

delegate **handbook**



Conference Welcome

Welcome to the 2011 National 4-H Conference! In a commendable way, you attend this conference upholding a tradition that began in 1927. Known then as the “National 4-H Club Camp”, delegates slept in tents on the grounds of the National Mall in front of the United States Department of Agriculture (USDA). Held annually, except for several years during World War II, the camp recognized and developed junior leaders. Delegates attended training workshops, became acquainted with government and it was an opportunity for state leaders to have their meeting. The camp eventually moved from the National Mall to the National 4-H Youth Conference Center in 1959 and became the National 4-H Conference.

Today, National 4-H Conference has remained true to its original intent while continuing to be future focused. In addition to recognizing and developing the next generation of future leaders, the purpose of National 4-H Conference is to:

- 1) Engage 4-H youth in personal development experiences that will increase knowledge, resources, and skills;
- 2) Discuss topics affecting youth and 4-H programming nationwide; and
- 3) Empower and mobilize 4-H youth to create positive social change in their communities in a meaningful and genuine way.

This conference is an exciting educational and leadership opportunity! As a 4-H member and youth delegate to this conference, you are an innovative and committed leader representing a vast organization with many different moving parts and a wide variety of programs from state to state. Your experience at National 4-H Conference will mirror this extensive network bringing together the resources of the 4-H program – the U.S. Department of Agriculture, the Land-Grant University System, Cooperative Extension, 4-H adult volunteers, 4-H youth and other affiliates - to learn and share information on current trends and/or issues relevant to 4-H and youth, building effective partnerships, creating innovative 4-H programs, expanding the use of technology, working with diverse groups, and impacting community needs.

4-H was founded on the merits of forward-thinking young people just like you ... 4-H'ers dedicated to the development of themselves and others. You are the next generation of future scientists, business leaders, government officials, educators and 4-H pioneers. It is our hope that your experience at the 2011 National 4-H Conference will be one in which you acquire valuable information and are inspired to make a difference in your communities.

Staff of 4-H National Headquarters



General Schedule

(TENTATIVE – schedule subject to change)

Saturday, April 2, 2011

Lunch on your own

5:00 pm – 8:00pm	Registration/Room check-in Dinner	Missouri Clover Café
8:00 pm – 10:00 pm	Social Activity	
10:00 pm – 11:00 pm	State Meetings	
11:00 pm	Curfew	

Sunday, April 3, 2011

7:30 am – 8:30 am	Breakfast	Clover Café
8:30 am – 9:15am	Opening Assembly	
9:30 am – 11:00 am	Roundtable	
11:00 am – 12:30 pm	Workshops	
12:30 pm	Lunch	Clover Café
2:00 pm – 5:00 pm	Workshops	
5:00 pm	Dinner	Clover Cafe
6:30 pm – 8:00 pm	Roundtable	
8:00pm – 11:00 pm	Social Activity (In-house)	
11:00 pm	Curfew	

Monday, April 4, 2011

7:30 am – 8:30 am	Breakfast	Clover Café
8:30am – 9:15 am	General Assembly	
9:30 am – 12:30 am	Workshops	
12:30 pm	Lunch	Clover Café
2:00 pm – 7:30pm	"Day on the Town" (delegation plan activities & dinner)	
8:30 pm – 10:00 pm	Roundtable	
10:00 pm – 11:00 pm	Free Time	
11:00 pm	Curfew	

Tuesday, April 5, 2011

7:30 am – 8:30 am	Breakfast	Clover Café
8:30 am – 9:15 am	General Assembly	
12:30 pm	Lunch	Clover Café
2:00 pm – 5:00 pm	Workshops	
5:00pm	Dinner	
6:30 pm – 10:00 pm	Roundtable	
10:00 pm – 11:00pm	Free Time	
11:00 pm	Curfew	

Wednesday, April 6, 2011

Lunch on your own

7:00 am – 8:00 am	Breakfast	Clover Café
8:15 am	Travel to Briefing locations (as needed)	
10:00 am – 12:00 pm	Briefing Presentations (various locations on and off-site; not optional)	
12:00 pm	Travel to Capitol Hill	
1:00 pm – 6:00 pm	Capitol Hill Visits (<i>Delegation adult advisor coordinates transportation throughout the day</i>)	
7:00 pm - 10:00 pm	Clover Cruise	Spirit of Mt. Vernon Pier 4; Gangplank Marina 6 th & Water Street, SW
10:00 pm	Travel back to Center	
11:00 pm	Curfew	

Thursday, April 7, 2011

7:30 am – 9:00 am	Breakfast	Clover Café
12:00 pm	Room check-out	

About Washington, DC

Welcome to Washington, DC – our nation's capital and the heart of the American Experience. Unlike any other place in the world, Washington, DC's storied history extends back to the founding of our country. And virtually every neighborhood offers a glimpse into the past. National monuments dominate the skyline recognizing the sacrifice of those American heroes – from our founding fathers to the brave men and women in the armed forces – whose resolve and sacrifice helped to shape our country. Washington, DC also serves as the seat of government – where our elected leaders from the halls of Congress to the White House itself, work to provide for our future.

Located midway along the eastern seaboard of the United States, bordered south by Maryland and Virginia to the north, the Washington, DC metropolitan area consists of the District of Columbia, plus 7 Maryland counties (Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery and Prince George's), 5 Virginia counties (Arlington, Fairfax, Loudon, Prince William and Stafford) and 6 Virginia cities (Arlington, Alexandria, Fairfax City, Falls Church, Manassas and Manassas Park).

The District of Columbia is 67 square miles and is divided into 4 quadrants: Northwest, Southwest, Northeast and Southeast. The U.S. Capitol building marks the center where the quadrants meet. Numbered streets run north and south. Lettered streets run east and west (there are no J, X, Y or Z streets), becoming two-syllable names, then three-syllable names as you travel farther out from the center. Avenues named for US states run diagonally, often meeting at traffic circles and squares.

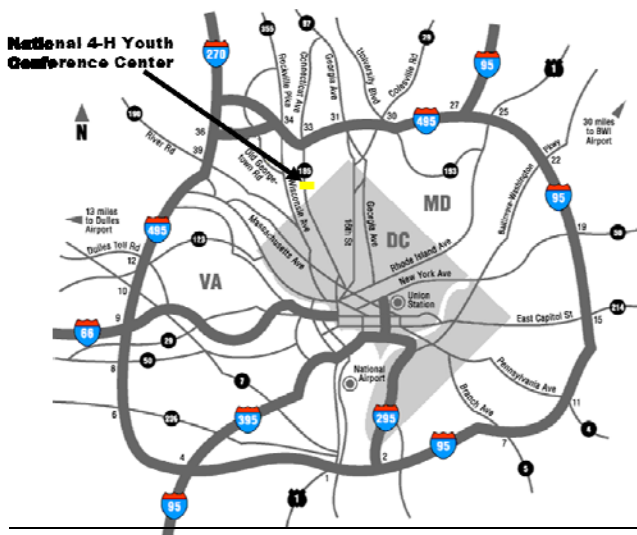
Conference Location



The conference site location is at the National 4-H Youth Conference Center - **7100 Connecticut Avenue, Chevy Chase, Maryland 20815.**

Located on a quiet, 12-acre campus-like setting in Maryland and one mile outside the nation's capital, the National 4-H Youth Conference Center is the perfect gateway to Washington, D.C.'s leaders, monuments and museums. Now one of the largest non-academic youth education and conference facilities in America, the National 4-H Youth Conference Center has a colorful history that dates back more than a century. The Conference Center is operated by our private partner--National 4-H Council. To read more interesting history on the National 4-H Youth Conference Center, visit http://www.4hcenter.org/center_history.html.

Directions



The Conference Center is situated inside the Capital Beltway/I-495, just outside of Washington, DC.

From downtown Washington, DC:

Follow signs to Washington, D.C. - 14th Street Bridge/Memorial Bridge. Follow signs for 14th Street. Make a left at Constitution Avenue, then a right on 17th Street. Follow 17th Street as it turns into Connecticut Avenue. Continue to 7100 Connecticut Avenue

Or...

