GOAL OF THE HUNTER EDUCATION PROGRAM:

The goal of the Michigan Hunter Education Safety Program is to train knowledgeable, safe and responsible hunters. To this end, the Michigan Department of Natural Resources (DNR) will strive to recruit the most qualified instructors available and provide them with the materials and training necessary to conduct hunter education courses. Further, the Hunter Education Program will strive to inform all citizens of the interrelationship between wildlife management and responsible/ethical hunting practices.

FUNDING OF HUNTER EDUCATION PROGRAM:

Relatively few state funds are used to support the Hunter Education Program. All funds for the program come from taxes paid by sportsmen and women through provisions of the Federal Aid in Wildlife Restoration Act, also known as the Pittman-Robertson (PR) Act. Michigan’s share, $1.00 for each $3.00 of Federal Aid, comes from volunteer instructor’s contribution of time.

The original PR Act placed a 10% excise tax on the sale of firearms and ammunition. The funds collected by the Federal government were made available to states solely for habitat restoration and rehabilitation, including acquisition by purchase, lease or gift.

Hunter education funding under Federal aid came into being with a 1970 amendment to the original PR Act. It placed a 10 percent excise tax on pistols and revolvers. Fifty percent of this tax was to be made available to states for use in Hunter Education Programs. The amount of funds available for hunter education was increased in 1973, when an 11 percent archery tax was placed on the sale of archery equipment. Again, 50 percent of these tax dollars collected is to be made available for all states to use in state Hunter Education Programs. These excise tax receipts fund the Michigan’s hunter education effort.

Apportionment of the funds collected by the Federal government is based on the population of the state, with no state receiving neither more than 3 percent nor less than 1 percent of the total funds available in any one year.

The DNR enters into an annual contract with the United States Fish and Wildlife Service to provide training in hunter education. Conditions specified in our annual contract require the DNR and hunter education instructors specifically to provide training in safety, conservation and sportsmanship and to make training available to students without regard to race, creed, national origin or sex.
HISTORY

The Michigan Department of Natural Resources has operated a Hunter Education Program since 1946. In 1971 hunter education became mandatory for anyone 12-16 years of age who wished to purchase a hunting license. This was amended effective 3/1/88 to require those born on or after 1/1/60 to show proof of prior hunting experience or a hunter education certificate to purchase a hunting license. Since its start in 1945 the program has trained well over a million students and averages of 30,000 new students are certified each year.

Since the early days of hunter education the emphasis in the program has changed from firearm safety to hunter education. The course today covers such topics as: firearm safety, wildlife management, game care, survival, wildlife identification, first aid, hunter ethics and responsibility, bow hunting fundamentals and wildlife management.

The program today is taught by approximately 2,000 volunteer hunter education instructors and Conservation Officers. Courses are given year round throughout the state's 83 counties. The average course lasts 3-5 sessions totaling approximately 12 hours. Successful students are issued a hunter education card which is good for life and is recognized by all fish and wildlife agencies across North America. Student records are maintained on a computer file which is connected to the hunting and fishing license sale system and used to verify records and issue duplicate certificates.
INTERRELATIONSHIP BETWEEN CONSERVATION OFFICERS AND HUNTER EDUCATION INSTRUCTORS

The Hunter Education Program is an integral part of the Law Enforcement Division (LED) of the Department of Natural Resources. The hunter education staff consists of a state Hunter Education Administrator, Field Coordinator and program support personnel. The Designated Recreational Safety Education Officers (conservation officers) handle the Hunter Education Program for their respective areas and Instructor Coordinators. Volunteer instructors will have an opportunity to work with all of these people at some point.

The role of the Conservation Officer is divided into three areas: (1) enforcement, (2) community affairs/public contact, and (3) special program support. Hunter education training activities fall under the category of special program support. The Conservation Officer is charged with the responsibility of providing as much assistance to the volunteer as reasonably possible; however, the local Conservation Officer's time is often committed by circumstances beyond his or her control. In the event an officer is unable to make a scheduled presentation, every effort should be made to advise the instructor accordingly.

Since the peak training demand in the Hunter Education Program coincides with a marked increase in enforcement activity during the period from August through November, volunteer instructors must make certain they give the officer as long a lead time as possible to work into planned classes. Most Conservation Officers are actively involved in the program, with many even teaching entire classes, but their participation is often limited to brief classroom appearances to discuss wildlife laws, conservation principles and/or hunter ethics. It is best to allow flexibility when scheduling Conservation Officers for classroom review.

The District Law Supervisor appoints at least one Conservation Officer in each area to act as a Recreational Safety Training Officer. The Recreational Safety Training Officer is responsible for the Hunter Education Program within his or her assigned area. They may hold periodic meetings with instructors to organize hunter education classes, review policies and procedures and provide updates on issues impacting the Hunter Education Program. Assistance in arrangements for guest speakers and special training aids are available through these officers.

The Conservation Officer is ultimately responsible for providing hunter education training in the instructor’s community but the hunter education staff will do everything possible to facilitate a smooth, successful class for the volunteer instructor and students. Volunteers must advise the hunter education staff of their needs in a timely fashion.
ROLE OF THE VOLUNTEER

Volunteers are necessary, effective and important people to the Department of Natural Resources. The uniqueness and value of volunteers in getting things done is widely acknowledged by society, and these contributions are not overlooked by the Department. Volunteer hunter education instructors provide valuable training services in their communities and present a strong, positive force which can help neighbors and fellow citizens better understand the issues impacting modern wildlife management and the need for safe and responsible hunting practices.

VOLUNTEER MOTIVATION:

Each volunteer is unique. There are many reasons people volunteer to participate in our Hunter Education Program - an interest in promoting the safe and responsible behavior of hunters, personal fulfillment, prestige, or simply, good citizenship. Law Enforcement Division recognizes the strength of a highly motivated instructional team, and will strive to provide all instructors with the highest degree and quality of support to maintain an efficient and effective work force.

VOLUNTEER COMPENSATION:

The compensation for volunteers isn't monetary. It is in the satisfaction volunteers receive by knowing that what they are doing is important, that their contribution may save lives while furthering Michigan's hunting traditions and that they are being effective in the proper instruction of others. Volunteer instructors may also earn incentive awards based on the number of classes taught, students certified and workshops attended.
WHY VOLUNTEERS ARE VITAL

1. Why does the Department of Natural Resources need volunteer hunter education instructors?
   a. Because there are not enough Conservation Officers to conduct training in every community in the state. Although Conservation Officers are active in the Hunter Education Program, they generally do not have enough time to conduct entire training classes along with their many other duties.
   b. Volunteers provide skills or expertise otherwise not available within the agency. Examples of such skills include professional teaching experience, safety specialty training and specialty training in outdoor recreation.
   c. Volunteers are often well established local citizens who can help create community interest in the course. They usually have extensive local contacts, are aware of community needs and can facilitate the setting up of local classes.

2. What does the program offer the volunteer instructor?
   a. It provides the instructor with the means of helping make a safe sport even safer.
   b. It provides the instructor with an avenue of input into the statewide Hunter Education Program.
   c. It offers the volunteer an opportunity to help others and be of service to the community.
   d. It provides the instructor with the means to help ensure the future of hunting in Michigan.
   e. It provides the instructor an income tax deduction which may be claimed, provided proper records are maintained.

3. What value does the Hunter Education Program provide to the public?
   a. The program develops hunters who act safely and responsibly.
   b. The program helps to reduce both hunting and non-hunting related accidents and wildlife violations.
   c. The program improves the image of the hunter and trains hunters to be responsible and improves hunter/landowner relations.
   d. The program encourages recognition of hunting and shooting sports as viable recreational activities.
   e. The program provides an understanding of the importance of wildlife, wildlife management and habitat protection.
This policy and procedures manual is for the use of volunteer instructor personnel and does not apply in any criminal or civil proceeding. Policies and procedures herein should not be construed as creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these policies and procedures will be the basis upon which volunteers face administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

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INSTRUCTOR CERTIFICATION

POLICY:

An individual desiring certification as an adult instructor with the Michigan Department of Natural Resources, Hunter Education Program shall meet the following requirements:

- Be at least 18 years of age.
- Be a high school graduate or possess a graduate equivalency diploma (GED).
- Have no felony convictions.
- Have no misdemeanor convictions within the past three (3) years.
- Have no Natural Resource Law convictions that result in the revocation of hunting or trapping license privileges within the last five (5) years. (Other convictions of Natural Resource Law violations are subject to review and may result in the rejection of any application.)
- Have a background which is free of any negative implication or activity which would bring discredit to the Hunter Education Program as determined by Hunter Education Program Staff.
- Have and maintain high moral character and ethical standards as determined by Hunter Education Program Staff.
- Be a graduate of a basic hunter education course or if born before January 1, 1960, be a graduate of a basic hunter education course or have prior hunting experience.

PROCEDURE:

1. Instructor applicant obtains an application from a Hunter Education Program Representative.

2. Applicant completes the application and forwards to Law Enforcement Division for processing.

3. A background investigation is completed by Law Enforcement Division. If the application meets the criteria set forth by policy, the applicant will be provided a Policy and Procedure Manual, a Hunter Education Student Manual, a take home test covering these materials and a copy of the completed application.

4. The applicant shall complete the test. A minimum score of 85% is required to pass the test. Retesting is allowed at the option of the Department.
INSTRUCTOR CERTIFICATION

5. To complete the certification process, the applicant shall seek out a current active certified instructor and assist with the instruction of a basic hunter education course. The applicant is required to student teach a minimum of one class with a current active certified instructor who will sign the applicant’s application form as the mentor. It is the responsibility of the mentor to make certain that the applicant understands how to set up a class and field day, complete the required forms and order student materials.

6. When the applicant has demonstrated the skills and abilities necessary to competently instruct the program, the mentor signs the applicant’s application.

7. Then the applicant submits the signed application along with the take home test to Law Enforcement Division for final consideration.

8. If the application is approved, an instructor number will be assigned and the applicant will be provided with an instructor certificate and uniform.
REVOCATION OF INSTRUCTOR CERTIFICATION

Instructor certification may be revoked by the Hunter Education Administrator for the following reasons:

1. Failure or refusal to comply with program policies concerning course requirements and/or instructor duties and responsibilities.

2. Failure to actively participate in the program. This includes failure to teach at least one class every two years or failure to attend a workshop within 3 years of initial certification or within 3 years of the last workshop attended.

3. Conviction for violations of the Michigan game laws, misdemeanor and felony convictions.

4. Falsifying program records or documents.

5. Failure to notify Hunter Education administration of a change in status with regard to a restraining order issued pursuant to the Gun Control Act of 1968 as amended.

6. Conduct or behavior which in any manner brings discredit or bring reproach to the Department of Natural Resources and or the Hunter Education Program as determined by Hunter Education Program Staff.

7. Substantiated complaints filed against an instructor by the public, Department personnel, or other volunteer instructors.

REVOCATION PROCEDURE:

Instructor records are reviewed minimally, every three years, or as warranted. In the event that an instructor has not met the minimal requirements to maintain certification, or has violated policy and/or procedure, the following steps will be taken:

1. The instructor will be sent written notification of the minimum requirements to remain certified, or the alleged policy/procedure violation.

2. Copies of this letter will also be sent to the Instructor Coordinator and all Conservation Officers assigned to the county where the instructor resides. Copies will also be sent to the area law supervisor and district lieutenant who oversee that county. In addition, copies will be sent to the appropriate Hunter Education Program staff.
3. The instructor will be given an opportunity to justify why the instructor certification should not be revoked. This justification will be reviewed by the Hunter Education Program Administrator, applicable Instructor Coordinator and the Recreational Safety Training Officer. The instructor will be notified in writing of the decision made in this review.

4. Appeals, other than for termination due to criminal convictions and evidence of substance abuse, discrimination or harassment, must be submitted to the Hunter Education Administrator.

5. All appeals must be made in writing within 10 days of receipt of the decision to revoke certification.

6. The Hunter Education Administrator will be the final arbiter in revocations and reinstatement.

REINSTATEMENT OF INSTRUCTORS:

1. Instructors who leave the program voluntarily may be reinstated within two years by contacting the Hunter Education Office.

2. Instructors who are absent from the program for longer than two years may have to complete the application process before being reinstated. Contact the Hunter Education Office for further information at (517-284-6055).
INSTRUCTOR CONDUCT

The volunteer instructor occupies a unique niche in the overall function of the Department of Natural Resources in its mandate to provide for public safety in the instruction of hunter education students. As a volunteer instructor, you are a representative of the Department of Natural Resources and your conduct and behavior should reflect this.

The volunteer has the responsibility to be dependable, prompt, efficient and courteous. To be effective, all volunteers require a sincere interest in the tasks to be accomplished and a willingness to adhere to Department policies and procedures. Volunteer instructors are expected to maintain high personal standards and to conduct and present themselves in a manner consistent with the agency's role as a public servant.

In order to ensure effective, efficient, consistent and safe performance and to maintain essential public confidence in the integrity of the Department of Natural Resources volunteers and Hunter Education Program - all volunteers shall comply with the following standards of conduct.

The following acts by instructors are prohibited while involved in hunter education activities:

- The use of profanity, obscenity, racial/ethnic jokes and slurs, sexist remarks, and other unbecoming language during class.
- The use of alcohol or controlled substances prior to or during class.
- Smoking or chewing tobacco except during scheduled breaks.
- Express opinions or comments contrary to any established program or policy of the Michigan Department of Natural Resources.
- Conducting either private business with students as part of the classroom instruction or recruiting of memberships in organizations as a condition of participating in the course of study.
- **Openly carry a handgun (Exception: a law enforcement officer on duty).**
- **Carry a handgun under the authority of a concealed pistol license (CPL) where the handgun can be seen in plain view or noticeably under clothing.**

The Volunteer Hunter Education Instructor Agrees to:

- Promote hunter education, set up class and provide notification of same through “Instructor supply and order card” or posting on the instructor’s secure web site.
- Know the subject being taught and be prepared to provide the best instruction possible.
- Teach the material found in the Hunter Education Manual furnished by the Department of Natural Resources. If any conflict exists between the instructor’s philosophy and that of the Department of Natural Resources or that information found in the manual, the instructor will be expected to adhere to Department of Natural Resources or manual provisions.
INSTRUCTOR CONDUCT

• Certify only those students who meet or exceed the minimum standards established by the Department of Natural Resources and to see that every student certified possesses the requisite skill and knowledge to be a safe responsible hunter.
• Be available to assist other instructors.
• Be committed to the Hunter Education Program goals and objectives.
• Be punctual and dependable.
• Accept evaluation and continually seek to broaden knowledge of safe ethical hunting practices in order to pass the information on to students and/or new instructors.
• **Attend a workshop within 3 years of initial certification or within 3 years of the last workshop attended.**
• Teach at least one class every two (2) years.
• Notify Lansing office (517) 284-6055 of any change in phone number or address.
• Open class to other instructors for observation.
• Recognize the bounds of instructors for observation.
• Be neat, clean and accurate.
• Wear a nametag during class.
• Maintain the dignity and integrity of the agency with the public.
• Develop and utilize training aids.
• Practice what you preach inside the classroom and in the field.
• Act as a positive role model for students and fellow instructors.
• **Not allow any student, by-stander, spectator, or other instructor to openly carry a firearm during any Department sponsored education program or event. This includes an individual with a CPL. CPL holders, other than students, may carry under the authority of their CPL so long as the handgun cannot be seen in plain view or noticeably under clothing. A law enforcement officer on duty is exempt.**
DUTIES AND RESPONSIBILITIES OF COORDINATORS

Volunteer Hunter Education Instructor Coordinators and International Bow Education Program (IBEP) Coordinators are appointed by the State Administrator or his/her representative (Recreational Safety Officer) for the Michigan Hunter Education Program and the Administrator's concurrence. Instructor coordinators shall have general oversight of the program activities of the volunteer instructors within their assigned areas. They are responsible for the administration and supervision of the Hunter Education Programs being conducted in their respective assigned regions.

Administrative responsibilities include but are not limited to:
1. Recruiting, training, motivating and evaluating instructors.
2. Providing continued education by conducting local workshops for all local instructors; workshops shall be provided by or participated in as a team effort with other coordinators, a minimum of once every two calendar years.
3. Contact all inactive instructors.
   a) Get them actively involved in the program, or
   b) Recommend their termination as instructors.
4. Solicit feedback for program and material revision.
5. Act as liaison between their assigned instructors and the Department.
6. Coordinators are expected to attend the annual seminar held at the Ralph A. MacMullen Conference Center on Higgins Lake. It is at this conference that important information is presented to the coordinators to be passed on to the instructors at local workshops. Missing more than two consecutive seminars may be grounds for removal.

