



**JOE AND JAN VETERAN INSTITUTE**



**How to keep your life moving forward with  
HOPE, FOCUS, and GRIT.**

**ILARNG YOUTH LEADERSHIP CAMP  
2018**



**CURRICULUM by kim milberg RN**  
Facilitated by

**AGX GROUP**

**[www.agxgroup.org](http://www.agxgroup.org)**

## Company Information

### COMPANY INFORMATION:

**VIP Firm Verified: 9/2/2016**

Expiration Date: 9/2/2019

Legal Business Name:

AMERICAN GROUP FITNESS-AGX, L.L.C.

Doing Business As (DBA):

AGX Group Management Services – AGX-Logistics

DUNS Number: **044485583**

CAGE Code: **7PF03**

### Health Maintenance Organization

**NATIONAL PROVIDER# 1609317122**

**302R00000X**

**Home Health**

**251E00000X**

**A4[11] Home Health Agency Nutritionist 133N00000X**

Hub-Zone

VIP Vet-Biz Verified Service Disabled Veteran Owned Small Business

VIP Vet-Biz Verified Veteran Owned Small Business

Minority Owned Small Business

Small Disadvantage Business

Socioeconomic status under 624 -- Social Assistance/721214 -- Recreational Camps:  
(Small Business)



## 1 Capability to Support Requirements

**American Group Fitness, AGX-LLC (AGXGROUP)** dba AGX Group and Health Management Services is a Center for Verification Certified Service Disabled Veteran Owned Small Business (SDVOSB), that specializes in supporting organizations such as the Illinois National Guard with experienced and cleared personnel who have the specific backgrounds and skill sets needed to effectively support the Youth Leadership and Resiliency Camp.

Headquartered in Baltimore, Maryland, **AGXGROUP** provides specialized services in core domains that include **Professional Services, Managed Solutions**, Education and Training, Culture Policy and Training, Facilitates operations and management, **and Business Process Improvement. The AGX Group's mission is to provide world class solutions and to manage complex programs with a commitment to excellence and superior customer service.**

Our Department of Defense (DoD) customers include the U.S. Army, Navy, Air Force and Marine Corps, Department Of Veteran Affairs, and the National Guard Bureau (NGB). Our expertise spans not only in strategic and operational-level support and augmentation, but also planning, training, administrative support, classified initiatives and information management, and the full range of Youth Services applicable to the Illinois National Guard mission and vision.



[www.agxgroup.org](http://www.agxgroup.org)

## CONTACT

American Group Fitness, AGX  
LLC dba AGX Group  
**POC: De'Andre B. Wells Sgt.  
USArmy (Ret.) Program Mgr.**  
4 Mayflower Court Baltimore,  
MD 21208 [info@agxgroup.org](mailto:info@agxgroup.org)  
443.839.6240

## ILLINOIS NATIONAL GUARD

[WWW.AGXGROUP.ORG](http://WWW.AGXGROUP.ORG)

**Youth Camp IL**  
Solicitation Number:  
W91SMC-18-Q-1001

JULY 11TH, 2018@ 9AM Central Dear  
Illinois National Guard,



# AGX GROUP



Thank you for your consideration of our program. To provide the best experience for the campers at hand, we use an evidence - based approach(ACA accredited camps) to craft each camp that we are privileged to be a part of. With this in mind, each camp that we have executed has varied greatly from the past camps due to the demands of each of our clients. Within this program, you will find our Joe and Jan Veteran Be-Know-Do curriculum which consist of teambuilding, resiliency and leadership opportunities for military dependents. We aim to not only teach and develop leadership abilities, but we will immerse them in our pathway to empowerment and equipping our nations youth leaders to effectively lead from within.

The mission of AGX Group is to provide our military and their families, timely, evidence-based strategies that are personalized and proactively driven. We look forward to a week of discovery, development, and leadership deployment.

Sincerely,  
**De'Andre B. Wells Sgt. USArmy (Ret.)** AGX Group Founder/  
CEO



[ADMIN@AGXGROUP.ORG](mailto:ADMIN@AGXGROUP.ORG)



[@AGXGROUP](https://twitter.com/AGXGROUP)



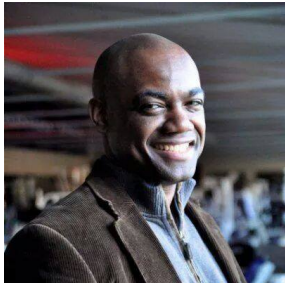
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AGX GROUP



## THE LEADERSHIP TEAM:



AGX GROUP



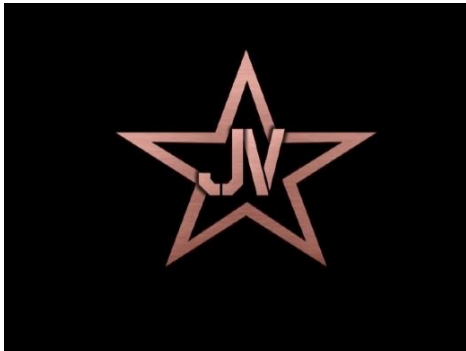
Program Manager/Site Director  
De'Andre B. Wells SGT US ARMY RET (US) OEF/OIF Combat Veteran  
B.S. Leadership and Organizational Development

De'Andre B. Wells holds a Bachelors degree in Leadership and Organizational Development from Bethel University and is founder and CEO of American Group Fitness, AGX- LLC. He has 20 years experience in knowledge and application of adult learning principles, including effective practices and techniques of training and development; knowledge of the principles of management and leadership. He is Baltimore Business Journals 2016 40 under 40 Honoree and Grandson of the legendary Hall of Fame Track and Field Coach James E. Bibbs, DeAndre played Division II Football at Northern Michigan University. He is a proven self-starter, fitness and life coach, motivator, and change agent. He served as an NCO in the United States Army, 5th Special Forces Group. Extensive physical and mental training coupled with three tours of combat duty during the global war on terrorism has equipped him for business leadership. He is a recipient of the Army Good Conduct Medal, Global War on Terrorism Expeditionary Medal, Global War on Terrorism Service Medal, National Defense Service Medal, Army Ribbon/ Overseas Service Bar (3 times), SFG Indoctrination Course Team Leader Award, Parachutist Badge and Air Assault Badge.



### Joshua Robison National Director of Youth Sports Camps

Joshua Robison, a former semi-professional soccer player holds a USSF F License. As a former collegiate athlete and a former professional soccer player, Josh is looking to take his expertise that he has learned with a ball at his feet and give back to the youth. With a bachelors degree from Kalamazoo College in Psychology with a concentration in sports, Josh wrote his bachelors thesis Perceptions of Stress Among Athletes in which he deemed Sport as a stressor in and of itself. With this in mind, Robison is keen on re-developing a passion and love for Sports through community engagement and community excellence. He believes that through Sport we can learn a lot about our lives as well as develop into the person that we want to become.