From the Capital Beltway:

Follow signs to the Capital Beltway (I-495 West). Get off the Capital Beltway at Exit 33 (Connecticut Avenue SOUTH - towards Chevy Chase). Go about 2 1/2 miles - National 4-H Youth Conference Center will be your right at 7100 Connecticut Avenue.

Airports

The Washington, DC metropolitan area is served by three major airports. Visitors to the Washington, DC area may use all of the airports depending on their specific travel needs. Some airlines may offer better prices to/from one location than another. You may also find direct flights from one airport and not from another.

For more information about the three local airports, visit the following Web sites:

- Ronald Reagan National Airport (DCA): <http://www.metwashairports.com/National/>
- Dulles International Airport (IAD): <http://www.metwashairports.com/Dulles/>
- Baltimore/Washington International Thurgood Marshall Airport (BWI): <http://www.bwiairport.com>

Delegations are responsible for arranging and funding travel to/from the National 4-H Youth Conference Center. The information provided below should assist delegations in coordinating their travel to National 4-H Conference.

Taxicabs

Taxis are readily available at all major airport, train and bus terminals. Estimated rates to and from the Conference Center are as follows:

- Ronald Reagan National Airport/Union Station/Downtown Washington: \$30
- Dulles International Airport/Northern Virginia: \$65
- Baltimore/Washington International Airport/Baltimore: \$75



Washington, DC.:

Diamond Cab, (202) 387-6200

Executive Cab Company, (202) 547-6351

Maryland – Montgomery County:

Barwood Transportation, (301) 984-1900 (direct phone in Center lobby)

Checker Cab, (301) 816-0066

Shuttles

Shuttles can be the most economical and hassle-free option. *Estimated* rates to/from the airports and Conference Center are as follows:

- Ronald Reagan National Airport (DCA): \$55 one-way private sedan (1-4 passengers) or \$110 one-way private van/SUV (up to 6 passengers)
- Dulles International Airport (IAD): \$70 one-way private sedan (1-4 passengers) or \$130 one-way private van/SUV (up to 6 passengers)
- Baltimore/Washington International Airport (BWI): \$90 one-way private sedan (1-4 passengers) or \$150 one-way private van/SUV (up to 6 passengers)

Most shuttle providers require reservations to be made 24 hours in advance of travel.

- ABC Limo Service: 202-637-0405 or 1-866-941-4900 (www.limowashington.com)
- GO! The Airport Shuttle: 1-800-776-0323 (www.goairportshuttle.com)

Public transportation

The heart of Washington, DC's public transportation is the MetroRail (or "Metro" by its nickname) subway system. It provides service to the entire metropolitan area and has numerous stations within walking distance of museums, monuments and other places of interest. Metro is generally safe, clean and easy to use, and has reasonable fares.

Coupled with the subway is the MetroBus system. Its hours and fares are similar to Metro's. While it's not as easy to navigate compared to the rail system, it does provide access to places around the city that don't have a subway station in close proximity. Bus stops are marked by red, white and blue signs, and they typically have route and schedule information posted.

The Conference Center can be reached by bus from the Friendship Heights Metro subway station.

- **To the Conference Center:** From the closest metro rail station, take the Red Line heading toward Shady Grove. (Depending on your location, you may need to ride another train line and transfer to the Red Line.) Ride the Red Line to the Friendship Heights station stop. Exit to the street level via the escalators at Western Avenue. Wait at the station for MetroBus #L7 (Wheaton), # L8 (Aspen Hill) or the local county Ride-On bus #1 or #11. Ride the bus to Taylor Street, pull the stop handle for the driver to stop. Typically, if you notify the bus driver that you will need to get off at the National 4-H Conference Center, they will usually be nice enough to stop for you.
- **From the Conference Center:** Walk to the end of the Conference Center driveway to the bus stop (red, white, blue sign) on Connecticut Avenue (same side of the street as conference center). Wait for MetroBus #L7, #L8 or local county Ride-on bus #1 or #11 to Friendship Heights. The Friendship Heights subway station is the last stop on the bus route. At Friendship Heights, follow posted information at subway station for points in Washington, Maryland, and Virginia.

You can also visit www.wmata.com for information about public transportation—including bus and metro fares, routes, and time tables.

Bus transportation will be provided for delegations to travel to/from the following off-site activities: Citizenship Excursions and 4-H on Capitol Hill Day. Once at the off-site locations, delegations will be traveling on foot – particularly on Capitol Hill for congressional visits and to the National Museum of American History for the National 4-H Conference Closing Banquet.



Early spring weather in the Washington, DC metro area tends to be colder than most people expect. Late March to early April, can be iffy -- and very often rainy. Because National 4-H Conference occurs between two distinct seasons, Winter and Spring, it is especially hard to predict and temperatures often fluctuate. The average high/low temperatures in March and April are:

March	Average high temperature: 55	Average low temperature: 33
April	Average high temperature: 66	Average low temperature: 42

Spending Money



Delegates may want to bring money for personal items, souvenirs, and snacks. Although beverage and snack breaks are provided as part of National 4-H Conference, delegates sometimes want to supplement meals/snacks with delivered food from local eating establishments and items from vending machines. There may be a significant cost difference when comparing other states to the DC metropolitan area. Meals can easily cost more than \$10 for lunch and higher for dinner—don't forget tips!

There are several opportunities for delegates to purchase items, including the purchase of books written by speakers; delegation photos taken during National 4-H Conference (generally \$10-\$15); basic toiletry items, souvenirs, and clothing sold at the National 4-H Youth Conference Center Campus Shop; local vendors and gift shops surpassed during off-site activities; as well as, grocery stores, restaurants and drugstores.

Packing Tips

With the unpredictability of weather in the Washington, DC area at this time of year, it can be a little tricky to pack light but make sure you are ready for anything. However, here are a few helpful tips:



- 1. Covering Up:** Bring an all-weather coat, like a trench coat, or medium-weight coat and/or raincoat and umbrella.
- 2. Layering:** Mix and match clothing pieces to create multiple outfits so you'll have what you need without over-packing. Thin sweaters, cardigans, $\frac{3}{4}$ and long sleeved shirts, long sleeved t-shirts, and khakis are all great pieces to pack and are versatile enough to wear for workshops into the evening activities.
- 3. BRING COMFORTABLE, WELL BROKEN-IN SHOES:** It is important to pack shoes that can be worn with multiple outfits and are comfortable, particularly for *Citizenship Excursions and 4-H on Capitol Hill Day*. These activities will require a good amount of walking, so delegates are strongly encouraged not to wear sandals, flip flops, or open toed shoes. Tennis shoes or other comfortable walking shoes are the most ideal. Business attire is expected for 4-H on Capitol Hill Day, including the Closing Banquet, so delegates can slip into dress shoes before appointments on Capitol Hill.
- 4. Packing has become more complicated in this new age of restrictions on what you can put in your luggage and how much you can tote on board an airplane. Here are a few tips to help:**
 - Observe carry-on limits: one carry-on bag and one personal item, such as a purse, briefcase or laptop. The personal items must fit under the seat in front of you or in the overhead compartment.
 - Make sure to pack confidential or critical items in your carry-on, such as medicine, glasses and contact lenses, ATM and credit cards, or other items that would be problematic if lost in checked baggage.
 - Watch what you put in your carry-on luggage: sharp objects, lighters, liquids over 3-ounces, cosmetic tools, etc. carry the potential of being confiscated. Visit the Transportation Security Administration's website for a full list of [allowed and prohibited items](#).
 - Check with your airline for their checked baggage policy, including number of pieces you can bring and size and weight limitations.
 - Label the outside as well as the inside of your luggage, include a card with your name and address in case the outside tag gets torn off.
 - Make sure that your luggage is sturdy enough to withstand baggage-handling systems, and never check a bag that does not completely close.
 - NEVER LEAVE YOUR SUITCASE UNATTENDED!