As a team member, instructor coordinators also have supporting roles they should perform. These include, but are not limited to:
1. Sharing of teaching techniques/aids through workshops and personal contact with volunteer instructors.
2. The warehousing of mutually - used training tools and/or emergency supplies of materials.
3. Creation and maintenance of a file of available resource persons in the various disciplines.
4. Assist in the promotion of hunter education classes and their availability to the respective communities.
5. Provide the conduit through which all Hunter Education Program information flows to the Department.
6. Maintain a calendar of hunter education events within their assigned areas.
7. Help compile a list of area-wide retailers, and/or solicit same, who are willing to support the Hunter Education Programs.
8. As much as possible, be available to all instructors to discuss problems and concerns regarding the Hunter Education or IBEP program.
DISCRIMINATION AND DISCRIMINATORY HARASSMENT

DISCRIMINATION:

All instructors are simultaneously protected by and subject to the provisions of the Elliott-Larsen Civil Rights Act, Americans with Disabilities Act and Child Protection Laws. All volunteer instructors have an ethical, professional and legal obligation to refrain from conduct in violation of an individual's civil rights. Behavior in violation of State and Federal laws or Department policy regarding non-discrimination will not be tolerated.

DISCRIMINATORY HARASSMENT:

Discriminatory harassment means unwelcome advances, requests for favors, and other verbal or physical conduct or communication including any actions which belittle or show hostility to an individual based on or due to that person’s race, color, national origin, disability, gender, age, religion, height, weight, health or medical conditions to include pregnancy or marital status, where such conduct has the purpose or effect of causing or creating an offensive environment.

Such behavior will result in revocation of the instructor's certificate and may subject the individual to civil and/or criminal sanctions.

GUIDELINES:

As cited by Dr. David Knotts, in the article entitled “Caution” (see Appendix 2), steps must be taken to ensure that participants in youth-based organizations are not taken advantage of or abused in any manner. The following guidelines will afford youthful participants protection from abuse and adult participants from sexual harassment. In addition, these guidelines also serve to protect volunteer instructors from situations to which they may be vulnerable to allegations of abuse and/or harassment.

Two-deep instruction: A minimum of two certified hunter education instructors are required for all classes and appropriate outings. See also Limitation of Number of Students Per Class in policy 2-3-1.

No one-on-one contact: One-on-one contact between instructors and youthful participants is not permitted. In situations that require conferences such as test review and evaluation, the meeting is to be conducted in view of other adults. Never meet alone with a student before or after class.
DISCRIMINATION AND DISCRIMINATORY HARASSMENT

A minimum of two instructors shall remain at the class location until all of the students of minority age have been picked up by a parent, guardian or authorized designee of a parent.

Understand appropriate physical contact: There are times when physical contact is both necessary and appropriate, such as assisting a student in assuming proper shooting positions. Such coaching should be done in full view of other participants and adults, with the student's permission. It is also best to tell the student you are assisting that you are going to "...put your arm around their shoulder so you can hold the rifle." (See appendix, NRA Teaching Tip: Don't Touch - Demonstrate)

Respect of privacy: Instructors must respect the privacy of youth in situations such as restroom breaks and intrude only to the extent that health and safety require. Instructors should take steps to ensure their own privacy in similar situations. It is recommended that separate restrooms be scheduled. Arrangement for separate accommodations should be made for members of the opposite sex.

No secret organizations or hazing: There are no secret organizations in hunter education. All aspects of the Hunter Education Program are open to observation by parents, guardians and agency staff. Physical hazing and initiations are prohibited and may not be included as part of any Hunter Education Program.

Appropriate discipline: Discipline used in hunter education should be constructive and reflect the values of the agency. Corporal punishment is never permitted.

PERSONS WITH DISABILITIES:

Pursuant to the Americans with Disabilities Act of 1990, the Michigan Hunter Education Program will not discriminate against or refuse access to hunter education courses to anyone with a disability. Federal and State law provide “no qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity." Instructors needing assistance in providing accommodations for disabled students should contact the hunter education staff at (517) 284-6055.
YEARS OF SERVICE AWARD:

Instructors who maintain active instructor status by meeting the minimum requirements for an instructor will be recognized on their five year anniversary date. That recognition will be in the form of a 5-year recognition pin. This process will continue every five years thereafter so long as the instructor maintains minimum requirements. Example: At ten years awarded a 10-year pin, at fifteen years awarded a 15-year pin, and so on. Instructors who have maintained the minimum requirements for 30 years shall also receive an embroidered emblem. Instructors who have maintained the minimum requirements for 40 years, shall also be recognized at a Natural Resources Commission meeting and receive a plaque.

Instructors will be notified and/or presented the aforementioned years of service awards by Hunter Education Program staff.

INSTRUCTOR ACADEMY RECOGNITION:

Instructors who have successfully completed the volunteer instructor academy shall receive an instructor academy pin.

VOLUNTEER INSTRUCTOR OF THE YEAR:

The instructor of the year shall be selected by the Policy and Awards Committee upon reviewing all of the nominations submitted to the Hunter Education Section throughout the year.

Prior to submitting the nominations to the committee for review, the administrator will redact the names and other personal information of the nominees. Each member of the committee will review the redacted copies of each of the nominees and then assign a numerical rank in order from first to last, (i.e. the nominee whom the member of the committee feels most deserving will receive a rank of “1”, the second most deserving will receive a rank of “2” and so on.)

Once all of the members have voted, the chair will add the totals for each nominee and declare the nominee with the lowest total as the “Instructor of the Year”. In the event of a tie between two or more nominees, the members will repeat the procedure for only those nominees who are tied for the top spot.

If the members are unable to declare a clear winner, the Chair will cast the deciding vote.
INSTRUCTOR RECOGNITION AND DRESS CODE

The instructor uniform should be worn with pride and treated with respect. The appearance of the uniformed hunter education instructor should be neat and clean at all times. Uniform items should be kept clean and in good condition. Hunter education instructors will be issued a uniform hat, vest, insignia and nametag. Instructors must wear the uniform while teaching in the Hunter Education Program. The uniform shall only be worn for hunter education events.

To maintain uniformity and visual appeal, the insignia patch will be affixed on the left breast area of the vest. An issued, engraved nametag shall be worn centered on the right breast area of the vest, approximately six inches below the shoulder seam. A current service award pin (i.e. 5, 10, 15, 20 years and so on), if issued, shall be centered one inch above the nametag. Only one service pin shall be displayed. The instructor academy pin, if issued, shall be centered one inch above the nametag. If both a service pin and an instructor academy pin are displayed they shall be centered one inch above the nametag one-half inch apart. If the instructor so chooses, an American flag pin may be worn on the vest. The pin shall not exceed one inch square in size and, if worn, shall be placed on the left breast centered one inch above the insignia patch. No other patches, pins, printing, etc. shall be displayed at any time on the instructor vest or hat, except as authorized in the “Special Recognition Award” section of the policy.

DISPLAY OF SPECIAL RECOGNITION AWARDS:

It is optional for those instructors who receive these awards to display them.

- **Over 30 Years of Service Award:** This longevity embroidered emblem, if worn, shall be displayed on the front of the issued uniform vest centered one-half inch above the service award pin and/or the instructor academy pin. If no service award pin or instructor academy pin is displayed, this award shall be displayed on the front of the issued uniform vest centered two inches above the nametag.

- **Hunter Education Instructor of the Year Award:** This pin, if worn, shall be centered one inch above the nametag. If worn with the instructor academy pin, service award pin or both, the pins shall be centered one inch above the nametag and separated by one-half inch.
INSTRUCTOR TRAINING

The volunteer shall be provided the best possible training by the Department of Natural Resources prior to being certified to teach in the program. The Department of Natural Resources will also offer in-service training for instructors and instructors will be expected to take advantage of every opportunity to expand their abilities and expertise.

Instructors must complete training prior to certification, teach at least one class every two years, and attend a workshop within 3 years of initial certification or within 3 years of the last workshop attended to remain abreast of new developments in hunter education and to retain their certification. Newsletters are printed and distributed to instructors to keep them informed of hunter education policies and to pass on information which might be used in their classes. Instructor files are maintained to keep track of the number of students taught and training the instructor has taken as well as the number of hours donated by each instructor.
VOLUNTEER RIGHTS AND LIABILITY PROTECTION

The volunteer hunter education instructor is the most critical component of the instructional team. The volunteer has the opportunity to be assigned to a job that is rewarding and challenging, to be informed on those issues impacting hunting and hunter education and to be provided with training commensurate with the instructional tasks assigned. Liability protection is afforded those volunteers who are currently certified instructors acting within the scope of their authority and pursuant to the policies and procedures outlined herein. Note: Non-certified personnel, who 'assist' certified instructors, are not covered by Public Act 170, 1964.
VOLUNTEER SUPERVISION

The Conservation Officer assigned the duties as the District Hunter Education Training Officer (Designated Officer) shall be responsible for all hunter education instructors in an area.

The Instructor Coordinator assists the Conservation Officer in coordinating the activities of the volunteer instructors within their assigned area and report to the Hunter Education Field Coordinator (Specialist). The volunteer instructor coordinator is appointed by the Hunter Education Administrator or his or her representative with the Administrator's concurrence.
DOMESTIC VIOLENCE LAW

In January 1997, the Omnibus Appropriations Act of 1997 was signed into law. One part of the Act amended the Gun Control Act of 1968 which makes it unlawful for any person ever convicted of a "misdemeanor crime of domestic violence" to ship, transport, possess, or receive firearms or ammunition. It also makes it unlawful for any person to sell or otherwise dispose of a firearm or ammunition to any person knowing or having reasonable cause to believe that the recipient has been convicted of such a misdemeanor. In addition, the law prohibits any person who is currently the subject of a restraining order that restrains the person from harassing, stalking, or threatening an "intimate partner" or child of the "intimate partner", or engaging in conduct that would place an "intimate partner" in reasonable fear of bodily injury to the partner or child, from shipping, transporting, possessing, or receiving firearms or ammunition, except firearms or ammunition which are imported for, sold or shipped to, or issued for the use of any federal, state or local agency. This law applies to all persons, including police officers. Therefore, any person who cannot use or possess a firearm pursuant to the provisions of the Gun Control Act of 1968, as amended, cannot teach a class in which firearms are present.
TEMPORARILY SUSPENDED
JUNIOR INSTRUCTOR CERTIFICATION

POLICY:

An individual desiring certification as a Junior Instructor with the Michigan Department of Natural Resources Hunter Education Program shall meet the following requirements:

- Be at least 12 years of age.
- Maintain a high moral and ethical character to pass the required background investigations.
- Be a graduate of the appropriate basic hunter education course or International Bow Education Program (IBEP) Course, or both, for the type of class they are helping with.

PROCEDURE:

- Junior Instructor applicant obtains an application packet from the Sponsoring Mentor Certified Hunter Education or IBEP Instructor. Complete and submit application to the Michigan Department of Natural Resources, Law Enforcement Division, Hunter Education Section, P.O. Box 30031, Lansing, MI 48909.
- Assist with the instruction of a basic hunter education course in an administrative capacity.
- Junior Instructors are not to be considered in meeting the instructor to student ratio which is required in Policy 2-3-1, Course Requirements.

LIMITATIONS FOR JUNIOR INSTRUCTORS:

A Junior Instructor may assist a certified Hunter Education or IBEP Instructor in Class activities, EXCEPT:

1. The Junior Instructor shall not be the primary instructor in any facet of the Hunter Education Program.
2. The Junior Instructor shall not be a shooting coach, range safety instructor or proctor for any live-fire firearm or archery activities.

CERTIFIED INSTRUCTOR RESPONSIBILITIES:

The certified adult Hunter Education or IBEP Instructor shall be accountable for ALL safety aspects of the course.

*Current Junior Instructors under 12 years of age that were certified prior to January 1, 2009, may be grandfathered into the program at the discretion of their mentor.

REV: 03-17-15
Occasionally, a need for discipline will arise during a class and intervention should be quick. Instructors are expected to be courteous but firm in any matter involving student discipline. Care should be exercised to avoid embarrassing a student in front of a class. Instructors must establish classroom behavior standards during the first class.

Hunter education instructors have full authority to refuse to certify students who are disruptive, use alcohol, tobacco or drugs, or who refuse to respond to an instructor's directions. At no time should a student’s behavior threaten or endanger the instructor, fellow students or the student.

Expulsion of a student should be a last resort after reasonable attempts to control the student’s behavior have failed and upon consensus of the teaching team.

Under no circumstances may an instructor strike or otherwise physically discipline a student. In the event of extreme student disruption, instructors should request assistance from local law enforcement authorities.
AGE AND CERTIFICATION OF STUDENTS

All first-time hunting license buyers born since January 1, 1960, are required to complete a course of instruction approved by the Department. Any person, regardless of age, may enroll in a hunter education course. Instructors should not establish an age for enrollment in their classes. Those students who are at least 10 years of age or who will be 10 or older, during the upcoming hunting season should receive priority. Younger students may be accommodated as class size allows. Students under 10 years of age shall be accompanied by a parent or guardian or other adult, designated and provided by the parent or guardian, during the course.

Students are certified based on their classroom performance, knowledge, and test scores. Instructors may remove a student from participation in the course if the student is disruptive, or if the student’s behavior endangers participants or bystanders. Those students who successfully complete the course shall be issued a hunter safety certificate. This does not preclude state statute which prohibits anyone under the age of 10 from purchasing a license to hunt in Michigan, with the exception of the Mentored Youth Hunting License. However, it does allow the parents of youthful hunters who wish to take their children out of state to hunt, to meet certification requirements.
EQUAL OPPORTUNITY REQUIREMENTS

Equal opportunity to participate in and benefit from the Hunter Education Program is available to all individuals without regard to race, color, national origin, sex, age or ability. Instructors must make every reasonable attempt to accommodate all persons in attending and completing the class. Instructors having difficulty in accommodating persons with special disability characteristics should contact the Hunter Education Administrator in Lansing at (517) 284-6022. Any person who feels they have been discriminated against by this program, program staff or volunteer instructors should contact the Lansing Hunter Education Administrator or the Department of Natural Resources, Labor Relations at (517) 284-5028.
STUDENT TESTING AND CERTIFICATION

PASS/FAIL CRITERIA:

The final decision to pass or fail a student shall be the responsibility of the volunteer instructor. Certification must be consistent with guidelines provided by the Department.

Each student is to be evaluated based on 1) knowledge, 2) behavior, and 3) practical application.

The knowledge portion of the evaluation shall be based upon a written or oral examination provided by the Department. Minimum passing grade shall be 80%.

Being able to read is not a qualification for passing a course. Instructors are encouraged to provide reading assistance to any student having difficulty, and to provide materials in advance of class.

Instructors shall have authority to include additional optional evaluations, such as a field course, and deny certification to students who do not perform satisfactorily. Care must be taken to ensure that optional tests are applied fairly and evenly to all students. The Department retains the final determination on any optional field tests.

The Hunter Education Program has a responsibility to evaluate students based on fair and reasonable performance criteria. Students have a right to expect nothing less. Denial of a student's opportunity to purchase a hunting license must be justified carefully and cannot be based upon personal likes and dislikes.

Developing a standardized test which fairly evaluates a student is difficult. No knowledge based tests, other than that provided by the Department, may be used without written authorization of the Hunter Education Administrator. Instructors may develop quizzes, as teaching aids, but cannot use them to pass or fail a student. Reading the exam is permissible and encouraged.
COURSE REQUIREMENTS

The Hunter Education Instructor Guide outlines the teaching objectives for the student text book. These teaching objectives are the core of the course and are the basis for all instruction. Instructors are expected to teach to these objectives and the length of the class is based upon the time needed to accomplish these objectives. Course time (classroom and field instruction) is to be no less than 10 hours minimum, with a minimum of 1 ½ hours of range/firearm handling time.

MAXIMUM LENGTH OF CLASS SESSIONS IN A SINGLE DAY:

The maximum number of hours in a class session during any one day shall not exceed eight. Students have difficulty concentrating longer than six hours. Instructors need to be sensitive to the ability of the students to learn. Instructors should allow a five-ten minute break during every hour of instruction to refresh student attention capabilities.

