

State 4-H Youth Group Registration Guide



Wisconsin 4-H & Youth Conference
June 27-30, 2011

Quick Calendar

Deadline for return of forms	March 15
Deadline for payment or deposit	March 15
Planning Weekend	April 8-9
Parking Permit Request due to UW Trans. Services	April 8
Balance due (if applicable)	May 1
Last date for cancellations	May 1
Early arrival and Youth Conf.	June 23-30
State Fair	Aug 1-7

<http://4h.uwex.edu/events/youthconf>

2011 WISCONSIN 4-H & YOUTH CONFERENCE *TENTATIVE SCHEDULE*

*NOTE: Pre-conference Meal times (Wednesday dinner through Monday lunch in Gordon Commons C6)
Breakfast - 7:30-8:00 a.m., lunch - 12-12:30 p.m. (June 21 lunch 11:30-12:30); dinner – 5:00-5:30p.m.*

Monday, June 27

Noon-2:00 p.m.	Arrival and Registration (Sellery Main Lounge)
2:30	Gather in the green space next to Gordon Commons for Tours and Getting Acquainted Fun.
2:45	Depart for tours (Be there at 2:30 to find your tour group to leave promptly at 2:45!)
3:00-4:30	Adult Advisor Meeting (Gordon Commons A-1)
4:15-4:45	Talent Show auditions (Main Lounge in Sellery Hall) (Alternate time for auditions Tuesday afternoon.)
4:45-5:15	Floor Meetings for all delegates and Adult Advisors (Sellery lounges on each floor)
5:15-6:15	Dinner (Gordon Commons – C4 & C6) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20	Assembly: Donna Menart, Interim State 4-H Director; YLC; Keynote (Memorial Union Theater)
8:30-9:50	Recreation (Dance—Gordon Commons A1; Movies—Sellery Hall; Games)
10:00	Sellery Hall closes; Floor Meetings
10:30	Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Tuesday, June 28

6:00 a.m.	Fun Run (Meet between Sellery Hall and Gordon Commons.)
7:15-8:15	Breakfast (Gordon Commons – C4 & C6)
8:15	County Delegation Meetings
8:40	Gather & depart for seminars & service learning (Meet in green space next to Gordon Commons)
9:00-11:15	Service-learning sessions or seminars
11:30-12:30 p.m.	Lunch (Gordon Commons – C4 & C6)
12:40	Gather & depart for seminars (Meet in green space next to Gordon Commons)
1:00-3:15	Service-learning sessions, seminars or
3:30-4:45	Talent Show auditions (Main Lounge in Sellery Hall)
3:30-4:45	Free Time
4:45-5:15	County Delegation Meetings (to process: take-home focus)
5:15-6:15	Dinner (Gordon Commons – C4 & C6) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20	Assembly: Drama Team (Memorial Union Theater)
8:20	State Art Exhibit (Sellery Main Lounge) - Northern, Western, Eastern Districts
8:30-10:20	Recreation; Movies—Sellery Hall; Games)
10:00	Sellery Hall closes; Floor Meetings
10:30	Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Wednesday, June 29

6:00 a.m.	Fun Run (Meet between Sellery Hall and Gordon Commons.)
7:15-8:15	Breakfast (Gordon Commons – C4 & C6)
8:15	County Delegation Meetings
8:40	Gather & depart for seminars (Meet in green space next to Gordon Commons)
9:00-11:15	Seminars
11:30-12:30 p.m.	Lunch (Gordon Commons – C4 & C6)
12:40	Gather & depart for seminars (Meet in green space next to Gordon Commons)
1:00-3:15	Seminars
3:30-4:45	Free Time
3:45-5:30	Talent Show Rehearsal (Memorial Union Theater)
4:45-5:15	County Delegation Meetings (to process: take-home focus)
5:15-6:15	Dinner (Gordon Commons – C4 & C6) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20	Assembly: Talent Show (Memorial Union Theater)
8:20	State Art Exhibit (Sellery Main Lounge) - Central, Southern, Quad Cities Districts
8:30-10:20	Recreation (Dance—Gordon Commons A1; Movies— Sellery Hall; Games)
10:30	Sellery Hall closes; Floor Meetings
11:00	Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Thursday, June 30

7:15-8:15 a.m.	Breakfast (Gordon Commons – C4 & C6)
9:00	Closing Assembly: Photo Team, YLC (Memorial Union Great Hall)
11:30	Departure.



The University of Wisconsin-Extension provides equal opportunities in employment and programming including Title IX.

Table of Contents

STATE 4-H YOUTH GROUPS CALENDAR AT WI 4-H & YOUTH CONFERENCE	i
State 4-H Youth Group	ii
Important Dates to Remember for 2011	ii
A SPECIAL NOTE TO ALL 4-H STATE YOUTH GROUPS	iii
WI 4-H & YOUTH CONFERENCE GENERAL INFORMATION.....	1
Theme 1	
Objectives.....	1
Audience	1
What's New For 2011?	1
State 4-H Youth Group Orientations	1
Registration Cost	2
Cancellation Policy.....	2
Checking In Upon Arrival	2
Where You Will Be Staying	2
Parking	2
Driving Authorization For Adults.....	3
Meals	3
Participation	3
Youth And Adult Expectation Statements.....	3
Youth Health Forms	3
Spending Money.....	3
Behavior at Assemblies	4
Pedestrian Crossing.....	4
Group Photos	4
Fun Run	4
Telephones	4
Computer Access	4
Early Departures.....	4
Checking Out	4
Your Mailing Address	5
In Case of Emergency at Home	5
In Case of Emergency at the Conference.....	5
Invitation to Parents And Guests.....	5
Dress Code.....	6
What to Bring	7
Optional Items to Bring	7
What <i>Not</i> to Bring	7
University Residence Hall Rules	8
SEMINAR INFORMATION	9
Seminar Participants	9
SEMINAR DESCRIPTIONS FOR SEMINARS FACILITATED BY STATE 4-H YOUTH GROUPS.....	10
MAPS	
Wisconsin 4-H & Youth Conference.....	11
Sellery Hall And Gordon Commons Area	11
Madison Area	13
FORMS	
2011 Wisconsin 4-H & Youth Conference Excused Absence/Early Departure Request.....	14
2011 Wisconsin 4-H & Youth Conference Talent Show Application	16
Expectation Statement For Adults Accompanying Youth on UW-Extension-Sponsored Events	18
Wisconsin 4-H & Youth Conference State 4-H Youth Group Member Registration Form.....	20
Expectation Statement for Youth on UW-Extension Sponsored Trips and Events	22
2011 Wisconsin State Group Member Acceptance Form	26
2011 Art Team, Drama Company, Showcase Singers Payment Plan	28
Volunteer Expense Form for Reimbursement of Parking Permit Cost.....	30

State 4-H Youth Groups Calendar at WI 4-H & Youth Conference

Check-in will be at Sellery Hall, 821 W. Johnson St.

June 22-26: Breakfast - 7:30-8:00 a.m., lunch - 12-12:30 p.m.; dinner – 5:00-5:30p.m.

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
			<p>June 22 Showcase Singers check in by noon and meet in Sellery Lobby at 1:00 pm with Tim Talen</p> <p>Proceed to work space (Sellery B20)</p> <p>Dinner 5:00-5:30 p.m.</p>	<p>June 23 Breakfast 7:30-8:00 Lunch 12:00-12:30 p.m. (SS only) Art Team & Drama Co., check in by noon. All meet promptly at 1:00 in Sellery Hall lobby for joint mtg. before going to State 4-H Youth Group work rooms (Sellery Main Lounge and Room 22 respectively) Dinner 5:00-5:30</p>	<p>June 24 Breakfast 7:30-8:00 Art Team meet in Sellery Main Lounge room 30 Drama Co. meet in Sellery Room #22 SS meet in Sellery Room B20 Lunch 12:00-12:30p.m. Dinner 5:00-5:30 p.m. Drama Co. tour Union theater 6:00-6:30 p.m.</p>	<p>June 25 Breakfast 7:30-8:00 Lunch 12:00-12:30</p> <p>Youth Leader Council optional Sat night arrival (if live more than 2 hours away.)</p> <p>Dinner 5:00-5:30 p.m.</p>
<p>June 26 Breakfast 7:30-8:00 Youth Leader Council check in by 8:45 a.m. Meet promptly at 9:00 a.m. in Rm. 49, Sellery Hall.(No work at Union theater till Mon. morning!)</p> <p>Lunch 12:00-12:30 Photo Team check in by 3:00 p.m. Meet promptly at 4:00 p.m. in Sellery Rm#12. All State 4-H Youth Group pizza party from 5:00-6:00 p.m in Gordon Commons, A-1. All State 4-H Youth Group meeting at 6:00-6:30 p.m. in Gordon Commons, A-1. State 4-H Youth Group photos at 7:00 in Sellery Main Lg.</p>	<p>June 27 Breakfast 7:30-8:00 Drama Co. moves to WI Union Theater in the morning. <u>Notes</u>: must leave theater for an hour at noon for tech break. Retain Sellery rm 22. through Thursday for work. Lunch 11:30-12:30 <u>Note</u>: delegates arrive noon - 2:00. All Adult Advisor mtg at 3-4:30 p.m. Gordon Commons, A-1. All Groups send a rep to the Adult Advisor mtg. Dinner 5:15-6:15 p.m. All State 4-H Youth Groups attend evening assembly; sit with your State 4-H Youth Group in the theatre.</p>	<p>June 28 Breakfast 7:15-8:15 Lunch 11:30-12:30 p.m. SS conduct afternoon seminar Dinner 5:15-6:15 p.m. Drama Co. Perform at evening assembly at Union Theater; strike set afterward. <u>Note</u>: you must leave theater for an hour each noon and late afternoons for tech meal breaks. Art Team presents Art Exhibit in Sellery Main Lounge between 8:30-9:30 p.m. All State 4-H Youth Groups attend and sit with group at evening assembly in the theater.</p>	<p>June 29 Breakfast 7:15-8:15 Art Team conducts morning seminar. Lunch 11:30-12:30 Drama Co. conducts afternoon seminar. Dinner 5:15-6:15 p.m. Showcase Singers abbreviated brief performance at evening Talent Show at the WI Union Theater. Art Team presents Art Exhibit in Sellery Main Lounge between 8:30-9:30 p.m. All State 4-H Youth Groups attend evening assembly; sit with your State 4-H Youth Group in the theatre.</p>	<p>June 30 Breakfast 7:15-8:15</p> <p>Photo Team presentation at morning assembly at the WI Union Great Hall.</p> <p>YLC install new officers at assembly.</p> <p>All State 4-H Youth Groups attend the assembly if workroom clean up is not scheduled.</p> <p>All State 4-H Youth Groups: turn in conference evaluation and key <u>to your advisor</u> before you leave!</p> <p><u>Note</u>: departure is at 11:30 a.m.</p>		