Packing Checklist

Clothing:

Use the Dress Guide to plan casual, conference-wear, and business attire. Also remember to bring pajamas, undergarments, nylons/socks, and shoes—especially comfortable walking shoes. Pack light as closet space is limited.

Toiletries:

Toothbrush/ toothpaste/dental floss
shampoo/conditioner
deodorant
soap

Cosmetics
Feminine items
Hair spray/gel

comb/brush
shaving supplies
hair dryer/curling iron



Other:

Photo ID
notebook/pens/pencils
money for snacks, souvenirs, photos
trading items from your state for pin swap

Camera (clearly labeled)
Prescription medication
umbrella
scarves/ties and accessories
alarm clock, watch

backpack, bag, and/or purse
Congressional names and phone numbers
stamps, addresses, phone numbers
delegate handbook

Optional Items:

conference journal
travel iron

Towel and washcloth
flashlight





Laptop (clearly labeled)
Personal information cards

Dress Guidelines

National 4-H Conference is a working, professional development conference. As in professional environments, where guidelines related to dress and grooming are maintained, National 4-H Conference has developed its own. Essentially, proper dress and grooming for an occasion is a matter of exercising good judgement. Dressing well for professional occasions is a skill that delegates should gain knowledge of and value its significance. The purpose of National 4-H Conference's dress guidelines is to reinforce a fundamental real-world truth. It is hoped that adult advisors, delegation coordinators and State 4-H Leaders encourage this important lesson.

General Guidelines

All clothing shall be neat, clean, acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events. Articles of clothing that display profanity, products or slogans that promote tobacco, alcohol, drugs, sex or in any other way suggestive or distracting, are prohibited. Excessively tight clothing is prohibited. Items of clothing that expose bare midriffs, undergarments, or that are transparent (see-through) are prohibited.

	Casual (travel days, evening entertainment)	Business Casual (assemblies, workshops, roundtable discussions)	Business (Briefing Presentations; Capitol Hill visits)
Guys:	Jeans, khakis, t-shirts, tennis shoes.  <i>Not appropriate: Jeans or pants that are cutoff and/or worn with holes. Shoes with holes.</i>	Slacks, button downs or polo shirts without ties, dress/career shoes, boots.  <i>Not appropriate: Athletic/tennis shoes or flip flops.</i>	Dress slacks with a shirt and tie, jacket or sweater, dress/career leather shoes, boots. <i>Not appropriate: Denim or athletic/tennis shoes or flip flops.</i>
Girls:	Jeans, khakis, t-shirts, tennis shoes.  <i>Not appropriate: Jeans or pants that are cutoff and/or worn with holes. Shoes with holes.</i>	Skirts, slacks, khakis, appropriate blouse or shirt, dress/career shoes, boots. <i>Not appropriate: Athletic/tennis shoes or flip flops.</i>	Dresses, suits with skirts or dress slacks, blouse, oxford or polo shirt, dress/career  <i>Not appropriate: Denim or athletic/tennis shoes or flip flops.</i>

The following chart will help you know what is appropriate to wear for each of the Conference events:

DAY	ACTIVITY	DRESS
Saturday	Registration, evening social activity	Casual
Sunday	Opening Assembly, workshops, roundtables	Business Casual
	Social Activity	Casual
Monday	General Assembly, workshops, Day on the Town, roundtables	Casual (conference t-shirt; walking shoes)
Tuesday	General Assembly, workshops, roundtables	Business Casual
Wednesday	Briefings, Capitol Hill visits, Clover Cruise	Business

Additional dress guidelines for National 4-H Conference:

- A Delegation Adult Advisor and/ or the National 4-H Conference management team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.
- Hats and caps should **not** be worn during any National 4-H Conference activities when inside buildings. This applies to both girls and guys.
- Pajamas, sleepwear, or slippers are not appropriate dress for any National 4-H Conference activity or outside sleeping rooms.
- Bare feet are not appropriate for any National 4-H Conference activity. Conventional shoes are required.

Accommodations

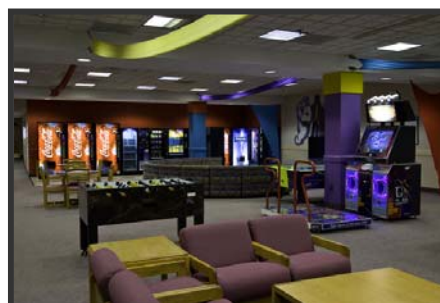
Guest Rooms

The National 4-H Youth Conference Center is one of the most efficient residential-training facilities in the Washington, D.C., area. Opened in 1959, the National 4-H Youth Conference Center is one of the leading conference facilities in the D.C. area focused specifically on youth. In addition to 4-H groups, the Center also hosts various school, educational and professional associations, churches and community organizations. With comfortable rooms* and great amenities, the National 4-H Youth Conference Center is an ideal "home away from home" for youth visitors and chaperones.

Youth delegates will share bunk bedded guest rooms (two sets of bunk beds) in quad capacity. Youth delegates will be housed with other youth delegates of the same gender and similar age (older youth delegates, 18 yrs. and older must be housed with other youth delegates of similar age). However, youth delegates may or may not be housed with others from their state delegation.* *

Delegation Adult Advisors will share either bunk bedded (two sets of bunk beds) or mixed bedded (two double beds or one double/one set of bunk bed) in double capacity. Adult Advisors will be placed in rooms within close proximity to youth members of their state delegation. However, adult advisors may or may not be housed with other adult advisors from their state delegation. **

- * The Center also offers room specially equipped (for people with disabilities, in both bunk bedded and traditional room styles)
- * Because there are several factors that go into the room arrangements – including maximizing guest room capacity and keeping youth delegates in close proximity to adult advisors – no room requests are accepted.



GUEST ROOM AMENITIES

- Private bath
- Color TV with remote control (*Note: The Center does not carry any movie channels which could be unsuitable for young people*)
- Telephone with voicemail
- Alarm clock/radio
- Data ports
- Irons, ironing boards and hair dryers available upon request from front desk
- Housekeeping staff that provides fresh linens and towels
- Front desk staff available to assist 24 hours of the day, seven days a week
- Coin-operated laundry machines

While at National 4-H Conference, delegates will be provided full meal options for breakfast, lunch and dinner. Meals are offered cafeteria-style and served in the center's Clover Café at specific meal times. The Café serves two entrees at every meal, plus a salad bar for lunch and dinner. Vegetarian meals are available upon prior request.

Meals will **not** be provided for the following off-site activities:

- Day on The Town – Dinner
- Capitol Hill visit – Lunch (there are dining areas open to the public in the Senate and House Office Buildings)



Pre- and Post Conference Preparation

Knowing 4-H... Then and Now

4-H's history is the ongoing story of dedicated educators, volunteers, community leaders, government officials and of course, youth, who work to bring knowledge from the Land-Grant University through Cooperative Extension to "the people". The early pioneers of 4-H dreamed of fostering youth to become contributing citizens of society and leaders of community change.

It is important for delegates to be informed about 4-H – its history, connections, structure and local/state program information. The following questions are suggested to help delegates prepare themselves for possible discussions and information sharing. Delegates are encouraged to research information available on the internet or contact the appropriate local/state 4-H program agent or office.

Overview of the 4-H Youth Development Program

- How is 4-H unique in its structure? To which government agency does it belong?
- What is the role of the land-grant university in 4-H?
- What is the role of 4-H National Headquarters at USDA? Is this a public or private entity?
- What is the role of the National 4-H Council? Is this a public or private entity?
- What is the purpose of the National 4-H Conference? Where was the first National 4-H Conference held?
- How many 4-H members are enrolled in the program nationwide?
- How many adult volunteers support 4-H nationally?

