RESIDENCE HALLS

- Roundup delegates and supervising adults will be housed in University Commons housing area. The floors are designed to incorporate the best elements of traditional halls and suite style living. University Commons will offer double bedrooms in small groupings (6-8 rooms) that will share one community bathroom.
- Beds in University Commons are XL twin.
- There will be a Partial Linen Service option offered for $15.00 per person. This choice must be chosen and payment included with the fee transmittal form that is due in Ag Conferences by the Roundup due date. Partial Linen service means that Res Life will provide linen packets at the end of each bed and the delegates make up their beds. Linens included are sheets, blankets, pillows, and towels (and a bar of soap) for the duration of the camp. If the partial linen option is chosen, it must be for all delegates within the county. There will be no partial groups.
- All meals will be served in the East University Commons Building cafeteria unless otherwise specified in program.
- Counties will be REQUIRED to bring a corresponding chaperone for each gender of youth they bring. If the county has male delegates, they must bring a male chaperone. If they have female delegates, they must bring a female chaperone.

COUNTY NIGHT OUT
TUESDAY, JULY 23, 2019

Arrangements have been made with Residential Life for counties to come and stay in the Residence Hall the Tuesday evening before Roundup officially starts on Wednesday. We call this “County Night Out”.

Counties wishing to make plans for a “County Night Out Activity on Tuesday” must make their reservation on the Fee Transmittal form. Payment will be due with other registration materials! Reservations must be for entire County Roundup delegations. No partial groups. The county will be responsible for supervising its own group and planning all activities that evening and the following morning. Meals on Tuesday and Wednesday breakfast and lunch will be on your own. Counties should not send a gender without a matching chaperone (i.e. if you send male youth, you must have a male chaperone).

The cost for lodging in University Commons residence hall is $25.00 per person (see transmittal form). Be sure to keep in mind that if you choose the partial linen option for Roundup, you will be charged an additional $15.00 per person for the conference (Tuesday night is included in the $15.00).
If you come on Tuesday night – We will be once again be doing “early” registration between 4:00 pm – 7:00 pm in the residence hall. You should plan to arrive between these hours if you want to pick up your registration materials this evening. The county educator (not a volunteer) must be present to register and pick up materials.

CHECK OUT PROCEDURE

This year we will again be using a “hotel style” check out procedure. **Counties will leave their rooms clean and free from damages and return their room keys to the Residential Conference Staff.** See information below about lost keys. The Residential Staff will not exam the rooms with the county at the time of checkout. They will check the rooms after the group departs and bill for any damages, other than normal wear and tear, that have occurred during the Roundup stay. Any damages that are billed will be the responsibility of the county.

If damages occur they need to be brought to the attention of the State 4-H office BEFORE vacating campus.

ROOM KEYS

Room keys will be issued during registration on Wednesday or at early registration on Tuesday evening and must be returned during checkout procedures on Friday. Counties will have to sign verifying receipt and return. Please be patient in this process. **Very Important: Keys that are missing will be charged at $75.00 per key. Keys not turned in by the end of the camp/conference will be deemed lost and the county will be responsible for the charges.** This is to ensure the timely replacement of locks to ensure the safety of future groups and guests. The fee is based upon the cost of replacing the lock-system for that door. This university policy is to meet liability requirements. Please advise your delegates of this fee.

MEAL/ACCESS CARDS

Meal/access cards will be issued to county delegations at registration on Wednesday (or at early registration on Tuesday evening). There is a non-refundable $25.00 fee to replace a lost meal/access card. University policy is that the fee is non-refundable, even when the original meal/access card is found during Roundup or following Roundup. Delegates should be made aware of this policy.
**ABANDONED PROPERTY**

The University assumes no responsibility for loss, theft or damage to personal property belonging to 4-H Roundup delegates. Any items located after Roundup is completed will be considered abandoned property. Participants who believe they have left personal items behind may contact the Conference Services Office. If the item is found, it may be claimed in person by describing the item (color, brand name, identifying marks, etc.). While the University attempts to return personal items to their proper owners, it cannot assume responsibility for any item considered abandoned. If items are not claimed after a period of fifteen (15) days after Roundup, they will be disposed of, or donated to a local charity.