INDEPENDENT STUDY (HOME/ONLINE):

Due to ever increasing time constraints facing students and instructors, there has been a commensurate demand for an alternate delivery method to the traditional classroom-based course. Classes that are offered as home study classes must be posted as a home study class when registering the class and ordering material.

For the independent or home study course, either completion of the student manual chapter review questions or successful completion and presentation of a valid pre-certification voucher from a State of Michigan approved online hunter education course are required by the student. These requirements must be completed prior to the pre-scheduled field day. Instructors shall make student manuals available to the students at least one week or more prior to the first class session for home study classes. The instructor shall inspect the online voucher or confirm the answers to the chapter review questions are filled in. If the student cannot provide one of the above they are not allowed to take the field day.

A recommended time frame for independent/home study of an individual course of Hunter Education OR Bow Education (IBEP) is as follows:

- 1/2 hour law and ethics.
- 1/2 hour material review.
- 1 hour final proctored written exam.
- 2 hours range and firearm / archery equipment handling, safety, range/practical skills testing, and certification.

The pre-scheduled field day shall be a minimum of 4 hours.
A recommended time frame for independent/home study of a combination course of Hunter Education AND Bow Education (IBEP) is as follows:

- 1 hour law and ethics.
- 2 hour material review.
- 1 hour final proctored written exam.
- 3 hours range and firearm/archery equipment handling, safety, range/practical skills testing, and certification.

The pre-scheduled combination course field day shall be a minimum of 7 hours.

The time frame cited is a suggested framework and needs to be flexible, depending on the facilities available and student knowledge. The Hunter Education Program will make every effort to provide opportunities for independent, home study courses and provide those interested instructors with materials to meet the demand.

Materials for independent study courses are ordered as other instructional materials, utilizing the Outdoor Recreation Safety Class Announcement and Supply Order Card (PR-9191) or by posting on the instructor’s secure web site well in advance of the scheduled field day(s).

**MINIMUM CLASS SESSIONS AND HOURS:**

A basic hunter education course shall not be made up of no less than two sessions (one per day) without prior authorization from the Hunter Education Administrator. Classroom and field instruction must be a minimum of 10 hours total, with no more than 8 hours on a single day.

Instruction of the bow/archery section in the basic hunter education manual does not qualify for an IBEP certificate to be issued. The IBEP class utilizes a unique manual and has separate requirements for certification.

A basic bow hunter education (IBEP) course shall be made up of classroom and field instruction with a minimum of 8 hours. The IBEP course certifications may only be issued by IBEP certified instructors. The IBEP instructor certification is above and beyond the hunter education instructor certification. For information about becoming IBEP certified instructor contact a member of the hunter education staff.

Combination hunter education/IBEP (Bow) classes must be a minimum of 16 hours. Ten hours must be dedicated to covering the legally mandated basic hunter education course. The remaining 6 hours must be dedicated to covering the International Bow Education Program (IBEP) course and must be instructed by IBEP certified instructors.
COURSE REQUIREMENTS

PASS/FAIL MINIMUMS:

Each student will be graded on a standardized test provided by the Department. A minimum passing grade is 80% correct. Live firing of firearms and bows is an important component of hunter education. Air guns are a suitable substitute for conventional firearms as are interactive firearm training systems. In those courses where live fire is not possible, students must demonstrate safe and responsible firearm/archery equipment handling practices. Modification of these minimum requirements is only permissible with the approval of the Department of Natural Resources Hunter Education Section.

LIMITATIONS ON NUMBER OF STUDENTS PER CLASS:

The student to instructor ratio shall be no less than two certified instructors for the first 49 students and an additional certified instructor for every additional 25 students. (Example: 1-49 students/2 instructors, 50-74 students/3 instructors, 75-99 students/4 instructors, and so on). No instructor may teach a class without the presence of another certified instructor present during the class, unless the course is being conducted in the context of regular scheduled classes in middle, high school or continuing education. Under extenuating circumstances if an instructor becomes incapacitated and cannot help teach a class, the class may continue as long as the parent or guardian of a student is present during the class. Any deviation from the two-deep instruction policy must be authorized in writing by the Hunter Education Administrator.

“OPEN” VERSUS “CLOSED” CLASSES DEFINED:

An “Open” class is a class which is open to the general public accommodating any number of students as allowed by the number of instructors in the teaching team, as outlined above.

A “Closed” class is a class which has reached the maximum number of students allowed for the facility or as limited by the number of instructors in the teaching team, as outlined above.

A “Closed” class may also be held and facilitated for a group of students belonging to a pre-existing or pre-organized group. However, recruiting of memberships in organizations as a condition of participating in the course of study is prohibited.
CLASS NOTIFICATION AND MATERIAL ORDERS

Instructors shall use the instructor website https://secure1.state.mi.us/rsi/ for posting classes and ordering materials. All materials required to teach the class are provided free of charge by the Michigan Department of Natural Resources. This includes all forms, student handbooks, various free publications and assorted training aids. Materials are warehoused and shipped from an offsite source and are not available from the Hunter Education Program Office, therefore phone orders cannot be assured delivery.

All instructional materials and tests not issued by the Department must be approved in writing by the Hunter Education Administrator prior to using them in class. This does not include items commonly used as teaching aids.

To post a class on the website above, sign in and go to the “Class Announcement” link on the left side of the page. To enter a new class registration, click the link at the top to create a new announcement. Fill in the appropriate fields and click “Save” at the bottom of page.

To order class material click on the “Materials Request” link on the left side of the page. Fill in the appropriate fields and click “Submit” at the bottom of the page. A unit is a complete set of material necessary for each student. A unit consists of a student hunter education manual, a hunter safety certificate, student incentive(s), a student scan sheet, an exam, the Hunting and Trapping Digest, a hunter handbook, and additional brochure(s). For instance, if you were expecting 50 students, you would order 50 units. Additional necessary material (instructor scan sheet and return envelopes) will automatically be sent with complete units.

All classes are required to be posted with the Hunter Education Section on the website including all Field Days. Classes offered as home study classes must be posted as a home-study class when registering the class and ordering material. Instructors shall make student manuals available to the students a minimum of one week prior to the first class session for home study classes.
HUNTER EDUCATION CERTIFICATION

All hunter education student certificates are non-expiring. Lost or damaged cards may be replaced through the Lansing office without charge at (517) 284-6055. Instructors are prohibited from issuing duplicate or replacement hunter education cards based upon their records without expressed authorization from the Hunter Education Administrator. It is not necessary to request a duplicate certificate for individuals hunting in Michigan. For individuals hunting out of state, an original or duplicate certificate is required. Faxed copies are not adequate substitutes.

Michigan accepts hunter education certificates issued by another state or country as long as the certificate was issued for a hunter education course. Michigan does not accept permits to carry firearms, firearm safety courses given by local gun shops or clubs, or special weapons training taken as part of professional police or military training as substitutes for completing hunter education.

Michigan will accept cards issued by the National Rifle Association as long as they specify the hunter education course and were issued prior to January 1, 1960. Cards issued for the practical pistol course, marksmanship course or home firearm safety is not recognized as fulfilling hunter safety requirements.

If born after January 1, 1960, or a first time hunter, they must complete a hunter safety course. Those born prior to 1960 with experience hunting have been grandfathered to take the experienced hunter’s test and must contact their nearest DNR office, Law Enforcement Division, to schedule for the experienced hunter examination.
Ammunition and Live Fire Activities

Live-fire activities or simulated live-fire activities are an important component of the Hunter Education Program. Safety shall be paramount when live firearms are used. Live firearms may only be used under the following circumstances:

- Examination purposes, only with inert training ammunition.
- Instructional or demonstrational purposes in a classroom setting, only with inert training ammunition. The open burning of gun powder, whether smokeless or black or its variants, is prohibited.
- While conducting live-fire demonstrations or firearms training shoots only on an established and recognized shooting range with proper protective equipment.

Student Owned Firearms, Bow or Other Equipment:

Students shall not be allowed to bring any type of ammunition, archery tackle, firearms, crossbows, or knives to a Hunter Education or IBEP Class. No student, by-stander, spectator, or instructor shall openly carry a firearm during any Department sponsored education program or event. This includes an individual with a CPL. CPL holders, other than students, may carry under the authority of their CPL so long as the handgun cannot be seen in plain view or noticeably under clothing. Instructors shall not teach or instruct any materials relevant to safety checks of specific equipment except what is specified in the regular class material for the particular class.

Firearms:

- All firearms will be checked at the start of any training session, demonstration, etc. or when any firearm is transferred from one individual to another, to ensure that it contains no live ammunition.
- Dry firing shall only be conducted on the range. Firearms, while in the classroom, shall remain with the safety on, action open and pointed in a safe direction.

Ammunition:

- For the purpose of these standards, ammunition is defined in the following manner:
  - Live ammunition - A cartridge or shell which contains a live primer, other explosive material, or explosive projectile.
  - Inert Training ammunition - A cartridge or shell that does not contain any live or explosive material.
Inert training ammunition used in hunter education classes shall be industry manufactured, readily identifiable as such, and be distinctive from live ammunition. Inert training ammunition should contain in whole or in part, the color orange whenever possible. However, it may be acceptable to use inert training ammunition of another color if it meets all of the aforementioned criteria.

Only factory manufactured or factory-remanufactured ammunition may be discharged from a live firearm in the Hunter Education Program.

Live and inert training ammunition shall not be stored or transported in the same container.

Students shall not bring live ammunition to any hunter education class or firearms training shoot.

Live ammunition shall not be used for any loading or unloading drills or demonstration.

All live ammunition shall be accounted for at the start and end of any live fire demonstration or live fire training shoot.

Firearms capable of holding more than 1 round shall only be loaded with one round at a time.

CROSSBOWS:

Maintenance:
Crossbows shall be maintained in good working order per the manufacturer’s recommendations including use of rail lubricant and serving wax. Arrows shall be checked for damage before and after each use.

Use:

- Prior to incorporating crossbow live fire into the Hunter Education Program or I.B.E.P. Program, the instructor must view the instructional video, “Crossbow 101” at www.northamericancrossbowfederation.net.
- When utilizing the crossbow during live fire field day exercises, a ratio of one student to one instructor shall be maintained.
- The instructor may allow the student to cock the crossbow; however, the arrow must be placed on the rail by the instructor.
- Instructor shall ensure that only arrows of proper size as indicated by the manufacturer’s guidelines are used.
- Instructors shall monitor the student’s hand position while shooting, ensuring that fingers are not struck by the bow string.
- Instructors should emphasize to the student that the maximum effective range of a crossbow does not exceed 30 to 40 yards with 20 yards being the optimum effective range.
- Instructors shall advocate the practice of cocking the crossbow on the ground prior to climbing into an elevated platform and using a haul line to lift the crossbow into the elevated platform.
- Instructors shall advocate the practice of unloading a crossbow by shooting a practice arrow into a target or the ground. The crossbow must never be dry fired.
AMMUNITION AND LIVE FIRE ACTIVITIES

RANGE REQUIREMENTS AND PROCEDURES:

- Live fire activities shall be conducted only on a safe, established and recognized shooting range.
- One instructor shall be designated as the “Range Safety Instructor” (RSI) and will be responsible for the overall operation of the live fire training session.
- The RSI shall make a pre-inspection of the range facility to ensure it is safe and acceptable. Any unsafe conditions must be corrected prior to student training and live fire.
- An instructor shall inspect each firearm or bow and related shooting equipment to ensure safety and reliability prior to each class.
- Any firearm or bow or related shooting equipment deemed unsafe, shall not be used for live firing under any circumstances.
- The RSI and assisting instructors shall remain on the range at all times during live fire activities.
- In addition to the RSI, there shall be a minimum of one instructor or coach for every two students on the firing line.
- Students may not possess live ammunition, except on the firing line and only when issued to them by the instructor. Students may not possess broadhead tipped arrows at any time while on the range area.
- Firearms may be loaded or arrows may be nocked only when on the firing line.
- All firearms or bows with nocked arrows shall be pointed downrange and in a safe direction at all times.
- **Firearms capable of holding more than 1 round shall only be loaded with one round at a time.**
- Students will be required to wear suitable eye and ear protection for firearms or arm protection for bows at all times while on the firing line.
- Students shall follow the range commands of the RSI. During live fire exercises, any student who is unable to follow the range commands, safely handle a firearm or bow or related shooting equipment; or who causes unnecessary disturbance; or in any way endangers themselves or others, shall be immediately asked to leave the range area by the RSI or an assisting instructor.
- No cartridges or shells containing explosive projectiles (e.g. tracer bullet) may be discharged in the Hunter Safety Program.
- Any accident or incident that occurs where live ammunition or live firearms are used must be reported to the Hunter Education **Supervisor** immediately as well as local medical and law enforcement personnel when warranted. The Hunter Education **Supervisor** may conduct an investigation.
- Firearm handling exercises and tests are required. If actual field courses are not available, instructors shall simulate conditions inside the classroom to test students utilizing unloaded firearms and/or interactive video or laser training.
ACCIDENT REPORTING

If any accidents or incidents occur, which result in damage to property or physical injury to any person in conjunction with any hunter education course, the Department must be notified immediately. In addition to local law enforcement agencies, the lead instructor should notify the local conservation officer and the Department Hunter Education Program Supervisor at (517) 284-6026. An incident report must be submitted to the Hunter Education Administrator within 10 days of the accident or injury.
TRAINING LOCATIONS, COURSE FEES, RECORD KEEPING, AND REPORTS

TRAINING LOCATIONS:

Class locations should be held at community or civic oriented properties. Under no circumstances shall any portion of a class or field day be held inside a residence. An instructor who wants to teach a class on residential property must have the property inspected a minimum of 30 days prior to class by the Hunter Education Program Administrator or their designee and approved by the Hunter Education Program Administrator in writing. Basic lavatory and hygiene facilities must be readily available to class participants.

There are multiple community oriented buildings throughout every county in Michigan that will gladly donate the use of their facilities for youth educational programs. DNR offices, schools, libraries, fire department stations, township or county buildings, outdoor and sportsman clubs, and non-profit organizations are all good locations to make inquiries for hosting classes. Instructors should exhaust every option (in the surrounding community in which they intend to hold a class), in order to locate an appropriate donated facility. Accordingly, instructors can solicit sponsors or co-sponsors with community businesses to provide donated student snacks, beverages, pencils, rewards, etc. The Department encourages instructors to establish relationships with those community oriented facilities and businesses which will result in simplified future class arrangements. With facilities and course materials all provided, the instructor would be able to successfully complete a class free of any fees. If the instructor lays the foundation arranging facilities and amenities, there are very few reasons why volunteer instructors need to charge any course fees.

COURSE FEES:

The total maximum allowable course fee is $10.00 (ten dollars) per student for any hunter education and/or bow education program course; individually or in a combination course (with the exception of the online offerings). No student shall be denied access to a hunter education course due to an inability to pay the fee. An instructor or organization which charges more than $10.00 (ten dollars) per student must have PRIOR APPROVAL and submit documentation of the expected expenses for the class to the Hunter Education Administrator.

There shall be no monetary compensation for volunteer hunter education instructors. Instructors shall not charge for their time, travel, or personal expenses, nor accept payment in any form for teaching a hunter education class.

Instructors may be paid by a third party employer if the employer requires the employee to hold classes as part of a normal job function, (i.e. a teacher being paid by a school system, a deputy sheriff being paid by the Sheriff’s Department, etc.). The employer may not use fees collected from students to compensate its employees.
TRAINING LOCATIONS, COURSE FEES, RECORD KEEPING, AND REPORTS

COURSE FEES (Continued):

Fees may only be levied to cover the cost of consumable supplies used during the class from which they were collected (i.e. ammunition including arrows, targets, vision and hearing protection), cost of building rental, cleaning supplies, range fees, cost of food, beverages, and treats or snacks provided. To stay within the scope of the Federal grant, fees collected shall not be used for durable items not normally expended during the class from which they were collected (i.e. firearms, archery equipment, three dimensional targets, etc.). Fees are not allowed for administrative support services or mileage expenses.

Overages should be refunded to the student. Questions regarding acceptable use of funds can be directed to the Hunter Education Program Supervisor.

Michigan Compiled Law MCL 750.175 Embezzlement by a Public Official incorporates a definition inclusive of volunteer hunter education instructors for a public official and can be referenced for better understanding of the seriousness surrounding this policy. State law regarding money and property in the custody of a public official/ instructor provides protections to the instructor from accusations of misappropriation.

