Preparing Your Delegation for Career Explorations

Get Connected, Stay Connected
May 29, 2015

Warm Up

What does being connected with Career Explorations mean to you?

Type your thoughts in the chat.

The Conference Planning Team

Information for everyone

EVENT OVERVIEW

Participants

• Registration numbers and deadlines
• Changes and cancellations
• Be sure to let us know:
  • Lead chaperone for each group
  • Multi-county groups rooming together

Handbook

• Schedule
• Locations (Google map)
• Reminders
  – Packing suggestions
  – Water bottles
• Event policies
Code of Conduct

- 1st Priority: safe, inclusive, welcoming space for learning, sharing, and collaboration for people from diverse backgrounds, cultures and perspectives.
- CCE actively supports equal educational and employment opportunities.

Diversity includes, but is not limited to:
- Race
- Color
- Religion
- Political beliefs
- National or ethnic origin
- Immigration status
- Sex, gender, gender identity and expression, transgender status, sexual orientation
- Age
- Marital or family status
- Educational level, learning style
- Physical appearance, body size
- Protected veterans
- Individuals with disabilities.

Available online:
http://nys4h.cce.cornell.edu/events/Pages/Information-for-Youth-and-Chaperones.aspx

Issues and Incidents

- Medical issues while you are on campus
- Youth who need designated chaperone in programs or roommate
- Mobility issues
- Crisis action plan
- Reporting communication tree

Event Evaluation

- Conference Planning Team
- Post-event Participant survey
- County Reflection Meetings
- #4HCareerEx15

Arrival and Check In

- Lead Educator/Chaperone Check in at RPCC
  - What to bring with you to check-in
  - What you will receive
- Parking
- Finding your dorms
Welcome Activities

- Youth Orientation
- Chaperone orientation
- Lab Safety workshop
- Meet your program groups
- Opening Assembly

Dorms

- Rooms and lounges
- Lock outs
- Sleep
- Check-out
  - Luggage
  - keys

Dining

- Meal Schedule
- Meal Tickets – hang on to these!
- Chaperone youth at meals
- All-you-can-eat is not a food challenge
- Wednesday lunch at Kennedy
- Thursday lunch and closing schedule

Evening Activities

- Everyone should participate
- Recreation Options
  - Bowling
  - Swimming
  - Movies
  - Billiards
  - Quiet Lounge
  - Play Outside
  - Dance (Wednesday)
- County Photos
- County reflection meetings
- Sleep!

Lead Educator

- Each county must designate on-site Lead Educator
- If an Educator from your Association is not attending, need to partner with another county who has Educator attending
- Lead Educator is main contact for volunteers from your county (leave cell phone on silent!)
  - FAs and UU Leaders will do so too

THE EDUCATOR ROLE
Signed Forms

• Collecting signed Code of Conduct and Permission Slips
  – Preferred method - Electronically: email to Katja (kt498@cornell.edu) via https://dropbox.cornell.edu/
  – Second choice - Paper: turned in at check in
    • 2 copies of permission slip
    • 1 copy of code of conduct

Orientations

How do you prepare your groups to come to Career Ex?

Write some thoughts in the chat box.

Orientations

• Volunteer chaperone screening and orientation
  – Review policy available at: http://staff.cce.cornell.edu/profdev/SiteAssets/Pages/VolunteerInvolvementLandingPage/CCE%20chaperonepolicy%20revised%20021213%20kff.doc
  • Position Description
  • Youth/Adult Ratios
  • Traveling with Youth

Orientations

• County Orientation Meeting
  – Code of Conduct
  – Event Overview
  – Packing reminders
  – Pre-conference activities
  – Emergencies and incidents

Responsibilities to Your Group

• Youth supervision
• Dorms
  – Key and damage inventory
  – Note changes
• County Reflection Meetings

THE CHAPERONE ROLE

at the event

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities.
Supporting the Whole Event

Youth Supervision during:
• All throughout event activities
• During Focus and UU programs
• Evening Activities

Support for you!

• Chaperone Advisor
• Pre-event emails
• County Orientation Meeting video
• Tips and common challenges

Thank you!

Any questions?