 4-H exchange should be refunded to any individual member. In a unique situation where refunds might be appropriate, they can only be for personal deposits made by the 4-H member, not funds raised from the general public.

The lists following are examples of 4-H fundraising events/activities. Following this list are special events or activities that are discouraged due to risk management and/or safety issues.

Approved Fund Raising Events/Activities

- Ad booklet
- Animal photography at fair
- Bake sales, Cake walks
- Car washes, Gift wrapping
- Craft sale, Christmas tree sales, Scarecrows
- Dances/dance instruction
- Face painting (hypoallergenic or allergy-tested paints only), Rub-on tattoos
- Food sales and dinners (prepared by 4-H leaders and members)
- Garden maintenance (power tools may not be used)
- Kiddy pedal tractor pull
- Miniature golf tournament
- Subscription/Magazine sales, Plant and flower sales
- Pre-packaged food sales (4-H is not preparing or packaging the food). For example: cookies, popping corn, stromboli, pizza, candy bars, fruit, frozen food, cheese, gift packs of food, flower bulbs, calendars, placemats, plat books, t-shirts, hats, stationary, cookbooks, light bulbs, assorted merchandise, seeds, pocket calendars, dish towels, playhouse tickets, gift wrap, fire extinguishers, first aid kits, cosmetics, 4-H mug sale, “book” parties.
- Public auction, Tack sale/swap, Yard or garage sale
- Recycling (aluminum cans and other non-toxic items)
- Talent show

- Thons—For example: bike-a-thons, walk-a-thons, dance-a-thons, rock-a-thons, bowl-a-thons, skate-a-thons

Events or Activities Discouraged Due to Risk Management and/or Safety Issues

- Aircraft—any activity involving aircraft of any kind, including hot air balloons
- Amusement rides, Carnivals (4-H sponsored)
- ATV riding, Motorcrosses and other motorcycle events
- Bungee Jumping, Mountain climbing, Rappelling
- Caving (spelunking), Climbing walls, Ropes courses
- Forestry events involving chain saws or sawing
- Fresh food products not to be cooked and sold for immediate consumption
- Haunted houses
- Horse racing or polo of any type (horse racing where more than one horse competes at once)
- Horse training events where the 4-H leader is charging a fee for the instruction. (Leaders running their own business—where there is an exchange of money—must have their own liability insurance. They are not covered under the 4-H liability insurance policy.)
- Kiss-A-Pig contest
- Martial Arts, Paintball shooting booths, Shooting sports booths
- Milk auctions, non-processed milk sales
- Mountain biking **, Scuba diving
- Parade seating setups or sales, Parking cars
- Rodeo work/calf cutting
- Snowboarding/tubing/snowmobiling
- Store compliance checks
- Truck and tractor pulls
- Tunnel mazes
- Water skiing or any activity involving power boats
- Water slides or sliding boards, Slippery Slides
- White water rafting other than on a commercially supervised trip

**Riding mountain bikes is acceptable. Riding on mountainous terrain is not.



Youth and Family Guidelines

Hosting an Interstate Exchange Group

Hosts should attend all group events as planned for the exchange. The best plans do not always work the way they are planned. In preparation for hosting an exchange youth from a different county or state, it is important to think about problems that could develop.

Potential Problems – discuss the following with youth and other family members

What will you do if...

1. You are asked to host the opposite sex?
2. Your guest doesn't bathe for four days?
3. Your guest doesn't like the food your family serves?
4. Your guest will not talk to you?
5. Your guest asks you to do something you know is wrong?
6. You notice your guest stealing while on a shopping trip?
7. Your guest is disrespectful to your parents?
8. Your guest uses rude language?
9. Other problems that might occur?

Traveling to Another County or State

In addition to making travel arrangements from your county to the hosting county, members need to plan for the following details:

Insurance/Medical Liability

The group needs to be covered by insurance while traveling and at their destination. For scheduled 4-H events and activities, primary liability coverage for 4-H members is provided while they are participating in the exchange. During the time that the hosted youth are with the host family, the 4-H insurance carrier provides secondary coverage beyond the host family's homeowner policy. 4-H, as an organization, is covered for the entire time of the exchange.