**ENERGY SAVINGS**

OSU and Housing and Residential Life have established energy saving measures that will benefit everyone. The energy assistants and managers will set the thermostat to 82 degrees, turn the ceiling fan on low and turn the window blinds up for the maximum energy saving. When guests arrive to their rooms, it may be warm, but it will only take a few minutes to cool down. While staying at OSU, please set the thermostat at a temperature that makes you comfortable.

**FOOD POLICY**

The “food policy” basically means that absolutely no food deliveries will be accepted at the residence hall at the time of or following the time designated for delegates to be in their rooms. Please refer to the Roundup program for the specific times each night.

**RESIDENCE HALL GUIDELINES:**

1. All OSU and Housing and Residential Life policies must be followed while staying on campus. A few of these policies are listed below. The complete list can be found at [http://www.reslife.okstate.edu/policies/](http://www.reslife.okstate.edu/policies/)

2. Doors: Exterior Doors are accessed by a card swipe system and each conference participant will be given a conference card with a magnetic strip that permits them access to their particular building. These doors may be locked 24 hours a day. This is to insure privacy and protection.

3. OSU is a **tobacco-free campus**, so smoking is not allowed in the halls or on the grounds. This includes cigarettes, cigars, pipes, e-cigarettes, and all forms of smokeless tobacco. Please adhere to this policy. Guests found
using tobacco products in and around all University properties (including parking lots) may be asked to leave.

4. Possession and/or use of illegal **drugs** are strictly prohibited in University facilities. Participants and/or staff members will be asked to leave if they are found in possession of or under the influence of drugs, and proper authorities will be contacted.

5. **Alcohol** may not be used or possessed by anyone participating in, chaperoning, or housed with a summer camp or conference. Conference guests/staff who are found in possession and/or consuming alcohol will have it confiscated and may be asked to leave, and proper authorities may be contacted.

6. Possession or discharge of **firearms**, weapons, ammunition, fireworks, explosives, and highly flammable materials are not allowed within the residence halls or on any University property. Conference guests/staff who are found in possession and or disarming any firearms, weapons, ammunition, fireworks, explosives, or other flammable materials will have them confiscated, may be asked to leave, and proper authorities may be contacted.

7. Please be considerate and polite to all OSU Housing and Residential Life staff, any OSU staff, and other guests in the building. This includes, but is not limited to, keeping group noise (group meetings, movies, TV, music, etc.) at a reasonable level, considerately sharing public spaces, and not roaming or visiting floors/buildings that are not assigned to Roundup.

8. Roundup participants shall at all times conduct themselves so as not to interfere in any way with the operation of OSU, and agree to observe and obey all directives given by duly designated personnel of the University.

9. Quiet hours are to be observed from curfew listed in program to 8 am. In addition, horseplay, practical jokes, food fights, etc. will not be tolerated and damage charges may be incurred as a result of these actions.

10. Equipment and/or furniture located in the residence halls may not be moved. Furniture may NOT be moved from/or into rooms, hallways or lounges for any reason during your stay. The county assumes all responsibility for lost, relocated or stolen furniture.

11. Tampering with life-safety equipment (fire alarms, fire sprinklers, emergency lights, etc.) is strictly prohibited. Participants caught tampering with life-safety equipment will be removed from Summer Conference Housing for the remainder of the Roundup at the participants and/or county’s sole expense. Participant(s) and/or county may also be held responsible for any damages
and/or legal fees or fines resulting from tampering with any life safety equipment within the Residence Halls or on the OSU Campus.

