

2011 Wisconsin 4-H Delegation Participant Handbook



University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

Table of Contents

➤ What is Citizenship Washington Focus	2
➤ Registration Deadlines	2
➤ How to Register for Citizenship Washington Focus	3
➤ Communication from the Wisconsin 4-H Office	3
➤ Important Dates to Remember	4
➤ Mandatory Orientation	4
➤ Program Overview	5
➤ Program Committees	6
➤ Program Details	8
➤ National 4-H Center On-Site Details.....	9
➤ Safety and Security	10
➤ Emergency Contacts	10
➤ Staying in Touch	11
➤ Spending Money	12
➤ What to Bring.....	13
➤ Dress Code	14
➤ Trip Itinerary	16
➤ Maps/Departure and Return Times	18
➤ Be a P.A. in Washington D.C.	22
➤ Delegation Visit to Capitol Hill	23
➤ Pre-Trip Preparation	26
➤ Forms to be Returned and Postmarked By April 1.....	30

What is Citizenship Washington Focus?

Citizenship Washington Focus is an educational and fun 4-H leadership program for high school youth conducted by the National 4-H Council. For seven weeks of the summer, delegations of 15-19 year-olds from across the country attend this 6-day program at the National 4-H Youth Conference Center, located just outside Washington, D.C. The program is aimed at enriching young people's lives by broadening their appreciation and respect for themselves and others in the world.

Participants attend workshops, committees, field trips, social events, visit Capitol Hill, and meet with Congressmen, all of which provide delegates with hands-on opportunities to learn and grow. Strategy sessions include committee work, selection of issues, introduction of a bill, and mock legislative process. Participants learn and practice skills that will make them better citizens and more successful individuals.

Most importantly, participants learn how to have a positive influence on their communities, homes, and schools. After learning the “how-to” steps and observing several successful youth-coordinated projects, they are asked to implement those ideas back home in their own communities.

Registration Deadlines

- | | |
|--------------------------------------|--|
| Thur., Feb. 10 | Delegate Profile Forms due to County 4-H Office |
| Tues., Feb. 15 – Tue., Mar. 1 | County 4-H Staff Register Delegates Online |
| Fri., Apr. 1 | Health and Expectation Forms due to State 4-H Office |

How to Register for Citizenship Washington Focus

STEP 1

Return the “Delegate Profile Form” to your county 4-H office before February 10. The county 4-H staff pre-registers your county’s delegates on-line between February 15 – March 1. Trip week assignments are made on a first-come, first-served basis. **You are responsible for submitting your materials on time for optimum choice of trip week.**

Think about your summer schedule and choose the week that works best for you when completing your Delegate Profile Form. Every effort is made to honor your first choice. However, if your first choice is full, you would be slotted into the next choice available. Top priority is given to those with 4-H and county fair conflicts.

There are three trip weeks available in 2011; these dates include travel time.

Week 3: Saturday, June 18 - Sunday, June 26

Week 4: Saturday, June 25 – Sunday, July 3

Week 6: Saturday, July 9 - Sunday, July 17

STEP 2

Registration is not complete until all forms are returned. Return your “Expectation Statement” and “Health Information” forms to the WI 4-H Youth Development Office **postmarked by April 1** in order for your space to be reserved. If your forms are not postmarked by April 1, your space may be given to an alternate on the waiting list. Why not send them now while you’re thinking about it?

Communication from the Wisconsin 4-H Office

You will be notified of your trip week assignment approximately March 15. You will then either:

- 1) Accept the trip-week to which you were assigned by:
 - Awaiting the second mailing from the WI 4-H Youth Development Office in May and
 - Participating in you trip’s Orientation teleconference; or
- 2) Decline the trip week to which you were assigned by notifying your County 4-H Youth Development Agent as soon as possible so he/she can seek an alternate to replace you.
- 3) In May, you will receive chaperone information and a final roster of participants. Just before departure final details will be sent to you. Please keep all correspondence together with this handbook in a folder for future reference.

Important Dates to Remember

By Feb. 10	Submit your Delegate Profile Form to your County 4-H Office.
Feb. 15-Mar 1	County 4-H staff pre-registers Citizenship Washington Focus delegates on-line.
Mid Mar.	Trip confirmations are sent by mail. If you cannot accept the trip offered, you must contact your county agent immediately so your position can be offered to an alternate in your county. Remember your county is responsible for payment for the trip.
Thurs., Apr. 1	Expectation and Health forms <u>must be postmarked no later than April 1</u> in order for your registration to be complete. If not postmarked by April 1, your reservation may be given away to an alternate on the waiting list. (Faxed forms cannot be accepted.)
Tues., May 3	Orientation teleconference 7:30-8:30 p.m. for Trip Week 3: June 18-26
Thurs., May 5	Orientation teleconference 7:30-8:30 p.m. for Trip Week 4: June 25-July 3
Tues., May 10	Orientation teleconference 7:30-8:30 p.m. for Trip Week 6: July 9-17
Late-May	Check the mail for chaperone information and a finalized roster.
June/July	Check the mail for any final details for your trip week.

Mandatory Orientation

Plan now to participate in the Orientation teleconference that corresponds to your trip week and **mark it on your calendar**. Please attempt to join in the orientation corresponding with your trip because your trip's chaperones will provide details and ask for input about your trip. Parents and guardians are welcome, also.

Just before 7:30 p.m., find a telephone in a quiet place where you will not be distracted and background noise cannot be overheard on the phone. Call toll-free **1-800-462-1257** (or **237-5850** if calling from the Madison area).