Jan Veteran



Joe Veteran

HOPE-FOCUS-TEAMWORK-GRIT



AGX GROUP LEADERSHIP DEVELOPMENT CAMP is a year-round youth development solution with its programs anchored in a month-long summer camp experience. AGX Group believes that education and opportunity are rights fundamental to all children: transforming the lives of children in need through powerful programs that allow them to discover their self-worth, realize their potential, and become productive citizens.

## Family Readiness

[Home](#) › [Whole Health Management Solutions](#) › [Family Readiness](#)



### FAMILY READINESS

AGX Frontline Care For The Family

### AGX AND THE COMMUNITY

Community Outreach is defined as an endeavor by an organization to connect its ideas or practices to the efforts of other organizations, groups, specific audiences or the general public. The National Guard Family Program Community Outreach focuses on connecting Guard families with local, regional, and national organizations in support of their everyday lives at home. AGX is a proud Joint Service Support Network Service Provider. Some of our outcome based activities and services include:

[The National Guard Family Program \(Network Service Provider\)](#)

- Youth Development Programming
- State Opportunities & Military Youth Adventure Camps
- Yellow Ribbon Reintegration Program (YRRP) Support (Full Cycle event Coordination)
- Developing positive coping strategies & Enhance Resilience

AGX Support Services are offered in four service delivery areas:

- Art, Recreation & Leisure
- Sports, Fitness & Health
- Life Skills, Citizenship, Character Development & Leadership
- Academic Support, Career Development, Mentoring & Intervention



## JOE AND JAN VETERAN VALUES:

The **BE-KNOW-DO** deals with the inner quality of a Joe and Jan Veteran staff member. These inner qualities are expressed in his/her actions. Successful Joe and Jane Veteran teams will reflect a winning spirit and professional attitude.

**Spirit:** The will to win and believe you are a winner. Belief in yourself and your teammate. A most critical element of a Joe and Jan Veteran ready team. Joe Veteran believes in the cause for which they are fighting for and has a strong desire to do something about it.

1. Resist Imaginary fears and resist well founded ones
2. Be Proud of your victories
3. Respect and trust for officers- Follow orders
4. Act as one unit, task, and mission
5. Train in privation and effort

**Professionalism:** Joe Veteran shares the values of his respected position and or role on the team. Joe Veteran can be trusted to get the job done. Mature

**Maturity:** The stamina necessary for sustained action under stress. Joe Veteran is a mature leader who develops physically, socially, emotionally, and spiritually. Signs of maturity that are important for Joe Veteran:

1. Self-discipline
2. Initiative
3. Judgement
4. Confidence

**Values:** These values, are based on Jan Veterans relationship with self, the group and its mission. This is the foundation of our relationship to our fellow JV team members. The role of Joe Veteran staff is not to change long -held personal values, but to impress upon the military dependent the importance of these professional values. Joe Veteran ethics form the bedrock of his/her values and provide guidelines for behavior. (Time-Tested). Joe Veteran ethics are developed as the working values of all (JV) teams.

1. Each (JV) has his/her set of values developed at home, place of worship, school and community
2. Joe Veteran strengthens individual values of candor
  - A. Reinforce competence, courage and commitment

## MANDATORY FORMAT FOR (PWS)



**Scope:** The AGX Group and East Bay Camp warrants to provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 4.0 as Government Furnished, to perform a Youth Camp for approximately 30 youth.

**Background:** The Illinois National Guard provides teambuilding, resiliency and leadership opportunities for Military Dependents. Camps conducted throughout the state are funded by outside vendors who target younger kids (ages 12-17) for their camps. This camp will target the youth population and challenge them to perform activities and events at a more advanced level. Youth are given the opportunity to participate in challenging group activities to focus on leadership, resiliency and teamwork skills. This camp will foster the development of life skills and avocations. The selected venue should have experience hosting military related events in the past and have an understanding of the unique needs of our military youth.

**Period of Performance (PoP):** The event shall take place 5 AUGUST through 10 August 2018.

**Place of Performance:** EAST BAY CAMP 24248 Ron Smith Memorial Hwy, Hudson, IL 61748.

**Hours of Operation:** The AGX Group and East Bay Camp warrant provide and manage a timeline for the camp to begin at or around 2:00 pm central time 5 AUGUST 2018 and end at or around 4:00pm central time 10 AUGUST 2018.

### OUR SOLUTIONS:

AGX GROUP and its facility partner East Bay Camp warrant to provide all personnel, equipment, tools, materials, supervision, and quality control necessary, except as specified in Paragraph 4.0 as Government Furnished, to perform a Youth Camp for approximately 30 youth kids (ages 12-17) Period of Performance (PoP): The event shall take place 5 AUGUST through 10 August 2018.

The AGX Group will provide the Illinois National Guard teambuilding, resiliency and leadership opportunities for Military Dependents. Camps conducted throughout the state are funded by outside vendors who target younger kids (ages 12-17) for their camps. This camp will target the youth population and challenge them to perform activities and events at a more advanced level. Youth are given the opportunity to participate in challenging group activities to focus on leadership, resiliency and teamwork skills. This camp will foster the development of life skills and avocations. The selected venue should have experience hosting military related events in the past and have an understanding of the unique needs of our military youth.

**Transportation:** Parents bring youth Camp located in Hudson, IL 61748-7552• (1hr 17min 76.9mi from Springfield IL). Each session includes Joe and Jan veteran traditional camp activities such as swimming, fishing, hiking, canoeing, a pontoon boat ride, arts & crafts, target sports, barnyard animals, high ropes, zip-



line Managed Timeline Dining Hall Pro Athletes Under Armour JV Gear programming, provide housing and meals, that includes 15 meals, 5 nights, and six days of programming for the dates of August 5-10.

AGX GROUP warrants to provide "All staff, programing, and strict supervision during cabins and activity transitions. 16 totals including Sr. Program Manager De'Andre B. Wells Sgt US Army (Ret). All staff will be at least eighteen (18) years of age and at least two (2) years older than the minors with whom they are working. AGX Group is mandating 2 counselors per 8 youth In addition, East Bay Camp will be providing additional onsite staff during the day's activity transitions (6 total) for all 1 hour outdoor aquatics activities and any challenging course activities that involve elements (high or low). Hence, there will be at least two counselors during all outdoor activities including at least 2 counselors of the same sex as the attending residential camp counselor. When setting our camp's staffing requirements, we encourage a minimum of two counselors for any situation or conversation with a camper that could be perceived as uncomfortable or sensitive, such as changing time in the locker room or gathering information about an allegation against another camper or a staff member.

