



Camp Guidelines & Information

WHY IT MATTERS

Participation, safety, personal development, learning and fun are the highest priorities for Michigan 4-H Youth Development in providing cloverbud programs for 5- to 7-year olds.

The guidelines outlined in this document seek to ensure that 4-H cloverbud members remain safe and have positive, developmentally appropriate experiences in 4-H.

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What is a Michigan 4-H Cloverbud?

- » Children aged 5 to 7 on January 1 of the 4-H program year are considered 4-H cloverbud members.

What is a 4-H Cloverbud Camp?

- » A developmentally appropriate experience that is targeted at youth ages 5-7 years old.
- » The camp should follow these guidelines:
 - Should be a short-term experience
 - Should not last more than 5 days in a 14-day period
 - Could last between 4-8 hours but not overnight
- » If a camp goes outside of the guidelines, you may need to look at getting it licensed through the State of Michigan.

Are there guidelines related to Cloverbuds?

- » Yes! There are guidelines for Michigan 4-H Cloverbuds. They can be found here in this document: [Michigan 4-H Cloverbud Learning Guidelines](#).
- » Here is what you need to know for 4-H Cloverbud Camps:
 - Camps should be developmentally appropriate and target youth ages 5-7 years old
 - Activities and experiences should be hands-on, fun, safe, and non-competitive
 - Adult to youth ratios should be maintained
 - [Volunteer Selection Processes](#) should be utilized



GOOD TO KNOW:

There is a lot involved when planning a 4-H Cloverbud Camp so here are a few things to think about ahead of time:

- ⇒ Photo Release : you will want to have a photo release signed by the parent. 4-H and MSU have standard photo releases that you can use as a template.
- ⇒ Field Trips: if you are going anywhere on a field trip, you will want to inform the parents of the location, time and other important information. It's a good idea to have the parent sign a field trip permission form or include that as part of your registration language.
- ⇒ Medical Information: Parents should fill out medical information and releases for their youth. These should be kept with the group at all times.
- ⇒ First Aid Kit: Put together a first aid kit that goes with you at all times for minor emergencies.

Risk Management Considerations:

It's important that you think about things ahead of time so that you can minimize risk and maximize the fun experiences that youth will have at your 4-H Cloverbud Camp. Below are a few things to consider ahead of time.

- » Volunteers should have experience or enjoy working with youth ages 5-7 years old, not everyone is a good fit for this age group.
- » All volunteers should go through the [MSU Volunteer Selection Process](#).
- » There should be emergency procedures in place for all types of emergencies such as health, weather or location. All of your volunteers and staff should know these policies and know what to do.
- » Volunteers should be trained prior to the camp on how to handle bathroom procedures, appropriate adult to child ratios, appropriate interactions with youth ages 5-7 years old, and what the expectations are while they are at a 4-H Cloverbud Camp.
- » There should be a specific check-in and check-out procedure that is followed when youth are dropped off and picked up. It is important to know who is allowed to pick up children if it will not be their parents.
- » If you are taking a field trip or going off-site, think things through ahead of time. Ask yourself these questions: What route will we take to get there? What does that route look like? How will we transport the first aid kit and medical forms? What if we have inclement weather?

Transportation:

- » It is strongly suggested that staff do not transport youth in personal vehicles. If you are taking field trips consider walking, taking public transportation or arranging appropriate transportation per 4-H and MSU policies.
- » The State of Michigan requires by law that all children must use a car seat or booster seat until they are 8 years old or 4'9" tall when being transported in a vehicle.

