



# Off the Shelf: Learning about the Program Planning and Management Guide to Improve Your 4-H Program

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FALL EXTENSION CONFERENCE 2024



MICHIGAN STATE UNIVERSITY | Extension

# Welcome!

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BE SURE TO PICK UP YOUR  
CANDY.

PLEASE ONLY EAT YOUR  
CANDY ONCE INSTRUCTED TO  
DO SO.



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To file a program discrimination complaint, a complainant should complete a Form AD 3027, USDA Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

**mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

**fax:**

(833) 256-1665 or (202) 690-7442;

**email:**

program.intake@usda.gov.

This institution is an equal opportunity provider.

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La información del programa puede estar disponible en otros idiomas además del inglés. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, letra agrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el TARGET Center del USDA al (202) 720-2600 (voz y TTY) o comunicarse con el USDA a través del Servicio Federal de Transmisión de Información al (800) 877-8339.

Para presentar una queja por discriminación en el programa, el reclamante debe completar un formulario AD 3027, Formulario de queja por discriminación del programa del USDA, que se puede obtener en línea, en cualquier oficina del USDA, llamando al (866) 632-9992, o escribiendo una carta dirigida al USDA. La carta debe contener el nombre, la dirección y el número de teléfono del reclamante, y una descripción escrita de la supuesta acción discriminatoria con suficiente detalle para informar al Subsecretario de Derechos Civiles (ASCR, por sus siglas en inglés) sobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La carta o el formulario AD-3027 completado debe enviarse al USDA por medio de:

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**correo electrónico:**

program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades.



# Introductions

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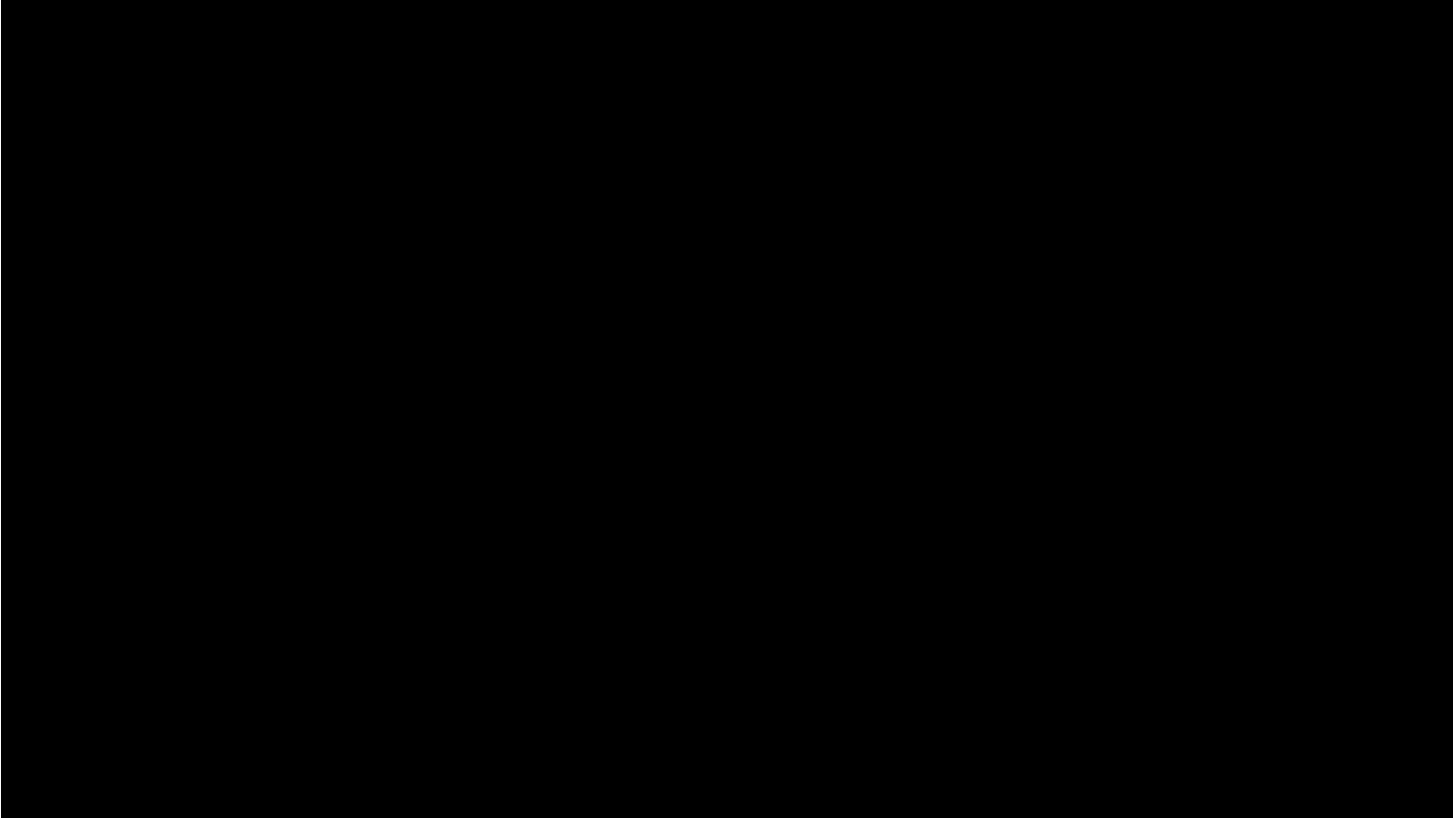
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- ❑ What is the Program Planning and Management Guide (PPMG)?
- ❑ Contributors to the PPMG Update
- ❑ “Living Document” - Available Internally at <https://michiganstate.sharepoint.com/sites/CANR/cyfc/4H%20Policy%20and%20Risk%20Management/Forms/AllItems.aspx>
  - ❑ CYFC SharePoint Folder | 4-H Policy and Risk Management | 4-H Program Planning and Management Reference Guide
- ❑ Parking Lot



# How to Use a Keyword Search within the PPMG

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# Making Decisions using the PPMG

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- Everyone **STAND UP!** Find others with your same candy, find a seat, and make introductions if needed.
- Your envelope contains four scenarios; select the three that you will use
- Pick a person to use a computer, one to take notes & someone to share out
- In **3** minutes:
  - Review the scenario
  - Using a keyword search on a computer to locate where in the PPMG is info to help with this situation
  - Decide what action needs to happen and why
  - Summarize how it can be applied
- Repeat two more times
- Each group will have **2** minutes to share **1** of their scenarios

# Thank you for attending!

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To offer suggestions of additions or changes for the 4-H PPMG visit <https://forms.gle/xhYiyVqQn436Uaas9>

# Questions & Answers

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