**Place of Performance:** EAST BAY CAMP 24248 Ron Smith Memorial Hwy, Hudson, IL 61748.

**Personnel:** AGX GROUP warrants to provide "All staff" (16 total) including Sr. Program Manager De'Andre B. Wells Sgt US Army (Ret). All staff will be at least eighteen (18) years of age and at least two (2) years older than the minors with whom they are working. East Bay Camp will be providing additional onsite staff during the day's activity transitions (6 total) for all 60 min outdoor aquatics activities and any challenging course activities that involve elements (high or low). 16 STAFF MEMBERS TOTAL.

**Supervision- Contingency Plan** will be provided at time of award which includes:

AGX GROUP PROGRAM MANAGER WILL ROAM CAMP DURING LIGHTS OUT EVER NIGHT/ 2 TWICE A NIGHT.

Situation 1 — General Supervision

Situation 2 — Bathroom/Bathhouse Facilities and Practices

Situation 3 — Health Care Center and Treatment Policies

AGX GROUP warrants to provide strict supervision and security during all camp activities. All travel between activities will be in a controlled, well-defined area. In this situation, AGX and East Bay staff members will be assigned to provide complete coverage throughout the area, around its perimeter, and, if necessary, at specific activities and off-limits areas. At all times, proper general supervision will be maintained and monitored by AGX and East Bay Program Managers who will supervise and roam the area and monitor supervision.

**Quality control:** Supervision of Campers, Sensitive Issues, and Boundaries The following information serves as an example of AGX GROUP camper-supervision training that goes beyond basic staff-to-camper ratios. AGX outlines cover staff responsibilities in supervision, the camp's expectations of staff and campers, and sensitive issues such as child abuse and being a mandated reporter, bullying, and personal boundaries. In our camp's staff orientation, will be highlighted and any areas where new staff may need additional guidance. Discuss appropriate language and behavior with campers (and with each other). Our Quality control manual will address how they can protect themselves from false accusations (and from making campers uncomfortable). It will outline what to do if they find themselves in an uncomfortable position, and remind them of where to go when they need help (and that its okay). Another helpful resource for staff is the American Camp Association's e-Institute course Camp Is for the Camper at [www.ACACamps.org/einstitute/camper](http://www.ACACamps.org/einstitute/camper), which can be taken online prior to arriving to camp.

**Equipment:** East Bay Camp & Retreat offers space for re-creation of body and soul in a natural setting away from the routines and busy-ness of life. All equipment and tools will be provided by the East Bay Camp for all out door functional aquatic facilities and activities. With over 160 acres of woods, trails, and lake front, East Bay allows for delightful encounters with wildlife such as deer, wild turkeys, herons, turtles, and countless other creatures which make their home in its woods and lake. A variety of hardwoods and evergreens greet you as you walk through the property.



**Tools and materials:** AGX GROUP AND EAST BAY CAMP WILL provide all time and materials for our Joe and Veteran Curriculum. Each attendee gets their own JV workbook, t-shirts, and giveaways. In general, campers need to bring bedding, toiletries, linens, and clothing suitable for changing weather and outdoor activities. There are things not to bring, too.

## **To Bring:**

### **Clothing**

- A daily change of clothes
- One set of “grubbies” (throw-aways)
- Tennis shoes or walking shoes
- A second pair of shoes or sandals
- Raincoat or rain apparel
- Sweater, sweatshirt, or jacket
- Long jeans
- Swimming suit(s): No 2-piece suits or Speedos, please! The key is modesty.

### **Bedding**

- Sleeping bag (or sheets and blanket)
- Pillow (optional)

### **Toiletries**

- Toothbrush/toothpaste
- Towels and washcloths
- Brush and/or combs
- Unscented soap
- Lightly scented shampoo
- Unscented deodorant

### **Other**

- Bible (one that can handle some camp use)
- Paper and pen/pencil
- Stationery, envelopes, and stamps
- Sunscreen
- Bug Repellant
- Extra batteries (for flashlight)
- Flashlight
- Camera and film (disposable cameras work well)

### **Things not to bring:**

- Valuables
- Cell phones
- Radios, TVs, CD/DVD players etc.
- Electronic Games
- Snacks – they attract bugs and critters!!

### **Prohibited:**

- Fireworks
- Alcohol (even if camper/guest is of legal age)
- Illegal drugs
- Weapons

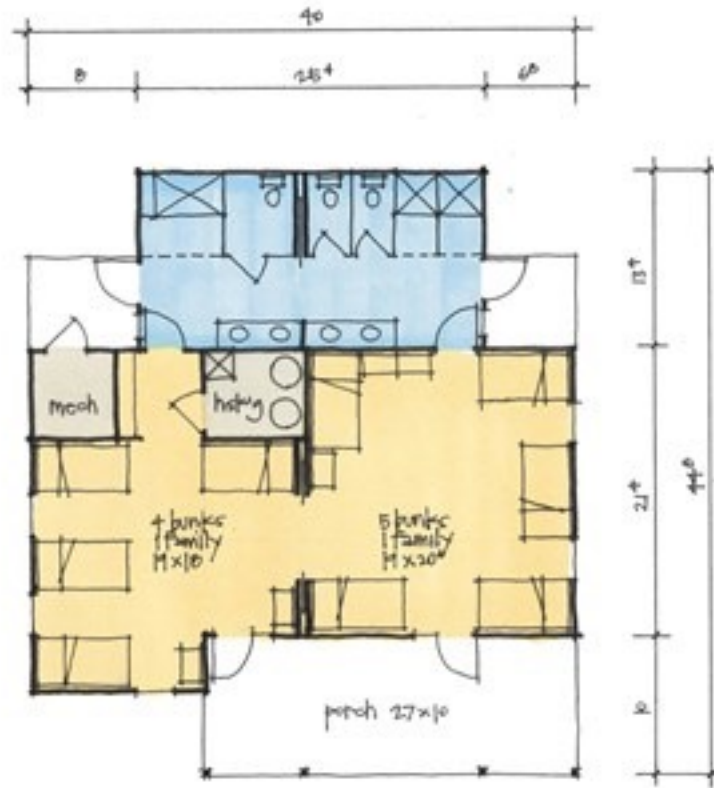
# A Master Plan for East Bay

In broad strokes the plan includes new youth cabins for campers, a new entrance to the dining hall, remodeling of Pilchard Hall, a pavilion and restrooms in the Three Bears area that will better serve the day camp, a new health center; a new chapel; a relocated office; and an expanded parking lot, among other things.