**STATE 4-H YOUTH GROUP
IMPORTANT DATES TO REMEMBER FOR 2011**

Event/deadline	ART TEAM	DRAMA CO.	PHOTO TEAM	SHOWCASE SINGERS	YOUTH LEADER COUNCIL
Auditions at Art Lab West (Fall Creek)		Jan 22, 2011 3:00 p.m.		Jan 22, 2011 3:00 p.m.	
Alternative Audition by Tape/DVD Due by		Jan 24		Jan. 24	
Applications Due	Jan. 24	Jan. 24	Jan. 24	Jan. 24	Sept. 1
Selections Made	Feb. 15	Feb. 15	Feb. 15	Feb. 15	Fall Forum
Deadline for 1.Acceptance 2.Health 3.Expectation 4 Youth Conf. Registration Forms 5. Payment	Mar. 15	Mar. 15	Mar. 15	Mar. 15	Mar. 15
Last day to withdraw without financial penalty	May 1	May 1	May 1	May 1	N/A
Planning Weekend and Orientation at Upham Woods	Apr. 8-9	Apr. 8-9	Apr. 8-9	Apr. 8-9	Apr. 8-9
Check in at Sellery Hall early; then meet advisor & State 4-H Youth Group at WI 4-H & Youth Conf. promptly at:	1:00 p.m. Thurs., Jun 23 in Sellery Hall Lobby	1:00 p.m. Thurs., Jun 23 in Sellery Hall Lobby	4:00 p.m. Sun., Jun 26 in Sellery Hall Rm. 12	1:00 p.m. Wed., Jun 22 in Sellery Hall Lobby	9:00 a.m. Sun., Jun 26 in Sellery Hall Rm. 49.
WI 4-H & Youth Conf. departure	11:30 a.m. Thurs., Jun 30	11:30 a.m. Thurs., Jun 30	11:30 a.m. Thurs., Jun 30	11:30 a.m. Thurs., Jun 30	11:30 a.m. Thurs., Jun 30
WI 4-H Foundation Golf Classics/ Silent Auction					June 13 in River Falls; June 27 in Lake Windsor
State Fair	Aug 1-7 Check in 1:00 at State Fair	Aug 3-7 Check in 1:00 at State Fair	TBA	Aug 3-9 Check in 1:00 at State Fair	Aug. 9 Governor's Sweepstakes Meat Auction

A special note to all 4-H state youth groups...

Congratulations! It's an honor to be selected for the privilege of attending Wisconsin 4-H & Youth Conference as a member of one of the state 4-H youth groups. You'll be playing a key role in helping make Wisconsin 4-H & Youth Conference an enjoyable experience for other participants. Being a State 4-H Youth Group member is an important responsibility because other youth will be listening to what you say, watching what you do and noticing the way you act even when you're not on stage or in front of a group.

Even though it takes a little while to read through the Expectation Statement in this handbook, go over it in advance so you know what you're agreeing to when you sign it! In addition to the obvious expectations (no alcohol, no drugs, no sexual activity, etc.), other expectations are also important.

For example, in signing the Expectation Statement, Youth Conference delegates agree not to wear certain kinds of clothing at the conference - T-shirts or caps that contain rude, sexually-oriented or obscene language or pictures, or advertising for drugs, cigarettes or alcohol. Girls agree not to wear spaghetti straps, halter-tops or other kinds of "revealing" attire.

Delegates who sign the Expectation Statement are also agreeing to "behave in ways that are acceptable to other delegates." That simply means treating others respectfully and courteously and avoiding use of rude and obscene language.

These expectations are important for everyone - adults as well as youth - because treating one another with respect is everyone's responsibility. As a member of a State 4-H Youth Group, you are expected to demonstrate through your actions and words what it means to be respectful and courteous.

Congratulations once again on being selected for this honor. Have a great time at Wisconsin 4-H & Youth Conference!





WI 4-H & YOUTH CONFERENCE GENERAL INFORMATION

THEME

Wisconsin 4-H & Youth Conference brings together young people in grades 7-10 from around the state to the University of Wisconsin-Madison campus for three days of learning and fun. Although most of the participants are 4-H members, many others are not. This is an opportunity for youth from a wide variety of backgrounds and experiences to come together to exchange ideas, form friendships, and learn important skills for contributing to their communities. The theme for this year's Wisconsin 4-H & Youth Conference is "Outside the Box".

OBJECTIVES

Through your participation in Wisconsin 4-H & Youth Conference you will:

- Be prepared to contribute to a 4-H club, neighborhood, school, or other aspect of your community.
- Learn about a variety of 4-H and other UW-Extension youth programs.
- Experience hands-on "action-learning" in a campus atmosphere.
- Strengthen communication, leadership and other life skills.
- Gain knowledge to use in programs in your own community.
- Exchange ideas and form friendships with youth from diverse backgrounds.

AUDIENCE

Participation as a delegate of Wisconsin 4-H & Youth Conference is open to 7th-10th grade 4-H'ers and youth involved in other University of Wisconsin-Extension programs. Teen Leaders, members of Art or Photo Teams, Drama Company, Showcase Singers or youth seminar instructors can be in grades 9-13. Youth Leader Council members must be in grades 9-11 at the time their term begins.

WHAT'S NEW FOR 2011?

1. Seventh (7th) graders will continue to attend the Wisconsin 4-H & Youth Conference.
2. Medical Procedures are different this year. Upon arrival, participants must check in with the health coordinator.
3. Thursday morning assembly will be in the Memorial Union Great Hall.
4. Drama and Showcase Singer workplaces have changed.
5. There will be construction around Sellery and Gordon Commons so watch for changes in traffic flow.
6. Dances will be held in Gordon Commons A1
7. No access to Witte courtyard due to construction.

STATE 4-H YOUTH GROUP ORIENTATIONS

Each State 4-H Youth Group has an orientation prior to Wisconsin 4-H & Youth Conference. At this meeting you will review the general Conference information as well as State 4-H Youth Group expectations of youth participation and post-Conference activity. All Showcase Singers members and directors will meet with Tim Talen, State Arts Advisor, for a mandatory State 4-H Youth Group meeting at 1:00 p.m. Wednesday, June 22, Sellery Hall Lobby. All Art Team and Drama Company members and directors will meet with Tim Talen, State Arts Advisor, for a mandatory joint State 4-H Youth Group meeting at 1:00 p.m. Thursday, June 23, Sellery Hall Lobby. Youth Leader Council members meet at 9:00 a.m. Sunday, June 26 in Sellery Rm. 49. Photo Team members meet with MaryBeth Seib, Photo Team Advisor, by teleconference in early June and at 4:00 p.m. Sunday, June 26 in Sellery, Room 12. All State 4-H Youth Groups meet together Sun., June 26 between 6:00-6:30 p.m. in Gordon Commons, A-1. Please be prompt for your meetings!

REGISTRATION COST

The registration cost for the 2011 Wisconsin 4-H & Youth Conference includes the educational program, lodging and meals from dinner on date of arrival through Thursday morning, a State 4-H Youth Group T-shirt, and a State 4-H Youth Group photo. Please note that costs vary and may include fees for other events. You will find State 4-H Youth Group fee amounts in the information from your State 4-H Youth Group Advisor. Your County 4-H Agent has more details on the financial arrangements in your county. Payment in full or deposit and Payment Plan are due March 15 for all State 4-H Youth Groups to the WI 4-H Youth Development Office.

CANCELLATION POLICY

It is up to you to notify your State 4-H Youth Group staff advisor promptly if you cannot attend scheduled events. A cancellation in writing received by the WI 4-H Youth Development Office by May 1 for Art and Photo Teams, Drama Company, and Showcase Singers will be accepted with no monetary loss to the individual or county. Any cancellation received after May 1 will be accepted, however you and/or your county will be responsible for paying the full registration fee included in the county invoice. Exceptions will be made only for documented illness or family emergency.