Organizations operating under a federal 501(C) 3 designation shall submit to the Hunter Education Administrator or their designee a copy of the organization’s 501(C) 3 Federal Determination Letter.

COMPLETION AND SUBMISSION OF REPORTS:

1. Instructors shall inform the Hunter Education Section, Lansing Division Office, of any hunter education class scheduled at least three weeks prior to the beginning of the class. The preferred method of notification is through the instructor secure website, https://secure1.state.mi.us/rsi/, or by completing an Outdoor Recreation Safety Class Announcement and Supply Order card (PR-9191).

2. Student/Parent/Guardian Agreement Forms (PR9221) are highly recommended for all students. The form has a notice to class registrants of the Federal Firearms Prohibitions Advisory pursuant to the "Gun Ban for Individuals convicted of a Misdemeanor Crime of Domestic Violence." These forms clarify the instructor’s role and the expected behavior and performance of the student. The use of this form does not lessen the instructor’s responsibility to review expected conduct and class rules with the students. The Department will support any instructor conducting classes in accordance with these guidelines. A Student/Parent/Guardian Agreement form suitable for reproducing is available in the Appendix 14. This form is not to be submitted with the class record packet.
TRAINING LOCATIONS, COURSE FEES, RECORD KEEPING, AND REPORTS

COMPLETION AND SUBMISSION OF REPORTS (Continued):

3. The instructor shall ensure that each student fills out the student Certificate Application form PR9180-1 accurately and completely at every class held. See Appendix 3: Completing the Recreation Education Programs Certificate Application - PR9180-1 (Rev. 1/2011)

   **Purpose:** The purpose for this form is to create a permanent record of each student's participation in a recreational safety education course. This record is needed so that sufficient accounting quality of documentation is maintained for grant funding.

4. Each instructor teaching or assisting at a hunter safety class shall fill out an Instructor Summary form PR9180. Instructors must sign this form. Volunteer hours must be documented on signed, time/activity sheets. See Appendix 4: Completing the Recreational Education Programs Instructor Summary - PR9180 (Rev. 3/2015)

   **Purpose:** The purpose is to create a permanent record of each instructor's participation in the recreational safety education course. This record is needed to document the time spent and number of students taught by each instructor. *This record is needed so that sufficient accounting quality and documentation is maintained for grant funding.*

5. The lead instructor shall complete the Instructor Expense Report for Class Fees (PR9272) in its entirety upon completion of the class (Appendix 17). All fees and expenses shall be documented. This report is to be submitted as part of the class record packet regardless if there are any fees collected or expenses. Instructors are encouraged to keep a copy of these records for a minimum of 7 years.

6. The instructor shall mail the class record packet, which includes the Student Certificate Applications for all students (pass and fail), the Instructor Summary for each instructor, and the Instructor Expense Report for Class Fees (regardless of whether or not fees were collected) to the Hunter Education Program, Lansing Division Office in the envelope provided with the class materials. These records must be returned immediately upon completion of the course. Handle all forms carefully. Do not staple or fold or send a copy. It is the instructor’s responsibility to ensure that all records are complete and accurate.

7. Upon receipt of the hunter education class record packet, the data coding operator will ensure that the records are complete. If they are deficient in any way, they will be returned to the instructor for completion.

8. Instructors or organizations with questions should contact the Department of Natural Resources, Hunter Education Section staff (see Appendix 1 for staff listing).
TRAINING LOCATIONS, COURSE FEES, RECORD KEEPING, AND REPORTS

COMPLETION AND SUBMISSION OF REPORTS (Continued):

9. Failure or refusal to comply with this policy, or submitting false information, may result in immediate suspension and/or revocation of instructor certification credentials and, in the case of falsification of records, criminal prosecution.
EQUIPMENT

LOST, DAMAGED, OR DESTROYED EQUIPMENT:

Any Department or hunter education equipment items that are lost, destroyed or damaged shall be reported by the involved instructor(s) to the hunter education section immediately upon discovery.

A Lost_Damaged_Destroyed_Equipment Report Form (see Appendix) along with any supporting documentation, such as a police report, shall be submitted to the Hunter Education Administrator or appropriate section supervisor within 10 days.

LAPTOP COMPUTERS:

Purpose:

Laptop computers are being issued to hunter education coordinators for the sole purpose of operating Hunter Education Programs, software and hardware including, HE Tools, power point presentations, DVD videos and projectors. Coordinators are expected to share this technology with hunter education instructors within their respective areas of responsibility to better serve the students attending classes.

Prohibited Conduct:

- CONNECTING TO THE INTERNET IS LIMITED TO ACCESSING THE HUNTER EDUCATION SECURE WEBSITE ONLY to prevent the laptop computers from being infected by viruses and spyware.
- Coordinators and instructors may not download or store any personal information, photographs or data not related to hunter education on the laptop computers.
- Coordinators and instructors may not use the laptop computer to create, store, retrieve, or transfer information that contains unprofessional content such as profanity, vulgarity, pornography or discriminatory statements.
- Coordinators and instructors should be aware that all information stored electronically on the issued laptop computers is subject to the provisions of the Freedom of Information Act except where it is specifically exempted by the act.

Accountability:

The issued laptop computers shall remain the property of the State of Michigan, Department of Natural Resources, Law Enforcement Division. A property receipt shall be signed by the receiver of the computer and related equipment. By signing the property receipt, the receiver agrees to the provisions of Policy 2-3-7. A log or sign out sheet shall be kept with the computer detailing the user’s nametag and date used.
EQUIPMENT

Hunter Education Program Staff may inspect the computer and its contents at any reasonable time to monitor compliance and to ensure that this resource is being used for its intended purpose.

Failure to comply with policy 2-3-7 may result in the confiscation of the equipment and removal of the responsible instructor from the Hunter Education Program.
"CAMPS" AND "RESIDENTIAL" OVERNIGHT AND DAYTIME PROGRAMS

PURPOSE:

The purpose of this policy is to ensure that the Class Fees Policy 2-3-6 is adhered to and that advertisements and registration procedures for Hunter Education and/or Bow Education Courses that are offered as part of an overnight or day "camp" experience or otherwise residential program are followed. This policy will allow the Michigan Hunter Education Program to remain in compliance with federal grant oversight. Failure to comply with this and any other applicable policies will cause the hunter or bow education course to be non-sanctioned by the State of Michigan.

PROCEDURE FOR ADVERTISING:

In order for an organization to advertise a State of Michigan sanctioned hunter education and/or bow education course, the entity must make it clear in any advertisement for the camp that the hunter education and bow education courses are free of charge (or up to $10.00 per Policy 2-3-6), and that attending the entire camp is not mandatory in order to attend the hunter education or bow education courses.

PROCEDURE FOR REGISTRATION:

Registration is the same as all other hunter education and bow education courses and must be open to all registrants on a first come, first served basis and shall be open to those not attending the camp, except as allowed under references for “Closed classes” as listed in policy 2-3-1.

The volunteer hunter education instructor or teaching team that teaches the hunter education and/or bow education courses at the "camp" shall be entirely responsible for ensuring that this and any other applicable hunter education policy is adhered to.

Failure or refusal to comply with this policy, or submitting false information, may result in immediate suspension and/or revocation of instructor certification credentials.

EXPENSES:

Due to federal grant oversight, organizations that operate an overnight or otherwise residential program to certify students in hunter education and/or bow education courses are required to disclose ALL associated expenses, revenue or donations, directly associated with the hunter education and/or bow education courses, upon request of the Hunter Education Administrator or an appointed representative.

Organizations operating under a federal 501(C) 3 designation shall submit to the Hunter Education Administrator or their designee a copy of the organization’s 501(C) 3 Federal Determination Letter.
The Hunter Education Program has standing committees to represent instructor interest in program improvements. The Hunter Education Program will have five standing committees and the membership of each committee shall consist of seven certified instructors and a staff chairperson.

The standing committees of the program are:
- Policy and Awards Committee
- Test Committee
- Lesson Plans Committee
- Incentives and Awards Committee
- Instructor Academy Committee

COMMITTEE MEMBERSHIP:

Committee membership is open to any certified instructor.

Instructors interested in serving on a committee should send a letter of interest to the Hunter Education Administrator. The Instructor should indicate in which committee(s) they have an interest.

Instructors wishing to serve on the Instructor Academy Committee must have attended the academy and submit a resume’ with their letter of interest for the committee. The resume’ should include professional and hunter education experience.

Committee membership will be selected for a three year term, with two members being replaced each of the first two years and three members in the third year.

When possible, committee membership should be comprised of members representing instructors with respect to the field structure of the Law Enforcement Division. Members of a committee may serve consecutive terms if another qualified instructor volunteer has not applied from within the representational district of the current member.

Terms of membership on the committees shall begin January 1st of 2008. The rotation of members shall begin with two members selected January 1st, two members the following year, and three the following year. Committees not meeting during any calendar year shall be considered inactive for that year and membership terms will be suspended.

In addition to the sitting committee members, one alternate committee member will be chosen for each committee. The purpose of this alternate committee member is to sit on the committee in the event of an absence of a regular committee member. The alternate committee member shall only have voting privileges if a regular committee member is absent.
PROGRAM COMMITTEES

EXPENSE REIMBURSEMENT FOR COMMITTEE MEMBERS:

Committee Members may request reimbursement for personal travel to and from committee meetings and other Hunter Education Program functions as approved by the Hunter Education Administrator. Mileage will be determined by one of the following two methods:

- Actual miles driven from the committee member’s residence (or other approved location) to the meeting location multiplied by two, or
- Calculated using a computerized program such as MapQuest from the committee member’s residence (or other approved location) to the meeting location multiplied by two.

The reimbursement rate will be the State of Michigan premium rate. In order to receive reimbursement, committee members shall fill out and submit a Travel Expense Reimbursement Request – Boards /Committees / Councils form PR 0505, (Appendix 16) and submit it within 21 days of the travel to the Hunter Education Program Supervisor.
SHOTGUN LESSON PLAN
MI DNR HUNTER EDUCATION
VOLUNTEER INSTRUCTOR ACADEMY

Presented By Dick Murphy & Jim Dabb

GOAL

To expose Hunter Education Instructors (H.E.I.) to the basic fundamentals of the shotgun shooting sport.

H. E. I. RESPONSIBILITIES

1. Demonstrate good safety habits
2. Allow Participation - - Hands-On Learning Experience
3. Promote shooting as a leisure time recreational activity vs. hunt, kill, etc. Examples include 4-H Shooting Sports, Family Activity, Junior League Competition, etc.
4. Diffuse previous notions of shotguns and rifles in general; i.e. it’ll knock you on your duff, mine’s more powerful than yours, etc.
5. Be A Pro – You Are!

OBJECTIVES

A. Learn Safety Objectives

B. Learn Range Safety & Procedures

C. Learn Basics Of Shotgun Shooting

D. Create Confidence In Students

E. Provide Hands-On Shooting Experience For Students

F. Provide Learning/Teaching/Coaching Experiences

REV: 03-17-15
CLASSROOM

A. Safety Discussion

Cardinal Rules of Firearm Safety

1. Treat every firearm as if it is loaded.
2. Keep your finger off the trigger until the sights are on the target and you have decided to fire.
3. Keep the muzzle pointed in a safe direction at all times.
4. Be sure of your target and what is beyond.

B. Range Safety & Procedures

1. Instructor Requirements
   a. MAKE SURE ALL DEMONSTRATIONS YOU AND YOUR ASSISTANTS DO ARE SAFE. YOU ARE THE ROLE MODELS THE STUDENTS WILL REMEMBER FOREVER.
   b. Have enough assistance for the Field Day.
   c. Have at least one MI DNR Certified H. E. Instructor.
   d. You must set ground rules for students and maintain absolute control.
   e. Must be familiar with the equipment being used and make sure all equipment is in proper working order.
   f. Must be familiar with the sustained lead and swing through (Catch-Touch-Pass) methods of shooting.

2. Range Time
   a. Size of group; 12-15 works well for a 45-60 minute range session.
   b. What to do with students that are waiting their turns at the firing line.
   c. One instructor per student on the firing line. Try to have at least one female instructor on the line.

3. Eye and Hearing Protection Required For All Involved.
4. Range Layout
   a. Must have adequate shot fallout area.
   b. Do not use a hand trap.
   c. Set traps for a slow rising, straight away target.
   d. If using a Trap Field, position shooting station(s) on the side or at the rear of the house.
   e. If using a Skeet Field, use low house #7 Station.
   f. If using portable traps establish shooting line even with the trap(s).

5. Equipment
   a. Keep all firearms to be used on the shooting line the same manufacturer, nametag brand rather than the “cheapies” and the same action type; example, Remington LT870 20 gauge.
   b. Make sure you have 1 shotgun for each station, 1 extra in case of a malfunction, a left hand model and one that is even an inch or so shorter in the stock.
   c. Make sure firearms are Youth/Small Adult Models.
   d. In any demonstration use only “INERT TRAINING AMMO”!! Contact Hunter Education Unit to get some.
   e. Use ONLY factory loads on the shooting line; NO RELOADS!
   f. Use Light Target Loads, #8 or #9.
   g. Have a couple of “Shooting Pads”. You don’t want “Little Johnny or Little Mary” to go home sporting a bruise.

6. Costs
   a. Most clubs are non-profit and have to do things for the community to maintain that status.
   b. Local organizations or businesses may wish to donate to help cover costs. If this happens, make sure the students are aware of who donated and make sure credit is given in any news release about your event.
   c. Some firearm manufacturers offer special prices for shotguns to Volunteer Instructors, check with Hunter Education Unit for details.
   d. Follow the established DNR Policy if charges are to be made to the students.
7. Choke
   a. Use Improved Cylinder.
   b. Demonstrate Improved Cylinder & Full Chokes. Use water hose, sprayer bottle, shelled corn, etc.
   c. Prior to Field Day shoot at butcher paper with different chokes and show the students the results.
   d. Impress on the students what chokes to use for different hunting situations. Do not make this discussion too complex; just give examples.

8. Range Rules and Commands
   a. GET THE WORD “WEAPON” OUT OF YOUR VOCABULARY!!!!
   b. No one allowed downrange.
   c. Location of the firing line.
   d. Firearms are not to be handled until told to do so — leave in gun rack, actions open.
   e. Muzzle pointed into the air when approaching/leaving the firing line.
   f. Cease fire command/signal.
      i. Use caution in allowing students to do this, you may have a “Little Johnny” in your group.
      ii. Firearms are to be unloaded - - muzzles pointed in a safe direction.
   g. Command for a “bird”; “Pull”, not ‘huh’, ‘now’, etc.
   h. GET THE WORD “KILL” OUT OF YOUR VOCABULARY!!!! You “Break” a bird/target.

9. Student Preparation
   a. Determine “Master Eye”. Have a box of tissues available, rather than trying to teach the youth to shoot with his/her “Master Eye”.
   b. Show/Demonstrate where/how the “Safety” is/works. Safety ON after each shot.
   c. If using a pump action show/demonstrate the action release.
   d. Show/Demonstrate Loading/Unloading with INERT TRAINING AMMO ONLY!
   e. Show/Demonstrate Proper Fit of a shotgun.
f. Show/Demonstrate Proper Stance: point lead toe to where you want target to break; bend knee to cover lead toe; feet about shoulder width apart; lean forward at the waist; and rear leg straight.
g. Show/Demonstrate Mounting the shotgun; emphasize the butt into the shoulder pocket. At the shooting line start with the shotgun already mounted to the shoulder.
h. Show/Demonstrate Sight Alignment; aim a rifle, point a shotgun.
i. Show/Demonstrate different swings; Sustained Lead, Snap-shooting, Swing Through (Catch-Touch-Pass).
j. Show/Demonstrate Follow Through.
k. Review Range Rules.

10. Diagnosing and Correcting Problems

a. Master Eye Problems; have them close Master Eye or use tissue paper to cover Master Eye. If you see a student leaning his/her face over the barrel/stock, the student is trying to use Master Eye.
b. Stance Problems; this is 2005 and we cannot touch a student without permission. Ask the student if you may touch to adjust shooting stance. Use back of hand, tip of foot, etc.
c. Swing Problems; position yourself as we demonstrated to check for follow through.
d. Cheek weld Problems; again your position will assist in diagnosing this.