Enter conference code **4686447** at the prompt to join the teleconference

If you have a time conflict,

- someone else may tape the teleconference program from a speaker phone for you; or
- you may call 608-262-0575 to request a recording; but
- you may **not** participate in an orientation on an alternate date. (Phone lines are limited to the exact number of participants per week for each orientation date and week-specific chaperones will participate only once.)

Special thanks to Harlen Persinger, 2008 Adult Advisor and professional photographer, delegates and Adult Advisor alumni for photos included in this guide.

Program Goals

WELCOME TO THE CITIZENSHIP WASHINGTON FOCUS PROGRAM!

While attending Citizenship Washington Focus, The Wisconsin delegation hopes to achieve a number of program goals. These may consist of the following:

- Broaden appreciation and practice respect for self and others in the world.
- Increase individual commitment to citizen involvement.
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Strengthen your communication, leadership, and other citizenship skills on a national level.
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.
- Engage in physical fitness activities.

In order to accomplish these goals, we will be engaging in activities that may consist of the following experiences:

- A look behind the scenes in our nation's capitol, and a chance to meet senators and representatives.
- Motivational speakers, workshops and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success.
- Activities that encourage new and lasting friendships.
- An enthusiastic collegiate staff working daily with the youth.
- Fitness and fun.

During CWF, groups will interact with National 4-H Conference Center Staff and Program Assistants who play a key role in the implementation of the Citizenship Washington Focus program. On campus, the staff greets visiting groups and orients them with The National 4-H Center, leads workshops and assemblies, advises committees, arranges room set-ups and audiovisual equipment, and assists group coordinators. Off campus, P.A.'s aid groups by providing route information and basic interpretation of sites, and coordinating field trip logistics.

Program Assistants are college-age students from across the United States, selected for their leadership and public speaking abilities. They arrive in Washington, D.C. in mid-May and undergo an intensive three-week training period to learn how to facilitate the Citizenship Washington Focus program. The P.A.'s live at The National 4-H Center for the duration of the program and return to their home states in mid-August.

VISIT THE CONFERENCE WEB SITE.

For more information, visit our website: <http://4h.uwex.edu/> or the National 4-H Council's CWF website at <http://www.4hcwf.org/>

Program Committees

During registration at National 4-H Center, delegates will select a committee to work with throughout the week. Be thinking of the top two committees you would like to participate in during CWF from the list below

1. HEALTHY LIVING

This committee will be in charge of the CWF Derby as well as daily health tips/updates. Delegates in this committee will also have the opportunity to create and run other health and fitness activities, and share information on healthy lifestyles with others. In this committee, delegates will learn useful skills such as leadership and working as a team.

2. COMMUNICATIONS AND PUBLIC RELATIONS

This committee will produce the CWF newsletter and slideshow. Anyone interested in journalism or photography should consider this committee. Delegates will learn skills such as writing, proof reading, layout, photography, Microsoft PowerPoint and working as a team while adhering to tight deadlines.

3. GOVERNMENT

This committee will be in charge of the Congressional Assembly. Duties include writing bills to be discussed and executing the assembly. Members of this committee will serve as a Senator or Representative during the assembly. Delegates involved in this committee will learn the congressional process, leadership, speaking skills, parliamentary procedure and discuss other government – related topics.

4. PROMOTIONS AND EVENT PLANNING

This committee will be in charge of overseeing and executing the talent show and auditions. This committee will learn how to put together an activity as well as promote an event. The delegates in this committee will learn organizational skills as well as promotion of events.

5. YOUTH IN GOVERNANCE

Youth In Governance is an initiative to educate youth about their role in society and government. This committee will lead the Youth in Governance Town Hall meeting and breakout groups. They will also brainstorm ways in which youth can get involved in their own community and share those ideas with the rest of the delegation. Delegates and this committee will learn skills such as how to have successful youth-adult-partnerships, leadership, planning an assembly or discussion and facilitating and participating in discussion on important topics.



BILL WRITING WORKSHOP



A major portion of the CWF experience is gaining knowledge of government processes. During one of your workshop sessions, you will write a bill, and later lobby for its successful passage through the CWF House and Senate.

Sample Bill

Below is an example of a bill written by previous CWF delegates.

House Resolution 2.2

The House of Citizenship Washington Focus

Of Week 6, Two Thousand Three

Resolved by the House Agriculture Committee of Citizenship Washington Focus that;

Whereas illegal substances are being used to improve performance of livestock, and;

Whereas the rules on the aforementioned substances are not regulated and enforced, and;

Whereas the punishments for these offenses are not consistent, therefore be it;

Resolved that testing be done more frequently such as the completion of each class, and be it further;

Resolved that a regulatory body be put in place to enforce these rules, and be it finally;

Resolved that a fine of an amount between \$1,000 and \$5,000 be implemented and a ban of five years from showing be enforced. Money raised by these fines shall be used to cover the cost of regulation.

Sponsored by Carrie W. of Pennsylvania and Jennifer L. of Oklahoma

Program Details

TRIP COST

The 2011 CWF trip will cost approximately \$1,095, which includes round-trip coach transportation from Wisconsin to Washington, D.C., tour of Gettysburg Civil War battlefield area, registration, lodging, meals and program at National 4-H Center, Chevy Chase, Maryland, Cultural Heritage event, juice, water, and soda during the week, Wisconsin 4-H pays for the pin exchange, a CWF polo shirt, and organized tours and free time to visit national monuments, museums and landmarks. You will need to bring extra money for some meals and personal spending.