CHECKING IN UPON ARRIVAL

Both male and female State 4-H Youth Group members check in at the front desk of Sellery Hall, 821 W. Johnson St. You are expected to be prompt for the opening State 4-H Youth Group meeting.

WHERE YOU WILL BE STAYING

All attendees are housed in Sellery Hall, a UW-Madison Southeast Campus Area Student Residence Hall, from scheduled arrival until Thursday morning. All State 4-H Youth Group members will be housed at Sellery Hall Wing A for their entire stay at the conference. State 4-H Youth Group members are housed two per room with another member from their State 4-H Youth Group. Occasionally delegates may be housed with a member from a different State 4-H Youth Group in order to fill a room.

You may indicate your preferred roommate. This selection must be made on your registration form. Every effort will be made to honor your roommate selection. If no selection is made, a roommate will be assigned by the Housing Office. Assigned rooms and roommates cannot be changed after registration or while at the Conference. This policy is enforced because University and 4-H officials must know the location of each participant in case of an emergency and because of fire regulations. NOTE: Guests including State 4-H Youth Group alumni are not allowed inside Sellery Hall (except at the Art Exhibit) or at conference dances; only conference attendees may be on premises.



PARKING

Parking on campus is very limited and expensive; therefore, carpooling is expected. However, if you have no alternative to driving yourself, a permit can be obtained by visiting <http://4h.uwex.edu/events/youthconf/index.cfm>. Note: all requests must be received no later than April 8 so the permits can be obtained and mailed to you. After April 8, you will be responsible for obtaining your own parking permit from UW Transportation Services, 124 WARF Building, 610 Walnut St., Madison WI 53705-2397 (telephone 608/263-6666) or UW Transportation Services, 21 North Park Street, Madison, WI 53762 (telephone 608/262-8683). Permits will not be available at the Conference site. Save your parking permit receipt



and send it with the signed completed Volunteer Expense Form in this handbook to receive reimbursement for your permit. Note that in most parking ramps you must open the entry gate by swiping your parking permit through the opener; for all lots you cannot use your parking permit at a metered area.

DRIVING AUTHORIZATION FOR ADULTS

University fleet vehicles may be available for errands and shuttles during Conference; however, only adults with state driver authorization are permitted to drive them. State 4-H advisors will provide necessary forms to designated adults around May 1.

MEALS

All meals will be at Gordon Commons campus cafeteria adjacent to Sellery Hall. A wide variety of food is served to meet most dietary needs. Meal times for pre-conference are Breakfast - 7:30-8:00 a.m., lunch - 12-12:30 p.m. (June 27 lunch 11:30-12:30); dinner – 5:00-5:30p.m. During conference meal times are 7:15-8:15, 11:30-12:30 and 5:15-6:15 p.m. Note: if you have obligations immediately after the meal, plan to arrive early to beat the crowd to the front of the line. Absolutely no line jumping will be tolerated! Remember to set a good example for other delegates. In some cases, carry-out boxed meals will be provided.



PARTICIPATION

You are expected to attend all Conference activities including assemblies and assignments planned by your State 4-H Youth Group. Your participation record at Conference will affect your eligibility to participate in future events.

YOUTH AND ADULT EXPECTATION STATEMENTS

Over 500 participants from a variety of backgrounds come to Conference from across Wisconsin. This diversity makes it especially important that participants understand behavior expectations.

All Conference participants and their parents/guardians must read, discuss and sign the "Expectation Statement for Youth on UW-Extension Sponsored Trips and Events," found in this handbook. No youth will be allowed to register without submitting this completed, signed statement. Without exception, youth who have passed their 18th birthday adhere to the same rules as other delegates. Adult Advisors must submit an "Expectation Statement for Adults" found in this handbook.

All Conference State 4-H Youth Group Member and Adult Expectation Statements must be postmarked to the WI 4-H Youth Development Office by March 15.

YOUTH HEALTH FORMS

All Conference youth participants must complete and sign the health form found in this handbook. State 4-H Youth Group Member health forms must be returned to the WI 4-H Youth Development Office postmarked no later than March 15. State staff must be notified of any changes in prescriptions or health status so health information is kept current for each scheduled State 4-H Youth Group event; complete and return the Health Update form to the State 4-H Youth Development Office in this case.

SPENDING MONEY



All meals, through breakfast on Thursday, are included in the registration fee. If you go out to eat or order pizza, the cost will be on your own. Think ahead. Anticipate your spending needs while in Madison and bring no more money than is needed.

BEHAVIOR AT ASSEMBLIES

All Conference assembly programs are in the Memorial Union Theater four blocks from Sallery Hall. When entering the theater, ushers in the lobby assist in seating you. You must sit with your State 4-H Youth Group and Adult Advisors. Please do not loiter but go directly to your seat. Your behavior in the theater must be appropriate to the event and the honor of attending Wisconsin 4-H & Youth Conference.

Photography is not allowed in the Memorial Union Theater unless you have received authorization. Do not use flashbulbs during assembly programs. The flashes of light are distracting to the performers. Common theater courtesy dictates that no hats or caps may be worn inside the theater.

PEDESTRIAN CROSSING

Madison is infamous for its aggressive drivers who do not respect crosswalks or stoplights. Conference crossing guards assist with street crossing along a pre-established route from Monday afternoon through Thursday morning. It is essential that State 4-H Youth Group members serve as role models and follow the same route established for delegates. The Johnson Street crossing will be at mid-block in front of Gordon Commons at the cross-walk. The route proceeds up the steps at Vilas Hall and over the footbridge on University Avenue. This route has been established as the safest route on busy streets.



GROUP PHOTOS

The 2011 Photo Team will take all group photos at Wisconsin 4-H & Youth Conference, including the State 4-H Youth Groups on Sunday evening. You will receive a free color print. The photos may be picked up by State 4-H Youth Group Adult Advisors on Thursday morning of Conference before leaving for home.

FUN RUN



Fun Runs will be offered early on Tuesday and Wednesday mornings of Conference. Be sure to sign up the previous day at Headquarters. (Without enough participants, runs may be cancelled.) Bring appropriate clothing if you wish to join the Fun Run.

TELEPHONES

In consideration of your roommate and to insure enough sleep, please do not use your cell phone between the hours of 10:30 p.m. and 7:00 a.m. Cell phones must be turned off during all assemblies, seminars and other planned group activities.



COMPUTER ACCESS

Computer and Internet access will not be available during WI 4-H & Youth Conference.

EARLY DEPARTURES

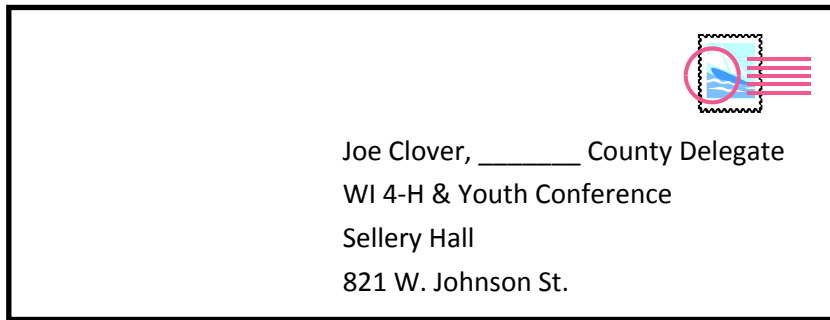
If you need to depart prior to 11:00 Thursday morning, June 30, please give a completed and signed Excused Absence/Early Departure Request (from this handbook) to your Adult Advisor who should bring it to Headquarters on Monday, June 27. For emergency reasons, 4-H Youth Development staff must be informed if you leave the Conference early. If you leave Conference early, bring your key to the Headquarters to check out – **do not take it to the Sallery Hall front desk.**

CHECKING OUT

Adult Advisors will check you out and collect your key Thursday morning. The State 4-H Youth Group Adult Advisors turn in all keys together so none get lost or misplaced. This is necessary to avoid incorrect charges. Do NOT turn your individual key in at the Sallery Hall front desk.

YOUR MAILING ADDRESS

If your parents or friends plan to send you mail while you are at Conference, it is important for well-wishers to address your letters very specifically, as indicated in the sample below. Outgoing mail can be sent from the Sellery Hall front desk.



Any mail or telephone messages received before Monday morning will be placed in your mailbox next to the Front Desk at Sellery Hall. After Monday morning, your State 4-H Youth Group Adult Advisor will collect mail and messages for you from Headquarters.

IN CASE OF EMERGENCY AT HOME

In case of emergency at home before Monday noon, call the Sellery Hall front desk: (608) 262-1076. In case of an emergency at home after Monday noon, Conference participants may be reached by calling Conference Headquarters. The Headquarters telephone number is (608) 262-6454. If the Headquarters line is busy, call the State 4-H Youth Development Office at (608) 262-1221 between 7:45 a.m. and 4:30 p.m.

IN CASE OF EMERGENCY AT THE CONFERENCE

If a Conference participant needs emergency medical treatment while at Conference, he/she will be taken to the University Hospital emergency room.

The contact person listed on the individual's Health Form will be notified immediately. Be sure both the contact's day and night telephone numbers are listed on your Health Form.

INVITATION TO PARENTS AND GUESTS

Parents and guests of State 4-H Youth Group members are invited to attend assemblies at the Memorial Union Theater (Mon.-Wed. evening) or The Great Hall (Thurs. morning) 800 Langdon Street, Madison, Wisconsin, to enjoy the State 4-H Youth Group presentations. The closest available parking is under the Helen C. White Library at the north end of Park Street, directly across the street from the Union Theater. Alternative parking is available at the Lake Street Ramp between University Avenue and State Street. (Walk one block north to Langdon Street and one block west to the Union.)