**SHOOTING RANGE**

C. Learn Basics Of Shotgun Shooting

1. Review B 8, Range Rules and Commands.
2. Demonstrate portable traps.

D. Create Confidence In Students

1. Review B 9, Student Preparation.
2. Break into 2 groups.
E. Provide Hands-On Shooting Experience For Students

1. Break into Shooter Line and Trapper Line.
2. Break Birds!!!!

F. Provide Learning/Teaching/Coaching Experiences

1. After dinner, all are invited back to the range to practice teaching and coaching.
2. Besides all range rules, no alcohol permitted before or during shooting.
3. Family members that are at the campground are also invited.
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Appendix 1
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Appendix 2
CAUTION

Dr. David Knotts
Executive Vice President IHEA

It is sad commentary on our society that steps must be taken to ensure that participants in youth-based organizations are not taken advantage of or abused in any manner. However, more than 3 million children in the U.S. alone are abused each year. Many of these children, especially victims of sexual abuse, are targeted by child molesters who use youth-based organizations and programs to get close to children. As a result, many organizations have established some basic steps to reduce the potential for child abuse within their operations.

Hunter education is not exempt. While the IHEA takes great pride in the quality of the volunteer instructors and professionals within its ranks, the Association is taking steps to: 1) ensure child molesters do not enter the ranks of the Hunter Education Program, and 2) the volunteer instructor is protected from situations in which they are vulnerable to allegations of abuse.

State and provincial agencies governing Hunter Education Programs have been given guidelines to aid in volunteer selection and training. The IHEA is also in the process of developing an instructor training course for use by the state and provincial agencies.

The following are guidelines to help instructors facilitate a proactive position in regards to child abuse and sexual harassment:

- **Two-Deep Instruction** – Two certified instructors or one instructor and a parent of a participant are required for all classes and appropriate outings.

- **No One-on-One Contact** – One-on-One contact between adults and youth participants is not permitted. In situations that require personal conferences such as test reviews and evaluations, the meeting is to be conducted in view of other adults and youth. Never meet alone with a youth participant before or after a class.

- **Understand Appropriate Physical Contact** – There are times when physical contact is both necessary and appropriate such as assisting a student in assuming proper shooting positions. Such coaching should be done in the full view of other participants and adults. It is also best to tell the student you are assisting that you are going to “put your arm around their shoulder so you can help them hold the rifle.”

- **Respect of Privacy** – Instructors must respect the privacy of youth members in situations such as restroom breaks and intrude only to the extent that health and safety require. Instructors should take steps to ensure their own privacy in similar situations. It is recommended that separate restroom breaks be scheduled. Arrangements for separate accommodations should be made for members of the opposite sex.

- **No Secret Organizations or Hazing** - There are no “secret” organizations in hunter education. All aspects are open to observation by parents and agency staff. Physical hazing and initiations are prohibited and may not be included as part of any hunter education activity.

- **Appropriate Discipline** – Discipline used in hunter education should be constructive and reflect the values of the state or provincial agency. Corporal punishment is never permitted.
Appendix 3
Completing the Recreation Safety Education Student Participation Record

Purpose:
The purpose for this form is to create a permanent record of each student's participation in a recreational safety education course. This record is needed to permanently document participation by the student.

Completing the Form:
Fear not. Most of your students will need little or no direction to complete the student participation record. They have used this type of form often in their schools. Most standardized tests use this technology. Adults may need help. Take the student step by step through the registration process supplying the student with information as needed. This form can be completed with a blue or black pen or a number two lead pencil. We prefer the pencil because errors are easier to correct.

Before Starting to Complete the Form, Review the Example:

1., 2., 3. First Name, Middle Initial, Last Name - Print in the spaces across the top the student's first name (1), middle initial (2), last name (3). If any of these areas lack enough spaces for all the letters or numbers in a person's name, instruct the student to fill in no more than the space will allow. They should also skip a space between words or between number sequences and words. Additionally, students must fill in the corresponding ovals below each box.

4., 5. Date of Birth and Certificate Number - These are the two most important blocks on the record. Without this information we will not be able to locate the student record in the future. Make certain the student writes the numbers in the spaces in addition to marking the ovals.

Certificate numbers are pre-printed on each certificate. Please enter the pre-printed certificate number from the certificate to the corresponding scan sheet for each student.

6. County - Mark the oval of the county in which the class is being held.

7. Sex, Race, Disability - Mark the appropriate oval in each section. If the student marks other in the "Race" section, make certain they clarify in the space below. Completion of 7 is optional but encourages students to participate; this information is for statistical purposes.

8. Class Type - Mark the appropriate oval. A separate form is needed, per student, for each certificate being issued (i.e. Two forms are required for each student taking a combination Hunter/IBEP course if that student wants to receive both the Hunter Safety Certificate and the IBEP certificate.)

9. Date of Completion - Have the student enter the month, day and year the class will be completed.

10. Instructor Number - Give the students your instructor number and have them write it in the spaces provided and then mark the corresponding ovals below. If you are sharing the students with an instructor team you may want to divide the students in a manner agreed upon among the team members. Make certain the number of students recording your number corresponds to the number of students you record in block 4 of your instructor summary form.

11. Hands On - Mark appropriate oval if students participated in live firing or firearm simulation training. (One of these should be marked).
Appendix 4
Completing the Instructor’s Summary Form PR9180

Purpose:
The purpose is to create a permanent record of each instructor's participation in the recreational safety education course. This record is needed to document the time spent and number of students taught by each instructor. It is critical to ensure continued funding through the special funding sources supporting the recreational safety education programs.

Before starting to complete the form, review the example:

Print your full name legibly, followed by your signature and daytime phone number.

1. Instructor – Mark the first two letters of your last nametag in the boxes and your instructor number in the spaces provided and then mark the corresponding ovals below.

2. Class Type – Mark the appropriate oval. Mark only one class type!

3. Type of Hours – If you are being compensated by your employer for teaching a class (law enforcement, teacher, etc.) mark “Paid” otherwise mark “Volunteer”.

4. Total Number of Certificates you Signed - Mark the total number of student certificates you signed. This number should be equal to the number of student scan records which your instructor number is on minus any students who failed. Then mark the corresponding ovals below. If you are sharing students within an instructor team, it is critical that this information is accurate, otherwise it may disrupt the any incentive award process and you may not get credit for students you taught. It may also cause us to report inaccurate records for the federal grant process.

5. Instructor’s Hours - Mark the total number of hours you spent in preparing for teaching (Class Prep), and teaching the course (Class Time,) for each day of the class. Then mark the corresponding ovals below.

6. Total Hours – Add prep time from all days and record including filling in the corresponding ovals below. Repeat this step for the class time total.

7. Start Date – Enter the month, day and last two digits of the year the class starts.

8. County Code – Mark the county in which the class is being held.

9. Date of Completion – Enter the month, day and last two digits of the year the class is expected to end. September 30th is the end of the grant cycle and instructor hours are tracked by grant cycle. Therefore, if a multiple day class is offered in both September and October a separate Instructor Summary needs to be filled out for each month.

BACK SIDE OF FORM

Lead Instructor/Verifying Instructor Information – Print (legibly) the lead/verifying instructor’s name and provide a signature.

DNR Staff Verification – Leave blank. Staff will fill this in.

It is critical that these records be returned immediately upon completion of the course!
Appendix 5

HUNTER EDUCATION COURSE REQUIREMENTS

Synopsis

These 39 knowledge (K) and skill (S) objectives as follows, are required training topics.

Goal 1: Introducing Hunter Education - To introduce students to the Hunter Education Program, who sponsors the program and who funds hunter education efforts throughout North America.

Rationale - Hunter education students should know the purpose and benefits of hunter education and how their dollars are collected and spent.

Objectives (students will be able to):

Module 1 - History, Purpose, and Sponsors
1. You must name the agency in your state/province that is responsible for managing and protecting wildlife, regulating the taking of game animals, and sponsoring the hunter education course. (K)
2. You must state the purpose of the hunter education course. (K)
3. You must state the two major goals of hunter education. (K)
4. You must state the eight sources of funding for the Hunter Education Program. (K)

Goal 2: Firearms and Hunting Safety - To help students be safe around sporting arms by introducing students to basic hunting and shooting safety principles and practices.

Rationale - Most basic reason for hunter education.

Objectives (students will be able to):

Module 1 - Firearms Identification and Safe Handling
1. You must correctly identify five types of actions from an assortment of rifles and shotguns. You must name the principle parts of each action type using the correct terms. (K)
2. You must demonstrate the procedure for courteously accepting a firearm and operating its action correctly. You must state the appropriate gun handling safety rule at the appropriate time during your demonstration. (S)
3. You must correctly identify the caliber or gauge of a designated firearm, select from an assortment of "dummy" cartridges the proper cartridge for which the firearm is chambered, check the barrel for obstructions, and load and unload the firearm with these "dummy" cartridges while observing the rules of gun handling safety. (S)

Module 2 - Transporting and Carrying Firearms in the Field
4. You must identify the appropriate case for transporting a firearm in an auto/truck, an ATV, an airplane, and a boat. You must demonstrate the proper method for casing a firearm and for removing the firearm from the case. (K&S)
5. You must demonstrate the six methods for safely carrying a firearm in the field. You must select the appropriate carry for each position while walking single file or abreast with two other people. (S)
6. You must describe a safe method for putting a firearm into a blind or boat and you must demonstrate the method for hauling a firearm into a tree stand. (K&S)
7. You must demonstrate the procedure for crossing a fence or negotiating an obstacle with a firearm while alone or with another. (S)

Module 3 - Safe and Effective Shot Selection
8. You must demonstrate how to determine appropriate Zones of Fire for each person in a two and three-person hunting party. (S)
9. You must demonstrate that you have the judgment to know when and when not to shoot at a game animal and where to place your shot when you do shoot. (S)

Goal 3: Hunter Responsibility - To help students be responsible and present a good public image by introducing them to legal, ethical hunting practices and behaviors.

Rationale: Obeying hunting laws helps to protect the resource, people and property, and poor hunting behavior is cited as the number one reason people oppose hunting.

Objectives (students will be able to):

Module 1 - Hunting Laws and Regulations
1. You must be able to state four reasons for the existence of hunting laws and where these laws come from. (K)
2. Given a hunting regulations booklet from your state or province, you must be able to find answers to questions regarding: purchasing licenses, legal hunting seasons, blaze orange requirements, legal means and methods for taking game, game tagging and transporting requirements, and trespassing laws and attendant penalties. (K&S)

Module 2 - Hunter's Image, Ethics, and Responsibility
3. You must list five qualities of a responsible hunter. You must state the importance of the hunter's code and explain how it differs from a law. You must list the four basic responsibilities of a hunter. (K)

4. You must list three actions a hunter can take to present a positive public image. (K)

5. You must list four body functions that are disrupted by the consumption of alcohol and drugs. (K)

6. You must list three steps a responsible hunter takes to properly and legally care for game taken in the field. (K)

7. You must identify unethical and illegal hunting activities presented by your instructor in a series of case studies, role-plays, "dilemma case studies," and/or video with "trigger scenarios." (K)

8. You must recite and write the two fundamentals of shooting. (K)

9. You must demonstrate that you can follow and adhere to range commands for safe handling, loading, and firing a rifle and that you are able to display a level of marksmanship proficiency that is satisfactory to your instructor. (S)

10. You must identify and sketch correct sight alignment with both open and aperture rear sights. (K&S)

11. You must identify and sketch a correct sight picture for open, aperture, and telescopic sights and be able to state the rule for sight adjustment. (K&S)

**Goal 4: Personal Preparedness** - To help students be safe in the outdoors by introducing them to basic outdoor safety practices.

**Rationale** - Hunter safety applies to outdoor fatalities and injuries that are not related to firearm incidents.

**Objectives (students will be able to):**

**Module 1 - Physical Condition and Personal Safety**

1. You must list three conditions that affect a hunter's physical ability to perform safely and responsibly in the field. (K)

2. You must list three situations in which hunters can find themselves where a first aid and/or CPR training course could save their lives or the life of another. (K)

3. You must define the terms of hypothermia and heat exhaustion. You must list two factors that cause each condition, identify their symptoms, know methods for treating them in the field, and how to prevent these conditions from occurring. (K)

4. You must state the reason for hunters wearing blaze orange in most hunting situations and why it is the best choice of colors. You must name a personal safety device used by all hunters while hunting from a boat and the reason for wearing it. (K)

5. You must list three primary components that should be in every survival kit. You must describe the procedure for each of three methods for signaling for help when lost. (K)

6. You must state three reasons why a hunter needs to prepare a trip plan for every hunt. You must correctly fill out a hunting trip plan for a hypothetical hunt. (K&S)

**Goal 5: Wildlife Conservation** - To introduce students to hunting's role in wildlife conservation and habitat management practices.

**Rationale** - Hunter education is a tool wildlife managers can use to help hunters understand the bigger picture and how they impact management of wildlife and habitat, including knowledge about the characteristics and habits of the animals hunted.

**Objectives (students will be able to):**

**Module 1 - Hunting as a Management Tool, Wildlife I.D. and Principles**

1. You must define the following terms: wildlife management, conservation, habitat, carrying capacity, limiting factors, biological surplus, renewable resource, and succession. (K)

2. You must list three reasons hunting supports wildlife conservation. (K)

3. You must identify three species of native game mammals and/or upland birds and three species of migratory game animals that are hunted in your state or province. You must distinguish the males from the females and for each species identified, you must cite the bag limits. (K)

**Goal 6: Hunting Opportunities** - To give students solid ideas for where they can go to hunt on both public and private lands and to identify opportunities for students to continue their hunter education training through advanced classes.

**Rationale** - As students reach the final block of instruction in hunter education, the enthusiasm and interest among students to go hunting is pretty high. Focusing students' enthusiasm on locating lands where hunting is permitted begins a safe and successful hunting trip plan.

**Objectives (students will be able to):**

**Module 1 - Getting Involved: Hunting, Learning, Serving**

1. You must name at least two public places within your state or province where hunting is permitted. You must choose one of these areas, select a species you would like to hunt, and prepare a sample Hunting Trip Plan. (K&S)
2. You must name three non-governmental organizations (NGOs) that support hunting. (K)

**Goal 7: Specialty Hunting** - To teach students more about muzzle loading, bow hunting, crossbow hunting, and hunting from elevated platforms.

  **Rationale** - To give students a foundation for safely practicing specialty hunting if they choose to use one or more of the above mentioned items.

  **Objectives (students will be able to):**

  **Module 1 - Specialized Hunting Equipment**

1. You must identify the parts of a muzzleloader and explain how to load and fire a muzzleloader safely. (K)
2. You must describe the equipment needed for bow hunting and explain bow safety and hunting procedures (7 basic steps in shooting a bow). (K)
3. You must demonstrate and/or identify crossbow hunting procedures and identify the rules of safety and explain why each rule of safety is important and whether it is a general hunting rule of safety or specific to crossbow hunting. You must explain the crossbow's similarity to a firearm (safety, trigger, unload when climbing and descending a tree stand). You must explain the crossbow's similarity to a bow and arrow (must account for the trajectory of the bolt). (K)
4. You must explain the ten rules of safe tree stand hunting. You must explain the three different types of tree stands or platforms. (K)
Appendix 6

STUDENT SKILLS/COMPETENCY EXERCISE (PASSPORT)

Students must satisfactorily perform the following:

<table>
<thead>
<tr>
<th>Date</th>
<th>Instructor Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Station #1**  
**SHOOTING PROFICIENCY**  
G3, M3  
1. Demonstrate that you can follow and adhere to Commands for safe handling, loading and firing a firearm while displaying a level of proficiency satisfactory to your instructors.

**Station #2**  
**SAFE FIREARMS HANDLING PART 1**  
G2, M2  
1. Demonstrate the proper method for casing a firearm and removing a firearm from the case.  
2. Demonstrate the six methods for safely carrying a firearm, and the proper method for casing a firearm afield.  
3. Demonstrate the safe method for hauling a firearm into a tree stand and putting a firearm into a blind or boat.  
4. Demonstrate the safe procedure for crossing a fence or negotiating an obstacle with a firearm while alone or with another person.

**Station #3**  
**ZONES OF FIRE**  
G2, M3  
1. Demonstrate how to determine appropriate zones of fire for each person in a two-and-three-person party.  
2. Demonstrate the judgment to know when and when not to shoot at a game animal and where to place your shot when safe to do so.