TRIP PAYMENTS

Your County 4-H Agent will advise you on your share of the trip cost and payment arrangements to the county. You will **send your payment to the county office** which will submit one check for the entire county delegation to the WI 4-H Youth Development Office.

CANCELATION POLICY

Your county has made and paid for this reservation for CWF so **you may be responsible for the cost if you cancel!** (Check with your county if you are unsure of their policy.) If anything in your situation changes and you are unable to attend, please contact your county 4-H office immediately so they may attempt to find an alternate. The Outreach Office will keep a list of counties with unfilled reservations (and requests for more reservations) and will assist you with transfers to the best of our ability. Delegates may not transfer reservations with anyone but can send an e-mail request to be put on the transfer list to peter.nordin@ces.uwex.edu. No cancellations within 18 days of departure are allowed due to national deadlines except for emergency health reasons. (With advance notice and a physician's written excuse, a partial refund may be possible.) If you must cancel at the last moment due to illness or accident, please call the WI 4-H Youth Development Office immediately at (608) 262-1557 so chaperones and program coordinators can make necessary arrangements. Otherwise, if your name is on the roster, you will be expected to meet the bus.

HEALTH, EXPECTATION & PHOTO MEDIA RELEASE FORMS DUE APRIL 1

Health forms are required in advance. However, at boarding check in parents/guardians must advise the designated Health Coordinator of any changes in your prescriptions or health status. A copy of your health form with any updates must be carried with you at all times; it is your authorization for medical care.

In order to ensure that everyone has the best possible experience on this educational trip, the Expectation Statement for Youth is enforced. Signed copies are provided to chaperones and National 4-H Center staff. A signed Photo Release form is also needed by April 1.

ADULT ADVISORS

A team of Certified Wisconsin 4-H Leaders will be assigned to each trip to coordinate some of the trip details, serve as mentors and leaders, and monitor overall health and conduct of participants. (Applications for adult leader positions are due March 1 annually.)

TRAVEL ARRANGEMENTS

You will be traveling to Washington D.C. on a chartered coach. Coaches will originate in Eau Claire, and make stops in Wausau, Madison and Milwaukee for all trips except Week 7-Bus 2 which will originate in Madison. You may request where you want to board and disembark on your Profile Form and we will assign you to that site if possible. No changes may be made within two weeks of departure. Maps to your pick-up/drop-off point can be found in this handbook. Be sure to arrive early to your bus stop; buses cannot wait for stragglers!

You will travel overnight and arrive at Gettysburg, Pennsylvania early Sunday morning. After breakfast on your own, you will take a bus tour of the Gettysburg Civil War battleground on Sunday morning and then travel the final 1½ hours to the National 4-H Center at Chevy Chase, MD, a suburb of Washington D.C.

While in Washington, D.C., the Wisconsin coach driver will drop off and pick up the group at various sites. However, in at least one instance, the group may take a Metro bus back to the National 4-H Center. You will walk a lot during this trip, especially on Delegation Day, Capitol Hill Day, and WI 4-H Day. On those days, your chaperones will work with you to create an itinerary and schedule. There will be opportunities to see many sites around Washington, D.C. including some but not all of the following: the nation's Capitol; White House; Hart Senate Building; Ford Theatre; Spy Museum; Old Post Office; Holocaust Museum; Korean, Vietnam, Jefferson, and FDR Memorials; Lincoln and Washington Monuments; Mount Vernon; Arlington National Cemetery; Smithsonian Museums; National Archives; National Zoo; National Cathedral; and more. On Saturday's Wisconsin 4-H Day, you will have breakfast at the center, visit the Holocaust Museum, have free time downtown, then depart in the late afternoon or evening.

National 4-H Conference Center On-Site Details

CONFERENCE SITE

You will be staying at the National 4-H Center, located in a quiet residential part of Chevy Chase, Maryland, which is a suburb of Washington, D.C. The 4-H Center is a former women's college consisting of about four or five buildings nestled in a park-like setting. The facilities are similar to dormitories. Meetings and assemblies will be held on-site at the Center.

LODGING

Three or four people will be assigned per room which includes a private bathroom. Bedding and towels will be provided. Some rooms have bunk-beds but some have shared double or queen beds. You will be assigned Wisconsin roommates who are not from your own county. National 4-H Center staff assigns rooms and roommates are not divulged ahead of time.

MEALS

Meals are served cafeteria-style at the Center. There is a variety of foods with vegetarian selections available. On tour days, you will need to purchase meals on the Capitol Mall, in museum cafeterias, or at fast food restaurants. Remember, costs are higher in an East Coast city than in the Midwest. Budget accordingly.

GROUP PHOTOS

There will be opportunities to take informal group photos. WI 4-H staff acknowledges that delegates may take digital photos and want to share with others in the group. Be aware that although the desire to share is both understood and appreciated:

- 1) For security reasons, please **do not share photos via internet websites such as Facebook, Twitter, MySpace** or others. If you choose to share with the group, please do so safely.
- 2) WI 4-H cannot assume liability and cost of producing and sending out CD's of photos.

TRADING ITEMS

Exchanging trading items is a great way to meet people and an event is planned around it at CWF. The WI 4-H Youth Development Office will provide you with ten 4-H pins for starters but you will need 40-50 items altogether. You may want to be creative and make your own pins, magnets or calling card packs! Handmade items are often the most desirable.

Security and Safety

SECURITY IN WASHINGTON D.C. AREA

The National 4-H Center is located in a residential section of Chevy Chase. The building has 24-hour security and the doors are locked after curfew. Although the area around the Center is generally safe, caution should be exercised whenever leaving the site.