12. Window should only be opened. Participants may not sit in open windows, nor lean on balcony railings at any time. Participants are also prohibited from throwing, launching or dropping objects from stairwells, room windows or balconies. Participants caught engaging in these or similar activities will be removed from Summer Conference Housing for the remainder of the Roundup.

13. The right and privileges of other groups shall be respected.

14. Attaching an object to the premises by nails, screws or alteration of premises in any manner whatsoever is strictly prohibited.

15. Hot plates and similar appliances as well as cooking in rooms are prohibited. Open flame, including candles, is also prohibited.

16. For the participants’ well being and safety, the following conditions should be met:
   A. Youth and adults must become familiar with location of fire alarms, fire exits and phone numbers of Conference Staff and Campus Police. This information can be obtained at the front desk of each Residence Hall.
   B. Participants should travel in groups of four (4) or more after dark.
   C. Youth Camps/Conferences: At no time should any participant(s) be left in the residence halls without supervision. Anytime a participant(s) are in the residence halls, the chaperone(s) responsible for them must also be present in the buildings.
   D. All rooms should be locked when participants are in the room and upon leaving the rooms. It is highly recommended that valuables be left at home.
MINORS PARTICIPATING IN OSU-RELATED ACTIVITIES AND PROGRAMS 1-0135 GENERAL UNIVERSITY - March 2013

Purpose

1.01 This statement sets forth Oklahoma State University's policy regarding children under the age of 18 (Minors) who participate in activities and programs, taking place on university property and in facilities or under the authority and direction of the university at other locations, including branch campuses. The university expects all members of the university community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and or revocation of the opportunity to use university property and facilities.

Applicability

2.01 This policy applies to all units of the university. Athletic camps, academic camps, other programs, and similar activities intended for Minors (Programs) are within the scope of this policy, whether they are limited to daily activities or involve the housing of Minors in residence halls.

This policy does not apply to enrolled OSU students who are Minors. Supervision of Minors who are involved in University research is addressed by OSU’s Institutional Review Board processes as outlined in OSU policy 4-0115, and is not addressed by this policy. This policy also does not apply to general public events where parents or guardians are expected to provide supervision of Minors. Likewise, different policies apply to Minors who are employed or serve as interns in laboratories under the direction of a dean or director or Minors employed at OSU in any capacity. Patient care-related activities pertaining to Minors in OSU patient-related settings are addressed in relevant health care policies.

Program Information

3.01 A sponsoring unit offering or approving a program which involves Minors or provides University housing for Minors participating in a program, units responsible for university facilities that are used by programs including Minors, or a non-university group using OSU facilities or housing shall maintain a current list of those programs. Such list should include each program’s dates, times, locations, attendance (age range and number of participants), and a program contact, so that in the event of an emergency, consideration may be given to the possible presence of Minors, and the appropriate course of action to address their health and safety.
Programs that include Minors shall have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

A. Transportation—including the transportation of Minors at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with OSU policies regarding drivers and vehicles.

B. Appropriate levels of access to and supervision of Minors.

C. Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.

D. First aid and medical treatment as well as dispensing of medication. Program personnel must have appropriate training.

E. Plans for severe weather.

Programs including overnight stays or use of university residences by Minors shall have the following additional policies in place:

F. Curfews.

G. Suitable code of conduct for participants.

H. Prohibition of alcohol, tobacco, and illegal drugs.

I. Adequate residential supervision by responsible adults.

Contractual agreements concerning personnel or facilities related to programs including Minors must include compliance with this policy as a term of the contract. When appropriate, such contracts shall also include an indemnification provision in which OSU is held harmless for the acts or omissions of other program participants or third party employees or agents. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy.