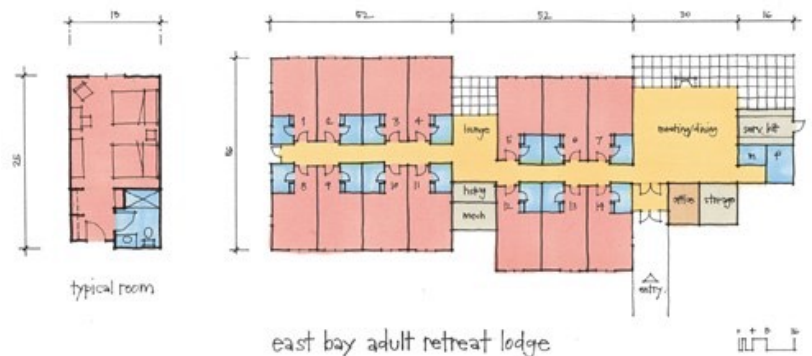
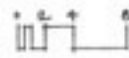


There will likely be several phases to the site makeover as well as several capital campaigns. In the aerial view of the proposed makeover above, orange represents new construction and yellow buildings that will be maintained but either remodeled or repurposed.





east bay cabin  
10 person summer · 2 family retreat cabin



east bay adult retreat lodge



The light green areas in the top right of the image represent a "destination" recreation area that puts most recreational activities in one place. A tree house village is also proposed for this area.

## AGX Youth Camp Schedule

### August 5 4pm– 10 1pm, 2018

#### Sunday:

4pm: Campers arrive and unpack

**5pm: Dinner**

6pm: Orientation/Meet&Greet

7pm: Free time

9pm: Lights out

#### Monday: You are created to be unique and unstoppable!

7am: Wake up

**8am: Breakfast**

9am: AGX Curriculum

10-10:30am- Snack

**10:30-11:30am- EBC activity**

**Group A: Pool Time**

**Group B: Archery**

11:30am- Formation

**12pm- Lunch**

1pm- AGX Curriculum

2pm: Snack

**2:30 – 3:30pm: EBC activity**

**Group A: Archery**

**Group B: Pool Time**

3:30pm: Free Time

4:30: Formation/Q&A

**5pm- Dinner**

6pm – 7:30pm: Field Games

7:30pm: Snack

8:00: Shower Hour

9pm: Lights Out

#### Tuesday: Creating your own personal vision statement...

7am: Wake up

**8am: Breakfast**

9am: AGX Curriculum





**10-10:30am- Snack**

**10:30-11:30am- EBC activity**

**Group A: Lake Time**

**Group B: Knocker Ball**

**11:30am- Formation**

**12pm- Lunch**

**1pm- AGX Curriculum**

**2pm: Snack**

**2:30 – 3:30pm: EBC activity**

**Group A: Knocker Ball Games**

**Group B: Lake Time**

**3:30pm: Free Time**

**4:30: Formation/Q&A**

**5pm- Dinner**

**6pm – 7:30pm: Field Games**

**7:30pm: Snack**

**8:00: Shower Hour**

**9pm: Lights Out**

**Wednesday: Plan to Succeed**

**7am: Wake up**

**8am: Breakfast**

**9am: AGX Curriculum**

**10-10:30am- Snack**

**10:30-11:30am- EBC activity**

**Group A: Pool Time**

**Group B: Water Kickball**

**11:30am- Formation**

**12pm- Lunch**

**1pm- AGX Curriculum**

**2pm: Snack**

**2:30 – 3:30pm: EBC activity**

**Group A: Water Kickball**

**Group B: Pool Time**

**3:30pm: Free Time**

**4:30: Formation/Q&A**

**5pm- Dinner**

**6pm – 7:30pm: Field Games**

**7:30pm: Snack**

**8:00: Shower Hour**

**9pm: Lights Out**



**AGX GROUP**



**BE-KNOW-DO**

**[www.agxgroup.org](http://www.agxgroup.org)**

**Thursday: Accelerate your success!**

**7am: Wake up**

**8am: Breakfast**

**9am: AGX Curriculum**

**10-10:30am- Snack**

**10:30-11:30am- EBC activity**

**Group A: Lake Time**

**Group B: Teams Course/Hayride**

**11:30am- Formation**

**12pm- Lunch**

**1pm- AGX Curriculum**

**2pm: Snack**

**2:30 – 3:30pm: EBC activity**

**Group A: Teams Course/Hayride**

**Group B: Lake Time**

**3:30pm: Free Time**

**4:30: Formation/Q&A**

**5pm- Dinner**

**6pm – 7:30pm: Field Games**

**7:30pm: Snack**

**8:00: Shower Hour**

**9pm: Lights Out**

**Friday: Fail Gracefully!**

**7am: Wake up**

**8am: Breakfast**

**9am: AGX Curriculum**



**10am: Snack**

**10:30: Pack up and move out of cabins**

**11:00: Closing session/Awards**

**12:00: Lunch**

**1:00: Departure (departure time still has to be confirmed; field games if more time needed)**




**AGX GROUP**  
THE VANGUARD OF  
WHOLE HEALTH

**DE'ANDRE B. WELLS SGT.  
US ARMY (RET.)**

**FOUNDER/CEO**

**DC METRO AREA**  
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**AGX GROUP**



**BE-KNOW-DO**

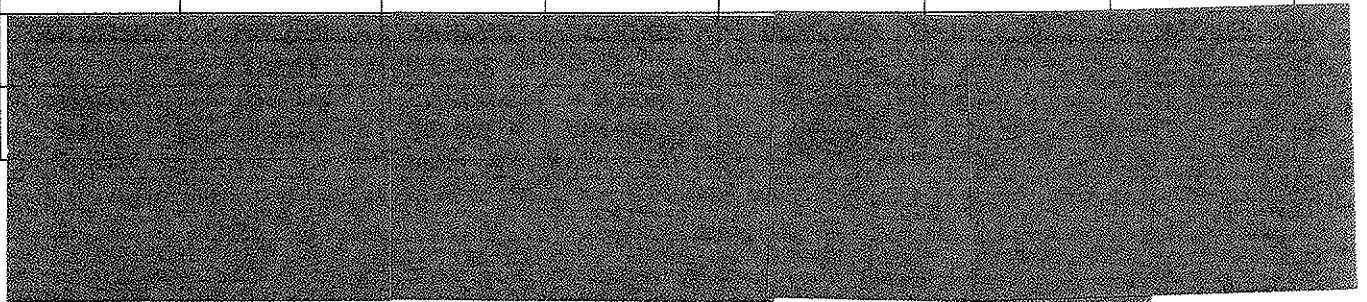
[www.agxgroup.org](http://www.agxgroup.org)