Chaperones should have a copy of the Medical Release Form for Youth and Adults any time youth are traveling with them. All adults (especially those traveling) should have a current medical release form with them. Host families should also have a copy of this form with them at all times. It is important that the information on the forms is read carefully by designated chaperones but also kept confidential.

Gifts for the Host Family

As a group, members usually decide on a small gift to take to the host families. A locally produced product or item gives them a memento of Montana.

Traveling Tips

How participants pack and what they take depends a great deal on the destination and activities planned. This will vary from one exchange to another. The exchange club needs to discuss these details at meetings. In preparation for traveling to a different county or state, it is important to think about problems that could develop. How would you handle these problem situations?

Potential Problems - discuss the following with youth and other family members

What will you do if...

1. You are hosted by the opposite sex?
2. Your likes and dislikes are very different from those of your host?
3. Your host offers you illegal drugs or alcohol?
4. You do not like the food the family serves?
5. Your host family practices a religion different than your own?
6. You are asked to do family chores?
7. Your host is not accepted by the rest of the delegation?
8. Your host family does not want to participate in the group activities of your delegation?
9. Your host borrows your clothes without asking your permission?
10. The host family's bathroom is unclean?
11. The host's teenager offers to drive you places?
12. There is abusive behavior in the home?
13. There is offensive language used?
14. Other problems that might occur?

Procedure for Removal from Host Situation

On rare occasions, a situation may arise in which a 4-H member or chaperone feels unsafe in a host family's home. The 4-H member or chaperone should contact the lead chaperone from their home county to request a new placement. If safety of the youth is in immediate jeopardy, the local law enforcement authorities should be called.

The following forms are available online at the Montana 4-H Web site (www.montana4h.org) to assist with program planning and preparation:

- Interstate Chaperone Responsibilities
- Interstate Exchange Code of Conduct
- Interstate Exchange Commitment Form
- Interstate Hosting Tips and Rules
- Interstate Member Application
- Interstate Sample Chaperone Letter
- Interstate Sample Driver Restriction Form
- Interstate Traveling Tips and Rules
- Interstate Media Release for Youth and Adults
- Interstate Medical Release Form for 4-H



Other Materials

Interstate Chaperone Letter Sample	13
Interstate Chaperone Responsibilities.....	14
Interstate Driving Restriction Form	15
Interstate Exchange Code of Conduct	16
Interstate Exchange Commitment Form.....	17
Interstate Exchange Program Member Application.....	18
Interstate Hosting Tips and Rules	21
Interstate Traveling Tips and Rules	22

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Interstate Chaperone Letter Sample

To: Montana Exchange Chaperones

Fr: Sheryl Knowles

Cascade County Extension Agent

We are anticipating a wonderful week of experiences. We so greatly appreciate your willingness to serve as an adult chaperone for this event. You will each have different experiences to share from activities planned for family days. As a group we will be taking a two day trip to the Glacier National Park area. I wanted to outline expectations of your role for this trip.

We will be traveling by school bus. We are grateful to the Simms school district for providing the bus. Our bus driver, Bev Carlisle, is volunteering her time to provide our transportation. I hope you will make her feel a part of the group and let her know how much we appreciate her.

As we get on and off the bus at various points it is imperative that we have a system for accounting for everyone. We find it easiest for each chaperone to account for the same kids at each stop. When everyone has their assigned kids we know we are ready to proceed. We expect mature behavior and appropriate language on the bus at all times. There are garbage cans provided, and the bus should be kept as clean as possible. The trip will involve several hours of riding so don't hesitate to encourage card or other appropriate games.

Motel room assignments have also been compiled and have already been sent to the motel. There is to be no changing of rooms. We will ask your assistance in seeing that there is not undue noise, running in hallways, etc. At night we will have you assist in room checks. In the morning we will need to be sure everyone is up, and rooms have all items removed, are in appropriate condition and that all room keys get turned in.