**Required Training**

4.01 In recognition of the absolute necessity of protecting Minors, OSU requires that all adults working with Minors participate in university-approved training annually regarding policies and issues relating to interactions with Minors including the practices and conduct requirements of this policy, on
protecting Minors from abusive emotional and physical treatment, and on required reporting of incidents of improper conduct. The appropriate Vice President, Dean, or Unit Head may enhance or modify the required training Program to meet specific needs of the particular program involved, in consultation with the Chief Human Resources Officer. Any such enhanced or modified program must include all the elements described in this policy. In addition, the appropriate Vice President, Dean, or Unit Head shall arrange for sufficiently frequent training opportunities to permit programs to continue to function on a regularly scheduled basis. Training resources can be obtained from the Director of Training Development within the Office of Human Resources at 405-744-7420. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with the training requirements outlined in this policy.

**Appropriate Behavioral Expectations**

5.01 Adults should be positive role models for Minors, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission of OSU. Adults working in programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

A. Do not have one-on-one contact with Minors outside the presence of others. It is expected that activities where Minors are present will involve two or more Adults. If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other adults from the Program, unless the one-on-one interaction is expressly authorized by the Program Director, dean, department chairperson, or is being undertaken by a health care provider.

B. Do not meet with Minors outside of established times for program activities. Do not invite individual Minors to your home. Any exceptions require written parental authorization and must include more than one adult from the program.

C. Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the Program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.

D. Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If
restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the Program Director and the Minor's parent/guardian.

E. Do not shower, bathe, or undress with or in the presence of Minors.

F. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.

G. When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.

Statutory Reporting Requirements of Suspicion of Child Abuse or Neglect

6.01 Under Oklahoma law, if you believe a child is being abused or neglected, you are required to report it to the proper authorities. Reports can be made at any time to the Oklahoma It is the policy of the university that no OSU faculty, staff, or student making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program at OSU.

Internal Procedures Following Report of Suspected Abuse

7.01 The University will fully cooperate with any external investigation conducted by OKDHS or local law enforcement. Following reporting as provided in Section 6.01, Adults shall also report the matter to the OSU Police Department (OSUPD) Chief of Police, or his/her designee, who in consultation with the Office of the Vice President and General Counsel, OSU Human Resources (if staff or hourly employee), Office of Student Affairs (if student), and the Office of Academic Affairs (if faculty), and will conduct its own internal evaluation to determine if sanctions are warranted, up to and including termination, dismissal or expulsion. Legal prohibitions regarding physical presence on campus may also be pursued. University administrators shall follow the appropriate procedures in determining and issuing any sanction (OSU Faculty Handbook, campus-based Academic Handbooks, OSU employee policies and procedures, and the Student Code of Conduct). If the alleged abuser is one of the university officials identified herein, the OSUPD Chief of Police, or his/her designee, shall report and consult with his/her superior, or in any instance, the Provost, the President, or the Board of Regents, if appropriate.
The Office of the Vice President and General Counsel shall maintain a report of each allegation, together with a summary of the internal evaluation, the findings and sanctions, if any, that are imposed.

If the alleged abuser is not a member of the OSU community, but is present at OSU through a third party vendor or other external entity authorized to be on campus, that external entity will also be notified that the alleged abuser will no longer be permitted on campus/facilities owned by OSU.

**Violations of this Policy**

8.01 Any employee who becomes aware of a failure to comply with this policy shall, in addition to any other reports that may be required, report such failure immediately to the Director of Human Resources or through EthicsPoint by completing the internet form or by calling the toll-free hotline number, 866-204-8692.

**Oklahoma State University Policy and Procedures**

**University Policy on Harassment**

Oklahoma State University PROHIBITS discrimination in any form, including sexual harassment of students, faculty, and staff (OSU Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure 1-0702). All students, faculty, and staff are required to comply with this policy. OSU subscribes to an educational and work environment where everyone is treated with respect and dignity and therefore, condemns insulting, degrading, and exploitative treatment of its students, employees, and guests. The University strives to maintain a safe, non-discriminatory environment for all members of its campus community. It is illegal to retaliate against anyone who complains about sexual harassment or assists in a sexual harassment complaint. Retaliation, threats, or other forms of intimidation against any part involved WILL NOT BE TOLERATED.