Washington, D.C. has a population of about 600,000 residents with almost 5,000,000 people in the metro area. Any large urban area has unsafe neighborhoods and “shady characters”; Washington, D.C. is no exception. Just off the main Mall area, there are many street people who try to talk to or sell all sorts of overpriced trinkets to unsuspecting out-of-towners. They are all too aware that tourists are easy targets (especially young tourists who are not “street smart”). While some of these people are just down on their luck, some are also beggars, thieves, or pickpockets. For your safety, do not talk with them, give them money, or even let them know you have a wallet!

When tourists are unaccustomed to seeing street people, they sometimes make fun of them or take their photos. Please respect their dignity and privacy; they have feelings like everyone else.

Former CWF delegates and chaperones offer this advice for staying safe on the trip:

- Use a buddy system and always stay in groups of at least four.
- Don't wear your name tag outside of conference buildings.
- When with the group; do not lag behind where you could accidentally become separated from them.
- Do not go out at night or before dawn, even for a group run.
- Always be aware of your surroundings and use caution on the streets.
- Do not talk with street people or give money to strangers!
- Do not flash money which could be easily grabbed.
- Pay attention to transactions and count returned change after purchases.
- Keep shopping bags closed and in front of you when walking so no one can remove or add anything.

EMERGENCY CONTACTS

Chaperones and their telephone numbers will be listed on a roster that will be mailed to you. If you have questions, please call your Group Coordinator, one of the Adult Advisors, or the State 4-H Outreach Office at **608-262-0575**.

If you must cancel at the last moment or become delayed due to emergency, please contact the State 4-H Outreach Office immediately so appropriate contacts can be made for you! Your chaperones will be expecting you at the boarding site. We must know if you are canceling, even if at the last minute! If you cancel due to an emergency, there may be a possibility of a partial refund.

To reach The National 4-H Center Front Desk, you may call **(301) 961-2801** or **(301) 961-2800**. This second number connects callers to the Automated Attendant, which is answered 24 hours a day, 7 days a week. After you check in at the Center, you will have a direct room phone number to share with family at home.

Staying in Touch

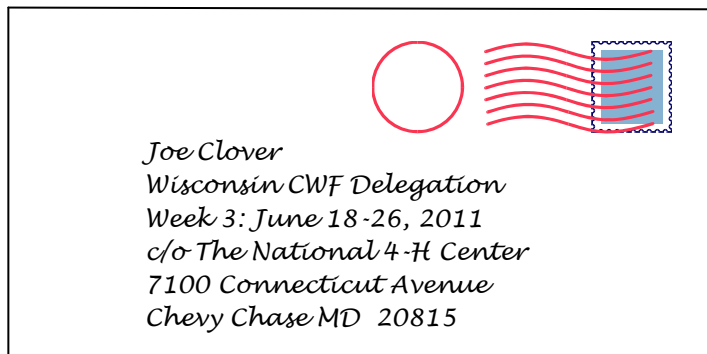
CELL PHONES

You may bring a cell phone with the understanding that:

- expensive roaming charges may apply to your phone;
- cell phones must be **turned off during all scheduled programs, including tours;**
- cell phones may be used **only** during scheduled free time or to contact Adult Advisors while offsite;
- cell phones may not be used after curfew (your roommate will want to sleep);
- if a cell phone privilege is abused, Adult Advisors will confiscate the phone and return it later.

MAIL AND EMAIL

You may receive correspondence while at the National 4-H Center by either e-mail at the Cyber Center or by surface mail. It is important for well-wishers to address your letters very specifically, as below. Outgoing mail can be sent from the Center Monday-Saturday



Spending Money

SPENDING MONEY

You will be responsible for purchasing seven or eight meals en route and three lunches and one dinner on your own during CWF. You may also want to bring a little extra money for souvenirs. Program staff suggests budgeting at least \$26 per day, for a total of \$160-250. Some people will spend more; others will spend much less. Budget carefully to allow for expenses on the return trip.

You should consider obtaining travelers checks instead of carrying all cash. If you bring traveler's checks, you need to bring a government issued photo ID (drivers' license or state ID) in order to cash them. National 4-H Center will cash traveler's checks only on Monday after 4:30 for those requested on Sunday. This is the ONLY time the National 4-H Center will cash them. Most shops will cash them, however, only if you present a government issued photo ID.

At least two optional tips will be collected, one for the tour guide at Gettysburg and one for the bus driver who will accompany your group throughout the week. Also, a small donation is appropriate, but not required, at National Cathedral. A dollar is a suitable amount in each instance.

SAMPLE BUDGET

	Minimum
Sat. Bring a sack meal or purchase lunch at Madison; dinner at fast food stop	\$15
Sun. Breakfast and lunch on own in Gettysburg	~20
Mon. Mount Vernon - souvenirs???	~20
Tues. National Memorials - souvenirs???	~10
Wed. Lunch on own. Dinner voucher for Union Station. Capitol Hill Day - souvenirs???	~15
Thurs. National Cathedral - souvenirs???	~20
Fri. Lunch on own. Delegation Day - souvenirs???	~15
Sat. Lunch & dinner on own on National Mall. Wisconsin 4-H Day - souvenirs???	~30
Sun. Breakfast on own; (Wausau & Eau Claire groups lunch on own)	~10 -20
Minimum total includes meals only; this does not include souvenirs.	~\$125-135

The 4-H Center has a Campus Shop where you may purchase postcards, stamps, memorabilia and personal items. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

T-Shirts

Hard Rock Cafe	\$26
Street Vendors	\$11
Campus Shop at 4-H Center	\$13

Lunch

Hard Rock Cafe	\$17
McDonald's	\$8
Union Station	\$10
Smithsonian	\$11

What Should I Bring?