**Station #4**  
**SAFE FIREARMS HANDLING PART 2**  
G2, M1  
1. Demonstrate the procedure for accepting a firearm and operating its action, state the appropriate gun handling safety rules.  
2. Identify the caliber/gauge of a designated firearm, select the proper cartridge for the firearm, check the barrel for obstructions, and load and unload the firearm while observing the rules of gun handling safety.

**Station #5**  
**CROSSBOW, ARCHERY, MUZZLELOADING**  
G7, M3  
1. Demonstrate or identify how to safely handle and shoot a crossbow, muzzleloader, and bow, and describe safety procedures.  
   *(See Goal 7 of Student Manual)*
Appendix 7
RANGE COMMANDS

The purpose of range commands is to provide concise, clear and standard methods of range operation. Range officers should review these commands and their meaning with each group member prior to shooting. The following are offered as a guide.

| Command: | “Shooters to the firing line.” |
| Purpose: | To notify shooters that they can load their firearms. |
| Action: | Participants should load their firearms and wait for the next command. |

| Command: | “Is the line ready?” |
| Purpose: | To determine if all shooters along the line are ready. |
| Action: | All shooters not ready should indicate their status to the range officer. Sufficient time should then be allowed for the shooter(s) to complete their preparation. |

| Command: | “Ready on the right.” |
| Purpose: | To declare that the shooters on the right side of the range have indicated they are ready. |
| Action: | Any shooter not ready at this command may chose either to alert the range officer or complete the process of getting ready before the final command has been given. |

| Command: | “Ready on the left.” |
| Purpose: | To declare that the shooters on the left side of the range have indicated they are ready. |
| Action: | Any shooter not ready at this command may chose either to alert the range officer or complete the process of getting ready before the final command has been given. |

| Command: | “Ready on the firing line.” |
| Purpose: | To notify all participants that the range is about to be under live fire and that if anyone is not ready at this point, they should call the range officer. |
| Action: | Await the next command. |

| Command: | “The range is now open, commence firing.” |
| Purpose: | To declare the range formally opens for live fire. |
| Action: | The participants may commence the prescribed course of fire. Muzzleloader shooters may snap caps prior to loading. No muzzleloader may be capped or primed before the “commence firing” command has been given. Firing should continue until a predetermined time period has lapsed or until all participants have completed the prescribed course of fire. Shooters finishing the session should open the action and bench their firearms, step behind the yellow "safe" line and wait quietly for remaining shooters to finish. |
To stop firing and declare the range safe:

<table>
<thead>
<tr>
<th>Command</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Shooters, you have (X) number of minutes left to complete the course of fire.” OR “Shooters, fire your remaining rounds.”</td>
<td>Shooters should complete their course of fire. In the event there are rounds remaining that have not been fired, the shooter upon the command “cease fire” should simply unload, clear and bench his/her firearm.</td>
</tr>
<tr>
<td>“Cease fire, make your firearms safe.”</td>
<td>All participants should cease fire, unload (if necessary) safely clear and bench their firearms.</td>
</tr>
<tr>
<td>“Snap caps.” (muzzle loading only).</td>
<td>All participants using percussion-type muzzleloaders should step to the firing line, affix a primer cap, point the firearm down range and “snap” the cap.</td>
</tr>
<tr>
<td>“The range is now clear. Check your targets.”</td>
<td>Participants may move down range as directed to change or remove targets or to clean up. The next relay should not take up positions on the firing line until told to do so. Participants not going down range must remain behind the yellow “safe” line.</td>
</tr>
</tbody>
</table>

To indicate emergency or hazardous conditions, the following commands should be used:

<table>
<thead>
<tr>
<th>Command</th>
<th>Purpose</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Cease fire.”</td>
<td>To stop all shooting immediately. This command can be given by anyone witnessing an unsafe situation.</td>
<td>All participants should cease fire, unload, safely clear and bench their firearms.</td>
</tr>
<tr>
<td>“Misfire.”</td>
<td>Normally given by a shooter to alert the range officer and other participants that a round did not fire when the trigger was pulled and that a hazardous condition may exist.</td>
<td>The shooter experiencing the misfire should continue to point the firearm down range and await further instructions. The range officer may or may not call a general cease fire depending upon the situation. Shooters immediately adjacent to the misfire should cease fire, unload, open and bench their firearms and step back from the firing line and behind the yellow “safe” line. Remaining shooters may continue to fire as directed by the range officer or may cease fire at their option and await further instructions. At their discretion, the range officer may assist the shooter with clearing the misfire.</td>
</tr>
</tbody>
</table>
Appendix 8
GOVERNMENTAL LIABILITY FOR NEGLIGENCE

Act 170 of 1964
AN ACT to make uniform the liability of municipal corporations, political subdivisions, and the state, its agencies and departments, officers, employees, and volunteers thereof, and members of certain boards, councils, and task forces when engaged in the exercise or discharge of a governmental function, for injuries to property and persons; to define and limit this liability; to define and limit the liability of the state when engaged in a proprietary function; to authorize the purchase of liability insurance to protect against loss arising out of this liability; to provide for defending certain claims made against public officers, employees, and volunteers and for paying damages sought or awarded against them; to provide for the legal defense of public officers, employees, and volunteers; to provide for reimbursement of public officers and employees for certain legal expenses; and to repeal acts and parts of acts.


Compiler's Notes: In Hyde v. University of Michigan Regents, 426 Mich 223 (1986), the Supreme Court stated that “1986 PA 175 was enacted, effective July 1, 1986.” Act 175 was approved by the Governor July 6, 1986, and filed with Secretary of State July 7, 1986.

Popular Name: Governmental Immunity Act

The People of the State of Michigan enact:

691.1401 Definitions.
Sec. 1.
As used in this act:
(a) "Governmental agency" means this state or a political subdivision.
(b) "Governmental function" means an activity that is expressly or impliedly mandated or authorized by constitution, statute, local charter or ordinance, or other law. Governmental function includes an activity performed on public or private property by a sworn law enforcement officer within the scope of the law enforcement officer's authority, as directed or assigned by his or her public employer for the purpose of public safety.
(c) "Highway" means a public highway, road, or street that is open for public travel. Highway includes a bridge, sidewalk, trailway, crosswalk, or culvert on the highway. Highway does not include an alley, tree, or utility pole.
(d) "Municipal corporation" means a city, village, or township or a combination of 2 or more of these when acting jointly.
(e) "Political subdivision" means a municipal corporation, county, county road commission, school district, community college district, port district, metropolitan district, or transportation authority or a combination of 2 or more of these when acting jointly; a district or authority authorized by law or formed by 1 or more political subdivisions; or an agency, department, court, board, or council of a political subdivision.
(f) "Sidewalk", except as used in subdivision (c), means a paved public sidewalk intended for pedestrian use situated outside of and adjacent to the improved portion of a highway designed for vehicular travel.
(g) "State" means this state and its agencies, departments, commissions, courts, boards, councils, and statutorily created task forces. State includes a public university or college of this state, whether established as a constitutional corporation or otherwise.
(h) "Township" means a general law township or a charter township.
(i) "Volunteer" means an individual who is specifically designated as a volunteer and who is acting solely on behalf of a governmental agency.

691.1407 Immunity from tort liability; intentional torts; immunity of judge, legislator, official, and guardian ad litem; immunity of governmental agency under MISS DIG underground facility damage prevention and safety act; definitions.

Sec. 7.

(1) Except as otherwise provided in this act, a governmental agency is immune from tort liability if the governmental agency is engaged in the exercise or discharge of a governmental function. Except as otherwise provided in this act, this act does not modify or restrict the immunity of the state from tort liability as it existed before July 1, 1965, which immunity is affirmed.

(2) Except as otherwise provided in this section, and without regard to the discretionary or ministerial nature of the conduct in question, each officer and employee of a governmental agency, each volunteer acting on behalf of a governmental agency, and each member of a board, council, commission, or statutorily created task force of a governmental agency is immune from tort liability for an injury to a person or damage to property caused by the officer, employee, or member while in the course of employment or service or caused by the volunteer while acting on behalf of a governmental agency if all of the following are met:

   (a) The officer, employee, member, or volunteer is acting or reasonably believes he or she is acting within the scope of his or her authority.
   (b) The governmental agency is engaged in the exercise or discharge of a governmental function.
   (c) The officer's, employee's, member's, or volunteer's conduct does not amount to gross negligence that is the proximate cause of the injury or damage.

(3) Subsection (2) does not alter the law of intentional torts as it existed before July 7, 1986.

(4) This act does not grant immunity to a governmental agency or an employee or agent of a governmental agency with respect to providing medical care or treatment to a patient, except medical care or treatment provided to a patient in a hospital owned or operated by the department of community health or a hospital owned or operated by the department of corrections and except care or treatment provided by an uncompensated search and rescue operation medical assistant or tactical operation medical assistant.

(5) A judge, a legislator, and the elective or highest appointive executive official of all levels of government are immune from tort liability for injuries to persons or damages to property if he or she is acting within the scope of his or her judicial, legislative, or executive authority.

(6) A guardian ad litem is immune from civil liability for an injury to a person or damage to property if he or she is acting within the scope of his or her authority as guardian ad litem. This subsection applies to actions filed before, on, or after May 1, 1996.

(7) The immunity provided by this act does not apply to liability of a governmental agency under the MISS DIG underground facility damage prevention and safety act.

(8) As used in this section:

   (a) "Gross negligence" means conduct as reckless as to demonstrate a substantial lack of concern for whether an injury results.
   (b) "Search and rescue operation" means an action by a governmental agency to search for, rescue, or recover victims of a natural or manmade disaster, accident, or emergency on land or water.
   (c) "Search and rescue operation medical assistant" means an individual licensed to practice 1 or more of the occupations listed in subdivision (e), acting within the scope of the license, and assisting a governmental agency in a search and rescue operation.
(d) "Tactical operation" means a coordinated, planned action by a special operations, weapons, or response team of a law enforcement agency that is 1 of the following:

(i) Taken to deal with imminent violence, a riot, an act of terrorism, or a similar civic emergency.
(ii) The entry into a building, area, watercraft, aircraft, land vehicle, or body of water to seize evidence, or to arrest an individual for a felony, under the authority of a warrant issued by a court.
(iii) Training for the team.

(e) "Tactical operation medical assistant" means an individual licensed to practice 1 or more of the following, acting within the scope of the license, and assisting law enforcement officers while they are engaged in a tactical operation:

(i) Medicine, osteopathic medicine and surgery, or as a registered professional nurse, under article 15 of the public health code, 1978 PA 368, MCL 333.16101 to 333.18838.
(ii) As an emergency medical technician, emergency medical technician specialist, or paramedic under part 209 of the public health code, 1978 PA 368, MCL 333.20901 to 333.20979.

Compiler's Notes: Section 3 of Act 175 of 1986 provides: "(1) Sections 1, 7, and 13 of Act No. 170 of the Public Acts of 1964, as amended by this amendatory act, being sections 691.1401, 691.1407, and 691.1413 of the Michigan Compiled Laws, shall not apply to causes of action which arise before July 1, 1986." (2) Section 6a of Act No. 170 of the Public Acts of 1964, as added by this amendatory act, shall apply to cases filed on or after July 1, 1986. "Enacting section 1 of Act 318 of 2000 provides: "Enacting section 1. This amendatory act applies only to a cause of action arising on or after the effective date of this amendatory act."

691.1408 Claim or civil action against officer or employee of governmental agency for injuries caused by negligence; services of attorney; payment of claim; judgment for damages; indemnification; payment or settlement of judgment; criminal action against officer or employee of governmental agency; services of attorney; reimbursement for legal expenses; liability on governmental agency not imposed.
Sec. 8.
(1) Whenever a claim is made or a civil action is commenced against an officer, employee, or volunteer of a governmental agency for injuries to persons or property caused by negligence of the officer, employee, or volunteer while in the course of employment with or actions on behalf of the governmental agency and while acting within the scope of his or her authority, the governmental agency may pay for, engage, or furnish the services of an attorney to advise the officer, employee, or volunteer as to the claim and to appear for and represent the officer, employee, or volunteer in the action. The governmental agency may compromise, settle, and pay the claim before or after the commencement of a civil action. Whenever a judgment for damages is awarded against an officer, employee, or volunteer of a governmental agency as a result of a civil action for personal injuries or property damage caused by the officer, employee, or volunteer while in the course of employment and while acting within the scope of his or her authority, the governmental agency may indemnify the officer, employee, or volunteer or pay, settle, or compromise the judgment.
(2) When a criminal action is commenced against an officer or employee of a governmental agency based upon the conduct of the officer or employee in the course of employment, if the employee or officer had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the governmental agency may pay for, engage, or furnish the services of an attorney to advise the officer or employee as to the action, and to appear for and represent the officer or employee in the action. An officer or employee who has incurred legal
expenses after December 31, 1975 for conduct prescribed in this subsection may obtain reimbursement for those expenses under this subsection.

(3) This section does not impose liability on a governmental agency.


691.1409 Liability insurance; waiver of defense.

Sec. 9.

(1) A governmental agency may purchase liability insurance to indemnify and protect the governmental agency against loss or to protect the governmental agency and an agent, officer, employee, or volunteer of the governmental agency against loss on account of an adverse judgment arising from a claim for personal injury or property damage caused by the governmental agency or its agent, officer, employee, or volunteer. A governmental agency may pay premiums for the insurance authorized by this section out of current funds.

(2) The existence of an insurance policy indemnifying a governmental agency against liability for damages is not a waiver of a defense otherwise available to the governmental agency in the defense of the claim.


691.1410 Claims against state, political subdivision, or municipal corporation; procedure.

Sec. 10.

(1) Claims against the state authorized under this act shall be brought in the manner provided in sections 6401 to 6475 of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.6401 to 600.6475 of the Michigan Compiled Laws, and against any political subdivision or municipal corporation by civil action in any court having jurisdiction.

(2) Except as otherwise provided in this act, any claim that is authorized under this act shall be subject to the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.101 to 600.9947 of the Michigan Compiled Laws.

Constitutionality: In Hyde v University of Michigan Regents, 426 Mich 223 (1986), the Supreme Court stated that “1986 PA 175 was enacted, effective July 1, 1986.” Act 175 was approved by the Governor July 6, 1986, and filed with Secretary of State July 7, 1986.

691.1411 Claim against government agency; limitation of actions.

Sec. 11.

(1) Every claim against any governmental agency shall be subject to the general law respecting limitations of actions except as otherwise provided in this section.

(2) The period of limitations for claims arising under section 2 of this act shall be 2 years.

(3) The period of limitations for all claims against the state, except those arising under section 2 of this act, shall be governed by chapter 64 of Act No. 236 of the Public Acts of 1961.

History: 1964, Act 170, Eff. July 1, 1965
Constitutionality: This section does not deny the equal protection of the law. Forest v Parmalee, 402 Mich 348; 262 NW2d 653 (1978).

691.1412 Claims under act; defenses available.

Sec. 12.

Claims under this act are subject to all of the defenses available to claims sounding in tort brought against private persons.

History: 1964, Act 170, Eff. July 1, 1965
691.1413 Damage arising out of performance of proprietary function.
Sec. 13.
The immunity of the governmental agency shall not apply to actions to recover for bodily injury or property damage arising out of the performance of a proprietary function as defined in this section. Proprietary function shall mean any activity which is conducted primarily for the purpose of producing a pecuniary profit for the governmental agency, excluding, however, any activity normally supported by taxes or fees. No action shall be brought against the governmental agency for injury or property damage arising out of the operation of proprietary function, except for injury or loss suffered on or after July 1, 1965.

Constitutionality: Section 3 of Act 175 of 1986 provides:“(1) Sections 1, 7, and 13 of Act No. 170 of the Public Acts of 1964, as amended by this amendatory act, being sections 691.1401, 691.1407, and 691.1413 of the Michigan Compiled Laws, shall not apply to causes of action which arise before July 1, 1986. “(2) Section 6a of Act No. 170 of the Public Acts of 1964, as added by this amendatory act, shall apply to cases filed on or after July 1, 1986.” In Hyde v University of Michigan Regents, 426 Mich 223 (1986), the Supreme Court stated that “1986 PA 175 was enacted, effective July 1, 1986.” Act 175 was approved by the Governor July 6, 1986, and filed with Secretary of State July 7, 1986.