# FOOD SCHEDULE

**We can deal with most allergies as long as we know them by Aug 1.**

*Week 2*

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Over Hard Egg Sausage Patty Potato Oatmeal	Egg & Cheese Burrito Mushroom Pepper, onion Hashbrown Casserole Orange Cranberry Muffin Cake	French Toast Syrup Butter Bacon Peach Turnover	Breakfast Casserole w/Ham & Cheese Potato Yum Yum Cake	Sausage Pancake On a Stick Syrup Tri Tator Grits	Ham, Egg & Cheese Muffin Sandwich Seasoned Tots Cinnamon Roll	Chocolate Chip Pancake Bacon Fruit Cup
Chicken Patty on a Bun Fries Broccoli w/Cheese Sauce Ice Cream	4 Cheese Macaroni Casserole Green Beans Fruit Salad Brownie	Crunchy Beef Taco Black Beans Cheese Sauce Rice Ice Cream	Chicken Strips Mashed Potato w/Gravy Corn Fudge Bar	Ham/Turkey Sub Chips Veggie w/dip Ice Cream Sandwich	Chicken Alfredo w/Pasta Peas Garlic Bread Cookie	Italian Beef Cheese Sauce Peppers & Onion Carrots Fries Brownie
Hot Dogs Brats Chips Carrot & Celery w/ Dip Watermelon Cookie	Red/White Veggie Lasagna w/Marinara Sauce Green Beans Garlic Toast Ice Cream	Baked Ziti w/Italian Sausage & Marinara California Blend Seeded Roll Brownie	Cheese/ Burgers Chips Baked Beans Cookie	Baked Chicken Scalloped Potatoes Glazed Carrots White Cake w/Frosting & Sprinkles	Meatball Sub Potato Veggie w/dip Ice Cream Sundae	Pork Tenderloin On a Bun Roasted Potato Veggie Blend Blueberry/ Pineapple Crunch Cake





# AGX GROUP

## **WORKING WITH YOUTH & MANAGING RISK**

VERSION 3.1



## **The Handbook for AGX Extension and Joe and Jan Veteran Leadership Camps: Working with Youth & Managing Risk**

June 2017, Updated June 2018

Risk Management Training Team, 2017

# AGX GROUP

[www.agxgroup.org](http://www.agxgroup.org)

AGX GROUP Extension offers educational programs, assistance and materials to all people without regard to race, color, national origin, age, gender or disability.

The AGX GROUP is committed to principles of equal opportunity and affirmative action.

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### Objectives:

- to provide supervision for youth
- to assist as needed with the overall coordination and facilitation of programs or events

### Responsibilities could/may include:

- collecting appropriate youth forms prior to event or program
- enforcing code of conduct and policies
- providing transportation to, from, and during the program or event, as needed
- cooperating with program or event coordinators, county Extension faculty and staff, and volunteers in implementing event activities
- if residential, supervising housing including check-in, cleanup and check-out
- supervising youth including discipline, housing, safety, security, and overall well being.
- completing necessary reports related to the program or event
- following the behaviors as outlined in ***Adult Behavior Guidelines when Working with Youth*** and in the online training, ***AGX GROUP: Working with Youth and Managing Risk***

### Requirements:

- completion of required screening, paperwork, and training
- interest in youth and enthusiasm for working with young people
- ability to work with youth while nurturing positive self-esteem, decision-making skills, responsibility, and leadership in youth
- ability to work and communicate effectively in verbal and written forms
- ability to handle sensitive or confidential issues, discipline, and emergency situations
- ability to respond appropriately to discipline and emerging situations

## Why is Joe and Jan Veteran Youth Development Essential?

Many adults working with youth approach youth development work from their personal experiences at that age. While it may have been a positive experience, it may also be considerably different from today's youth.

To succeed in offering a positive, safe environment for young people, adults working with youth need to understand youth today. Additionally, the best youth development programming is based on the single premise that youth programs match youth development needs and vice versa.

Research consistently shows that for youth to succeed at developmental stages, one factor must be present:

***Consistent support from, and monitoring by, an adult who sees their mistakes, loves them anyway, and still expects them to do well and to do good.***

Youth need:

- a satisfactory self-concept
- success in achievement
- increasing independence
- adventure
- acceptance by peers
- successful navigation of physical, social, and cognitive changes and growth

Research shows there are eight essential elements that are considered necessary attributes of youth programs. These elements should be incorporated into all programs that Extension offers youth.

## Overview of the 4 Outcomes and 8 Essential Elements

### Outcome I: Belonging

- ***Essential Element: A Positive Relationship with a Caring Adult***

A caring adult acts as an advisor, guide and mentor. The adult helps set boundaries and expectations for young people.

- ***Essential Element: An Inclusive Environment***

An inclusive environment is one that creates a sense of belonging, encourages and supports its members with positive and specific feedback.

- ***Essential Element: A Safe Environment***

Youth should not fear physical or emotional harm while participating in a youth development experience whether from the learning environment itself, adults, other participants or spectators.







## Outcome 2: Mastery

- ***Essential Element: Opportunity for Mastery***

Mastery is the building of knowledge, skills, and attitudes and then demonstrating the competent use of this knowledge and skills in the manner of a proficient practitioner. The development of mastery is a process over time.

- ***Essential Element: Engagement in Learning***

An engaged youth is one who is mindful of the subject area, building relationships and connections in order to develop understanding. The engaged learner has a higher degree of self-motivation and an inexhaustible capacity to create.

## Outcome 3: Independence

- ***Essential Element: Opportunity to See Oneself as an Active Participant in the Future***

The ability to see oneself in the future is to have hope and optimism to shape life choices to facilitate the transition into participating in the future.

- ***Essential Element: Opportunity for Self-Determination***

Youth must exercise a sense of influence over their lives, exercising their potential to become self-directing, autonomous adults.

## Outcome 4: Generosity

- ***Essential Element: Opportunity to Value and Practice Service to Others***

Finding one's self begins with losing yourself in the service of others. Service is a way for members to gain exposure to the larger community, indeed the world itself.

# Best Practices of Behavior Management

## Youth Code of Conduct

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The code establishes a set of expectations for behaviors and a set of consequences for misbehavior. Leaders can set expectations as they relate to the program they are conducting based on the nature of the activities.

- Set clear and consistent rules. Use the code of conduct as the beginning point.
- Make sure the environment is safe and worry free – think physical, emotional, and social environment.
- Provide age-appropriate activities that are engaging.
- Focus on the desired behaviors rather than behaviors to be avoided.
- Give clear directions, one at a time or repeated.
- Say “yes” whenever possible.
- If consequences are necessary they should relate to the behaviors. Time outs may be used as long as youth are within eyesight and ear sound.

## Why Do Youth Misbehave?

- **Attention** – As leaders, help youth feel part of the group. Redirect their behavior or impose logical consequences. Youth given attention for positive actions are less likely to misbehave.
- **Power** – Give youth an opportunity to feel empowered to make decisions, which will help them control their actions.
- **Test** – As a leader, young people want to know if you are going to do as you say. Children need limits and adults to enforce those limits. If you talk about taking action, then you need to take action. Be warm but firm when imposing consequences.
- **Imitation** – If adults in the group are not following rules, then youth may not follow the rules either.
- **Inadequacy** – Children who do not feel as adequate as others may act out to prevent continued failure. Work toward opportunities to provide positive reinforcement. Children also may not have resources they need and as a result, misbehave. Keep in mind they could be hungry, tired, afraid, or not feeling well.