FOR THE BUS:

- Sacks/meals for travel the first day/night (no meal stops)
- Water bottle which will not spill, is easy to carry and can be re-filled (Do not rely on soda!)
- Snack to share with the group (not too much-there will be many others to share!)
- Small pillow for the bus (or you can use your jacket or a sweater as a pillow!)
- Light blanket, afghan or throw for the bus
- Video tapes for the bus (optional), labeled with your name! No ultra gory or violent movies.
- CD's for on the bus (optional), labeled with your name!
- Deck of cards or other travel games for on the bus (optional)
- I-Pod/MP3 Player (optional). Earphones must be used with all radios or disc players brought onboard

AT THE CENTER:

- "Wisconsin Participant to CWF Handbook" for reference
- Nightwear, lightweight bathrobe and slippers or flip-flops (3-4/room lodging; private bath)
- Personal toiletry items
- Small hairdryer, curling iron or whatever you need to be beautiful
- Alarm clock and wristwatch
- Small trade items that you make, buy or solicit locally
- Pen and small notebook or pad for committee work and workshops
- Props & musical instruments for Expressive Arts show (optional)

FOR OFF-SITE FUN:

- Extra pair of comfortable shoes (You will walk a LOT; do not bring shoes you have never worn!)
- Raingear or umbrella
- Sunblock!!!
- Small pkg. of wash/dry towelettes are recommended
- Inexpensive camera labeled with your name, address, phone number
- Extra camera batteries
- Personal spending money & travelers' checks totaling \$150 - \$200
- Copy of your health form to carry when away from the 4-H Center

STAYING WELL

- Acetaminophen for headaches or achy muscles
- Antacid tablets for upset stomach
- Band-aids for blisters from walking!
- Contact solution, if needed
- Imodium AD or other anti-diarrhea tablets
- Prescriptions, if needed

ON THE BUS, EACH DELEGATE WILL RECEIVE FROM WISCONSIN 4-H:

- A nametag, which you must wear at all times
- 10 state 4-H pins for trading.





Packing tips:

- Two pieces of luggage plus a carry-on are allowed (back-pack suggested; garment bags ok).
- Put nametags on all luggage including camera.
- Pack as lightly as possible; roll your clothing and try not to bring things that wrinkle. Irons are not provided.
- Place bottles that might leak (shampoo, lotions) in zip-lock bags. Do not bring glass bottles.
- Do not bring much cash (Only need \$20-\$30 while traveling; the rest should be in travelers' checks or ATM/Debit Card.)
- Do not bring valuable jewelry or cameras. Do not bring towels & linens – they are provided.

Wisconsin CWF Dress Code

During your week in Washington you will meet many people and will be representing the 4-H program, your family, county, Wisconsin, and youth of America, so plan to dress accordingly. Your appearance must reflect your position as an ambassador of 4-H and Wisconsin! (You cannot dress as if you were “on vacation”.) If in doubt about an item of clothing, dress on the conservative side! We suggest borrowing items rather than purchasing clothing you would seldom wear. Please be aware that Wisconsin’s Dress Code is enforced by your chaperones and you will be asked to change if your clothing is inappropriate. (The Dress Code applies to both youth and adult participants.) A dress code classification system has been developed which describes the type of dress expected for each CWF activity. The following categories have been established to correspond to activities outlined in the Tentative Program schedule found in the CWF program section on the national web site: Very Casual, Casual, Professional Casual, Dressy. **Washington, D.C. will be very hot and humid with daytime temperatures ranging from the high 80’s to high 90’s!** Lightweight, light-colored cotton clothing is recommended. Limited laundry facilities are available but note that free time is also limited.

	Very Casual	Casual	Business Casual	Dressy	CWF Attire
Event	Organized Activities (Derby)	All activities unless otherwise specified	National Cathedral (Tues) Speaker (Mon)	Cultural Heritage Evening Dinner Theatre (Thurs)	Capitol Hill Day (Wednesday)
For Guys: 	Clothes and shoes to get wet or dirty; can be old jeans, T-shirts, or shorts.	Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.	Slacks, dress pants, polos or button down shirts (MUST have collar for Cathedral.) Dress shoes, boots, no athletic/tennis shoes.	Dress pants, slacks with a button shirt and tie, leather shoes, boots. No athletic shoes. Jackets recommended	Khaki pants and the CWF Polo shirt. The polo will be provided. No Capri/cropped pants are allowed.
For Girls: 	Clothes and shoes to get wet or dirty; can be old jeans, T-shirts, or shorts.	Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.	Skirts, dresses, slacks nice shirts. (Shoulders MUST be covered for Cathedral.) Khakis or dress denim are appropriate. No athletic/tennis shoes.	Dresses, skirts, suits, nice shirts, leather shoes. Nylons are optional. No athletic/tennis shoes.	Khaki pants or skirt and the CWF Polo Shirt. The polo will be provided. No Capri/cropped pants are allowed.