- Gender discrimination and sexual harassment are prohibited by Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Educational Amendments of 1972, and Title 25 of the Oklahoma Statutes.
- Gender discrimination is unequal or disadvantageous treatment of an individual or group of individuals based on gender. Gender discrimination
can be treating an individual differently based upon his/her gender in academic or extracurricular activities, academic programs, discipline, classroom assignment, physical education, grading, and/or athletics.

- Harassment is defined as an unwelcome conduct, whether verbal or physical, directed towards an individual based on that individual’s race, color, religion, age, national origin, ethnicity, disability or sex and shall include, but not be limited to, sexual harassment. That the alleged harasser did not intend to harass will not be considered an adequate defense.

- Sexual harassment, as prohibited under federal law, state law, and University policy, is defined as unwelcome sexual advances, sexual assaults, or requests for sexual favors, and other verbal or physical contact of a sexual nature. This conduct constitutes sexual harassment when: submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or academic standing, submission or rejection of such conduct by an individual, or such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive educational or work environment.

- Sexual harassment can be based on an individual’s perception of the events in question. Conduct, (verbal and/or physical) based on sex or gender that is not welcome can constitute sexual harassment. If conduct is unwelcome, could be offensive to a reasonable person, and in fact is offensive to someone complaining about certain physical and/or verbal acts, then the conduct may constitute sexual harassment, even if it was not intended to be offensive.

- Sexual harassment can occur between any two individuals. Although sexual harassment typically occurs when one person is in a position of power over another, it can also occur among peers. Sexual harassment can also occur if a supervisor or faculty member grants special favors or opportunities to a person with whom they are having a sexual relationship, but does not grant similarly equal opportunities or advantages to other persons. Sexual harassment may also occur, in some cases, if employees or contractors or vendors performing services or doing business with the university engage in harassing conduct.

- The following types of conduct may constitute sexual harassment.
  - Inappropriate touching, patting, or pinching
  - Displaying sexually, demeaning or offensive objects or pictures
  - Physical assault or coerced sexual activity
- Sexually suggestive jokes or innuendos; derogatory, degrading, or sexist remarks about a person’s body, clothing, or sexual activities
- Suggestive or insulting sounds, whistles, catcalls
- Obscene phone calls, e-mail, or gestures

- Stalking is a form of harassment and is a criminal offense in the state of Oklahoma according to Title 21 of the Oklahoma Statutes. Stalking occurs when a person willfully, maliciously, and repeatedly follows or harasses another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

- Although OSU does not have a policy prohibiting consensual amorous relationships, such relationships, between two individuals in which a power differential exists, may lead to difficulties and future misunderstandings. Particularly when a faculty member and student are in the same academic unit or in units that are academically allied, or when a supervisor and employee are in the same administrative unit, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations, the faculty member or supervisor may face serious conflicts of interest and should be careful to distance himself/herself from any decisions that may reward or penalize the student or employee involved. Promptly report any sexual harassment through the appropriate administrative channels.

- Confidentiality shall be maintained to the greatest extent possible within the requirements of conducting reasonable investigations. Only those who have an immediate need to know may find out the identity of the parties.

- The University encourages everyone who may be the victim or witness of an act of harassment or abuse to contact the area supervisor or OSU Police Department immediately. The parties involved may be asked to complete an intake form to document the incident(s).

- The Client certifies that no individual currently working on the camp/conference or that will be working on the camp/conference in the future are registered sex offenders or violent offenders (or would be required to register as a sex offender under the Oklahoma Sex Offender Registry Act, 57 O.S. § 589, or as a violent offender under the Mary Rippy Violent Offender Registration Act, 57 O.S. § 592), and that no one who is will work on the camp/conference is permitted to come to any University location or campus.

- The University reserves the right to evict any participant and/or staff member based on a harassment complaint.