Legislative Council, State of Michigan Courtesy of www.legislature.mi.gov
Appendix 9
THE MICHIGAN PENAL CODE (EXCERPT)

Act 328 of 1931

750.237a Individuals engaging in proscribed conduct; violation; penalties; definitions.
Sec. 237a.
(1) An individual who engages in conduct proscribed under section 224, 224a, 224b, 224c, 226, 227, 227a, 227f, 234a, 234b, or 234c, or who engages in conduct proscribed under section 223(2) for a second or subsequent time, in a weapon free school zone is guilty of a felony punishable by 1 or more of the following:
   (a) Imprisonment for not more than the maximum term of imprisonment authorized for the section violated.
   (b) Community service for not more than 150 hours.
   (c) A fine of not more than 3 times the maximum fine authorized for the section violated.
(2) An individual who engages in conduct proscribed under section 223(1), 224d, 226a, 227c, 227d, 231c, 232a(1) or (4), 233, 234, 234e, 234f, 235, 236, or 237, or who engages in conduct proscribed under section 223(2) for the first time, in a weapon free school zone is guilty of a misdemeanor punishable by 1 or more of the following:
   (a) Imprisonment for not more than the maximum term of imprisonment authorized for the section violated or 93 days, whichever is greater.
   (b) Community service for not more than 100 hours.
   (c) A fine of not more than $2,000.00 or the maximum fine authorized for the section violated, whichever is greater.
(3) Subsections (1) and (2) do not apply to conduct proscribed under a section enumerated in those subsections to the extent that the proscribed conduct is otherwise exempted or authorized under this chapter.
(4) Except as provided in subsection (5), an individual who possesses a weapon in a weapon free school zone is guilty of a misdemeanor punishable by 1 or more of the following:
   (a) Imprisonment for not more than 93 days.
   (b) Community service for not more than 100 hours.
   (c) A fine of not more than $2,000.00.
(5) Subsection (4) does not apply to any of the following:
   (a) An individual employed by or contracted by a school if the possession of that weapon is to provide security services for the school.
   (b) A peace officer.
   (c) An individual licensed by this state or another state to carry a concealed weapon.
   (d) An individual who possesses a weapon provided by a school or a school's instructor on school property for purposes of providing or receiving instruction in the use of that weapon.
   (e) An individual who possesses a firearm on school property if that possession is with the permission of the school's principal or an agent of the school designated by the school's principal or the school board.
   (f) An individual who is 18 years of age or older who is not a student at the school and who possesses a firearm on school property while transporting a student to or from the school if any of the following apply:
(i) The individual is carrying an antique firearm, completely unloaded, in a wrapper or container in the trunk of a vehicle while en route to or from a hunting or target shooting area or function involving the exhibition, demonstration or sale of antique firearms.

(ii) The individual is carrying a firearm unloaded in a wrapper or container in the trunk of the person's vehicle, while in possession of a valid Michigan hunting license or proof of valid membership in an organization having shooting range facilities, and while en route to or from a hunting or target shooting area.

(iii) The person is carrying a firearm unloaded in a wrapper or container in the trunk of the person's vehicle from the place of purchase to his or her home or place of business or to a place of repair or back to his or her home or place of business, or in moving goods from one place of abode or business to another place of abode or business.

(iv) The person is carrying an unloaded firearm in the passenger compartment of a vehicle that does not have a trunk, if the person is otherwise complying with the requirements of subparagraph (ii) or (iii) and the wrapper or container is not readily accessible to the occupants of the vehicle.

(6) As used in this section:

(a) “Antique firearm” means either of the following:

(i) A firearm not designed or redesigned for using rimfire or conventional center fire ignition with fixed ammunition and manufactured in or before 1898, including a matchlock, flintlock, percussion cap, or similar type of ignition system or a replica of such a firearm, whether actually manufactured before or after the year 1898.

(ii) A firearm using fixed ammunition manufactured in or before 1898, for which ammunition is no longer manufactured in the United States and is not readily available in the ordinary channels of commercial trade.

(b) “School” means a public, private, denominational, or parochial school offering developmental kindergarten, kindergarten, or any grade from 1 through 12.

(c) “School property” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

(d) “Weapon free school zone” means school property and a vehicle used by a school to transport students to or from school property.

Appendix 10  
Gun-Free School Zone Act of 1995

18 U.S. Code § 921 - Definitions
(a) As used in this chapter—
  (25) The term “school zone” means—
      (A) in, or on the grounds of, a public, parochial or private school; or
      (B) within a distance of 1,000 feet from the grounds of a public, parochial or private school.
  (26) The term “school” means a school which provides elementary or secondary education, as determined under State law.

18 U.S. Code § 922 - Unlawful acts
(q) 
  (1) The Congress finds and declares that—
      (A) crime, particularly crime involving drugs and guns, is a pervasive, nationwide problem;
      (B) crime at the local level is exacerbated by the interstate movement of drugs, guns, and criminal gangs;
      (C) firearms and ammunition move easily in interstate commerce and have been found in increasing numbers in and around schools, as documented in numerous hearings in both the Committee on the Judiciary of the House of Representatives and the Committee on the Judiciary of the Senate;
      (D) in fact, even before the sale of a firearm, the gun, its component parts, ammunition, and the raw materials from which they are made have considerably moved in interstate commerce;
      (E) while criminals freely move from State to State, ordinary citizens and foreign visitors may fear to travel to or through certain parts of the country due to concern about violent crime and gun violence, and parents may decline to send their children to school for the same reason;
      (F) the occurrence of violent crime in school zones has resulted in a decline in the quality of education in our country;
      (G) this decline in the quality of education has an adverse impact on interstate commerce and the foreign commerce of the United States;
      (H) States, localities, and school systems find it almost impossible to handle gun-related crime by themselves—even States, localities, and school systems that have made strong efforts to prevent, detect, and punish gun-related crime find their efforts unavailing due in part to the failure or inability of other States or localities to take strong measures; and
      (I) the Congress has the power, under the interstate commerce clause and other provisions of the Constitution, to enact measures to ensure the integrity and safety of the Nation’s schools by enactment of this subsection.

  (2) (A) It shall be unlawful for any individual knowingly to possess a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the individual knows, or has reasonable cause to believe, is a school zone.
      (B) Subparagraph (A) does not apply to the possession of a firearm—
          (i) on private property not part of school grounds;
(ii) if the individual possessing the firearm is licensed to do so by the State in which the school zone is located or a political subdivision of the State, and the law of the State or political subdivision requires that, before an individual obtains such a license, the law enforcement authorities of the State or political subdivision verify that the individual is qualified under law to receive the license;

(iii) that is—

(I) not loaded; and

(II) in a locked container, or a locked firearms rack that is on a motor vehicle;

(iv) by an individual for use in a program approved by a school in the school zone;

(v) by an individual in accordance with a contract entered into between a school in the school zone and the individual or an employer of the individual;

(vi) by a law enforcement officer acting in his or her official capacity; or

(vii) that is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is authorized by school authorities.

(3) (A) Except as provided in subparagraph (B), it shall be unlawful for any person, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm that has moved in or that otherwise affects interstate or foreign commerce at a place that the person knows is a school zone.

(B) Subparagraph (A) does not apply to the discharge of a firearm—

(i) on private property not part of school grounds;

(ii) as part of a program approved by a school in the school zone, by an individual who is participating in the program;

(iii) by an individual in accordance with a contract entered into between a school in a school zone and the individual or an employer of the individual; or

(iv) by a law enforcement officer acting in his or her official capacity.

(4) Nothing in this subsection shall be construed as preempting or preventing a State or local government from enacting a statute establishing gun free school zones as provided in this subsection.

18 U.S. Code § 924 - Penalties

(a) (4) Whoever violates section 922 (q) shall be fined under this title, imprisoned for not more than 5 years, or both. Notwithstanding any other provision of law, the term of imprisonment imposed under this paragraph shall not run concurrently with any other term of imprisonment imposed under any other provision of law. Except for the authorization of a term of imprisonment of not more than 5 years made in this paragraph, for the purpose of any other law a violation of section 922 (q) shall be deemed to be a misdemeanor.
With the advent of the tree stand use for firearm bear and deer hunting, the enclosed instructional guidelines are being provided for instructor implementation in upcoming classes. The student manual currently covers tree stand safety in chapter 7, Specialty Hunting. The student manual, test and instructor manual has been modified to incorporate the enclosed guidelines.

Also enclosed is the specific statutory amendment as approved by the Natural Resources Commission, effective May 1, 1998, which generally states:

- Allows firearm bear and deer hunters to hunt from a scaffold, raised platform or tree.
- Prohibits the use of screw-in steps or any other device to assist in climbing a tree on publicly owned lands if the device penetrates the cambium (the layer underneath the bark of a tree).
- Prohibits permanently constructed tree stands on publicly owned lands.
- Tree stands, raised platforms. . .used on public lands must be portable and cannot be affixed or attached with nails, screws, etc., however a 'T' bolt or similar device supplied by a tree stand manufacturer can be used.

Tree stand safety brochures have been printed and are available for distribution with class orders.

While tree stand safety has been a component of the National Bowhunter Education archery classes, it has not necessarily been a component of general hunter safety courses. Due to potential instructor and program liability issues, it is imperative that tree stand safety objectives (as outlined in the enclosed student and instructor guidelines) be incorporated in the course of instruction. It is anticipated that 45 minutes to one hour of discussion is sufficient to cover tree stand safety topics. Hands on practice with tree stands, depending on feasibility will obviously take additional time. The review of tree stand safety is not an optional component of classroom curriculum. This is mandated by the new statute in that this law now potentially impacts every hunter in Michigan. For further assistance, please contact your county Instructor Coordinator or program staff.

It is imperative that every effort is made on behalf of the hunter education community to assure that hunting, especially from raised platforms, remains a safe pursuit for hunters - archers and firearm hunters alike.

I look forward to working with you in meeting the challenge to maintain Michigan's safe hunting tradition.

Thank you for your cooperation.
“Safe Treestand Hunting Strategies”
(2006 Version)
Instructor Lesson Plan

HUNT FROM A TREE STAND LIKE YOUR LIFE DEPENDS UPON IT.......WEAR A FULL BODY HARNESS/FALL ARREST SYSTEM (F.A.S.).

The N.B.E.F. strongly recommends that every instructor watch the full length version of “Safe Treestand Hunting Strategies (2005 Version)” video before teaching this lesson plan. This lesson plan is designed to be used in conjunction with this video.

STUDENT LEARNING OBJECTIVES:
At the conclusion of this lesson, the students will be able to:
✓ Describe different types of tree stands and discuss their advantages and disadvantages.
✓ Recognize and describe the dangers associated with all types of elevated stand hunting techniques and know how to reduce the potential risks of injury.
✓ Know when most tree stand mishaps occur.
✓ Recognize the value of fall arrest systems (F.A.S.) and know the advantages and disadvantages of each type.
✓ Explain and demonstrate the proper use of fall arrest systems (F.A.S.)
✓ Demonstrate how to install a tree stand using the double tether method.
✓ Show how to safely enter and exit a tree stand.
✓ Understand how to employ self-rescue techniques and seek suspension relief if necessary.
✓ Demonstrate how to use a “haul up or hoist line” and explain why equipment should never be carried while attempting to climb up or down from an elevated stand.
✓ Explain how to remain attached to the tree from the time you leave the ground until you return to the ground.

TIME ALLOTTED:
1. Classroom Activity: 20 Minutes
2. Field Exercise: 45-60 Minutes

TEACHING METHODS
Video
Demonstration/Hands On

EQUIPMENT NEEDED
“Safe Treestand Hunting Strategies” DVD
Player/Monitor and/or Projection Screen
Field Teaching Aids & Equipment Kit:
a. Full Body Harness w/Litman’s Style Belt (Fall Arrest System—F.A.S.)
b. Equipment Haul Line
c. Portable Tree Stands (Fixed Position, Self-Climber, and Ladder.)
d. N.B.E.F. 3-In-1 Responsibility Guide
INTRODUCTION:
The use of tree stands, elevated stands or platforms for hunting is becoming more popular each year. Hunting from an elevated position has many advantages. Hunters position themselves above their quarry to improve their field of view and to reduce the chance of being detected by game. Unfortunately, these advantages are overshadowed by the additional risk of falling. Several states reported tree stand falls now outnumber firearm incidents. A survey conducted by “Deer and Deer Hunting” magazine found 37% of the 2,300 respondents had fallen. Nearly 80% of the victims that had fallen were NOT wearing a fall arrest system. In a more recent and scientific study, 7% of the respondents reported falling within the last 10 years. The proper use of tree stands and fall arrest systems will help prevent injury from such falls.

CLASSROOM ACTIVITY

Ask students: “How many of you have hunted or will hunt from tree stands? Do you know someone who has fallen from a tree stand? Were they seriously injured or did they die?”

Play Video: “Safe Tree Stand Hunting Strategies” (2005 Classroom Version)

At the end of the video, ask the students “What did you learn?”

- Use a fall arrest system (full body harness and lineman’s style belt) anytime your feet leave the ground. This includes during the climb up and while descending to the ground. A fall arrest system will not prevent a fall. It will prevent you from hitting the ground.
- Make sure there is no slack in the tree tether when in a sitting position.
- Choose a F.A.S. that will keep you upright and will not restrict your breathing.
- Do not use permanent stands. They weaken with age, damage trees and are eyesores to the environment.
- Never leave a stand installed for more than two weeks. Trees grow in diameter and may stress buckles, chains or straps and cause the tree stand to fail.
- The preferred tree stands and F.A.S. are TMA (Tree Stand Manufacturer Association) certified. They are commercially manufactured to high standards and have passed rigorous testing.
- Read and follow all the manufacturers guidelines and instructions for the tree stands you are using. Practice with the stand before hunting.
- Inspect all stands and equipment regularly for signs of stress or malfunction.
- Select only suitable trees. (NEVER use power poles or windmills.)
- Maintain three points of contact with the climbing system or ladder at all times while climbing or descending.
- Use a haul line to pull up gear. If hunting with firearms or crossbows, make sure they are unloaded and the firearm muzzle is covered. Never attach the haul line near the trigger or trigger guard/safety of a firearm or crossbow.
- Use three persons to set-up and take down a ladder type tree stand.
- Hunt with a plan and a buddy. In the event of a fall, be prepared to help yourself or have someone help you if you don’t return at an established time.
- Check your harness manufactured date and discard if necessary. Discard or return the harness to the manufacturer if the system is ever tested or if an incident occurs.
FIELD EXERCISES

Part 1: INSTRUCTOR DEMONSTRATION & DISCUSSION (20 Minutes)

Prior to class and before conducting this lesson, instructors should install a hang-on tree stand, a climbing-style tree stand and a ladder-style stand on separate trees or stand posts in close proximity to one another.

To begin this exercise you should:
• Briefly describe each of the three tree stand types and their similarities/differences.
• Have students discuss the advantages and disadvantages of each type.
  ✔ Ladder Stands: Safe, but bulky. Risks involved during installation/take-down.
  ✔ Self-Climbing Stands: Require no additional climbing equipment, but only practical on straight trees without limbs.

Next you should:
• Demonstrate how tree stands and climbing aids attach to a tree. Suggest to students that although screw-in and strap-on style steps are common, they do have limitations and present certain dangers. Also mention they currently do not have T.M.A. certification standards. Mention proper spacing and dangers of thick barked trees as well as never reuse an existing or old hole in the tree. (NOTE: A four foot section of a pine trunk can be used to assist for classroom step demonstration if necessary.) Utilize the equipment and materials found in the program’s Field Teaching Aids and Equipment Kit.

• Using students as models, demonstrate how to properly wear a fall arrest system including the full-body harness and lineman’s belt. Demonstrate the importance of the height of the tree tether. **Discuss the risks associated with a chest harness and a single-strap chest belt. Discuss the only recommended form of fall arrest is the F.A.S. (Fall Arrest System).**

Part 2: STUDENT HANDS-ON ACTIVITIES (25-40 Minutes)

All students should put on a F.A.S. (Fall Arrest System) that meets TMA standards and become familiar with all aspects of the climbing equipment.