State 4-H Policy prohibits girls from being in boy's rooms and boys in girl's rooms at any time. Montana members have signed a Code of Conduct agreeing to abide by these standards. All members will also be expected to abide by dress code guidelines. These policies will be strictly enforced. Please be observant and supportive in equitably enforcing these guidelines.

As a chaperone you are a role model for every young person on this exchange. It is important to treat youth with respect, caring and acceptance, be cognizant of your language — no profanity, please. Remember that for the safety of our 4-H'ers, **state policy prohibits the use of alcohol or drugs at any time while serving in a chaperone capacity.** If you do smoke, please move away from the area and be discreet. Because of your chaperone role, please do not plan to leave the group activities without first making me or another adult aware of the situation.

Keep your eyes and ears open for anyone not mixing in with the group, someone not being respectful of other member's feelings, etc. We want this to be a good experience for everyone. I will have basic first aid supplies with me. If anyone is not feeling well, needs a band-aid, etc. we would like to take care of it as soon as possible so everyone can enjoy the trip as much as possible. Be sure to check member's health forms before dispensing any medications. We are hoping for a nice day for rafting and we will want to encourage the use of sunscreen. Some of the most serious medical problems I have dealt with in all my years with exchanges have been sunburn.

Enjoy the Big Sky Country

We are very proud of our state!

Interstate Chaperone Responsibilities

1. HAVE FUN! This is an opportunity for you to enjoy and share Montana and/or encounter the richness of another state. Although you will have responsibilities, you will also have a great deal of fun.
2. Know the kids. Do your best to be familiar with names and faces. Your role is to be available to make this a good experience for all of the members, but also to be the authority to set and enforce guidelines. Don't be afraid to be a little unpopular when a hard decision has to be made. As long as you are fair and consistent with decisions, the members will respect you even when they do not like the consequences.
3. It will be important to keep the group together and accounted for. You will be responsible for checking that all of your assigned members are with you each time you travel to a new location. Chaperones and Host Parents are responsible for providing reliable transportation to and from all group events in Montana. The hosts will provide travel arrangements when visiting their state.
4. There are quite a few group activities planned. Try to visit with each 4-Her a couple of times and see how everything is going. It is important to observe the group.
5. Watch for health concerns. If someone seems to be coming down with something, see if you can take care of it before it becomes serious. Chaperones will carry some basic supplies like Band-aids, Tylenol, throat lozenges, Imodium etc. and will have a copy of the health forms. Be sure to check a member's health form for permission before dispensing any medication to a member.
6. Whenever you feel it is necessary, you have the authority to correct inappropriate behavior, language or attire. In the case of major infractions, (these are on the code of conduct form and have been agreed to before participating) you need to enforce consequences.
7. Do not feel responsible to loan money to any of the delegates. If a seemingly serious situation arises, try to get in touch with the parents to work out a solution. A chaperone should not get into any situation where you end up loaning money only to find out the family has no intention of paying it back.
8. As an exchange chaperone you are also a role model for every young person involved. It is important to treat all youth with respect, caring and acceptance, and be cognizant of your language - no profanity please. Remember that for the safety of our 4-H members state policy prohibits the use of alcohol or drugs at any time while serving in a chaperone capacity. If you smoke, please move away from the group and be discreet. Because of your chaperone role, please do not plan to leave the current activity area, even briefly, without first making the Extension Agent or person in charge of the situation aware of your absence.
9. Chaperones should participate in and help to conduct participant orientation prior to traveling or hosting.

We are so thankful to have competent, willing volunteers share their time with our County teens. Thank you!!

Chaperone/ Host Parent Signature

Date

Please return this form if you do not want your child to ride in a car driven by someone under age 21.

**Driver Restriction Form
(to be signed by _____ parents)**

_____, our son/daughter is participating in the _____
(child's name)

4-H Exchange. It is our wish that he/she does not ride in a vehicle driven by a driver who is under 21.

