



## **Youth Program Handbook**

**Saturday, April 20, 2024**

**MICHIGAN STATE**  

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**U N I V E R S I T Y**

# Welcome to empowHER!

Welcome to Michigan State University's empowHER Leadership Retreat! This handbook has been created to establish expectations for conduct during the program and proactively answer participant and parent/guardian questions. Please review this handbook with your child/children participating in this year's empowHER Leadership Retreat.

All participants must be registered, and all forms must be filled out by the participant's parent/legal guardian prior to participation:

1. Registration Form
2. Consent Form
3. Media Release Form
4. Medical Treatment Authorization Form

These forms can be found on the empowHER website: <https://www.empowherretreat.com/>

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## **Program Description**

The empowHER Leadership Retreat was created to provide fourth- through ninth-grade girls from all different backgrounds with the tools to find confidence, passion, and purpose in their lives. With support and education in our interactive workshops, empowHER girls learn to embrace their strengths and differences, build their self-confidence and participate in service projects that demonstrate the importance of giving back to their community.

The Retreat features a keynote address, age-specific workshops, and other activities to engage the participants in a unique learning environment.

### **Program staffing and responsibilities**

- Program Directors/Coordinators' contact information
  - Names: Heather Shea
  - Title: Board Co-Chair, empowHER Leadership Retreat Leadership Board
  - E-mail: [hshea@msu.edu](mailto:hshea@msu.edu)
  - Office phone number: 517-432-7555

### **Staff roster**

- Janelle Jones – Board Co-Chair & Parent Program Lead Chair
- Heather Shea – Board Co-Chair
- Amy Bocian – Parent Program Co-Chair
- Jessica Carnacchi – Event Chair
- Danielle Matlick – Fundraising Co-Chair (Donor Relations)
- Jodi Albitis – Fundraising Co-Chair (Sponsorships & Grants)
- Ann Crain – Content Chair
- Kristine Kletke – Communications Chair
- Brekelle Davis – Operations & Finance Chair
- Margaret Selasky – Operations Co-Chair
- Shayna Allen – Mentor Chair
- Angela Michael – Mentor Co-Chair
- Sharron Reed-Davis – Registration Chair
- Meghan Zeimer – Volunteer Chair
- Emily Gerber – Graduate Intern
- Adult volunteers
- Volunteer mentors (ages 18-30)
- Suzy Merchant – empowHER founder

### **Program Content**

- A week after the event concludes, parents/guardians will receive an electronic survey to evaluate the program. Mentors will also be asked to complete evaluations.
- For a full schedule of events, please visit the website at: <https://www.empowherretreat.com/>
- Relevant contact information
  - Two hours prior to the start of the event and for the duration of the event, this is the number to call for any emergencies or concerns regarding participants: 517-432-7555

- Eligibility requirements: this program is intended for 4th - 9th grade girls.
- Should you need to cancel your registration, no refunds will be provided (cost is \$25/attendee)
- If your child is unable to attend the retreat at the last minute, please call (517) 353-8613 to notify us of this late cancellation.

### **Program Schedule**

- 9:45 AM - 10:00 AM: Check-in at Breslin Center
- 10:00 AM - 10:30 AM: Introduction of mentors and icebreaker activities
- 10:30 AM - 10:35 AM: Transition time to opening ceremony
- 10:35 AM - 10:40 AM: Opening ceremony
- 10:40 AM - 11:10 AM: Yoga and mindfulness
- 11:10 AM - 11:20 AM: Transition time to breakout sessions
- 11:20 AM - Noon: Breakout sessions
- Noon - 12:15 PM: Transition time to lunch at Brody Commons
- 12:15 PM - 1:15 PM: Lunch at Brody Commons, team photos, icebreakers, and community art project
- 1:15 PM - 1:30 PM: Transition time from Brody Commons back to Breslin Center
- 1:30 PM - 2:15 PM: Keynote speaker
- 2:15 PM - 2:30 PM: Transition time to breakout sessions
- 2:30 PM - 3:10 PM: Breakout sessions
- 3:10 PM - 3:20 PM: Transition time to closing ceremony
- 3:20 PM - 3:30 PM: Closing ceremony and dance party

### **Statement for Disability Inclusion**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting Heather Shea, empowHER Board Co-Chair at [hshea@msu.edu](mailto:hshea@msu.edu) by April 1, 2024. Requests received after this date will be honored whenever possible. More information is available at <https://www.rcpd.msu.edu/services/accommodations>.

### **Program Rules**

Participants must abide by all University regulations. Participants that violate University regulations may be removed from the program for violation of such rules.

- The possession or use of alcohol, tobacco, drugs, fireworks, guns, and other weapons is prohibited.
- Violence of any kind will not be tolerated.
- Theft of property, regardless of the owner, will not be tolerated.
- Sexual harassment, sexual abuse, and other sexually inappropriate conduct will not be tolerated.
  - The full policy on Relationship Violence and Sexual Misconduct can be accessed at <https://www.hr.msu.edu/documents/uwidepolproc/RVSMPolicy.pdf>.
- Any violation of the University Anti-Discrimination Policy will not be tolerated.