Your Local 4-H Program

- With what land-grant institution is your local 4-H program affiliated? Is it an 1862, 1890 or 1994 land-grant university? Is there more than one (1) land-grant institution in your state?
- What are popular 4-H projects in your county? Your state?
- Where does money come from to operate the 4-H program in your county? Your state?
- What is the largest source of funding for 4-H in your county? State?
- How many 4-H members are enrolled in your county? Your state?
- What is the age range for 4-H membership in your state?
- In what grade(s) are most 4-H members in your county? Your state?
- What is the race/ethnicity mix among 4-H members in your state?
- Where do 4-H members in your state live? (What proportion lives in towns with less than 10,000 people? Towns and cities with 10,000 to 50,000 people? Suburbs of cities over 50,000? Cities of over 50,000?)
- How many adult volunteers support 4-H in your county? Your state?
- Are there military installations in your state that offer 4-H experiences? Who is your state 4-H military liaison?

Delegates' 4-H Experiences and Ideas

- What is your favorite 4-H activity?
- What 4-H activity has benefited you most personally, and how?
- If you were given a \$10,000 opportunity grant to do something in 4-H, what would you do?

It is also recommended that delegates:

- Meet with the other delegates from their state in person, by teleconference, or online chat.
- Meet with past delegates from your state to discuss conference expectations and activities.
- Talk with 4-H and non-4-H youth, volunteers, and classmates to determine what issues are relevant to your community.
- Engage other delegates from your state in discussions around specific topics/issues you would like to highlight during the conference.

Post-Conference

The work and spirit of National 4-H Conference doesn't have to end when you depart Washington, DC. How can you apply what you have learned and experienced at Conference back home? Here are a few suggestions to help harness your post-Conference enthusiasm and channel it into action.

- Develop a press release and report on your experience at National 4-H Conference to your community, school or local newspaper. Also inform the community of all the work your local and state 4-H programs are already doing throughout the year and any plans to increase your engagement with the community in the future.
- Make a presentation to other 4-H club members about your experience at National 4-H Conference.
- Apply lessons learned in a workshop or seminar back home in their community.

Conference Sessions

Roundtable Discussions

The Roundtables discussions are an integral part of National 4-H Conference. Youth Delegates are randomly assigned to a Roundtable and will work with their assigned group throughout the conference. The discussions are led by Collegiate Facilitators, most of whom are former 4-H'ers, who continue to volunteer support to 4-H and have a shared interest in the 4-H ideals.

Youth Delegates will explore current issues various affecting youth and the role 4-H can play in addressing those issues. Each Roundtable will focus on a specific issue and develop a presentation on their findings/discussions to be shared with key decision-policy maker, Land-Grant and Extension program leaders, and others. The roundtables give youth delegates an opportunity to think critically about current issues and a voice in how 4-H members across the country can engage to affect change and make a difference in that issue.



Competency/Skill Building Workshops



The competency workshops offer delegates a professional development opportunity and are designed to provide youth with tools to shape existing knowledge and to develop new competencies.

Whether you are visiting Washington DC for the first time or making a return trip, there are many reasons to appreciate the history, beauty and excitement of our Nation’s Capital. From national monuments, museums, theaters, restaurants, sporting events and shopping... there is something to see and do at just about every corner.

Delegations will have the opportunity to do some sightseeing, experience the splendor of the Nation’s Capital and enjoy a relaxing “day on the town”. Bus transportation will be provided to and from the National Mall - drop off location will on Jefferson Drive S.W. in front of the Smithsonian Castle (formal name is the Smithsonian Institution Building).



Although walking is the most effective way to get around the city, there are alternative options to move about Washington, DC:

- Metro - the area’s rapid subway transit system. For information and maps, visit Metro’s website at <http://www.wmata.com>
- DC Circulator – bus service that is all about downtown Washington, DC. Its five routes link cultural, entertainment and business destinations within the city’s central core. For more information, visit the DC Circulator website at <http://www.dccirculator.com/>

Additionally, the city offers several guided sightseeing tours. Below are two recommended options:

- Tourmobile -<http://www.tourmobile.com/>
- Old Town Trolley Tours -<http://www.trolleytours.com/washington-dc/>

For plans that include visits to museums or monuments, we recommend viewing the appropriate website for the most up-to-date information, times, admission fees, etc. This is especially important since many sites in Washington are on varying schedules or access due to increased security.

- Smithsonian -<http://www.si.edu/>
- National Park Service -<http://www.nps.gov/nacc/index.htm>

[Click here](#), to view a street map of Washington, DC.

Capitol Hill visits

The visit to Capitol Hill is an opportunity for delegations to educate members of Congress and their staff about the importance of 4-H programs in their states and communities across the country. The meetings are a time to share with Congress how 4-H members are making contributions and helping to meet growing social needs. Also, legislators are more effective at drafting, promoting and supporting legislation after hearing from their constituents about local issues. We hope you will join your colleagues in seizing this opportunity to build relationships with your elected officials and inform them about some of the remarkable programs in 4-H and the impacts 4-H members, educators and adult volunteers are making in their communities, their country and their world.



Each state delegation is responsible for scheduling appointments with their respective legislators. The preparation and activities planned for Capitol Hill visits by the state’s 4-H program really shapes this experience for the youth delegates. This is an opportunity to underscore the 1) the connection among local, state and federal governments, 2) the potential of all citizens to effect change; and 3) the valuable linkages between 4-H, the Cooperative Extension system, the Land-Grant University system, USDA and the federal government. As a vital resource, state 4-H programs are encourage to turn to and develop a relationship with their Land Grant University’s Office of Government Relations – specifically federal government relations staff members. These staff members typically offer support to university representatives who travel to Washington, D.C. to meet and communicate with members of Congress and other federal officials. Past delegations who have engaged their university’s Office of Government Relations have reported on how helpful these offices were in assisting with preparations for their visit and often have provided additional experiences. So, please utilize this vital resource representing the priorities and programs of the university and its dedication to the land grant mission!

You can also find some helpful tips and information about the 4-H Caucus on National 4-H Council’s website: <http://www.fourhcouncil.edu/4HCaucus>

It is important to remember you are representing 4-H on Capitol Hill and need to dress in business attire, which is also the appropriate attire for the Clover Cruise. Delegates are **must** either wear comfortable walking shoes or carry a comfortable pair with them as this a long day on your feet.

Bus transportation will be provided to Capitol Hill. Do not forget your photo identification for access to USDA and other federal buildings! Delegations can expect to be free to begin visits beginning at 1:00 p.m. and will be on their own for lunch.



Welcome Aboard! Set sail on the picturesque Potomac River for dinner and dancing aboard the *Spirit of Mt. Vernon*! Delightful entrees, spectacular views, music and dancing will be sure to create the perfect end to the 2011 National 4-H Conference! Boarding for the Clover Cruise begins at 7 p.m., and we sail promptly at 7:30pm.

Delegations are responsible for their own transit to the pier. You must arrive on time or will need to make travel arrangements back to the Conference Center. *Don't miss the boat!* A walking map will be posted on National 4-H Youth Conference Center at the end of the cruise.

Directions:

Spirit Cruises depart from Pier 4 at 6th & Water Streets SW, Washington, DC

- **From Downtown:**
 - Go south on 7th Street until it dead ends at the waterfront
 - Turn left on Water Street and go down 1 1/2 blocks
 - Spirit Cruises is located on the right side at 6th & Water Streets, S.W., Pier 4
- **From Waterfront Metro Station:**

Waterfront Green Line Metro is within easy walking distance - just three blocks from the pier.

 - Walk down M Street
 - Turn Left on 6th Street
 - Go one block
 - Turn left on Water Street
 - Spirit Cruises is located directly in front of you

Safety & Security

General Safety

Delegation Adult Advisors must know where delegates are at all times in case of an emergency. Youth and adults are expected to attend all conference activities. Youth delegates must remain on the center campus or assigned event area throughout the conference. In addition, delegation adult advisors that need to leave the campus or conference events—for example, if they need to accompany an injured youth to the hospital—must notify the National 4-H Conference staff as well as identify another eligible adult who will serve as chaperone for their youth delegates.