WHAT IS NOT ALLOWED

- No shorts, skorts or skirts shorter than fingertip length when arms are fully extended at their side.
- No ripped or cut-off shorts; no denim overalls, short shorts or swim trunks.
- No t-shirts or tops with offensive slogans, beer or tobacco ads or other messages in bad taste.
- No tube tops/strapless shirts or bare midriff tops, muscle shirts and similar items.
- No spaghetti strap clothing, except for formal evening wear.
- No underwear may show (bras under extra narrow straps or briefs above waistbands). No extreme low-rise pants.
- No hats/caps may be worn inside the 4-H Center, government buildings or museums anytime. (OK outdoors.)
- Shoes or sandals and shirts must be worn at all times. Be sure they are comfortable!
- Pants and shirts must meet when arms are fully extended over your head.

For other examples of WHAT NOT TO WEAR, refer to the diagram below, created by California 4-H Alum, Cindy Sperry

Dress Code Violations



Day	Event	Dress Code	I plan to wear:
Saturday	Bus ride	Casual (stretchy layers are best!)	
Sunday	Gettysburg tour, meetings, pin trade	Casual	
Monday	Mt. Vernon, meetings	Business casual (comfortable walking shoes!)	
	Nightview	Same or casual	
Tuesday	Iwo Jima Monument, Arlington Cemetery, FDR Memorial	Business Casual (comfortable walking shoes!)	
	Meetings, Derby	Very casual	
	Meetings	Casual	
Wednesday	Capitol Hill Day, Twilight Tattoo (wk 4) Air Force Memorial	Khaki slacks or skirt. CWF provides a polo shirt. (comfortable walking shoes!)	
Thursday	Workshops Nat'l Cathedral or Zoo (TBA)	Business casual: Girls: covered shoulders. Boys: shirt w/collar.	
	Meetings	Same or Casual	
	Cultural Heritage Evening	Dressy	
Friday	Delegation Day, Talent Show, Closing, Farewell Dance	Casual (comfortable walking shoes!)	
Saturday	Wisconsin 4-H Day	Casual (comfortable walking shoes!)	
Sat. Evening/ Sun.	Bus Ride Home	Casual (layers are best!)	

2011 Citizenship Washington Focus Schedules

DAY	BREAKFAST	MORNING	LUNCH	AFTERNOON	DINNER	EVENING	NIGHT
SATURDAY 3: June 18 4: June 25 6: July 9		7:40 a.m. depart Eau Claire 10:00 a.m. depart Wausau	(bring sack lunch or grab lunch at Arby's at the Madison stop)	1:20 p.m. depart Madison 3:00 p.m. depart Milwaukee	Fast food or sack meal from home	Travel. Change drivers along the way.	Travel all night
SUNDAY 3: June 19 4: June 26 6: July 10	7:00-8:00 Breakfast on own at Gettysburg	8:30 Meet at Tour Center for Gettysburg battlefield tour	11:00-12:00 Lunch on own in Gettysburg.	Explore Gettysburg or visit downtown Washington D.C. Arrive/register at National 4-H Center b/t 3-5 p.m.	5:30-6:30 Dinner at Ctr.	6:30 Welcome assembly 7:00 Workshop 8:20 Committee mtgs. 9:15 Pin trade 10:15 Delegation huddles	11:00 Lights out!
MONDAY 3: June 20 4: June 27 6: July 11	7:15-8:15 Breakfast at Ctr.	8:15-1:15 Mount Vernon	1:15-2:15 Lunch at Ctr.	2:15-3:15 Workshop; 3:20-4:30 Committee meetings 4:30- 5:15 Talent Show Auditions	5:15-6:15 Dinner at Ctr.	6:15 Nightview of Washington, D.C. 10:30 Huddles	11:00 Lights out
TUESDAY 3: June 21 4: June 28 6: July 12	7:00-8:00 Breakfast at Ctr.	8:00-12:00 Iwo Jima/Arlington/FDR	12:00-1:00 Lunch at Ctr.	1:00-2:30 Workshop/Adult Mtg 2:30-3:55 Committee Meeting 4:00-5:00 Derby 5:00-6:00 Town Hall	6:00-7:00 Dinner at Ctr.	7:00-9:00 Action Plan 9:00-10:00 Capitol Hill Orientation 10:00-11:00 Free time	11:00 Lights out
WEDNESDAY 3: June 22 4: June 29 6: July 13	7:00-8:00 Breakfast at Ctr.	8:30-6:30 Capitol Hill Day	Lunch on own (Voucher for lunch <u>or</u> dinner at Union Station)	Capitol Hill Day and Touring Continues	5:00 Dinner on own	7:00-9:00 Twilight Tattoo (Wk 4) Airforce Memorial (Wk 3,6) 9:30-10:00 Delegation Huddles on bus 10-11:00 Free time	11:00 Lights out
THURSDAY 3: June 23 4: June 30 6: July 14	7:00-8:00 Breakfast at Ctr.	8:30-9:30 Workshop 9:30-11:45 National Cathedral or National Zoo	12:00-1:00 lunch at Ctr.	1:00-2:30 Congressional Session 2:35-4:00 Committee Meeting 4:00-5:00 Free time	Dinner on own	Cultural Heritage Evening 5:00 Kennedy Center- Shear Madness	11:00 Lights out
FRIDAY 3: June 24 4: July 1 6: July 15	7:30-8:30 Breakfast at Ctr.	9-5 Delegation Day 9:00 Tour New Zealand Embassy (tentative)	Lunch on own	Delegation Day continues.	5:30 – 6:30 Dinner at Center	6:30 – 7:15 Delegation Wrap up 7:30 –8:30 Talent Show 8:30-9:00 Closing Assembly 9:00 – 11:00 Farewell Dance	11:00 Lights out
SATURDAY 3: June 25 4: July 2 6: July 16	7:00-9:00 Breakfast at Ctr. (Check out by 9:00)	Wisconsin Day on the Mall 9:00-10:00 Washington Monument (Week 3 from 10:00-11:00) 11:00-1:00 Holocaust Museum (Week 3 from 11:30-1:30)	1:30 - Lunch on own	Wisconsin Day continues	4:00- Dinner at Hard Rock Café.	5:00 Depart Washington	Travel all night
SUNDAY 3: June 26 4: July 3 6: July 17	Breakfast on own	8:00 a.m. Arrive Milwaukee; 9:30 a.m. Arrive Madison	Lunch on own	12:15 p.m. Arrive Wausau; 2:45 p.m. Arrive Eau Claire	Dinner at home!	(Note: don't make plans for this evening – you <u>will</u> be very tired!)	Ahhh! Sleep in own bed!!