(parent's signature)

**HOST FAMILY'S DRIVER RESTRICTION FORM
(to be signed by Montana (_____ County) parents)**

This form means that the parent of the child you are hosting has requested that their child does not ride in a car driven by anyone who is under 21. Please fill out this form and return it to _____ as soon as possible. A copy will be filed in the 4-H Office.

We are aware that _____ is not to ride in a car driven by a
(visiting youth's name)
driver who is under 21 and we will abide by his/hers parent's wishes.

(parent's signature)

(parent's signature)

(hosting youth's signature)



Interstate Exchange Code of Conduct

The 4-H Center, Montana State University Extension and your county 4-H program wants your Exchange to be filled with exciting experiences, new friendships and fun. To help make this happen, we expect each delegate to be considerate of others, to participate fully in the program and to observe the following rules. These rules are intended to assist in providing for the health, safety and social well-being of everyone in the Exchange program.

If a situation or question arises which is not clearly covered by this list, **ask the chaperone before acting.** It is not possible to anticipate every possible situation. In the absence of a rule regarding a specific activity or situation, common sense prevails.

1. I will be pleasant, cooperative and willing to try new experiences.
2. I will respect supervision at all times and be responsible to all adults connected with this program.
3. I will abide by the Montana 4-H policy that girls and boys are not allowed in each other's sleeping rooms.
4. I am aware that possession or use of fireworks, firearms, illegal drugs, tobacco, and intoxicants of any kind are not permitted during any part of the exchange experience. I am also aware that a zero tolerance policy will be enforced on drug use, including alcohol and tobacco.
5. I will obtain the chaperone's permission and be sure my host family is fully aware of my departure before leaving scheduled work shifts or group activities for any purpose.
6. I will respect all facilities and natural surroundings; I will not deface or destroy them in any way.
7. While hosting, I will make my home a welcoming, clean, and comfortable environment.
8. While traveling, I will respect other's possessions and notify my host family and chaperones immediately if anything is broken or damaged in their home.
9. I will be prompt, participate fully in all activities and observe curfews.
10. I am representing my county, my state, and 4-H. I am aware that what others think of me is many times based upon impressions of my dress and behavior. I will always dress and behave so that I create a favorable impression.
11. I am aware that any violation of these rules is grounds for dismissal and forfeiture of all monies earned. My parents will be promptly notified, along with the Extension Agent. If I am dismissed in such a manner, I must call my parents or guardian to arrange for transportation home at my own expense. Complaints or suspicion of misconduct will be reviewed on an individual basis and investigated. Consequences for misconduct may be serious and have long lasting effects. I may be denied the ability to host a delegate in the future and/or be removed from the Exchange Program and denied participation in other 4-H activities.

I have read the Code of Conduct and agree to the following expectations.

Member's Signature: _____ Date: _____

As the parent or guardian of _____, I have read and support the Code of Conduct. I give my permission for the staff in charge to administer this Code.

Parent's Signature: _____ Date: _____

Interstate Exchange Commitment Form



Date received _____

Check # _____

Year _____ - _____

Name _____ 4-H Club _____

Address _____ Phone _____

Birthdate _____ Grade _____

THE DEGREE OF MY COMMITMENT (CHECK ONE):

Host in _____ and travel in _____ (\$25 deposit required)

Host in _____ only (\$25 fee required)

Enclosed is my non-refundable check for \$50 made payable to _____.

I have read all materials related to the "Interstate Exchange " and consent to abide by the agreement.

Member's Signature: _____ Date: _____

I HAVE READ ALL MATERIALS RELATED TO "Interstate Exchange Participation, Fund Raising & Financing Agreement" and agree to allow my child to participate with the stipulations stated below.

Parent's Signature: _____ Date: _____

Parental Stipulations:

APPLICATIONS & FEES MUST BE IN THE EXTENSION OFFICE BY _____

First preference will be given to those who expressed interest by _____, followed by first-come, first-served basis--with older teens getting preference.

Location of _____ - _____ exchange is _____ and was determined by participants on _____.

PARENTS KEEP A COPY OF THIS FORM FOR YOUR RECORDS.