Nametags

Delegation Adult Advisors will be given nametags for each member of the state's delegation at registration. Nametags are used to identify you as a part of National 4-H Conference. Delegates must wear it at all times to Conference events, activities and workshops. If you don't have your nametag, you will be asked to go back to your room to get it. Nametags not only help us to know who you are, but also keep out those who don't belong. Additionally, nametags inform Café staff that you are eligible for all meals associated with National 4-H Conference. We ask that you have a positive, cooperative attitude about wearing it. If you collect pins and stickers, **please don't put them on the nametag covering your name.**

Quiet Hours



Delegates must be considerate of other conference participants and guests who may be trying to wind down and sleep after a long day. Beginning at 11:00pm, all delegates must be in their sleeping room. Noise in the halls and rooms must be kept to a minimum. Talking must be kept to quiet conversational levels. Delegates in hallways who are not quiet will be asked to return to their room.

Quiet is especially important after 9:00pm as delegates travel between buildings on the Conference Center campus. The Conference Center sits within a residential neighborhood and is surrounded by private homes. This is a very quiet, suburban residential community with a strictly enforced noise ordinance. If you find yourself outside of any of the buildings after 9:00pm, you must keep the noise level to a minimum.

Curfew

Curfew is at 11:00 pm – all delegates must be in their room by 11:00 pm. Delegates out of their room after curfew, you must be accompanied by an adult. All of the external entryways to the buildings lock at 12:00am. Anyone outside of a building past 12:00am will not be able to enter without being escorted by security. Security personnel periodically patrol the buildings and campus. Security help enforce curfews.

On-Site

- ◆ Keep doors to sleeping room locked securely at all times. Even short trips to neighboring rooms or lounges can be an easy target for theft of personal property.
- ◆ Valuables should never be left in open view in your room. The National 4-H Youth Conference Center or National 4-H Conference management cannot be responsible for the loss of personal property. The Center has a safe that can be made available to delegates at the front desk of the J.C. Penny Building.

Off-Site

As with any large city, normal safety precautions should be taken as you travel the Washington, DC metropolitan area. The well-trodden sections of Washington, DC that boast of museums, shopping, hotels and restaurants – are quite safe, thanks in part to the many agencies based there (if a local police officer isn't around, chances are that a uniformed or undercover FBI, NSA, CIA, Secret Service, Park Police, Capitol Police, Metro Police or other peacekeeper isn't far away).

That being said, normal precautions should be taken. Secure your purse or wallet, stay in well-lit areas, heavily traveled areas. In and around downtown Washington, DC, you may encounter a number of panhandlers just waiting to appeal to the generosity of visitors. They can be aggressive in asking you for money. It is suggested that you remain courteous but politely turn down their requests. If you encounter any issues while off-site, dial 911 for any emergencies, and report any accidents or crimes immediately.

Federal Security



Recent events have caused our nation and its major cities to be more concerned about security in and around major federal buildings. During National 4-H Conference, delegates will be visiting several national landmarks and federal buildings in which they will need to pass through security screening. Please keep this in mind as you carry items – along with souvenirs purchased – when you are visiting museums and upon entrance to U.S. Capitol office buildings. Most security measures prohibit large purses or backpacks, so keep this in mind as well. Additionally, it is important that delegates remember to bring their photo identification – particularly when visiting Capitol Hill as part of normal security screening measures. You can visit <http://www.aoc.gov/> for information regarding prohibited items on Capitol Hill.

Emergency Procedures

It is highly recommended that all delegates carry a copy of their *Health Information and Consent for Emergency Treatment Form* when they are away from the National 4-H Conference Center. If a delegate is taking prescription medication, bring an adequate supply, advise the Delegation Adult Advisor, and note the medicine and dosage on the health form. If you or someone with you is involved in an accident, immediately notify an adult. If it requires emergency personnel, immediately notify the National 4-H Youth Conference Center front desk in J.C. Penney Hall. They will need the exact location of the injured person, type of injury, and other necessary information. Then immediately notify the Conference Office.

2011 National 4-H Conference Office
Indiana Room, Kellogg Hall
On Site: Extension 14402
Off Site: 301-961-2800, extension 4402

Illness or Emergencies

In case of illness or accident, delegates should immediately contact their on-site state Delegation Adult Advisor(s) and the Conference Office.

Non-life threatening. For problems that are not life-threatening, but do require a physician: report to the National 4-H Conference Office, front desk, or on-site state delegation adult advisor(s). The red phone in the J.C. Penney Lobby will call Barwood Cab, or you can dial 301-984-1900 direct from any phone. Tell the dispatcher you need to go to the **Suburban Hospital** Emergency Room (8600 Old Georgetown Road, Bethesda, MD 20814, 301-896-3100). An incident report should also be filed with both the National 4-H Conference office and the front desk of the National 4-H Youth Conference Center.

Severe accidents or emergencies. Call (dial "0" from a house phone) or send someone to the front desk of the J.C. Penney Hall. Explain the emergency, location of the victim, and ask someone to help direct the emergency personnel and ambulance to the correct site. Accident and emergencies should be reported immediately to the National 4-H Conference Office located in the Indiana Room. A report must be filed with the front desk as soon as possible.

Pre-existing injuries (i.e. broken limbs, lacerations, etc.). Delegates attending National 4-H Conference with pre-existing injuries such as broken limbs, large lacerations, etc. do so at their own risk and are the responsibility of the state 4-H program. There are no medical treatment or provisions made available at the National 4-H Conference – this includes crutches and/or wheelchairs. Delegates and/or state 4-H programs are responsible for providing medical supplies and treatment. Further, delegation adult advisors accompanying injured youth delegates must ensure their care and assist the injured delegate, as necessary.

Pharmacy

The campus shop at the National 4-H Youth Conference Center stocks a limited supply of over-the-counter medications and basic medical supplies (band-aids, creams, etc.). However, prescription medications, select medical supplies and equipment are only available at several local pharmacies. Following is a listing of the closest neighborhood pharmacies:

CVS – Store #1346

5550 Connecticut Avenue N.W.
Washington, DC 20015
Phone: 202-966-6600

Brookeville Pharmacy

7025 Brookville Rd
Chevy Chase, MD 20815
Phone: (301) 652-0600

Communications during Conference

Participants may be contacted day and night at (301) 961-2800. Voice mail is available in each sleeping room.

The National 4-H Conference Office will serve as the central calling point for program information during the Conference. The office is located in the Indiana Room in Kellogg Hall (301-961-2800, extension 4402).

Packages should be addressed as follows:

Your name, (*state name*) c/o (*insert current year*) National 4-H Conference – Indiana Room
National 4-H Youth Conference Center
7100 Connecticut Avenue
Chevy Chase, MD 20815



Code of Conduct Agreement

The 4-H Pledge does a great job of stating what we hope young people will learn and do in 4-H. ***I pledge my head to clearer thinking*** - means a 4-H'er is committed to learn the knowledge and skills to enable them to make wise decisions through opportunities that develop Independence, an Essential Element of 4-H. And by gaining a sense of independence, the 4-H'er is committed to exercise self-discipline, personal responsibility and become an independent thinker. Therefore, the youth delegate, by signing this form, agrees to conduct him/herself in a responsible manner and abide by all expectations as follows:

1. Youth Delegates are responsible for attending all Conference activities. Any unauthorized absence is not permitted; and youth delegates must remain on the conference premises or designated event area. In case of illness, youth delegates must inform their Delegation Adult Advisor.
2. Youth Delegates should have respect for sessions, activities and speakers in progress by remaining for the entirety of the session, activity or event and show courtesy during the session, activity or event when taking flash photos and in not using cell phones or PDA's for conversations or texting.
3. Youth Delegates will interact with other youth delegates, Adult Advisors, guests, presenters and others in a courteous and respectful manner, upholding high standards of conduct, appearance, language, and actions at all times. Behavior and/or use of language, gestures, inflammatory statements, and derogatory comments are not permitted.
4. Youth Delegates acknowledge that any, and all, adults have authority to serve and act in the role of an Adult Advisor during the Conference and will cooperate their guidance and direction.
5. Youth Delegates will be respectful of all property and facilities used during the activity or event and assume financial responsibility for any damages, theft, or misuse.
6. Youth Delegates will dress appropriately in accordance with any established dress code. Use good judgment in selecting clothing appropriate for weather and occasion. Clothing that is revealing or with obscene language/pictures or with drug, tobacco or alcohol advertising is never allowed. Youth Delegates will wear program name-tag to all conference activities unless removal is specified.
7. The Conference curfew for youth is 11:00 p.m., no exceptions. (Curfew means all youth delegates must be in their assigned room.) Youth Delegates will abide by established written curfew and quiet times or by Delegation Adult Advisor's spoken word. Quiet is to be observed in sleeping room areas from 11:00 pm to 7:00 am. Noise in the halls and rooms must be kept at a minimum. Limit talking to quiet conversational levels and remain considerate of others when they wish to sleep. Running in the hallways is prohibited.
8. Youth Delegates will abide by the lodging assignments for the entirety of National 4-H Conference for easy location in case of an emergency. No room switching allowed.
9. Visiting the sleeping room of the opposite sex is prohibited. Youth Delegates must interact and visit with other youth delegates in lobbies or other common gathering areas. Kissing, intimate hugging and other displays of personal affection are in poor taste and will not be tolerated.
10. **All** participants attending National 4-H Conference are expected to adhere to a zero tolerance policy for tobacco, alcohol, illegal drug use/possession, and violence. Youth delegates must inform their Delegation Adult Advisor of all prescription and over-the-counter medications in their possession.

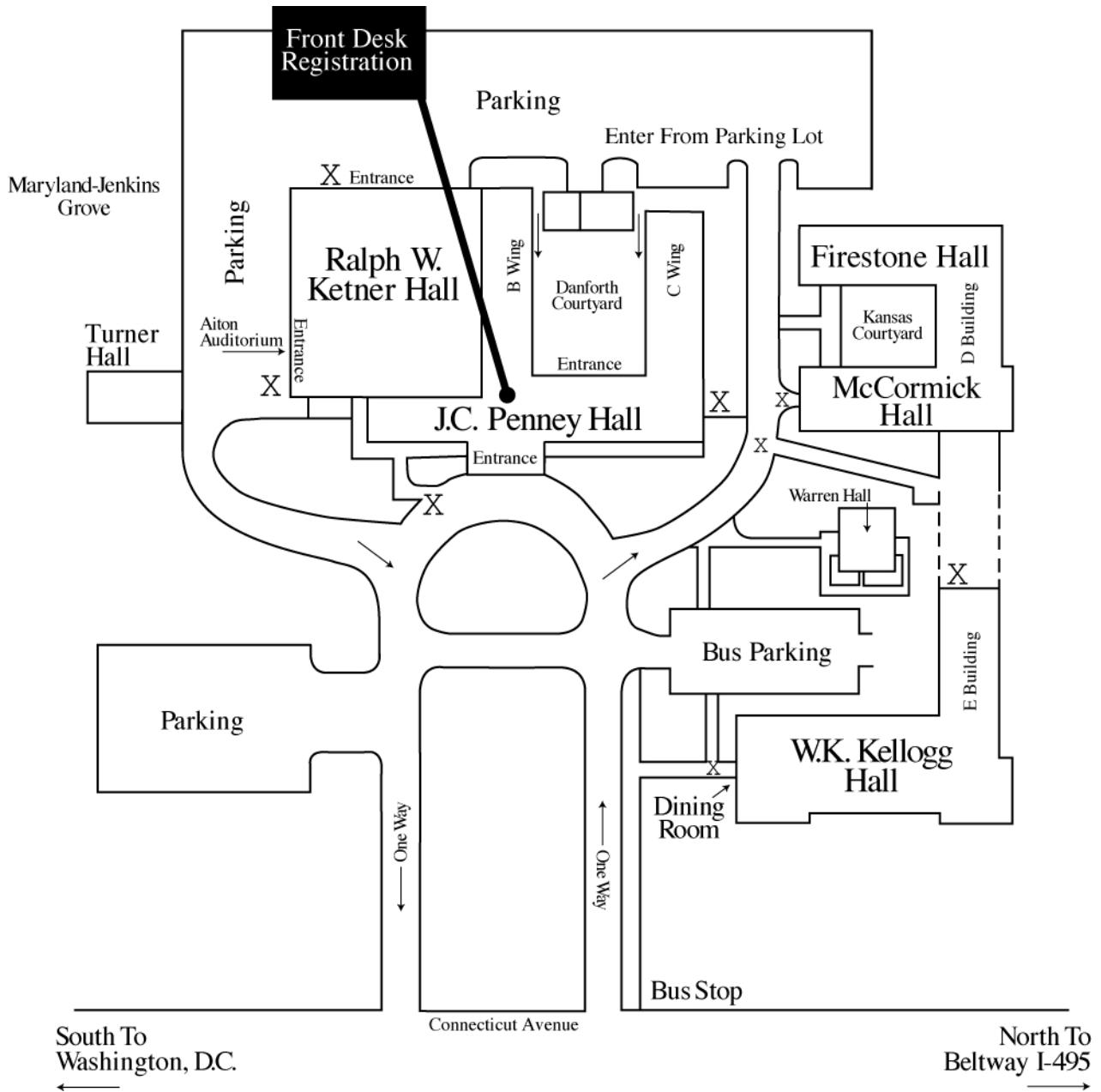


(Photo source: Ohio 4-H Club Advisors Handbook)

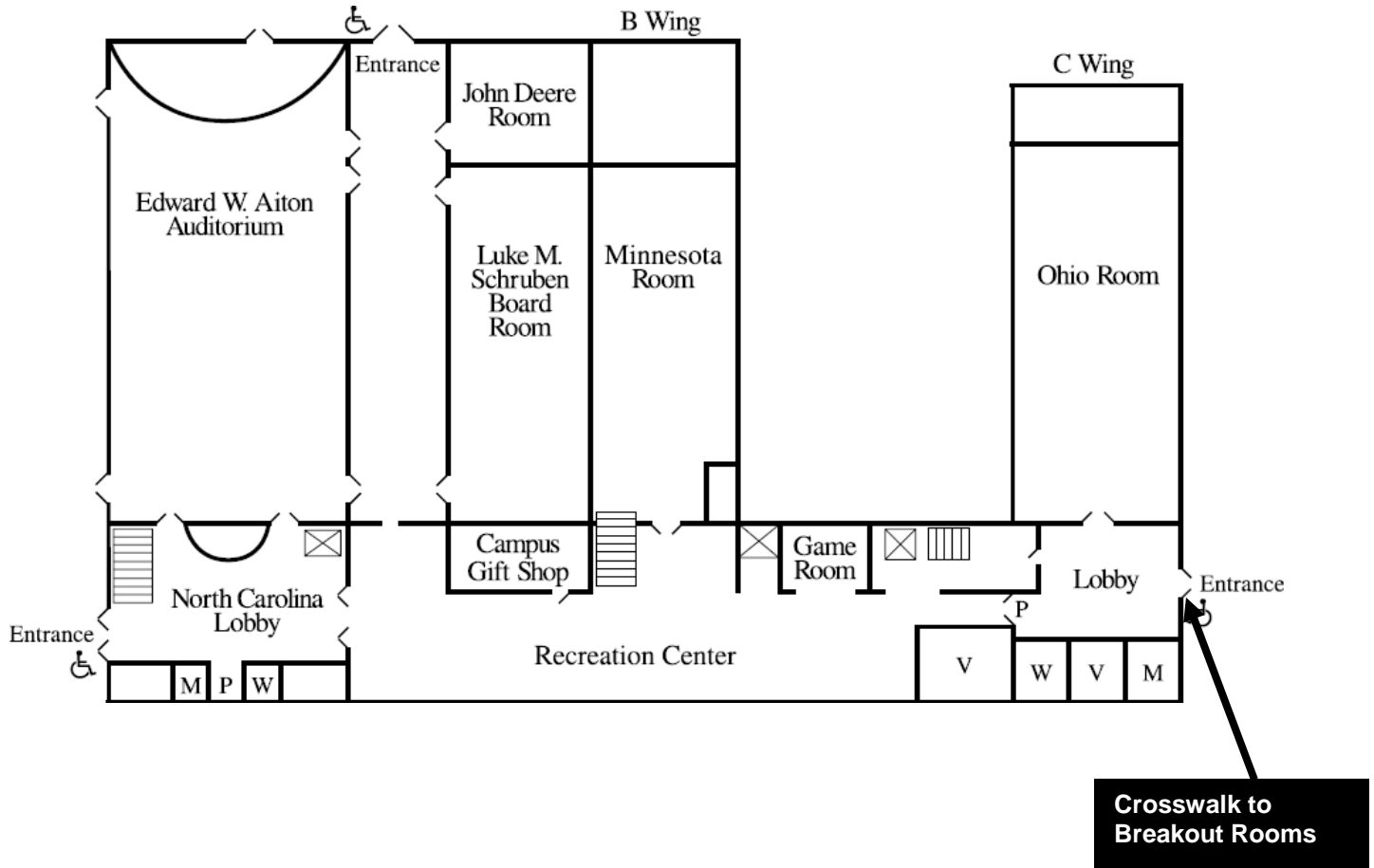
I understand that I represent my community, state and 4-H program and will conduct myself with maturity and respect. I understand that if my conduct is deemed unsatisfactory, I may not be eligible to participate in future 4-H activities. I have read and understand the Code of Conduct and agree to abide by it.