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## Things to Remember When Supervising Youth in Overnight Settings:

- It is the responsibility of leaders to supervise all aspects of housing including, discipline, curfew, cleanup, and other guidelines for the event.
- Youth should not change rooms or cabin assignments without approval from the event coordinator.
- Youth cannot miss scheduled activities, break curfew, or sleep late.
- Youth should not enter cabins or rooms of other youth, regardless of gender. Males cannot enter female cabins and females cannot enter male cabins. Adults should also not enter the rooms or cabins that house others of another gender.
- Rolls should be checked every night by seeing the youth who should be in that room.
- In overnight settings it is best to be housed in separate sleeping areas from children when possible. When this is not possible, parent/guardians should be furnished a letter explaining the situation and informing the parent/guardian that his/her child will be housed with an adult in the same room.
- Cabins and rooms should be left in the manner they were found with floors cleaned and trash in trash cans and cans emptied, if possible. Damages need to be reported and all charges paid before leaving the facility.

## Consequences of Misbehavior

Youth and adults who observe a breach in the Code of Conduct must report the misbehavior to the appropriate leader. The leader will complete an incident report and determine the next steps regarding the incident.

If youth are found participating in actions listed below, law enforcement or other legal authorities may be notified and may lead the review and determine the consequences related to the incident. In these incidents, youth may be removed from the event and suspended or expelled from future program participation. These behaviors may include, but are not restricted to:

- Possession or use of illegal drugs
- Possession or use of a weapon
- Assault or harassment
- Inappropriate sexual behavior

If the young person is found participating in the actions listed below, adult leaders may be notified and may lead the review and determine the consequences related to the behavior. If the youth receives consequences from the leader or through the review process, his/her parents/guardians may be notified; the youth may be sent home at the parents' expense and may be suspended from participation in events.

- Breaking curfew or disturbing the peace
- Unexcused absences from the activities or premise of an event
- Unauthorized use of vehicles during the event
- Reckless or inappropriate behavior
- Use of foul or offensive language
- Possession or use of alcohol or tobacco
- Breach of the Code of Conduct
- Remaining in the presence of those who are breaking the Code of Conduct
- Theft, misuse or abuse of public or personal property
- Possession of fireworks



**Reminders when Implementing the Joe and Jan Veteran Code of Conduct:**

- Youth must have a code of conduct signed prior to participation in activities and events that take place off of the youth's school campus and not during the school hours. The code is in effect for 12 months from the date of signing.
- Prior to any event or activity, the code of conduct should be reviewed for the entire group. This includes not only consequences of misbehavior but also expected behavior.
- If a young person is in violation of the code of conduct, the event coordinator should be contacted to assist with the process.
- Youth misbehaving have the opportunity to explain their actions to the program administrator. Youth may also request a review board.
- Leaders must ensure throughout the process that the rights of the young person are observed. Leaders may not invade a young person's rights to privacy or due process in determining offenses.
- The review board serves to determine whether a violation has occurred and if there is a violation, what disciplinary action should be taken.
- A review board will consist of one Extension faculty or staff member, two volunteers and three youth. The Extension faculty member coordinating the event will serve as chairperson.
- In some cases, incidents are deemed serious and may be referred to law enforcement or other legal authorities.
- If the young person receives consequences from the leader or through the review process, his/her parents/guardians may be notified; the youth may be sent home at the parents' expense and may be suspended from participation.
- Remember to maintain confidentiality through the process. In doing this, you will only discuss the situation with people who need to know. Disciplinary action should only be discussed with the young person, his/her parent/guardian and Extension leaders.

AGX GROUP takes seriously our obligation to provide responsible and reasonable care for the youth in our programs and activities. The Safety & First Aid Guidelines AGX GROUP takes seriously our obligation to provide responsible and reasonable care for the youth in our programs and activities. The Safety & First Aid Guidelines are designed to assist adults chaperoning youth in handling accidents, illnesses, and emergency situations.

For the purpose of this guide, an adult leader is defined as an Extension staff member, school teacher, volunteer and/or chaperone accompanying and supervising youth during their involvement in the program.

## Orientation

Each event will begin with an orientation session. Orientation will include:

- ☐ introduction of event coordinators and other key contacts
- ☐ identification of emergency personnel (Emergency personnel are considered to be doctors, nurses, EMT's and first responders who are attending the event). This identification process is done to ensure that leaders know who is qualified to work with emergency situations should they arise.
- ☐ review of procedures for injuries, emergencies, and other situations including maps to healthcare facilities

## General Care & First Aid

1. Adults leaders are responsible for the care of program participants. Care includes the administering of routine prescription medications and treatment of minor injuries.
2. Adult leaders must be sure that all youth attending an event provide a completed Medical Information & Release Form (MIRF) detailing medical information and health history. The reverse side of the MIRF is the Over the Counter & Prescription Medication Summary and is used to indicate the parent/guardian's permission to administer a variety of over the counter medications and to list any medications (both prescriptions and over the counter) that the youth is currently taking. Signatures of the parent/guardian are required.
3. If any medicine (prescription or over the counter) is to be administered by an adult leader during the event, the parent/guardian should complete and sign the AGX Medicine Form and include the form along with the accompanying medications. This form remains with the medications and serves as a log for recording administration according to the parent/guardian's instructions. All medications should be locked in a container in the chaperone's room.
4. Youth may not be given any medication that is not indicated on the MIRF and Medicine Form unless the medication is prescribed or administered by a trained medical professional. Parents may provide consent to administer medications over the phone, if the situation requires.
5. Most JV Leadership Counselors and Environmental Educators are trained in First Aid and CPR. AGX staff will assist in any situation in which they are trained; however, AGX staff actions will be limited to their training. If a nurse is provided onsite, he/she is available for medical situations, but will not be expected to administer routine medications.

6. AGX Centers may have a limited supply of over the counter medications that may be provided upon the request of the adult leader. Adult leaders must obtain parental permission prior to administering medications unless the medication was prescribed or administered by medical personnel while at the event. Permission may be given on the MIRE or may be given over the phone. Phone consent must be documented on the MIRE. Events at locations other than AGX Centers may or may not supply over the counter medications.
7. All medications administered, medical treatment provided, and/or emergency actions taken must be kept in a Medical Log. The log is typically kept at the First Aid station or in the adult leader's notebook during travel. The adult leader is responsible for ensuring the action is logged.
8. Adult leaders should have a first aid kit meeting American Red Cross standards.
9. In the event of an injury, the adult leader is responsible for completing the AGX online injury report and sending the report to the appropriate individuals.