Date form signed Check #_

The U.S. Department of Agriculture (USDA), Montana State University and the Montana State University Extension Service prohibit discrimination in all of their programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Dr. Douglas L. Steele, Vice Provost and Director, Extension Service, Montana State University, Bozeman, MT 59717.

Interstate Exchange Program Member Application

Year _____ - _____

Name: _____ Age: _____

Gender: _____ Date of Birth: _____

Parents' Names: _____

Address: _____

(Include Street and Box Number if Applicable)

Email: _____ Phone: _____

Where Do You Live: (check one)

_____ Farm _____ Rural Non-Farm _____ Town or City

Parent's Occupation:

Mother: _____

Father: _____

Names and Ages of Siblings: _____

Name of School: _____ Grade: _____

School Activities: _____

4-H Club Name: _____ Years in 4-H: _____

4-H Projects You Are Currently Enrolled In: _____

4-H Offices Held: _____

Your Leadership Accomplishments (Please List a Minimum of Three): _____

Your Hobbies and Interests: _____

Religion (optional): _____

What Would You Like to Gain from This Experience? _____

What are some places you would like to see? _____

How do you like to spend your free time? _____

What is the longest period of time you have been away from home without family members? _____

Any Additional Comments: _____

Member's Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Recommendation of 4-H Leader

I recommend this member as a delegate for the 4-H exchange program because: _____

4-H Leader's Signature: _____ **Date:** _____

(Please place photo(s) of yourself on next page.)

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Interstate Hosting Tips and Rules

1. Be a gracious host. When someone is staying at your home - habits, routines, expectations, etc. are new and unfamiliar. Try to make your guest feel comfortable with the routine and habits of your family. Help them learn simple things like where to find a glass for water, what towel they should use, what chores they might assist with, etc. If for some reason your guest is uncomfortable with a situation in your home (allergic to pets, smoke, etc.) either make accommodations or contact the Extension Agent or a chaperone.
2. Let the young person know the rules of the house and family. They must follow curfew too. Even if they "always did this at home" they need to follow your rules while staying in your home.
3. Be sure your house is ready for a guest. Scheduled home visits/inspections may be done in each home prior to hosting. Placement of the visiting youth may be altered based on this inspection.
4. Supplemental insurance has been purchased for all traveling members. However, the insurance may not cover the delegate if they are riding in a vehicle with a driver under the age of 21. Make sure that you have a written consent form from the delegate's parents before allowing him/her to ride in a vehicle in which a minor is driving.
5. Keep your health forms handy. All chaperones will also have a copy of the medical release forms. It lists allergies and other medication needs. Call for help if needed and remember not to administer any medication without first consulting the delegate's health form.
6. As a host, you are expected to participate in all group activities with your exchange delegate. If for some unusual circumstance you are unable to participate in a group event, your delegate must still participate. Hosts must provide reliable and safe transportation to and from all planned group activities.
7. Be on time to all activities. Stay with the group at all times unless you have made other arrangements with the Extension Agent or the person who is in charge of the event.
8. Dress will be casual most of the time. It should be neat, clean, and a positive representation of 4-H. At no times will jeans or cut-offs with large holes or t-shirts with untasteful slogans (any reference to alcohol, tobacco, sex) be allowed.
9. The youth will bring a certain amount of money. Be sure you communicate with them about plans for the day and the items they need to pay for each day. Let them know ahead of time if they are expected to pay for meals or fees for activities.