Instructors should follow these steps:
• When performing the following steps, always exemplify the safest methods. A “do as I say, not what I do” approach is not acceptable!
• Using the hang-on tree stand, place it no more than **three feet** off the ground in a suitable tree. **Test stand for stability.** Install the sectional ladder, making sure the top step is at least 12 inches above the level of the tree stand platform.
• Have students wear a full-body harness with lineman’s style belt to climb up and into the stand. Using the double tether method have them install and attach to the overhead tree tether, disconnect the lineman’s belt, and board the stand. Adjust the length of the tether and be seated.
- To reinforce learning have the student repeat aloud what he or she is doing for each step as they climb and enter the tree stand. Have the student adjust the tether to fit.
- The instructor should review self-rescue strategies and conduct one or more of the self-rescue techniques in the presence of the students. This live demonstration should help solidify the techniques in the minds of the students. Emphasize that the need for self-rescue is almost always a result of failure to follow printed instruction and/or too much slack in the tether which is followed by a fall.

<table>
<thead>
<tr>
<th>Instructors should cover the following in detail concerning self-rescue techniques:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓  Let someone know where you are hunting and when you will be returning.</td>
</tr>
<tr>
<td>✓  Carry a signaling device on your person (whistle, 2-way radio, cell phone, or PLB).</td>
</tr>
<tr>
<td>✓  Carry two screw-in steps on your person or use lineman’s belt to relieve suspension trauma when hanging from in full-body harness (instructor should demonstrate).</td>
</tr>
<tr>
<td>✓  Demonstrate recovering and re-boarding the tree stand platform when using a self-climbing type stand.</td>
</tr>
<tr>
<td>✓  Discuss cutting the tether as a last resort and climbing down. Instructor should emphasize the risk in both hanging suspended and in cutting the tether and descending.</td>
</tr>
</tbody>
</table>

- Have students use a hoist line to pull gear into the tree stand and then lower it back to the ground.
- Students should demonstrate the “three-point rule of contact” at all times while climbing and descending all types of stands.
- Under close supervision, students should put on the fall arrest device, attach the tether at head level, and flex their knees and ease into a suspended position to feel the effect of the device. This test should not be conducted with the student off the ground, but rather at ground level. Emphasis should be on the preferred fall arrest device (the full body harness and Fall Arrest System).

**NOTE:** An instructor must be in close proximity to the student and must monitor the student’s activity to insure safety at all times during these exercises!! (Instructors must be familiar with the full length version of the NBEF’s “Safe Treestand Hunting Strategies” video for complete information regarding the proper use of tree stands before teaching this lesson.)

**PART 3:** Review (5 minutes)

Conclude this lesson with a brief review of the “Tree Stand Guide” found in the NBEF *Today’s 3-in-1 Responsibility Guide* booklet.

Ask for any remaining questions or comments.
SUMMARY

Should you choose to hunt from an elevated position (tree stand), you are responsible for your own safety. The elevated position of tree stands has many advantages, but also contains risks. Falling from an elevated stand can result in serious injury or even death. Knowing, practicing and following the manufacturer’s directions and safe tree stand practices can minimize these risks.

Due to a recent federal ruling by the Consumer Product Safety Commission, the NBEF’s position is that you recommend to your students to use only a full body harness fall arrest system that meets or exceeds industry (TMA) standards. Beginning on January 2004, the TMA will be endorsing only full body harnesses that meet the TMS06 (ASTM) standard.

| HUNT FROM A TREE STAND LIKE YOUR LIFE DEPENDS UPON IT... ALWAYS USE A FALL ARREST SYSTEM WHICH INCLUDES A FULL BODY HARNESS! |

For Information Contact the:

National Bowhunter Education Foundation
P O Box 180757
Fort Smith, AR 72918
479-649-9036  479-649-3098 (FAX)  E-Mail: info@nbef.org  www.nbef.org

REV: 03-17-15
Appendix 12

Michigan Department of Natural Resources – Law Enforcement Division
Michigan Hunter Education Program

JUNIOR HUNTER EDUCATION INSTRUCTOR APPLICATION
Provided under the authority of MCL 324.43543 of Act 451, P.A. of 1994, as amended.

POLICY
An individual desiring certification as a Junior Instructor with the Michigan Department of Natural Resources Hunter Education Program shall meet the following requirements:

- Be at least 12 years of age.
- Maintain a high moral and ethical character to pass the required background investigations.
- Be a graduate of the appropriate basic Hunter Education course or International Bow Education Program (IBEP) Course, or both, for the type of class instructing.

LIMITATIONS FOR JUNIOR INSTRUCTORS
A Junior Instructor may assist a certified Hunter Education or IBEP Instructor in Class activities, with the following restrictions.

- The Junior Instructor SHALL NOT be the primary instructor in any facet of the Hunter Education Program.
- The Junior Instructor SHALL NOT be a shooting coach or proctor for firearm or archery activates.

CERTIFIED INSTRUCTOR RESPONSIBILITIES
The certified adult Hunter Education or IBEP Instructor shall be accountable for ALL safety aspects of the course.

Student Name
Date of Birth
Age
Address
Home Telephone
(   )
Work or Cell Telephone
(   )
City, State, ZIP
Email

I am recommending the above student for the Michigan Hunter Education Junior Instructor Program. This student has demonstrated an understanding of the principles of safe handling of firearms, respect for ethical hunting practices and a willingness to assist in classes. I further acknowledge that a Junior Instructor will always be supervised by a certified Hunter Education Instructor whenever participating in a classroom or field activities. Upon completion of the Junior Instructor Program the above named student will be given an application to apply for certification as a Hunter Safety Education Instructor. I have discussed this student’s involvement with his/her parent/legal guardian.

Signature of Sponsoring Instructor / Mentor
Instructor Number
Date

PARENT/GUARDIAN
I have discussed program involvement with my child and the instructor/mentor and I agree to allow my child to participate.

Signature of Parent / Guardian
Signature of Student
Date

Retain a copy for your records, and submit the completed original application to:

LAW ENFORCEMENT DIVISION – HUNTER EDUCATION PROGRAM
MICHIGAN DEPARTMENT OF NATURAL RESOURCES
PO BOX 30031
LANSING MI 48909

REV: 03-17-15
## LOST/DAMAGED/DESTROYED EQUIPMENT REPORT

**EMPLOYEE**

<table>
<thead>
<tr>
<th>Name</th>
<th>Badge No.</th>
<th>District</th>
<th>Date of Report (mm/dd/yyyy)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Supervisor Notified</th>
<th>Date and Time Notified</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>How Was Supervisor Notified</th>
<th>Radio</th>
<th>Telephone</th>
<th>E-mail</th>
<th>In person</th>
<th>Other:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Equipment item that was lost/damaged/destroyed</th>
<th>Date Equipment Lost/Damaged/Destroyed</th>
<th>Time</th>
</tr>
</thead>
</table>

**ACTION/PATROL THAT OFFICER WAS PERFORMING WHEN EQUIPMENT WAS LOST/DAMAGED/DESTROYED**

(Give a brief description of pertinent details and any special circumstances that may apply. Use additional sheet(s) if necessary)

<table>
<thead>
<tr>
<th>Condition of equipment prior to loss/damage/destruction</th>
<th>Year purchased by DNR (if applicable/if known)</th>
<th>Estimated value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year/Make/Model</th>
<th>Plate No.</th>
<th>VIN/HIN</th>
<th>Serial No.</th>
</tr>
</thead>
</table>

**DISTRICT/STAFF SUPERVISOR**

Additional Comments, if any

<table>
<thead>
<tr>
<th>Supervisor (please print)</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**FIELD/STAFF COORDINATOR**

Recommended action to be taken

Dispositional action taken

<table>
<thead>
<tr>
<th>Supervisor (please print)</th>
<th>Title</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
HUNTER EDUCATION CLASS REGISTRATION

STUDENT/PARENT/GUARDIAN AGREEMENT

Provided under the authority of MCL 324.43543 of Act 451, P.A. of 1994, as amended.

State law requires that all first time hunters, born on or after January 1, 1960, successfully complete a hunter education course prior to purchasing a license to hunt unless they are purchasing an Apprentice License to hunt.

The goal of the Michigan Hunter Education Safety program is to train knowledgeable, safe and responsible hunters. Further, the hunter education program will strive to inform all citizens of the interrelationship between modern wildlife management and responsible/ethical hunting practices.

Hunting is a life long recreational activity which can be enjoyed by many people. The hunter education course is designed to provide the student those basic skills which will allow the novice hunter to participate in the sport safely and responsibly. It is a basic course and does not purport to teach the student all there is to know about hunting in Michigan or to guarantee that the person will never be injured or will never injure someone else in an accident. Persons who successfully complete the course will be better prepared to hunt in Michigan.

Federal Firearms Prohibitions Advisory

Effective September 30, 1996, Congress enacted the Omnibus Consolidated Appropriations Act of 1997 entitled the "Gun Ban for Individuals Convicted of Misdemeanor Crime of Domestic Violence", which amended the Gun Control Act of 1968. The law prohibits any person who has been convicted of a "misdemeanor crime of domestic violence" from shipping, transporting, possessing, or receiving firearms or ammunition. In addition, the law prohibits any person who is currently the subject of a court order the restrains the person from harassing, stalking, or threatening an "intimate partner" or child of the "intimate partner" or the person, or engaging in conduct that would place an "intimate partner" in reasonable fear of bodily injury to the partner or child (hereinafter referred to as "domestic violence restraining order"), from shipping, transporting, possessing, or receiving firearms or ammunition, except firearms or ammunition which are imported for, sold or shipped to, or issued for use of any federal, state or local agency. This law applies to all persons, including peace officers. The Department sponsors Hunter Safety Education classes for the public which involve the use or possession of firearms or ammunition. As such, the Department advises registrants, if they are prohibited by this federal law from possessing or receiving firearms or ammunition, they may not participate in classes which involve the use or possession of firearms or ammunition.

The following criteria will be used in evaluating each student for certification:

1) Class attendance
2) Prompt attendance at class sessions
3) Completion of all homework assignments
4) Participation in class activities and discussions
5) Performance on standard test
6) Performance on the firing range/field exercise
7) Behavior in class and on the range/field exercise
8) Attitude

NOTE TO PARENTS/GUARDIANS: Occasionally students have certain physical challenges or special learning needs which might interfere with a student’s ability to successfully complete a hunter education course. If any, please list the special needs, medications or allergies that we should be aware of during the course participation.

Special needs: ____________________________
Medications: ____________________________
Allergies: ____________________________

EMERGENCY CONTACT INFORMATION

Name ____________________________ Relationship to the student ____________________________
Home phone ____________________________ Cell or work phone ____________________________

All parents/guardians are encouraged to attend and fully participate in courses with their children and to become certified in hunter education.

I have read the above policy and understand the requirements for successful completion of the Michigan Hunter Education course.

Student’s Printed Name ____________________________ Signature of Student ____________________________ Date ____________________________
Printed Name of Parent or Guardian ____________________________ Signature of Parent or Guardian ____________________________ Date ____________________________

Submit this completed Agreement/Registration to:
The Hunter Education Instructor

PR9221 (Rev. 10/27/2014)
## Public Incident Report

If this accident required the use of an Automated External Defibrillators (AED), the R 7223, Reporting the MDNR Use of Automated External Defibrillators (AED), must also be completed.

### Form Details

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Injury</td>
<td></td>
</tr>
<tr>
<td>Property Damage</td>
<td></td>
</tr>
<tr>
<td>Complaint</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

### Bureau/Division/Office

<table>
<thead>
<tr>
<th>Facility (i.e. park, access site, hatchery nametag)</th>
<th>Date of Incident</th>
<th>Time</th>
<th>Report No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Facility Address

<table>
<thead>
<tr>
<th>Exact Location of Incident Within Facility</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Nametag, Address, Age of Person(s) Involved

<table>
<thead>
<tr>
<th>Telephone Number(s)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tr>
</tbody>
</table>

### Details of Incident

(Include number of persons involved, weather information, license numbers, type of vehicle or equipment, etc.)

### What Condition(s) or Hazard(s) Caused Incident

### Action Taken

(Use reverse side, if needed)

### Witness(es)

<table>
<thead>
<tr>
<th>Name/tag(s)</th>
<th>Address(es)</th>
<th>Telephone Number(s)</th>
<th>Statements</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>( ) -</td>
<td>Statement</td>
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<td>( ) -</td>
<td>Statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>( ) -</td>
<td>Statement</td>
</tr>
</tbody>
</table>

### First Aid Rendered

(Explain how) By WHOM (include telephone number)

### Doctor or Hospital Referred

<table>
<thead>
<tr>
<th>Telephone No.</th>
<th>Law Enforcement Agencies Responding To Call</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Estimated Damage

<table>
<thead>
<tr>
<th>Material(s)</th>
<th>Labor</th>
<th>Total Cost</th>
<th>Total Staff Time Involved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

### DNR Employees Involved

<table>
<thead>
<tr>
<th>Name/tag(s)</th>
<th>Telephone Number(s)</th>
<th>Name/tag(s)</th>
<th>Telephone Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
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<td>( ) -</td>
<td></td>
<td>( ) -</td>
</tr>
</tbody>
</table>

### Reporting Employee's Signature

<table>
<thead>
<tr>
<th>Date</th>
<th>Facility Manager's Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Appendix 16

![Logo](image)

**Michigan Department of Natural Resources**

**TRAVEL EXPENSE REIMBURSEMENT REQUEST**

**BOARDS / COMMITTEES / COUNCILS**

<table>
<thead>
<tr>
<th>Members Name (Last, First, MI)</th>
<th>Social Security Number</th>
<th>Name of Board or Committee or Council</th>
<th>Date of meeting</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Mailing Address</th>
<th>Location of meeting</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>City, State, ZIP</th>
<th>Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone ( )</th>
<th>E-mail Address</th>
<th>City, State ZIP</th>
</tr>
</thead>
</table>

## Mileage

<table>
<thead>
<tr>
<th>From: City</th>
<th>To: City</th>
<th>Date</th>
<th>Time</th>
<th>Miles Traveled</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL MILES TRAVELED**

\[
\text{TOTAL MILES TRAVELED} \times (\$ .560 \text{ PER MI}) = \$
\]

**Other Transportation**

\[
\$
\]

**TOTAL MILEAGE**

\[
\$
\]

## Meals

<table>
<thead>
<tr>
<th>Breakfast</th>
<th>When travel commences prior to 6:00 am and extends beyond 8:30 am</th>
<th>No. of Meals</th>
<th>@ $7.25</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch</td>
<td>When travel commences prior to 11:30 am and extends beyond 2:00 pm</td>
<td>No. of Meals</td>
<td>@ $7.25</td>
<td>$</td>
</tr>
<tr>
<td>Dinner</td>
<td>When travel commences prior to 6:30 pm and extends beyond 8:00 pm</td>
<td>No. of Meals</td>
<td>@ $16.50</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL MEALS**

\[
\$
\]

## Lodging

<table>
<thead>
<tr>
<th>Date</th>
<th>City</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REIMBURSABLE AT MAXIMUM OF $ 75.00 PER NIGHT, PLUS TAX -- PROVIDE RECEIPT**

**TOTAL LODGING**

\[
\$
\]

## Misc

\[
\$
\]

**TOTAL MISCELLANEOUS**

\[
\$
\]

**TOTAL REIMBURSEMENT REQUESTED**

\[
\$
\]

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**DNR USE ONLY**

<table>
<thead>
<tr>
<th>Index</th>
<th>Printed Name of DNR Representative</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PCA</th>
<th>Supervisor (please print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

REV: 03-17-15
# Appendix 17

Michigan Department of Natural Resources – Law Enforcement Division

## INSTRUCTOR EXPENSE REPORT FOR CLASS FEES

(Policy Manual requirements Hunter Education Policy 2-3-6, ORV(OHV) Policy 36)

### CLASS INFORMATION

- **HUNTER**
- **BOWHUNTER**
- **TRAPPER**
- **ORV**

<table>
<thead>
<tr>
<th>Name of lead instructor (Please print)</th>
<th>Instructor number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Class location</th>
<th>County</th>
<th>Class dates</th>
</tr>
</thead>
</table>

**Was there a charge for this class? If yes, complete the rest of this form.**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of students paying a fee</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Total number of students</th>
<th>Class fee per student</th>
</tr>
</thead>
</table>

Please use additional forms or the back of this form if additional space is needed.

### EXPENSES

(Please print)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Cost</th>
</tr>
</thead>
</table>

Please sign, date, and mail this form along with your class records to:

**LAW ENFORCEMENT DIVISION – RECREATION EDUCATION PROGRAMS**

**MICHIGAN DEPARTMENT OF NATURAL RESOURCES**

PO BOX 30031

LANSING MI 48909

**REV: 03-17-15**