“I pledge
My head to clearer thinking,
My heart to greater loyalty,
My hands to larger service, and
My health to better living,
For my club, my community, my country, and my world.”

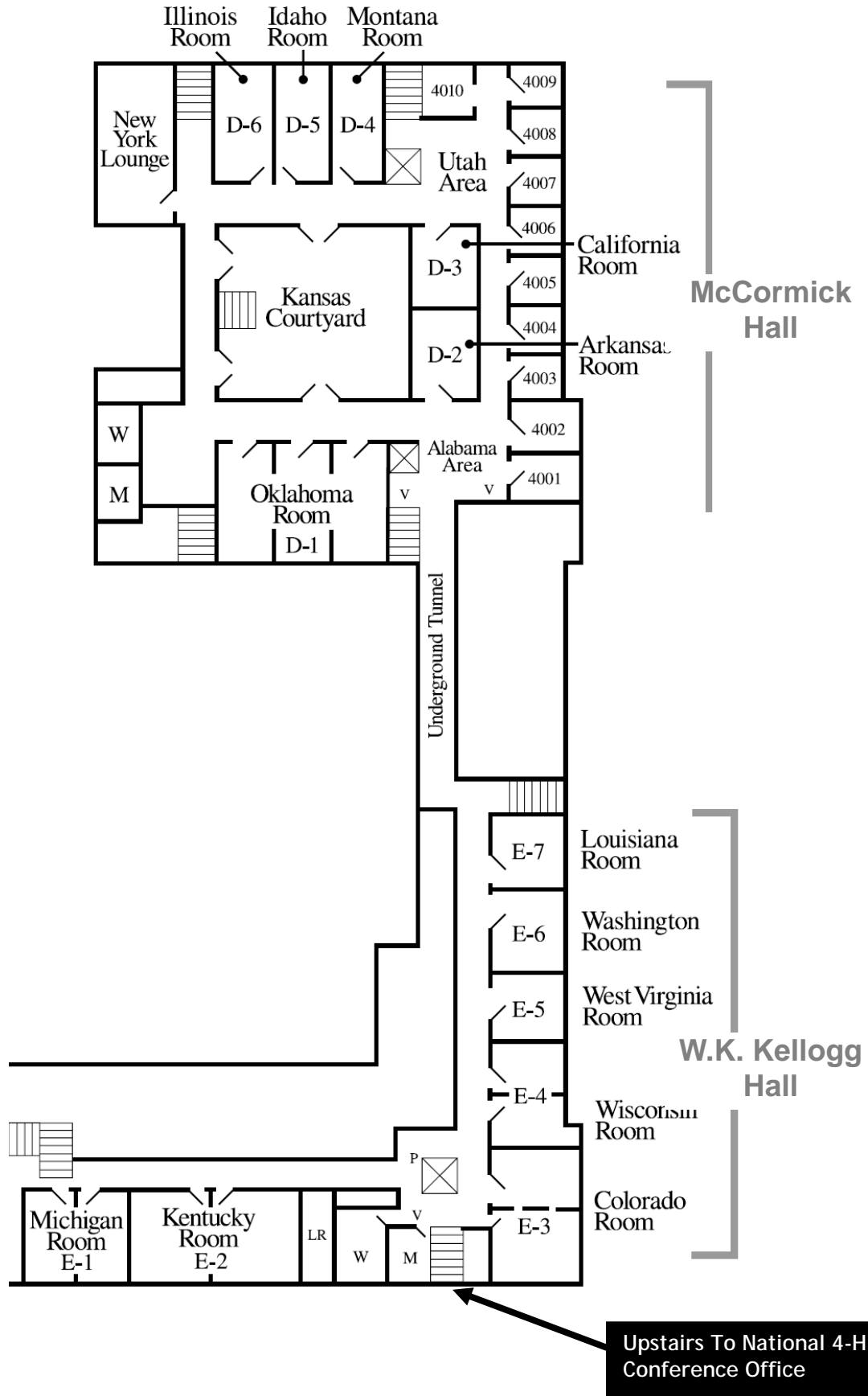
APPENDIX



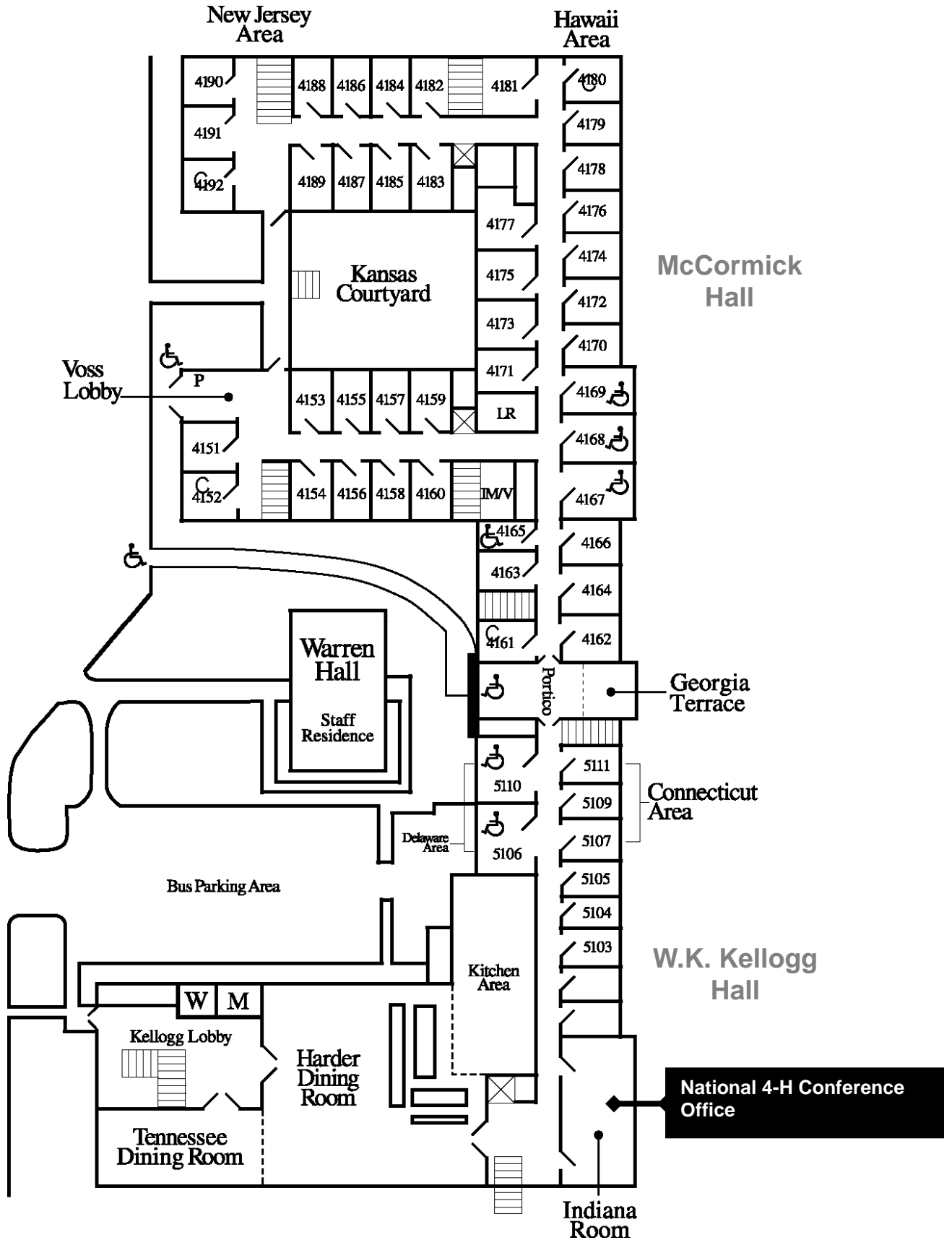
J.C. Penney Hall – lower level



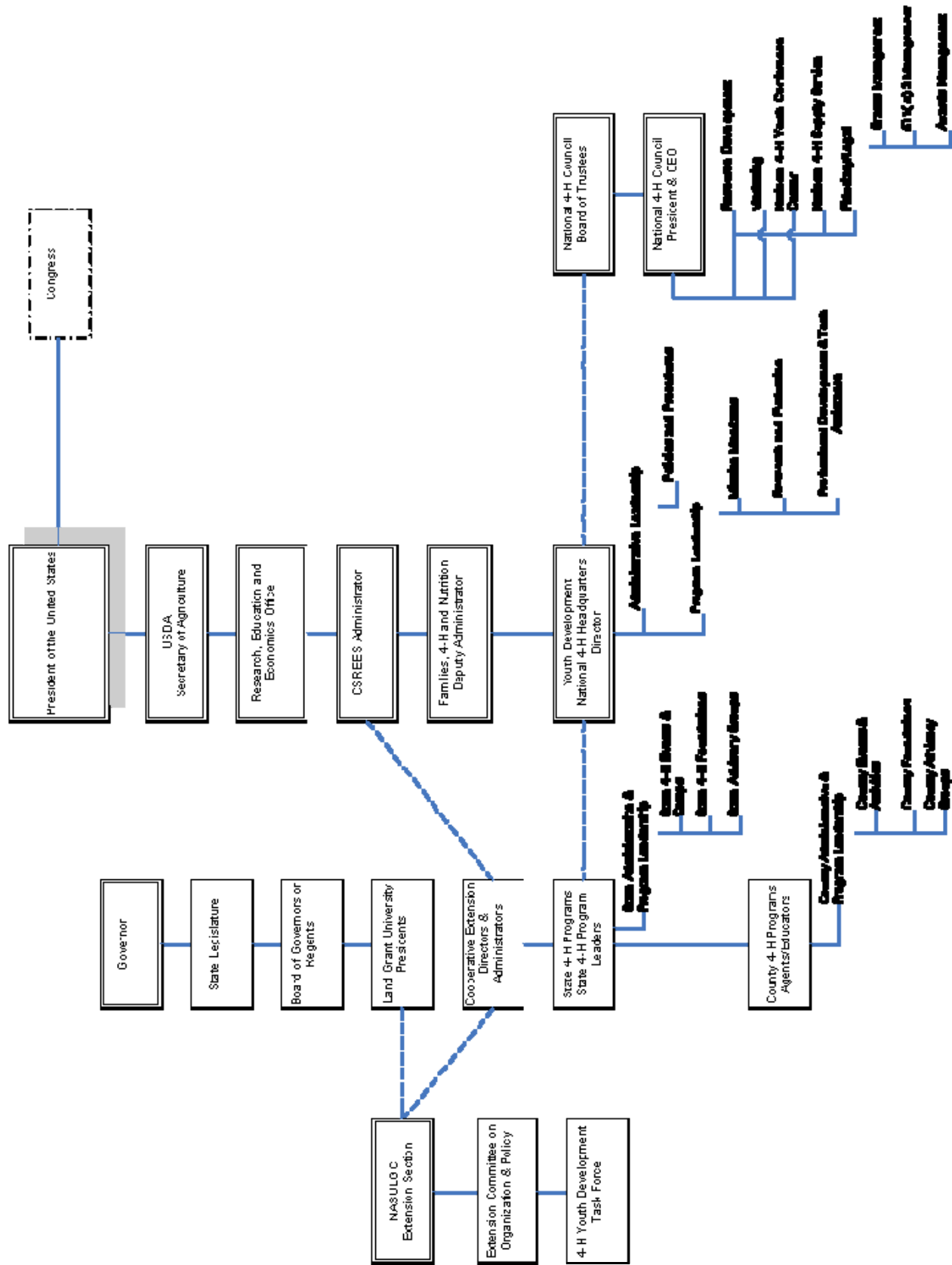
Breakout Rooms – lower level Kellogg and McCormick Halls



Clover Café and Conference Office – ground level Kellogg Hall



4-H Organizational Chart





<h3>Belonging</h3> <ul style="list-style-type: none">• Positive Relationship with a caring adult• An inclusive environment• A safe environment	<h3>Mastery</h3> <ul style="list-style-type: none">• Engagement in Learning• Opportunity for Mastery
<h3>Independence</h3> <ul style="list-style-type: none">• Opportunity to see oneself as an active participant in the future• Opportunity for self-determination	<h3>Generosity</h3> <ul style="list-style-type: none">• Opportunity to value and practice service for others

Mission Mandates

4-H is the premier youth development program of the U.S. Department of Agriculture. The four “H”s (head-heart-hands-health) seek to promote positive youth development, facilitate learning, and enhance quality of life by encouraging youth to work in their communities through the Land Grant University System. The educational foundation for 4-H lies in three mission mandates:

Science, Engineering, and Technology



The need for science, engineering, and technology education is essential for today’s young people. 4-h’s programs prepare youth for the challenges of the 21st century by engaging them in a process of discovery and exploration. 4-h ties to the nation’s Land-Grant university System provides direct access to the latest technological advances in agriculture, life sciences, family and consumer resource management, human development, and nutrition.

Healthy living

4-H has become a national leader in health-related educational issues, including chemical health, mental and emotional health, foods and nutrition, physical health, and safety.