## Emergency Medical Situations

1. In the event of an emergency medical situation, all non-emergency trained adult leaders will clear the scene of all participants and then organize an activity to entertain the youth.
2. If an emergency medical situation occurs at the AGX Center, an adult leader should notify the AGX Center staff immediately. In cases where practical, AGX Center staff will be responsible for calling an ambulance. If not at a AGX Center, an adult leader should call 911 and communicate with the EMS dispatcher.
3. Non-ambulatory transport is the responsibility of the adult leader. Maps to the nearest healthcare facility will be provided at all AGX Centers and by event coordinators.

4. All medical treatment and emergency actions taken must be kept in the Medical Log. The adult leader is responsible for ensuring the action is logged. The adult leader is also responsible for completing the AGX GROUP online injury report and sending the report to the appropriate individuals. [www.agxgroup.org](http://www.agxgroup.org)
5. For illness or injury requiring professional medical attention, a CAES incident report should be completed and sent to the appropriate individuals immediately.

### Additional Information

1. In addition to the medical forms for each participant, adult leaders should have on hand insurance claim forms (typically obtained through American Income Life). Claim forms are necessary for admittance to the hospital or for emergency medical care.
2. Adult leaders should keep the local Extension staff informed of illnesses and injury requiring treatment.
3. When communicating with parents/guardians concerning medical situations, remember to use empathy and care. Follow up after the event to be sure all issues are resolved.
4. All medical related forms should be retained until the youth reaches the age of 21.



# Reporting Requirements

## **AGX GROUP Injury Reporting Form**

The JV adult leader is responsible for insuring any injuries of visitors, guests, students, volunteers, and employees, work-related or non-work-related, are logged in the AGX GROUP Injury Reporting Form and submitted to the appropriate individuals. AGX GROUP program manager should be notified to make the report in the reporting system.

## **AGX GROUP Incident Report**

Any illness or injury requiring medical attention, accident, incident that could bring discredit to EAST BAY CAMP or AGX GROUP, child abuse, violation of public laws or violations of United States Government policies requires the submission of a AGX GROUP incident report. The leader is responsible for ensuring the report is filed and sent to the appropriate individuals as soon as possible. Any College of Agricultural and Environmental Sciences employee or volunteer may file a AGX Incident Report, but volunteers should work with their program manager to ensure all reports have been filed in the correct system(s). It would be acceptable for individuals to contact the senior-level person in their organization (department head, district director, administrative officer, etc.) and have that official handle the situation by notifying the proper authorities and submitting the AGX Incident Report. The reporting party may send copies of the report to associate deans, assistant deans, directors, department heads, supervisors, and others, as appropriate.

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## Quick Guide to Reporting Injuries and Other Incidents

**Work-Related  
Injury**



Complete an  
[Online Injury Report](#)



Continue with Worker's  
Compensation Process  
according to directions

If professional medical  
attention is required,  
also complete a  
[CAES Incident Report\\*](#)

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**Non-work Related Injury**

(Non-employees, i.e.,



Complete an  
[Online Injury Report](#)



If professional medical  
attention is required,  
also complete a  
[CAES Incident Report\\*](#)

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**Incidents (other than  
injuries)**

(Employees, Volunteers,  
Visitors, Guests,



Complete a  
[CAES Incident Report\\*](#)  
according to Policy 5.01

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## **Remember: We follow and enforce the Non-Discrimination Anti-Harassment (NDAH) Policy at all activities.**

The AGX GROUP prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the AGX GROUP community, in connection with a JV program or activity, or in a manner that creates a hostile environment for members of the AGX GROUP community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the AGX GROUP

## **We are all Mandatory Reporters**

All AGX GROUP faculty, staff, students, and volunteers acting in the scope of their employment who have reasonable cause to believe that child abuse has occurred shall immediately (but in no case less than 24 hours) make a report to ALL of the following:

1. The LOCAL Police Department or 911 (emergency);
2. The Program/Activity Administrator; AND
3. The Illinois Division of Family and Community Services (IFCS)  
at: (800) 843-6154

The above guidelines were current at the time of print.

# Maltreatment Awareness & Prevention

In 2014, approximately 130,000 reports were received in ILLINOIS for child maltreatment; of which, 22,163 were substantiated accounts of maltreatment. ILLINOIS is ranked 42nd in the U.S. in overall well-being according to Kids Count Data. ([www.kidscount.org](http://www.kidscount.org))

“Child maltreatment includes all types of abuse or neglect of a child under the age of 18...that results in harm or potential harm” ([www.CDC.gov/features/healthychildren](http://www.CDC.gov/features/healthychildren)).

The four major types of child maltreatment include neglect, physical abuse, emotional abuse, and sexual abuse.

## Signs and Symptoms

**Neglect** - failure to provide for a child's basic needs.

This may include inadequate care or control necessary for a child's physical, medical, educational, or emotional needs – such as a lack of parental supervision, lack of food, failure to provide housing or clothing, inadequate education (as required by law), or the abandonment of a child by parent, guardian, or legal custodian. Youth who are neglected may exhibit signs of malnutrition, poor hygiene or growth, inappropriate dress, and/or unattended physical or medical problems.

**Physical Abuse** - the non-accidental physical injury of a child.

Injuries may result in cuts, bruises, burns, or broken bones typically as a result of hitting, kicking, shaking, burning, or otherwise harming a child. Symptoms may include unexplained bruises, burns, welts, fractures, dislocations, and bald patches on the scalp. There may be bruises or cuts in areas of the body less likely to be injured accidentally, such as the inner thighs or inner arms. Youth who are physically abused may not want to leave the program because they're frightened by an adult. These youth typically exhibit misbehavior – such as bullying smaller children. In addition, these youth may say they deserve punishment, exhibit self-destructive behaviors such as cutting, or wear inappropriate clothing for the weather in order to cover injuries.

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**Emotional or Psychological Abuse** - behaviors that harm a child's self-worth or emotional well-being and/or repeated pattern of damaging interactions between caregivers and child.

This abuse may include constant criticism, name calling, insults, threats, and rejection. Youth who have been emotionally abused may exhibit cruelty toward others; make negative statements about themselves; or show extreme behaviors – from disruptive, hyperactivity to overly passive ones. In addition, these youth may exhibit speech disorders, sleep disorders, or disorganization.