Parent's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

Interstate Traveling Tips and Rules

1. Members will do their best to represent the County 4-H Program and Montana 4-H, by conducting themselves in such a way to be the best possible representation of themselves - through their attitudes, actions, personal appearance and respect for others.
 2. Please be sure that the health forms provided to host families and chaperones are up-to-date with allergy information and medication requirements.
 3. Supplemental insurance has been purchased for the traveling party. However, the insurance may not cover the delegate if they are riding in a vehicle in which a minor is driving. Be sure to provide your host family with a written release allowing you to ride with a minor or notify the host family if this situation is to be avoided. If any injury occurs, be sure to document when, where and how the injury happened.
 4. Be sure to tell chaperones immediately if there is a problem. Your parents at home cannot fix your problem from Montana. If there is a death or serious illness at home the parents will contact the Extension Agent and/or Chaperones so they are aware of, can let you know and are able to help you handle the situation. Make sure you share any concerns with the chaperones so they can accurately relay information to others.
 5. Call home when you arrive at your destination so that your parents know you have made the trip safely. Long distance phone calls can be quite expensive— keep them brief. Make sure you ask the host family about their email/ internet protocol before assuming it is okay to use it.
 6. Be on time to all activities. Have an accurate time piece with you. Stay with the group unless you have told a chaperone where you are going and have permission to go. Don't leave the group and go anywhere alone.
 7. Dress will be casual most of the time. It should be neat, clean and a positive representation of 4-H. At no time will jeans or cut-offs with large holes or t-shirts with untasteful slogans (any reference to alcohol, tobacco, sex) be allowed. If the apparel is okay for school, it's okay for this trip
 - a. Bring enough swimwear for a week (if appropriate for the location)
 - b. Bring comfortable walking shoes.
 - c. Bring a camera and film
 - d. Bring sunglasses.
 - e. Bring a set of nice clothes.
- Know the normal weather for your location. Bring enough clothes with you so that you are able to change as needed. Keep in mind travel regulations and pack accordingly. Airlines charge a fee for checked luggage so travelers should be aware of this when they are raising money for the exchange. Extra suitcases can be very expensive on airlines.
8. You will have a very pleasant experience if you do your best to stay healthy. Go easy on the junk food, drink plenty of water, try not to share your pop with friends, be careful of sun exposure, and get a little rest each night. Chaperones will have basic first aid supplies with them on group outings. The sooner a problem is taken care of, the less serious it will become. Sunburn can be very serious so plan ahead, take sunscreen with you and USE it for outdoor activities.
 9. You will need money for basic costs. You should already have a good idea what your host family has planned for activities and what they are requiring you to pay for. Remember there may be sales tax in the state you are visiting. Pack your money in your carry-on bag - not your checked luggage. You may want traveler's checks or a debit/credit card, but you also need to carry a small amount of cash. Remember to save some money for the trip home. Do not plan on borrowing money from other delegates or chaperones.
 10. You need to be part of your host family's daily activities. Learn the rules of the house and family. You must follow their curfew and rules. These are your parents while you are there. Be home when you are told to be home. Drinking and smoking are not allowed at any time.

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11. Know Montana and 4-H. Be able to answer questions about Montana and 4-H and find answers to questions you don't know.
 12. Be open minded, live with differences and learn. Be involved and ask questions.
 13. This is not a dating service - public affection will not be tolerated.
 14. Airport Etiquette: You will need your Picture ID when you check in and when you get on the plane. When you go through security you need to have your boarding pass ready to give to security personnel.
When asked questions or being searched do not make jokes at any time about bombs, guns, etc. You will be asked to take off your shoes and others may be pulled out to be searched. You cannot have knives in your carry-on (including multi-tools). Do what you are instructed to do in a cooperative manner.
Have your camera in your carry-on. Security may look through it.
The group will stay together in the airport until everyone has reached the assigned gate. Once at the gate, you can then go to the bathroom and get snacks. You may not go anywhere without first telling a chaperone and you are never to go anywhere in the airport alone. The group will board the plane together.
 15. Suitcases need to be light enough for you to carry by yourself. Put an ID on your bags before you get to the airport. A colored ribbon is good because lots of bags look the same. All checked bags are subject to at least a fee for 1 checked bag.
 16. Bring a carry-on like a backpack or other small convenient bag with you. Carry snacks, a book, music, money, contact lenses, and extra clothes. Do not put liquids or any prohibited airline items in carry-ons. You never know when your luggage may be misplaced and not show up at your destination.
 17. Leave enough room in your bags so that you can bring back your purchases.

Parent's Signature: _____ Date: _____

Member's Signature: _____ Date: _____