In addition, parents of county art exhibitors are invited to attend the Wednesday afternoon reception held by the Art Team and/or visit the State Art Exhibit Tuesday or Wednesday evening in the Main Lounge in Sellery Hall.



DRESS CODE

You are representing 4-H and your county. Therefore, casual but conservative, neat clothing is appropriate for most Conference activities and events. Being comfortable in the mid-June heat is also important.

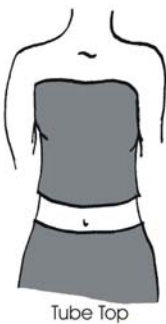
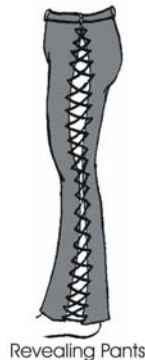
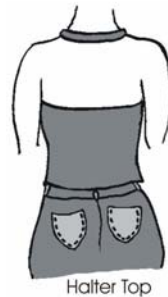
Your State 4-H Youth Group may decide to dress up for its group picture. This is a group-based decision - it is not required by the State 4-H Youth Development Office. Note: All State 4-H Youth Group members will receive a State 4-H Youth Group t-shirt.

Recommended Clothing for Girls	Recommended Clothing for Boys
Sleeveless or short-sleeved dresses Sleeveless or short-sleeved tops Skirts Slacks Neat jeans Longer shorts	Plain T-shirts Polo shirts Short-sleeved shirts Slacks Neat jeans Longer shorts



What Is Not Permitted

Dress Code Violations



Short shorts, mini skirts, spaghetti straps, halter-tops, bare midriffs, torn clothing, and obscene or vulgar language and/or pictures on clothing are not permitted.

Notes: Pants and shirts must meet when arms are fully extended over your head. Short skirts and dresses look even shorter up on stage; bring longer clothing for stage events!

Drawn by Cynthia Sperry 2003

WHAT TO BRING

(Clearly label your luggage, camera, film and other property.)

- Alarm clock
- Back pack
- Comfortable walking shoes (We will walk a lot!)
- Money for pizza, soda, etc.
- Music, costumes, props or other items required by your State 4-H Youth Group
- Notebook and pens
- Personal toiletry items (including contact solution, if needed)
- Raincoat/umbrella (We will walk to the Union and to seminars – RAIN or SHINE!)
- Refillable water bottle
- Required prescriptions and/or over-the-counter medicine
- Robe/cover-up
- Sandals/flip-flops for showers
- Sleepwear
- Towels and soap



OPTIONAL ITEMS TO BRING

- Parking permit (if applicable)
- Favorite pillow
- Running shoes/clothes – for the Fun Runs
- Inexpensive camera and film

WHAT NOT TO BRING

- Bed linens, blankets and pillows (provided at the residence halls)
- Fans (sleeping rooms are air-conditioned)
- Expensive items such as jewelry, radios, cameras, laptop computers, or electronic equipment that might get lost/stolen

UNIVERSITY RESIDENCE HALL RULES

- 1) **Lights-out time is 10:30 p.m.** Mon and Tues. and **11:00 p.m.** Wed. All residents must be in their rooms. (This is printed in the Conference program.) Conference staff and/or security officers will walk the halls at night to enforce curfew.
- 2) **Keep your room clean!** There is no housekeeping service at Conference. Trash and recycling containers are available in a room near the elevators.
- 3) **Be completely dressed** in dormitory hallways at all times.
- 4) **Keep dormitory rooms locked** for your personal safety. Carry your keys with you when you leave.
- 5) **Do not use cell phones** between 10:30 p.m. and 7:00 a.m. except for emergencies.
- 6) **Close window blinds** when dressing and undressing so others cannot see into your room, no matter which floor you occupy.
- 7) **Do not open dormitory room windows** except in an emergency. If a window is opened or things are dropped from windows, all occupants of that room will be sent home at their own expense.
- 8) **Furniture and bedding must remain** in their original locations. Do not remove them from any room. You will be charged for missing or damaged furniture.
- 9) **Boys and girls are not permitted** to visit each other inside dormitory rooms at any time. Visiting is encouraged in the lounges on the first floor.
- 10) **Smoking, illegal drug or alcohol** use is not allowed inside any University residence hall.

NOTE: These rules can also be found in the program distributed to all participants.



SEMINAR INFORMATION

SEMINAR PARTICIPANTS

“Delegates” are defined as youth who

- have not elected or been selected to participate in the Ambassador program and
- are not in Art or Photo Team, Drama Company, Showcase Singers or Youth Leader Council.

“Teen Leaders” are youth who

- are serving as Ambassadors/Jr. Leaders/Teen Leaders for their county program and
- are encouraged to take three of their four seminars that list “TEEN LEADERS are encouraged to take this seminar” in the description.

“State 4-H Youth Group” members are youth who

- have been accepted into Art or Photo Team, Drama Company, Showcase Singers, or Youth Leader Council and agreed to abide by all rules and regulations for their State 4-H Youth Group and for Conference and
- assist with programming in some capacity.

State 4-H Youth Group Adult Advisors are expected to

- participate fully, and
- chaperone their youth at rehearsals, performances, and seminars

SEMINAR NUMBERING SYSTEM

The seminars are numbered according to time slot as follows:

100's	Service Learning sessions
400's	Tuesday afternoon seminars
500's	Wednesday all day seminars
600's	Wednesday morning seminars
700's	Wednesday afternoon seminars

Most members of the State 4-H Youth Groups will assist with State 4-H Youth Group-led seminars. Following are descriptions of those seminars.

SEMINAR DESCRIPTIONS FOR SEMINARS FACILITATED BY STATE 4-H YOUTH GROUPS

1:00-3:15 TUESDAY AFTERNOON

488 EXACTLY WHAT ARE THE WISCONSIN 4-H SHOWCASE SINGERS? Limit 50

Find out everything that you need to know about this premier statewide 4-H group--the Wisconsin 4-H Showcase Singers. Members will share with you their thoughts and insights into this exciting group. Come and learn what Showcase is all about, how to apply, Showcase music and dance routines, and why this group promotes lifetime friendships and memories.

Instructor(s): Chris Blakeney, 2010 WI 4-H Showcase Singers Director; 2010 WI 4-H Showcase Singers Members

9:00-11:15 WEDNESDAY MORNING

688 ART ACTIVITIES THAT ARE FUN TO LEAD Limit 25

Join members of this year's WI 4-H Art Team in hands-on activities that you can lead in your club. Learn about resources and opportunities available in 4-H art.

♦Teen leaders* are encouraged to sign up for this seminar.

Instructor(s): Stephanie Kempe, 2010 WI 4-H Art Team Director; 2010 WI 4-H Art Team Members

1:00-3:15 WEDNESDAY AFTERNOON

788 GET INTO THE ACT Limit 25

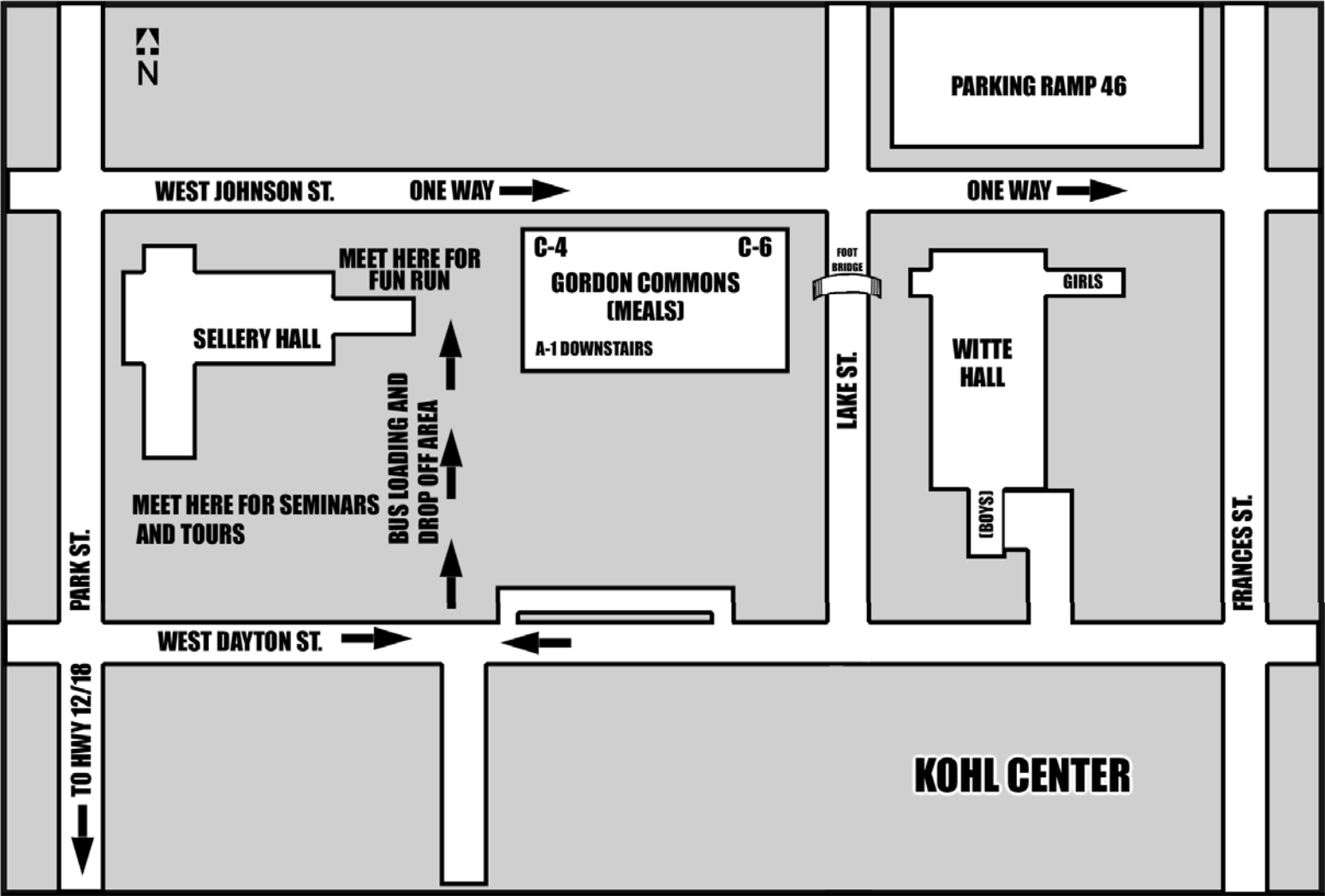
Theatre Arts Adventures Curriculum activities will be shared by the director and members of this year's WI 4-H Drama Company at this workshop. Participants will learn and be involved in character, voice, movement, and improvisation activities that will help in school, 4-H, and forensics. All participants will learn about materials to use with youth in grades K-12 in their home counties.