- See the handbook section on the MSU Anti-Discrimination Policy for more information.
- Hazing and bullying (including, but not limited to physical, verbal, or cyber-bullying) will not be tolerated.
- Misuse or damage of University property is prohibited. Participants may be financially responsible for damage or misuse of University property.
- Michigan State University prohibits the inappropriate use of cameras, imaging, and other digital recording devices, including camera, imaging, and other digital recording applications on smartphones and mobile devices, in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.
- We discourage participants from bringing items of great value to the empowHER Leadership Retreat, as the Michigan State University Women’s Basketball and the empowHER leadership team are not responsible for lost or stolen items.
- Participants are expected to stay with their teams throughout the duration of the scheduled event. Teams will be traveling by foot to Brody Commons for lunch. Only rooms within the Breslin Center and Brody Commons that are designated for empowHER will be accessible to participants. All other rooms will be restricted from use.
- Participants are expected to stay at the Breslin Center and Brody Commons for the duration of the empowHER program, unless prior arrangements have been made with the leadership team prior to the event, or in the case of an emergency.

## **Information about MSU Policies related to Title IX**

The MSU [Anti-Discrimination Policy](#) and [Relationship Violence and Sexual Misconduct Policy](#) apply to all MSU students, employees, or third-party community members, including Youth Program participants.

Consistent with Title IX, MSU’s Relationship Violence and Sexual Misconduct Policy and Anti-Discrimination Policy expressly prohibit discrimination on the basis of sex. The Relationship Violence and Sexual Misconduct Policy provides a procedure for reporting and resolving complaints of sex discrimination (including sexual harassment and sexual assault), which applies to youth program participants.

### **What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any education program or activity that receives federal funding.

Discrimination on the basis of sex includes:

- Excluding, separating, denying benefits to, or otherwise treating a person differently on the basis of sex
- Sexual harassment
- Sexual assault

## MSU Title IX Coordinator

MSU's Title IX Coordinator oversees the University's compliance with Title IX, including its complaint procedures, and is available to meet with youth program participants about matters involving sex discrimination.

**Laura Rugless, JD**

Title IX Coordinator

Office for Civil Rights and Title IX Education and Compliance

4 Olds Hall

East Lansing, MI 48824

**Phone:** (517) 884-0610

**E-mail:** [OCR.LauraRugless@msu.edu](mailto:OCR.LauraRugless@msu.edu)

**Website:** [civilrights.msu.edu](http://civilrights.msu.edu)

### Reporting Procedures and Resources

All individuals are encouraged to promptly report possible violations of MSU's Anti-Discrimination Policy and Relationship Violence and Sexual Misconduct Policy to MSU's Office of Institutional Equity (OIE), law enforcement, or both. OIE is responsible for receiving and processing complaints of sex discrimination (including sexual harassment, sexual assault and sexual violence), which may involve an investigation. If a person is unsure about reporting and would like assistance in understanding the options, they may contact a Confidential Resource. A list of these resources is available at

<https://poe.msu.edu/resources/survivor-resources.html>. A list of these resources specifically available for youth is available at <https://youthprograms.msu.edu/reporting/index.html>.

**Report to the [Office of Institutional Equity \(OIE\)](#)** by completing the online Public Incident Reporting Form or by calling, emailing, or visiting the OIE office.

**Address:** 408 W. Circle Dr., Suite 4, Olds Hall, East Lansing, MI 48824

**Phone:** 517-353-3922

**E-mail:** [oie@msu.edu](mailto:oie@msu.edu)

**Online reporting:** [Public Incident Reporting Form](#)

**Contact the [MSU Police](#) (or your local law enforcement) for assistance in filing a criminal complaint and preserving physical evidence**

**MSU Police Department**

**Address:** 1120 Red Cedar Rd., East Lansing, MI 48824

**Emergencies:** call 9-1-1

**Non-Emergency Line:** 517-355-2221

## **Michigan State University Anti-Discrimination Policy**

- The University Anti-Discrimination Policy (ADP) states expectations for institutional and individual conduct. A detailed description of the ADP can be found at [https://hr.msu.edu/policies-procedures/university-wide/ADP\\_policy.html](https://hr.msu.edu/policies-procedures/university-wide/ADP_policy.html).

- The ADP User’s Manual provides further discussion of the definitions of behaviors prohibited by the ADP as well as the relationship between the First Amendment and complaints of harassment/discrimination; the ADP User’s Manual can be found at <https://civilrights.msu.edu/assets/documents/adp-users-manual.pdf>.
- Protocol for addressing Bias Incidents, Acts of Prohibited Discrimination/Harassment, and Hate Crimes can be found at <https://civilrights.msu.edu/assets/documents/bias-incident-reporting-protocols-17.08.01.pdf>.