DO YOU KNOW SOMEONE WHO WOULD MAKE A GOOD PROGRAM ASSISTANT?

Job Summary: A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth from across the country. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington DC and at the National 4-H Youth Conference Center. The hours of a Program Assistant are very long, usually between 50-60 hours a week, and often include evenings, weekends and holidays.

Program Assistants for the Citizenship Washington Focus (CWF) programs must be able to successfully fulfill the requirements of the D.C. Tour Guide License. **Applicants must:**

- Have experience in leadership roles, public speaking, and presenting
- Be flexible and work well under pressure and with others
- Be at least 18 years old and no older than 25
- Have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred
- Be a citizen of the United States
- Be able to read, write and speak the English language
- Pass a satisfactory background check
- Successfully complete the tour guide exam and meet the medical and physical requirements of DCRA

Specific CWF P.A. Roles

Tour Guide: Program Assistants lead trips into the Washington, D.C. metropolitan area, and provide commentary on points of interest throughout the city, so that participants learn from these educational opportunities. PA's are the primary liaison between the National 4-H Youth Conference Center and each group during their stay at the National 4-H Youth Conference Center.

Program Facilitator: Program Assistants lead educational workshops conducted at the National 4-H Youth Conference Center. This role may include checking the arrangements for room-set-up, audio-visual, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs. PA's facilitate educational curriculum focusing on civic engagement and citizenship. PA's must also meet with adult and group leaders where they assist and orient groups as they arrive, help to provide recreational and other free-time activities for participants, facilitate workshops, and other program needs.

Terms of Employment

The agreed upon salary is \$300 per week plus room and board. PA's are required to reside in provided housing, at The National 4-H Youth Conference Center, Gertrude Warren Hall, group housing. Dates of employment are May-August. Travel to and from Washington is at the PA's own expense.

For an application or additional information visit our website at www.citizenshipwashintonfocus.org or contact:

Molly Young

Director, Youth Opportunities

National 4-H Youth Conference Center

7100 Connecticut Avenue

Chevy Chase, Maryland 20815

Phone: 301-347- 2812

Fax: 301-961-2922

E-mail: myoung@4hcenter.org

DELEGATE VISIT TO CAPITOL HILL

The visit

You are a very important constituent to your congressional representatives. You come from Wisconsin -- their home state -- and reflect attitudes and feeling about our concerns.

- Be positive.
- Be absolutely honest. Answer all questions candidly and as truthfully as possible. If you do not know an answer, indicate you will find out and write when you get home. Remember all 4-H members, leaders and parents you represent on these visits!
- Be a strong and articulate advocate of 4-H. This is your chance to speak up for Extension and the 4-H program. Thank the staff and congressional representatives for the federal dollars provided for the Extension Service and 4-H.

