Preparing for Career Explorations 2017
Information for CCE Educators

New This Year

- FAs working with UU groups
  - This year our Focus Assistant (FA) teen leaders will be working with both Focus and University U (UU) groups.
  - We are still looking for Educators to partner with Focus Assistants and lead University U groups.
- New locations
  - The UU Opening Ceremony will be held in Call Auditorium in Kennedy Hall.
  - The conference Closing Ceremony will be held in Statler Auditorium
  - Dining in either RPCC or Northstar in Appel Commons
- Wednesday evening activities
  - We will again have a dance
  - Because of pool hours, there will only be swimming Wednesday
- Youth may now enter dorms at 9 PM, as long as they are with their chaperone

Lead Educators
Each County Association must designate a Lead Educator for their group. This person must attend Career Explorations. Associations can work together to provide people for this role. For example, two Associations may share a Lead Educator for the event. Please let the State 4-H office know who your Association Lead Educator will be.

The Lead Educator will be the main contact for your county group during the event. They will be responsible for supervising Chaperones from your Association during the event. If there is a situation that arises with a youth or adult participant from your Association, event staff will work with the Lead Educator to resolve the situation.

Volunteer Chaperone Screening and Orientation
Please make sure you select and screen volunteer chaperones in accordance with CCE policy. The policy includes a chaperone position description, information about youth/adult ratios, and guidance for traveling with youth.

Parking on Campus
Please make sure you fill out the Parking Pass Request form for your county delegation, even if you are driving a county vehicle and won’t need a parking pass. This helps us make sure we are prepared for everyone upon arrival.
Campus Dining
Our group is too large to send through one dining hall all at once because there are other summer groups on campus. This year, half of our conference participants will eat at Robert Purcell Dining Hall and the other half will eat at Appel Dining Hall for all of the meals. Groups dining assignments are in the Handbook. You will have the same dinner time slot and meal location on both Tuesday and Wednesday evening.

Codes of Conduct and Permission Slips
We are collecting signed Code of Conduct and Permission Slips through 4-H Online. Forms can be uploaded through individual enrollment part of the system. You can use the information on the Career Explorations registration form to create an individual enrollment for new youth and volunteers. Note: Educators do not need to sign and upload these forms – only youth and volunteers do.

Uploading Forms to 4-H Online
1. Log into individual record; go to Additional Information:

   - Personal Information
   - Additional Information
   - Participation

2. Scroll to the bottom to find the upload links:

   - State Event Code of Conduct Upload
   - State Event Permission Slip Upload

Preparing Your Group: County Orientation
We strongly encourage all Associations sending people to state events to host local orientation meetings or otherwise formally prepare their group to attend. Orientations should give youth and adults a good idea of what to expect at the event. Career Explorations also has a mandatory on-site orientations- please emphasize how important it is for youth and adults to be on-time for and attend these orientations.

Suggested County Orientation Topics
- Code of Conduct
- Event Overview and policies
- Packing reminders
- Pre-conference activities
- During event schedules and times for your group to meet up together
- Emergencies and incidents (state and local procedures)