**Sexual Abuse and Exploitation** - the exploitation of a child for the sexual gratification of an adult or older child.

Sexual abuse is most commonly committed by an individual known to the victim, is rarely instigated by a stranger, and is sometimes perpetrated by another child. Majority of occurrences happen in isolated one-on-one situations. Sexual abuse is not limited to sexual intercourse. It includes: fondling, sodomy, rape, child prostitution, indecent exposure and exhibitionism, utilization of the internet as a vehicle for exploitation, exposing children to pornographic materials, and the commercial sexual exploitation of children. Indicators of sexual abuse may include age-inappropriate sexual knowledge or acts, unexplained aggression or fear, and physical symptoms such as pain, bleeding, and/or difficulty walking or sitting. These youth may have difficulty in social environments and forming bonds with peers. They may exhibit a lack of emotional control, withdrawal, depression, hysteria, and may show a sudden massive change in weight. Keep in mind that physical indicators of sexual abuse may be hidden or hard to identify. Adult leaders should pay close attention to behavioral indicators, especially if they see several signs together.

AGX GROUP also recognizes two other types of abuse: prenatal abuse and the commission of an act of family violence in the presence of a child.

Adult leaders may be the first to encounter signs of abuse or neglect among youth.

## The Role of the Mandated Reporter ▼

***Observe*** – The role of the mandated reporter is to be responsible and aware. Know the signs and symptoms of maltreatment and be observant when working with youth.

***Listen*** - The role is to engage in appropriate listening - hearing a child's story. It may be appropriate for the leader to repeat the words of the youth back to them for clarification. Leaders should use the same words the child originally spoke.

***Encourage*** - Adults should encourage the child; assuring them that they are a safe listener and will help them seek support. Leaders should not promise to keep secrets because it's their obligation to report!

***Document*** - Once the conversation concludes, leaders should document exactly what they saw and heard. They should include the youth's own words if possible, and write down specifics about the date, time, location, and situation where the youth talked to them. These notes will be helpful in reporting.

***Report*** - Leaders should respond to what they observed by reporting. They are required to report any suspicions of child maltreatment to include abuse or neglect. This includes allegations of abuse of both adult to child and child to child. If child abuse is suspected it should immediately be report to:

- the LOCAL Police at 706-542-2200 or 911 (emergency),
- the Program/Activity Administrator, AND

***Keep Confidentiality*** - By respecting the child's need for confidentiality leaders will only involve those who need to know. They will report to the police and their supervisors based on ILLINOIS law and AGX GROUP Extension policies.

### ***Important Reminders:***

Leaders are NOT the investigator. It is not their role to attempt to collect proof or ask questions before reporting. They should NOT ask probing or leading questions.

Leaders should allow space for youth to talk and confide in them.

Reports are based on suspicions and observations in good faith. The leader's role is to listen, then stick to the facts that they observed or were told when they report.

When reporting, leaders have on hand the child's name, age, extent of injuries, specific information about what the child disclosed, the child's current location, and any other pertinent information.

An Extension administrator or county staff may be able to assist in making a reporting call. A written CAES incident report is also required.

By reporting, leaders are not necessarily making an accusation; they are merely reporting facts for trained professionals to evaluate and investigate further.

# PREVENT MALTREATMENT

- P** **R**ACTICE PREVENTION! AGX GROUP Extension establishes policies, procedures, protocols and practice to proactively create safe leaders and spaces for youth. By training adult leaders as mandated reporters, we're developing informed and attentive leaders to keep youth safe. All adults working with youth are screened by the University of Georgia, and have provided references who support their work with youth. While leaders don't need to be a psychiatrist or a detective, the leader should be a positive youth role model, know the indicators of maltreatment, and understand next steps should another situation occurs.
- R** **E**PORT RESPONSIBLY It's imperative to report responsibly. As a reminder, if you suspect child maltreatment, report it immediately!
- E** **S**TABLISH SAFE SPACES, activity guidelines, and transportation plans for adults separately from youth in overnight settings, as able. (When this is not possible, parent/guardians should be informed that his/her child will be housed with an adult in the same room.) Follow vehicle transportation policies; establish and communicate who is responsible for transporting youth, and provide detailed event plans to parents/chaperones and youth prior to events.
- V** **I**SIBILITY IS KEY WHEN WORKING WITH YOUTH: Be visible to others during programs. Strive for a minimum of two adults at any activity - avoiding 1:1 interactions between youth and adult.
- E** **N**NGAGE IN AGREED BEHAVIOR: AGX GROUP Prior to all events, programs, or activities, remind youth and adults of expectations. Appropriate behaviors are outlined for Extension programming through the Youth Code of Conduct and the Adult Behavior Guidelines. It's imperative that adults working with youth engage in positive interactions and abide by the established guidelines at all times.
- N** **U**RTURE RELATIONSHIPS BY LISTENING AND OBSERVING: The adult leader's role in protecting children is based on what you do best: spending time with children, really getting to know them, and providing safe environments.
- T** **E**LL A FRIEND ABOUT PREVENTION! Encourage a friend to take this training and share the signs with them! Observant adults who monitor behavior and assess potential risk help keep youth safe.

**We appreciate your dedication to P-R-E-V-E-N-T child maltreatment!**



## AGX GROUP Enrollment

- Youth should complete a AGX Enrollment form, if applicable, prior to engaging in youth programming. This form is completed when enrolling youth as AGX members.
- Forms are valid for the program year and should be logged into the AGX Enrollment database.

## Code of Conduct

- Youth must have a Code of Conduct signed prior to participation in activities and events that take place off of the youth's school campus and not during the school hours. The code is in effect for 12 months from the date of signing.
- Prior to any event or activity, the code of conduct should be reviewed for the entire group. This includes not only consequences of misbehavior but also expected behavior.
- For complete details on implementing the a Code of Conduct, see "Best Practices of Youth Development" in this handbook.

## Medical Information and Release Form

- Youth must have a Medical Information and Release Form signed prior to participation in every event.
- When attending district or state events, staff and/or volunteers will be asked to submit these forms and the Code of Conduct. See the Event Letters of district and state activities to determine how these forms are collected.
- Note that youth may not be given any medication that is not indicated on the Over-the-Counter & Prescription Medication Summary, unless the parent provides consent (over the phone) or medication is prescribed or administered by a trained medical professional.

## Medicine Form

- The Medicine Form should be completed and submitted with any medication provided by parents/guardians to be given to youth.
- This form is only valid during the activity or event listed on the form.
- These medications should also be listed on the Over-the-Counter & Prescription Medication Summary (page two of the MIRF) for the event.
- Parents complete the information that pertains to medication including illness, a description of medication, dates to be administered, and dosage.
- Staff and/or volunteers should maintain medical forms as medication is administered.

## Medical Treatment Log

- The Medical Treatment Log should be used when administering any over-the-counter medications approved by the parent on the Over-the-Counter & Prescription Medication Summary and not listed on the Medicine Form.
- The log will be kept with the first aid station. The adult leader is responsible for ensuring the action is logged and appropriate reporting is completed.

## Medical Logs

All medical treatment and emergency actions taken must be kept in a log. The Medical Treatment Log or Medicine Form are acceptable forms for logging treatment.

***All forms should be retained in the Extension office following the activity until the youngest participant reaches the age of 21.***