Following the visit

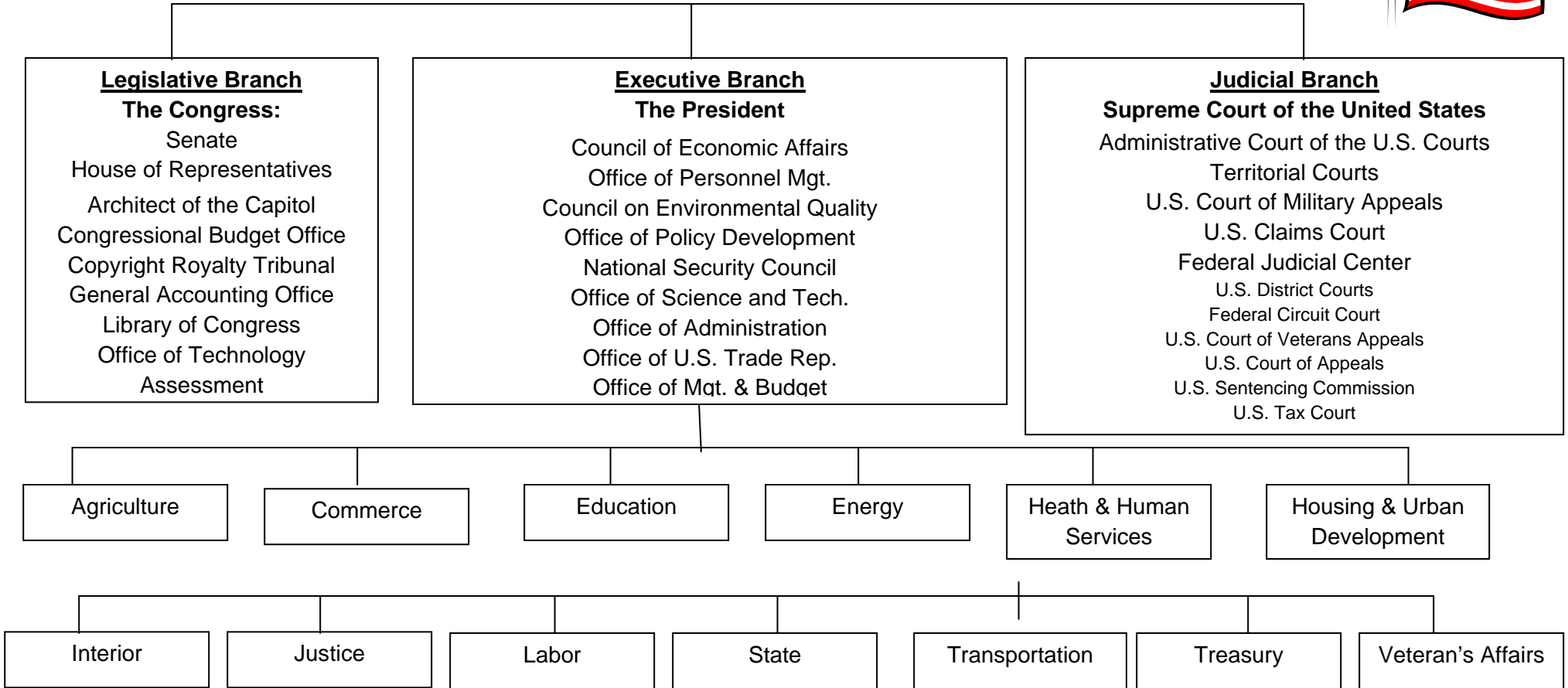
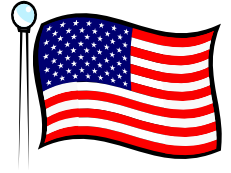
Write thank you letters to each congress person with whom you meet. (They are not allowed to accept gifts.) If you can, stop at your congressional representative's office at home and report about your visit.

Hints: Since you will be representing 4-H'ers from throughout the United States, appropriate dress is essential. Khaki pants and the CWF polo shirt are required. The polo shirt will be provided by National 4-H. If you want to wear comfortable shoes, bring your good shoes and change before the appointment. Be sure to wear your nametag while visiting Capitol Hill but not outside on the streets.



The Government of the United States

The Constitution



There are also many independent government agencies such as:

Central Intelligence Agency (CIA), Federal Election Commission, Federal Communications Commission, Peace Corps, Federal Trade Commission, Federal Reserve System, U. S. Postal Service, AMTRAK

2011 Citizenship Washington Focus Pre-Departure Brain Busting Prep

(Page 1 of 2)

In order to be prepared for the CWF experience, you need to be aware of some of the current political issues that are on the state's and the nation's agenda. In addition, you should be prepared to discuss your own thoughts and viewpoints on those issues. Below is a discussion preparation guide that will be helpful to get your mind moving on political events in our state and our nation. Think critically about each question. Then take time to answer each question fully. The chaperones will collect your brain-busting prep on the bus.



The U.S. Electoral College chooses a new President of the United States every four years. In order to win support of the popular vote, the candidates must focus on the major issues such as education, agriculture, health care, Social Security, the Iraq War, terrorism, and the United States' place in a global community. How could a new President's beliefs on these issues and/or others affect you and your family in Wisconsin?

2. If you were a U.S. Senator from Wisconsin, what would be the first bill you would bring to the Senate floor? What information would you include in your bill? What suggestions or criticisms might other Senators have of your bill?



3. Senator Ron Johnson and Senator Herb Kohl are coming to your town for a listening session. What questions would you raise in order to interest the senators in specific issues in your own community? Prepare two specific questions for the senators.



Senator Kohl:

- 1.
- 2.

Senator Johnson

- 1.
- 2.

Some websites you may want to investigate for more information are:

<http://www.senate.gov/>

<http://thomas.loc.gov/home/thomas.html>

<http://www.house.gov/>

<http://feingold.senate.gov/>

http://www.house.gov/house/Tying_it_all.html

<http://kohl.senate.gov/>

Bring this form with you to the boarding site and give it to the Group Coordinator.

Preparation for CWF

- Do your Pre-Departure Brain Busting Prep and be prepared to discuss it during the trip.
- Know the names and party affiliation of your elected representatives.
- Become familiar with the US Constitution, Bill of Rights & other amendments.
- Identify current issues that have an effect on youth in preparation for discussion.
- Be able to list the three branches of government and their basic functions.
- Prepare for your visit to Capitol Hill.



Capitol Hill Orientation

Our delegation will travel to Capitol Hill to meet with our state Senators. Each state has two Senators; the number of Representatives varies on the population.

Prior to CWF, learn who your Senators and Representatives are and write down 3-5 questions to ask them.

A sample question: “Senator Lugar, as a member of the foreign relations committee, what is your stance on the oil for food program?”

Question 1: _____

Question 2: _____

Question 3: _____

Question 4: _____

Question 5: _____

Personal Preparation for your visit to Capitol Hill:

A. Know pertinent information about all of your Senators and Representatives:

1. Name
2. Political party
3. Length of service in Congress
4. Committee Assignments
5. Special interests and priorities
6. Names of top staff members

B. Review your knowledge of 4-H and Extension:

1. Name of your Extension staff members (county & state)
2. Information about 4-H in your state and community
3. Why 4-H is valuable to you and your community
4. Why federal dollars should be spent on 4-H
5. How Wisconsin’s program compares with programs in other states