Instructor(s): Jay Johnson, 2010 WI 4-H Drama Company Director; 2010 WI 4-H Drama Company Members

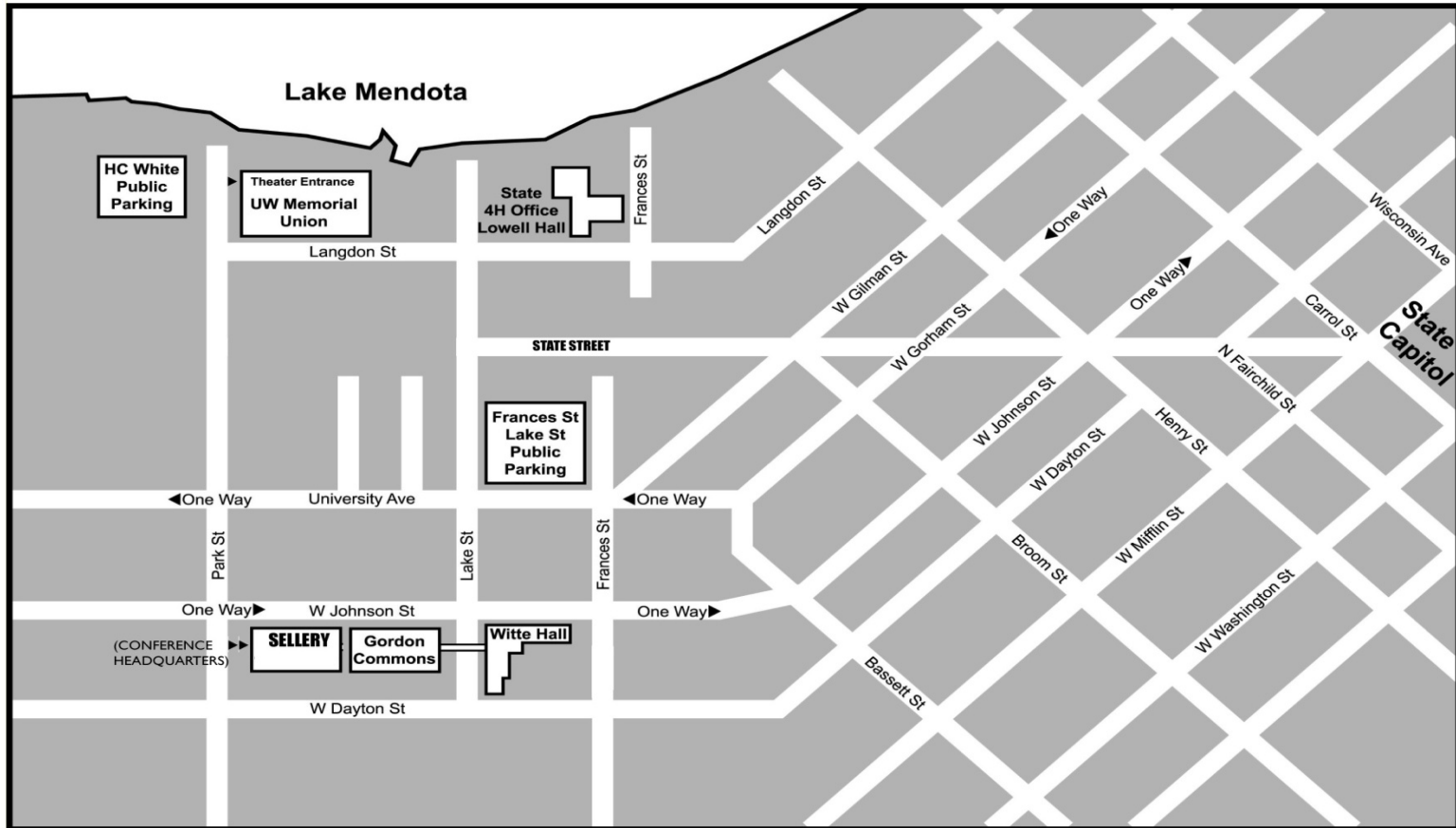
ART TEAM RECEPTION FOR PARENTS AND FAMILY

Art Team will host a reception at the state art exhibit in the Main Lounge of Sellery Hall.

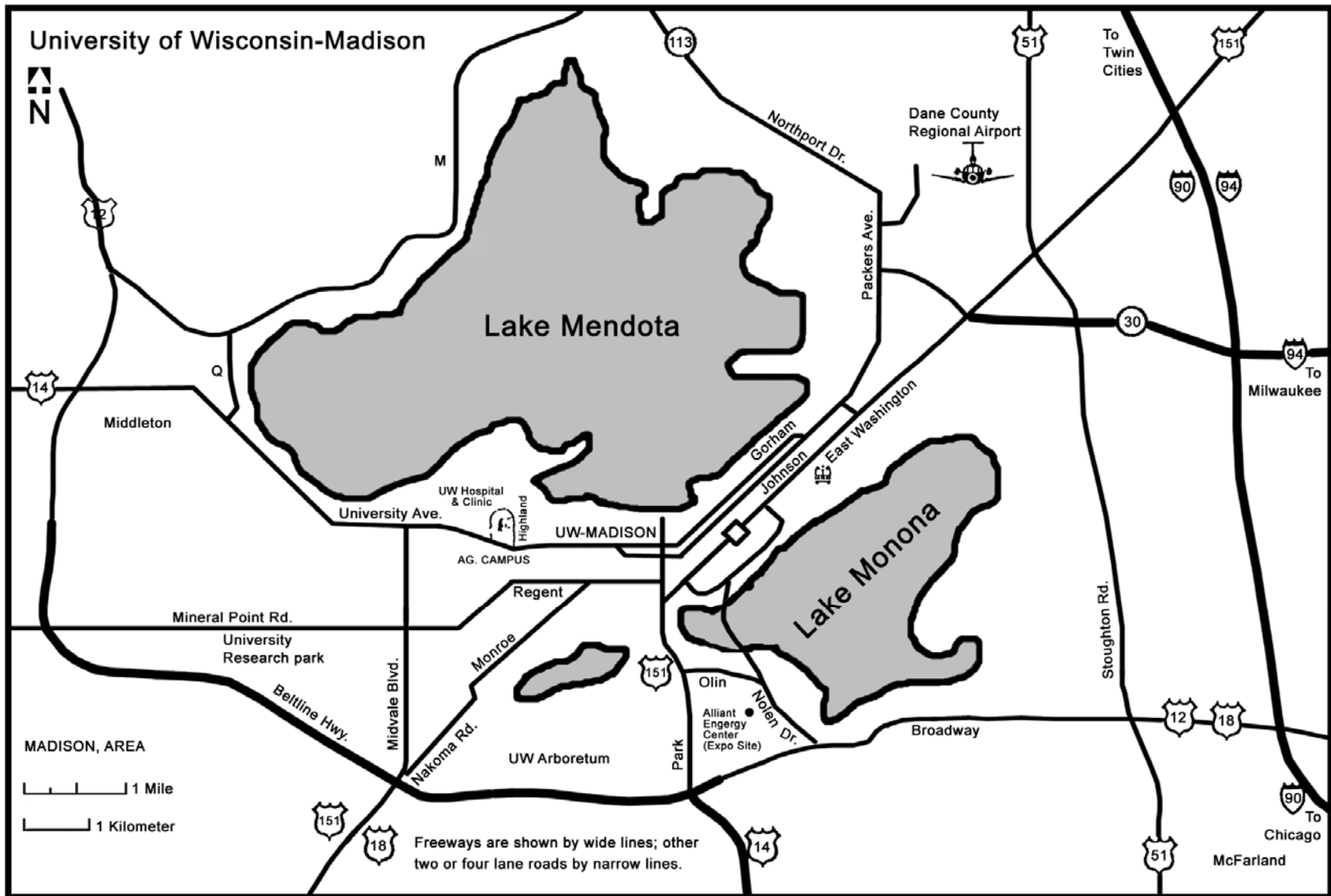
**WISCONSIN 4-H & YOUTH CONFERENCE
SELLERY HALL AND GORDON COMMONS AREA**



Wisconsin 4-H & Youth Conference Area Street Guide



MADISON AREA



2011 Wisconsin 4-H & Youth Conference Excused Absence/Early Departure Request

Every Wisconsin 4-H & Youth Conference participant is expected to remain on site until 11:00 a.m. Thursday, June 30, 2011 unless an Excused Absence/Early Departure Request form is submitted to the WI 4-H Youth Development Office or Conference Headquarters. UW Conference Housing staff, 4-H Staff and Adult Advisors must be able to locate all registered participants in case of emergency.