Citizenship



Since its inception, 4-h has placed emphasis on the importance of young people being engaged, well-informed citizens. By connecting to their communities and community leaders, youth understand their role in civic affairs and expand their role in decision making processes. It’s clear that civic engagement provides the foundation that helps youth understand the “big picture” of life and find purpose and meaning.



The mission of 4-H National Headquarters is to advance knowledge for agriculture, the environment, human health and well-being, and communities by creating opportunities for youth.

We seek to promote positive youth development, facilitate learning, and engage youth in the work of the Land-Grant Universities and USDA to enhance their quality of life.

The educational foundation for our programs lies in:

- Science, Engineering, and Technology tied to agricultural and environmental issues;
- Healthy Living tied to human health and well-being; and
- Citizenship tied to the activities of people with institutions and government for the common good.

Our youth are expected to:

- Participate in learning communities;
- Determine goals for their own hands-on learning;
- Engage in significant leadership; and
- Perform community service.

Life skills are emphasized within the context of meaningful hands-on experiences which require some form of exhibition at their completion. Older youth members are expected to serve in leadership roles shaping the program for younger members.

Historical Note:

4-H Youth Development is an educational movement, which was created to help youth understand their dependence on nature's resources and to value the fullest development of hand, head, and heart. It originated in the early 1900s as a "four-square education" with its four main ideas including educational development, fellowship development, physical development, and moral development.