



# The University of Georgia

College of Agricultural and Environmental Sciences  
*Cooperative Extension*

**Jenny Jordan**  
Extension 4-H Specialist  
Volunteer & Teen Programs

309 Hoke Smith Annex  
The University of Georgia  
Athens, Georgia 30602  
Telephone (706) 542-4H4H  
Fax (706) 542-4373  
jwj4h@uga.edu

**Memo To:** Counties with Special Events Honorees

**Re:** Special Events Recognition at State 4-H Congress

**DATED MATERIAL**

***Congratulations!*** As counties with winners in special events, you have much to be proud of. We will join your 4-H'ers in celebrating their achievements at the **Annual Banquet of State 4-H Congress on July 23** in Atlanta. **Please read this information carefully. It is very important and has several details you need to complete.**

The Annual Banquet and night at Congress is an evening your team won't want to miss. Each team member will receive a certificate, a State 4-H Congress pin and have team photos made. The Georgia 4-H Foundation will provide banquet tickets and lodging hotel rooms for these honorees and one non-Extension coach per team. Transportation and other meals while in Atlanta will be the responsibility of the 4-H'ers or their counties. Extension personnel, other coaches and parents are able to purchase tickets for the banquet program. .

This year, counties are **registering everyone for State 4-H Congress on line**. This includes your special events winners and one coach. Directions for online registration are included. You'll also find these instructions on line at the State 4-H Congress website in the Staff only section.

**Please complete online registration for honorees and one coach per team or high individual when different from the team.** Be sure that everyone's name is spelled correctly as this database is where certificates are printed. You will need to select whether your team members will need lodging for Thursday evening. **We will assign rooms** for those requesting lodging. If you have a special request for roommates, please include it in the notes section and send an email to me with Special Events lodging in the subject line. We will house counties together and add in other 4-H'ers as needed. These directions are included on the registration sheet. **Please keep in mind that if you reserve lodging for your 4-H'ers and/or coaches and he/she decides not to attend or spend the night, your county will need to pay for that portion of the room.** Lodging will be four youth to a room and two adults to a room. If counties wish to have fewer members or other configurations, please be prepared to pay the difference in the rooming when you register online. Room rates are \$166.88 If you ask to have three 4-H'ers together without an additional youth, for example, you will incur a cost of \$41.74 which is the difference of four to a room.

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Extension personnel who are assigned to the event will be assigned rooms if requested on the online registration. However, be prepared to make payment for your room at the hotel and file for reimbursement through normal channels. **If parents or additional coaches wish to spend the night, you will need to use the additional reservation/ticket form and include either credit card or check as payment. The room rate is \$166.88 and will be billed accordingly.**

We will provide **one complimentary banquet ticket for a non-Extension coach of a team or individual as well as one ticket for each 4-H'er attending that is not already a Congress delegate.** Each team (or high individual if different from the team) is allowed to name one coach. Extension personnel who are coaches receive authorization for the event from the 4-H PDC and are expected to purchase banquet tickets and file for reimbursement under normal district channels. The coach is entered online as well. If the coach is extension personnel, then payment for the banquet ticket must be paid by credit card or check and then file for reimbursement if authorized to attend.

**Other individuals may purchase tickets (\$55/person) prior to Congress using the Ticket/Reservation Form.** Please keep in mind that tickets are limited and we can not guarantee their availability. It is possible that by special events registration on Thursday evening that we could sell out of banquet tickets. When ordering additional tickets, you guaranteeing the tickets you have ordered and payment is expected. **You will need to send payment for these tickets to my attention before July 14<sup>th</sup> or you may make payment at Congress before Tuesday at 5 p.m.**

For your planning purposes, a tentative schedule is included. Your group needs to **check in at the 4-H Information~Special Events desk at the Crowne Plaza Ravinia between 3:00 and 4:00 p.m. on the 23rd.** In addition to the schedule is a dress code. Please be sure you share this with your 4-H'ers along with their schedule. If you are a Congress delegate and would like to pick up your packet before 3 p.m. you can do check at the Information desk throughout the week. If you do not require additional lodging, your packet will be available anytime prior to Thursday. If you do require additional lodging, you can begin checking in at 10 a.m. on Thursday.

4-H'ers must be chaperoned during Congress. Be sure that your coach or leader(s) attending with the group have completed the *Certified Overnight Chaperone Program* Additionally, the leader should bring to Congress a **Medical Information and Release Form** for each 4-H'er. Each 4-H'er should also have a current Code of Conduct Form on file at the county office.

We are also asking **each 4-H'er to bring one thank you** note to State 4-H Congress. Notes should be written to the event donor from the 4-H'er. The Georgia 4-H Foundation will pay postage on these notes after they are collected. Your group will be asked to turn in their notes



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at the 4-H registration desk. For the latest donor list, check the 4-H Awards Guidebook under Special Events.

Please let me know if you have additional questions as you plan for Congress. We will send you a confirmation letter prior to Congress with additional details and reminders. We're looking forward to recognizing and rewarding your young people and coaches for their hard work this past year.

c: Dr. Bo Ryles  
Arch Smith  
Program Development Coordinators/4-H & Youth

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Special Events Recognition List  
On Line Registration Instructions  
State 4-H Congress Special Events Schedule  
State 4-H Congress Dress Code  
Credit Card Payment Form for additional banquet tickets (optional)