The following person is requesting to leave the conference site prior to the end of Wisconsin 4-H & Youth Conference:

_____ will leave the conference site to go
(print name of participant)

_____ at _____, _____, _____
(destination) (time) (day) (date)

- He/she will return to the conference at _____, _____, _____
(time) (day) (date)
- He/she will not return to the conference. (Be sure to inform your Adult Advisor!)

This participant should be released from the conference at the Conference Headquarters on the first floor of Sellery Hall, 821 W. Johnson Street, Madison to:

_____	(_____)
<small>(print name of person meeting participant at Headquarters)</small>	<small>(relationship to participant)</small>
_____	_____
<small>(participant signature) (date)</small>	
_____	_____
<small>(parent/guardian's signature) (date)</small>	

To be completed at the time of departure:

Released by: _____ at _____, _____
(Headquarters staff person's signature) (time) (date)

Signature of person picking up the participant: _____

Bring this form with you to Wisconsin 4-H & Youth Conference to give to your advisor.

~~~~~  
**Advisors: bring to Sellery Hall Headquarters on Monday, June 27, 2011.**





## 2011 WISCONSIN 4-H & YOUTH CONFERENCE TALENT SHOW APPLICATION

**Got a great act?** We're seeking talent for the Wednesday evening Talent Show! Ideas might include playing an instrument, dancing, clowning, magic act, short skits, singing or other original clean fun.

**You may submit** one (1) act of no more than five (5) minutes in length. You may combine efforts with others if you wish. Submit your application on this form by April 8.

**Auditions will be held** on-site on Monday, June 27 between 4:15-4:45 p.m. and Tuesday, June 28, between 3:30 p.m. and 4:45 p.m. in the Main Lounge on the first floor of Sellery Hall. Time constraints will limit the number of acts that may perform Wednesday evening.

**Conference staff will provide** microphones, a piano and a CD player but participants furnish their own props, other instruments, costumes and music. Please dub any musical number(s) you need onto a blank CD for the show and bring it to Conference. Sorry, the conference cannot provide a piano accompanist.

**Performers are responsible for supplying their materials** to the stage manager (or appropriate person) and for collecting those materials after their performance. State staff are not responsible for lost/stolen items.

County(s) \_\_\_\_\_

Name of Act: \_\_\_\_\_

Length of act (no more than 5 minutes ): \_\_\_\_\_ minutes

Number of performers: \_\_\_\_\_

Name(s) of Performer(s ) \_\_\_\_\_

yes  no I (we) will need a CD player.

yes  no I (we) will need a piano.

Briefly describe the act below.

**DUE APRIL 8**  
**Wisconsin 4-H Outreach, 431 Lowell Hall, 610 Langdon St, Madison WI 53703**



Name: \_\_\_\_\_ State 4-H Youth Group \_\_\_\_\_ County \_\_\_\_\_  
(Print Last Name) (Print First Name) (Art, Drama, Photo, Showcase, or YLC)

**EXPECTATION STATEMENT FOR ADULTS ACCOMPANYING YOUTH ON  
UW-EXTENSION-SPONSORED TRIPS AND EVENTS  
UNIVERSITY OF WISCONSIN-EXTENSION 4-H YOUTH DEVELOPMENT  
PROGRAMS**

**2011 Wisconsin 4-H & Youth Conference, Madison WI, June 27-30, 2011  
(and various other State 4-H Youth Group events)**

Capable caring adults play important roles in the lives of youth involved in UW-Extension Programs. This expectation statement acknowledges the need to provide the safest environments possible for youth.

This form applies to all adults, paid staff and volunteers, accompanying youth on an UW-Extension-sponsored trip or event. The adult, by signing this form, agrees to conduct herself/himself in a responsible manner and abide by all expectations as stated below.

**Adult Responsibilities**

1. The adult agrees to accept supervision and support from salaried Extension staff or designated management volunteers.
2. The adult will consider herself/himself the youth's support person.
3. The adult will enforce all written and signed behavior expectations established for youth participation in the event. This will include room checks, when appropriate.
4. The adult will keep health and insurance information available as may be needed in handling emergency situations.
5. The adult will not dispense medication, or anything relating to the physical or mental health of the youth, unless specifically directed in writing by the parent or guardian. The adult should be aware of any medications to be taken by youth.
6. In an emergency situation, the adult will act in the best interest of the youth. Seek assistance from an event coordinator, professional staff, medical and/or law enforcement personnel as needed.
7. The adult should provide the youth with information on how he/she can be reached, and should be accessible to consult with youth participants when needed.
8. In the case of inappropriate youth behavior, the adult will consult with local and/or home county contacts in determining appropriate disciplinary action.
9. The accompanying adult will participate in assigned activities and assist as needed.
10. The adult will not ignore situations involving bullying, hazing or harassment, nor fail to intervene if youth are being threatened, humiliated or intimidated by other youth or adults.
11. The use of illegal drugs is not allowed during the entire trip or event.
12. The possession and/or use of alcohol is not allowed during the entire trip or event.
13. The use of any form of tobacco should be avoided in the obvious or known presence of youth.
14. Sexual contact of any type with youth is strictly forbidden. Any behaviors considered in violation of the Wisconsin child abuse and sexual assault laws are grounds for suspension of affiliation until investigation is completed.
15. Swearing, cursing and abusive language are not condoned.
16. Operate motor vehicles (including machines or equipment) in a safe and reliable manner when working with youth, only with a valid operator's license and the legally required insurance coverage.
17. The adult will observe the curfew hour. The adult is expected to remain in the dormitory during curfew hours.
18. The adult will make contact with each youth for whom he/she has assumed supervision responsibility at least twice a day.

(over)

**Enforcement**

1. Allegations should be written and signed.
2. The person or group responsible should investigate the charge to determine what type of action is needed.
3. The Executive Committee of the State 4-H Adult and Youth Leader Councils will determine action for failure to meet the expectations for state-sponsored events/activities for volunteer staff.
4. The county 4-H Leader Association Boards will determine action for failure to meet the expectations of county-sponsored events/activities for volunteer staff.
5. The county office chair will receive complaints and determine action for state staff.

**Support for Adults Accompanying Youth on UW-Extension-Sponsored Trips/Activities:**

1. Orientation will be provided.
2. Youth taking part in overnight activities will submit a signed Expectation Statement that they understand the rules and the roles of the accompanying adult(s). Youth will be required to submit a health form that includes information on any special needs, medication to be taken, and how to contact a parent or guardian.

**Adult Advisor’s Statement of Agreement:**

I have read and understand the rules and penalties in this agreement and agree to be bound by them. In addition, I understand that participants of this event are occasionally photographed and/or videotaped for 4-H promotional or educational materials. I also understand that no personal information about the participant, such as name, age or address, will be used with photos or videos in state promotional program materials. However, photos may be released to county Extension staff for local publication where participants may be identified. I give my permission to UW-Extension to use such images of this participant without any expectation of compensation.

\_\_\_\_\_  
Signature of Adult Advisor

\_\_\_\_\_  
Date

**POSTMARK BY MARCH15 TO:**

**WI 4-H, \_\_\_\_\_ STATE 4-H YOUTH GROUP, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703**  
(Enter State 4-H Youth Group Name)

# WISCONSIN 4-H & YOUTH CONFERENCE STATE 4-H YOUTH GROUP MEMBER REGISTRATION FORM

**Must be completed by all State 4-H Youth Group participants and their Adult Advisors.**

**Please print all information neatly.**

**Registration will not be processed if form is incomplete.**

The purpose of the State 4-H Group experience is for high school age youth to gain skills of leadership, decision making and problem solving through hands-on activities, workshops, large group seminars and youth networking time. Events will be held on the UW Madison Campus and other locations in southern Wisconsin between April 9-August 10, 2011 including April planning event, Wisconsin 4-H & Youth Conference, and possible appearance at State or county fairs or other events. The ratio of adult to youth participants is 1:10. Adult Advisors are active 4-H volunteers that have completed the WI 4-H Youth Protection process. Participants will spend most of their time under the direct supervision of the Groups' primary Directors and Adult Advisors. The health staff is a volunteer with first aid training. Participants will stay in dorm rooms with one or two same gender youth per room. Adult Directors and Advisors are located on each floor. Meals are served cafeteria style. The dorm style restrooms include private showers. Activities may include: contemporary, folk or square dancing, some daily walking (1-2 miles on even and uneven terrain), large group games and activities, including reading aloud, memorizing lines or choreography, public speaking, running, personal contact with other participants, possible lifting up to 50 lbs., operating electrical sound or light equipment, and performing skits, mini dramas, or dances. Arts and crafts activities include painting, drawing and working with other mixed media, and using art equipment such as hot glue guns, craft knives and other tools.

1. \_\_\_ Youth \_\_\_ Adult Advisor \_\_\_ Director/Staff Advisor or Coordinator
2. State 4-H Youth Group  
 \_\_\_ Art Team \_\_\_ Conference Planning Committee \_\_\_ Drama Co. \_\_\_ Photo Team  
 \_\_\_ Showcase Singers \_\_\_ Volunteer Coordinator \_\_\_ Youth Leader Council
3. Name \_\_\_\_\_ 4. County \_\_\_\_\_  
(First Name Last Name)
5. Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 E-mail address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_
6. Gender: \_\_\_ male \_\_\_ female 7. Grade \_\_\_ 8. T-shirt size: \_\_\_ sm \_\_\_ med \_\_\_ lg \_\_\_ xl \_\_\_ xxl
9. Ethnic Group (Check one): (Used for statistical reports only)  Hispanic/Latino  Non-Hispanic
10. Race (check all that apply): \_\_\_ Alaskan/ American Indian \_\_\_ Asian \_\_\_ Black/African  
 American \_\_\_ Hawaiian/Pacific Islander \_\_\_ White \_\_\_ Other
11. Preferred roommate (print) \_\_\_\_\_  
(If left blank, a roommate will be assigned by the Housing office. Roommates cannot be changed after registration.)
12. Arrival at Conference:  
 I plan to arrive at (time) \_\_\_\_\_ (day) \_\_\_\_\_ (date) \_\_\_\_\_  
 \_\_\_ I will carpool with other State 4-H Youth Group members.  