## **Procedures for Responding to Behaviors that Violate Policies**

If a youth participant is involved with an incident that violates University and/or program policy, program staff will speak with everyone involved to gain understanding of what occurred and will contact listed parent(s), guardian(s), and/or other emergency contact(s) of both the participants responsible for the policy violation and the participants directly affected by the incident. In the instance that participants have violated University and program policies, program staff will connect with the appropriate MSU supervisors and/or authorities to determine the best course of action to resolve the situation, including whether the participant(s) responsible for the policy violation must be removed from the program. If it has been determined that a participant’s behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant’s approved adult contacts, and the parent(s), guardian(s), or emergency contact(s) must pick-up the participant immediately.

If it is suspected that a crime may have occurred, program staff will immediately stop investigating, contact MSU Police, and follow the lead of MSU Police investigators. Should police or emergency response professionals need to make contact with a participant, program staff will make every reasonable attempt to notify the appropriate parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

If an allegation of inappropriate conduct including but not limited to abuse, neglect, assault, harassment, sexual assault, sexual abuse, sexual harassment, child pornography, furnishing alcohol, drugs, and/or sexual materials to a minor, and violations of the University’s anti-discrimination policy is made against an adult participating in a youth program, including program staff/volunteers, the accused adult will be removed from any further participation in MSU youth programs and activities covered by the MSU Operational Requirements for Conducting University Youth Programs until such allegation has been satisfactorily resolved. Adults may not retaliate against minors, families, parents, guardians, and staff/volunteers who report allegations of inappropriate conduct.

## **Procedures for Early Dismissal**

In the instance that a participant needs to leave either temporarily (i.e.: for an appointment, family event, etc.) or permanently prior to the end of the program, the participant’s authorized parent(s), guardian(s), or other emergency contact(s) must print and complete the Pick-up/Drop-off/Commuter Form and return it to check-in on the day of the event to their participant’s team mentor. Questions about this form can be directed to



Heather Shea, empowHER Board Co-Chair, at [hshea@msu.edu](mailto:hshea@msu.edu). When the participant is picked up from the program, empowHER staff will ask for a photo ID to verify the identity of the adult attempting to pick up the participant. Program staff will only permit participants to be released to individuals who have been authorized by the parent(s)/guardian(s). In the event that an unauthorized adult attempts to pick up the participant, program staff will make contact with the authorized parent(s), guardian(s), and/or emergency contact(s). In the instance of protecting the safety of all youth participants, local authorities will be contacted if it is deemed necessary by program staff.

In the instance of an emergency or if it has been determined that a participant's behavior violates University and/or program policies and requires early dismissal from the program, program staff will make contact with the participant's approved adult contacts, and the participant's parent(s), guardian(s), or emergency contact(s) must pick up the participant immediately.

## **Procedures for Emergency Situations**

The MSU Alert System for emergencies sends out notifications via email, text message, and prerecorded phone call. If you would like to receive SMS text messages on your cell phone, you can register your phone information by logging in to our system and adding your number, at <http://alert.msu.edu/>.

In case of a weather related emergency, (severe thunderstorm warning or tornado warning), everyone should seek shelter in an interior hallway in the basement or ground level of a building, or in the lowest level of a parking ramp away from windows.

In case of other emergencies on campus (accident, medical emergency, suspicious activity, presence of a firearm), the best course of action is to call 911 immediately.

If a "Secure in Place" action is advised (for active violence), you should:

- Lock doors of the room you are in (Main doors of building will also be locked.)
- Close blinds and turn off lights.
- Find a well-hidden and protected area to hide using objects in the room to barricade with or hide behind.
- Wait for the "All Clear" from the MSU Alert System before leaving your secure location.

## **Notification Procedures for Emergency Situations**

In the instance of a medical or behavioral incident or emergency, program staff will contact the participant's parent(s), guardian(s), or other emergency contact(s). Program staff will call all listed phone numbers on file until contact is made with at least one of the adults listed on the participant's registration materials. If emergency responders need to make contact with the participant, program staff will make every reasonable attempt to notify parent(s), guardian(s), and/or other emergency contact(s) as immediately as possible.

Program staff will communicate with participants' and chaperones' emergency contacts if an emergency involving either or both parties occur. In the instance that an immediate emergency occurs, program staff may

be unable to reach a parent, guardian, or emergency contact to consent for emergency care. If this is the case, the signed medical treatment authorization form gives program staff consent to contact emergency services. In medical emergencies, a staff member will contact local emergency responders, who will determine the best plan for treatment and will continue to attempt to contact the parent/guardian.

## **Guidelines for Contacting Your Participant during EmpowHER Leadership Retreat**

In the instance that a parent, guardian, or emergency contact listed on file as an approved adult needs to contact their youth participant, please contact (517) 353-8613 to reach an empowHER staff member. Please understand that in the interest of safety for all participants, program staff will not be able to discuss information about a participant or facilitate contact with an individual who is not listed on file as an approved adult without written authorization from the participant's authorized adult contacts.