 \_\_\_ A parent/guardian will drop me off.  
 \_\_\_ I must return home with my county delegation and I will advise the county Adult Advisor.  
 \_\_\_ I am not able to carpool; I must drive myself. I understand that I must obtain my own parking permit online at <http://www.uwex.edu/ces/4h/events/youthconf/index.cfm> by April 8. I can submit the receipt with a Volunteer Expense Form for reimbursement after conference. NOTE: State 4-H Office will obtain permits for Adult Directors and Instructors. (No changes after April 8.)

**Adults Advisors only:**

Number of delegates you are chaperoning \_\_\_ from \_\_\_\_\_ Group (and \_\_\_ from \_\_\_\_\_ Group). (Max. 15.)

**Adult Advisors/Directors only:** Dates permit is needed (first day) \_\_\_\_\_ through (last day) \_\_\_\_\_

\_\_\_\_\_  
 State 4-H Youth Group Member's Signature Date

\_\_\_\_\_  
 Parent/Guardian Signature (required for all participants) Date

**POSTMARK BY MARCH 15 TO:**

**WI 4-H, \_\_\_\_\_ STATE 4-H YOUTH GROUP, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703**

(Enter State 4-H Youth Group Name)



Name: \_\_\_\_\_ State 4-H Youth Group \_\_\_\_\_ County \_\_\_\_\_  
(Print Last Name) (Print First Name) (Art, Drama, Photo, Showcase, or YLC)

**EXPECTATION STATEMENT FOR YOUTH ON  
UW-EXTENSION SPONSORED TRIPS AND EVENTS**

**University of Wisconsin-Extension 4-H/Youth Development Programs  
Wisconsin 4-H and Youth Conference, Madison WI June 27-30, 2011  
(and various other State 4-H Youth Group events)**

This form applies to all youth on UW-Extension sponsored trips or events. The youth, by signing this form, agrees to conduct him/herself in a responsible manner and abide by all expectations as stated.

**Youth responsibilities:**

1. Attend and participate in program orientation; prepare for the program in advance.
2. Be on time and participate in all scheduled sessions including workshops, recreation, evening activities and delegation meetings. Those not feeling well or having a schedule conflict must inform an Adult Advisor.
3. Bring back ideas and experiences to share with county's youth and/or adult leader groups.
4. Cooperate with the adult advisors' and program staff's leadership. Contact the adult advisor in regard to any conflict or problems during the event.
5. Show respect and courtesy for programs and speakers in progress by remaining for the entire program and be courteous when taking authorized flash photos during speeches and entertainment.
6. Be respectful of public property and the facilities used during the activity or event. Be responsible for your own property.
7. Behave in accordance with applicable federal, state and municipal laws.
8. Behave in ways that are acceptable to other delegates, adult advisors and hosting organizations and uphold high standards for the group by respecting the ideas, abilities and bodies of others. Use of language and gestures found to be objectionable to others is not permitted.
9. Refrain from participating in initiation ceremonies, hazing, harassment, and other behaviors that involve humiliation or embarrassing another person. Such activities will not be tolerated.
10. Remain on the premises or assigned program area throughout the program; unauthorized absence is not permitted.
11. Visiting or leaving the premises with non-registered persons is discouraged. Adults in charge must be notified in advance by the participant's parent/guardian if guests are expected.
12. Refrain from driving any vehicle during the event without expressed permission of the group advisor.
13. Wear program name-tag to all program activities unless removal is specified. Use good judgment in selecting clothing appropriate for weather and occasion, abiding by any established dress code. Clothing that is revealing or with obscene language/pictures or with drug, tobacco or alcohol advertising is never allowed.
14. Abide by the lodging assignments for the entire event for easy location in emergency. No room switching allowed.
15. Abide by established written curfew and quiet times or by adult advisor's spoken word. (Curfew means being in the assigned room with the lights out.) Be quiet and considerate of others when they wish to sleep. Do not order food to be delivered after curfew.
16. Respect the privacy of others. Visiting sleeping rooms of any member of the opposite sex is forbidden.
17. Youth are encouraged to interact with all members of the group and not pair up with another person. Necking, kissing and other displays of personal affection are in poor taste and will not be tolerated. Refrain from all sexual activity during the program.
18. Possession and/or use of alcohol, tobacco, fireworks, weapons, illicit drugs or medication(s) unapproved by program staff will result in disciplinary action for the offender(s). Adult advisors must be informed of all prescription medications present during the program.

**Participants and their families understand the Adult Advisor's role is:**

1. To serve as an advocate for the participants;
2. To maintain regular contact with participants to monitor health, attitude, problem situations, behavior, etc.;
3. To be aware of all prescription medication, but not to dispense medication;
4. To make appropriate decisions in emergency situations to enhance the health and well-being of the participants;
5. To have responsibility to determine the occurrence of inappropriate behavior and take appropriate actions as follows
6. Adult Advisors will take the following steps for violations of this Expectation Agreement:
7. Counsel with involved participants to reach an understanding and stop the inappropriate behavior.
8. Take disciplinary actions at the time of occurrence. This will not include physical punishment but might consist of restriction of privileges, restriction to an assigned area, apology to the group, additional duties, etc.
9. Inform parents and local Extension personnel of misbehavior at time of occurrence if Adult Advisor feels severity of situation warrants such immediate notification.
10. When the infraction is serious, decide as part of a committee of at least two adults to remove a participant from the program and send him/her home immediately. (Participants removed from the program will wait for transportation at the General Headquarters or other area designated by program representatives.)
11. Write a letter describing the disruptive behavior to be sent to the participant's parents, the WI 4-H Youth Development Office and the County 4-H Office within ten (10) days after the event concludes.

**Consequences of disciplinary action:**

1. Families of participants removed from the program will be responsible for the participants' transportation, including bus/plane fares and supplemental "Unaccompanied Child" fares or expenses for an Adult Advisor. Event registration, lodging or other participant fees will not be reimbursed.
2. If damage/destruction of property occurred, participants will be assessed for the cost of damages and repairs.
3. Participants removed from the program may be required to relinquish all funds donated to help meet his/her financial obligations for the event.
4. Youth who do not follow the guidelines in this Expectation Agreement while participating in a 4-H event may be required to appear before a county Disciplinary Review Committee in addition to consequences that occur during the event.
5. Disciplinary action may result in restricted opportunity to participate in future 4-H related activities for the involved members.
6. Youth who break public laws will be dismissed from the program and will be subject to legal action by law enforcement authorities.

**Youth Statement of Agreement:**

I have read and understand this Expectation Agreement and will abide by it.

\_\_\_\_\_  
Youth Participant's Signature

\_\_\_\_\_  
Date

**Parent/Guardian Statement of Agreement:**

I have read and understand the rules and penalties in this agreement and agree to be bound by them. In addition, I understand that participants of this event are occasionally photographed and/or videotaped for 4-H promotional or educational materials. I also understand that no personal information about the participant, such as name, age or address, will be used with photos or videos in state promotional program materials. However, photos may be released to county Extension staff for local publication where participants may be identified. I give my permission to UW-Extension to use such images of this participant without any expectation of compensation.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

**Address and telephone where parent or guardian can be reached during this program:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_  
Daytime phone: \_(\_\_\_\_\_)\_\_\_\_\_ Night phone: \_(\_\_\_\_\_)\_\_\_\_\_

**POSTMARK BY MARCH 15 TO:**

**WI 4-H, \_\_\_\_\_ State 4-H Youth Group, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703**  
(Enter State 4-H Youth Group Name)

## University of Wisconsin Youth Event Health Form

### Event

### Dates

|                                                                                    |                                                                                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <b>WI 4-H &amp; Youth Conference (and other authorized events for state teams)</b> | <b>June 22-30, 2011 (including early arrivals; June, July, Aug. for other authorized state team events)</b> |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|

### Contact Information

|                                              |                                                                                |                    |                         |
|----------------------------------------------|--------------------------------------------------------------------------------|--------------------|-------------------------|
| Youth Name (last name, first name)           | Youth Gender:<br><input type="checkbox"/> Female <input type="checkbox"/> Male | Birth Date (m/d/y) | Age on 1st Day of Event |
| Parent/Guardian Name (last name, first name) | Address (street, city, state, zip code)                                        |                    | Email                   |
| Home Phone                                   | Work Phone                                                                     | Cell Phone         |                         |
| Second Parent/Guardian Name                  | Second Address                                                                 |                    | Second Email            |
| Second Home Phone                            | Second Work Phone                                                              | Second Cell Phone  |                         |

### Health Conditions

|                                                                                                |                                                          |                                                                |                                                                                                                                               |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Heart: include if physician denied or restricted sports participation | <input type="checkbox"/> Epilepsy                        | <input type="checkbox"/> Dizziness or Fainting                 | <input type="checkbox"/> Diabetes                                                                                                             |
| <input type="checkbox"/> Cognitive or Developmental<br>Please describe:                        | <input type="checkbox"/> Psychiatric<br>Please describe: | <input type="checkbox"/> Muscular/Skeletal<br>Please describe: | <input type="checkbox"/> Other<br>Please describe:                                                                                            |
|                                                                                                |                                                          |                                                                | <input type="checkbox"/> Asthma: Is an inhaler required and carried by the youth?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

### Allergies

|                                              |                                                  |                                                     |                                                                                                              |
|----------------------------------------------|--------------------------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Insect (bee) stings | <input type="checkbox"/> Foods                   | Please list the allergen and describe the reaction: | Is an EpiPen® required and carried by the youth?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Medications         | <input type="checkbox"/> Other, please describe: |                                                     |                                                                                                              |

### Insurance and Tetanus Booster Information

|                                       |
|---------------------------------------|
| 1. Name of Insurance Company          |
| 2. Policy Number                      |
| 3. Date Of Last Tetanus Booster Shot: |

### Accommodations and Special Instructions

|                                                                                                             |
|-------------------------------------------------------------------------------------------------------------|
| Does the youth require an accommodation to participate in this event? Please describe:                      |
| 1.                                                                                                          |
| 2. Please describe any limitations or restrictions regarding the youth's participation in event activities. |
| 3. Is there any other information you want to share?                                                        |

## Medications

|                                                                                                                                                                           |                                                                                     |                                                                                              |                                                                      |                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|
| Parent/Guardian: Some programs may choose to have limited over-the-counter medications available. Please select which medications can be provided, if they are available. | Acetaminophen (Tylenol)<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Hydrocortisone (anti-itch) cream<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Benadryl<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Ibuprofen<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------|

## Medications Youth is Bringing to Event

| Prescription Medication Name | Purpose | Dosage (mg) | Times of day given | Side Effects | Prescribing Physician | Physician Phone Number |
|------------------------------|---------|-------------|--------------------|--------------|-----------------------|------------------------|
|                              |         |             |                    |              |                       |                        |
|                              |         |             |                    |              |                       |                        |

Please describe any special instructions or additional information regarding medication:

## Consent for Medication Treatment and Medication Administration

### TO THE PARENT(S) OR LEGAL GUARDIAN(S):

If your son, daughter, or ward will be under the age of 18 while at the University of Wisconsin, it is event/camp policy to secure your consent for medication distribution and for the use of medical devices. The medication or medical device can be self-administered or be administered by designated camp health staff with the exception of controlled drugs, **All medication must remain in the original packaging** (bottle labeled with the youth participant's name, doctor's name, medication name, dosage, prescription number, date prescribed, and instructions). A limited amount of medication for life-threatening conditions may be carried by the youth (i.e. EpiPen®, inhaler, etc.). **Please select one option below:**

- No medication(s) has been brought to event/camp.
- The youth participant if age 14 or older, may administer the medication or operate the medical device. Please note that controlled drugs (i.e. Codeine, Ritalin, Adderall, Dexedrine, etc.) must, by law, be administered by health staff.
- The designated health care staff will administer the medication or operate the medical device.



**If your son, daughter, or ward will be under the age of 18 years while at the event/camp, it is our policy to secure your**

**consent for all of the following. By signing below as parent/guardian,**

- I am giving my consent in advance for medical treatment at an appropriate medical facility in case of illness or injury.
- I confirm that I have read the program description and that the youth can participate in planned activities.
- I am aware of and accept the risk inherent in the program activity.
- I attest that all information on both sides of this form is correct.
- I agree to hold harmless and indemnify the Board of Regents of the University of Wisconsin System, and the University of Wisconsin, their officers, agents, and employees from any and all liability, loss, damages, costs, or expenses which are sustained, incurred or required arising out of the actions of my son, daughter or ward in the course of the event/camp.

|            |                              |      |
|------------|------------------------------|------|
| Youth Name | Signature of Parent Guardian | Date |
|------------|------------------------------|------|

### • To be Completed by Event Staff at Check In

|                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Are there any changes in the youth's health status, medications or other related information since this form was completed? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Will the parent, guardian or Emergency Contact be available at this number during the event? <input type="checkbox"/> Yes <input type="checkbox"/> No                                |

**POSTMARK BY MARCH 15 TO:**

**WI 4-H, \_\_\_\_\_ State 4-H Youth Group, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703**  
(Enter State 4-H Youth Group Name)

# 2011 STATE 4-H YOUTH GROUP MEMBER ACCEPTANCE FORM

I AM NOT ABLE TO ACCEPT this position as a 2010 State 4-H Youth Group member. My reason for refusing the position: \_\_\_\_\_ . I will contact my county 4-H office to advise them I am not accepting.

I ACCEPT this position as a member of the following State 4-H Youth Group:  
 Art Team    Drama Co.    Photo Team    Showcase Singers

I certify that I meet the following qualifications:

- I will be an outstanding representative of Wisconsin and 4-H.
- I anticipate I will be able take the time off from my schedule to participate in each scheduled State 4-H Youth Group event.
- I will make arrangements to meet my financial responsibilities.
- I understand I will be responsible for my own transportation to required events.
- I understand I must maintain my county's approval of my participation through the time of the events.

To the best of my knowledge, the above information is accurate and complete.

Name (print) \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
County (print) \_\_\_\_\_



Attach payment plan worksheet and your check or money order payment made payable to UW-Extension for your appropriate State 4-H Youth Group fee.

For office use only: Check Amt: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date of Check: \_\_\_\_\_

POSTMARK BY MARCH 15 TO:  
WI 4-H, \_\_\_\_\_ State 4-H Youth Group, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703  
(Enter State 4-H Youth Group Name)



# 2011 Art Team, Drama Company, Showcase Singers Payment Plan

Please check all that apply:

\_\_\_\_\_ **Payment option 1 (Full Payment):**

\$500 payment in full by March 15<sup>th</sup>, 2011

\_\_\_\_\_ **Payment option 2 (Installments):**

\$100 Minimum down payment required by March 15<sup>th</sup>, 2011

\$400 Balance due May 1<sup>st</sup>, 2011

Breakdown of funding:

\_\_\_\_\_ 4-H County Funds                    \$ \_\_\_\_\_

\_\_\_\_\_ Local 4-H Club Funds            \$ \_\_\_\_\_

\_\_\_\_\_ 4-H Mini Grant Funds            \$ \_\_\_\_\_

\_\_\_\_\_ Other Grants \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Out of pocket funds            \$ \_\_\_\_\_

## Notes:

- Payment for the State 4-H Group registration is your responsibility.
- Please contact your County 4-H Agent/Educator as soon as possible if you will be requesting funds.
- 4-H Foundation Mini Grants and other 4-H Scholarships are limited and awards will be made based on funds available. All requests must be submitted to Tim Talen, Arts & Communication Specialist, by e-mailing [timothy.talen@ces.uwex.edu](mailto:timothy.talen@ces.uwex.edu) no later than March 15<sup>th</sup>, 2011.

**POSTMARK BY MARCH 15 TO:**

WI 4-H, \_\_\_\_\_ State 4-H Youth Group, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703  
(Enter State 4-H Youth Group Name)



# UNIVERSITY OF WISCONSIN-EXTENSION 4-H YOUTH DEVELOPMENT PROGRAMS VOLUNTEER EXPENSE FORM FOR REIMBURSEMENT OF PARKING PERMIT COST

(Please print or type information)

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
(last) (first) (middle initial)

Home Address: Street: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Program/Responsibility: \_\_\_\_\_ Program Date(s): \_\_\_\_\_

Travel From: \_\_\_\_\_ To: \_\_\_\_\_

Miscellaneous Travel/Program Expense

| Date  | Item           | \$    |
|-------|----------------|-------|
| _____ | _____          | _____ |
| _____ | _____          | _____ |
| _____ | _____          | _____ |
|       | Total Expenses | _____ |

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

NOTE: Proper receipt must be attached in order to process this request for reimbursement.

Office Use Only

Approved for payment: \_\_\_\_\_ Date: \_\_\_\_\_

**POSTMARK BY MARCH 30 TO:**  
 WI 4-H, \_\_\_\_\_ State 4-H Youth Group, 431 Lowell Hall, 610 Langdon St. Madison, WI 53703  
(Enter State 4-H Youth Group Name)