

# Coordinator Handbook



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

University of Wisconsin-Madison Campus



## 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 Tues. 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.

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## NOTE TO COORDINATORS AND ADULT ADVISOR

Thank you for agreeing to volunteer your time and energies to help out with this year's Wisconsin 4-H & Youth Conference. Without the support of adults like you, it would be impossible for youth to participate in this kind of an event.

This guide is a comprehensive packet of information containing just about everything you need to know to help you be successful in your role as coordinators and/or adult advisors. As you read through this information, please pay special attention to the expectation forms for adults and youth in the Registration Timetable.

These forms are important for everyone - adults as well as youth - because they help spell out what is expected of us in order for Wisconsin 4-H & Youth Conference to run smoothly and efficiently. In addition, these forms remind us of the importance of avoiding behaviors that leave others feeling intimidated, harassed, bullied or humiliated.

Please pay particular attention to what you can do to help create a safe and welcoming environment where all youth will be treated respectfully and courteously by others. More than likely you will not encounter situations that involve bullying, hazing or harassment of youth. But in case you do, please be aware that it is not appropriate for adults to simply ignore these kinds of incidents. Instead, we ask that you be prepared to intervene and make it clear to the youth involved that such behavior will not be tolerated at 4-H sponsored events and activities.

Thanks to the efforts of dedicated adults such as you, Wisconsin 4-H & Youth Conference provides youth with an exciting and enjoyable opportunity to learn new things, make new friends and have a great time on the UW-Madison Campus. The staff and planning committee appreciate everything you do to make sure that no one goes home regretting that they came.

## IMPORTANT DATES TO REMEMBER

_____	County Delegation Orientation
Apr. 8	Parking permit requests due to UW Parking Office. County staff mail Adult and Youth Expectation, Health, Rock Climbing Liability, Water Liability, and service-learning liability forms (as appropriate), and Talent Show Application Forms to WI 4-H Youth Development Office.
Apr. 15-29	On-line registration window. (Open 8:00 a.m. - 4:30 p.m.)
May 15 (est.)	Seminar assignments will be sent to county offices
May 24	Adult Advisor Orientation WisLine teleconference 7:30-8:30 p.m.
May 31	Last day for cancellations without charges
Jun. 1	County payments due to WI 4-H Youth Development Office.

## GENERAL INFORMATION



Wisconsin 4-H & Youth Conference will bring 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. While many of the participants will be 4-H members, many others will 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 they can use to contribute to their communities.

## **THEME**

WI 4-H & Youth Conference encourages delegates to think “Outside the Box.” For three days, youth in grades 7-10 come together at the University of Wisconsin-Madison campus to engage in fun, educational activities. This year, we will be focusing on 4-H mandates: Healthy Living, STEM, and Civic Leadership, along with Arts and Communication and service learning.

## **OBJECTIVES**

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

- Prepare to actively contribute to a 4-H club, neighborhood, school, or other aspect of your community with knowledge gained at Conference.
- Learn about a variety of 4-H and other UW-Extension youth programs.
- Experience “action-learning” in a campus atmosphere.
- Strengthen communication, leadership and other life skills.
- Exchange ideas and form friendships with youth from diverse backgrounds.

## **AUDIENCE**

Participation as a delegate to Wisconsin 4-H & Youth Conference is not limited to just 4-H youth. It is open to ALL UW-Extension youth in grades 7-10. County 4-H Educators are asked to work with other UW-Extension programs to select youth to attend Conference. These youth are to be treated as county delegation, be included in your county orientation, be chaperoned by your county Adult Advisor, and travel with your county delegation to and from Conference. (Ambassadors, youth Seminar instructors or members of Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council can be in grades 8-12.)

## **INTRODUCTION TO THE DELEGATION COORDINATOR HANDBOOK**

This delegation coordinator handbook includes:

- important date and deadline information
- information necessary to orient and register Conference participants
- press release
- Payment Worksheet form
- Adult Advisor’s Introduction for Delegates form

This coordinator handbook serves as a companion piece to the “Wisconsin 4-H & Youth Conference Registration Timetable,” “Adult Advisor Reference Guide,” and “State Registration Guide.”

## **WHAT IS NEW FOR 2011?**

1. Seventh graders will continue to be included at the Wisconsin 4-H & Youth Conference.
2. Medical Procedures are different this year. Upon arrival, participants may need to check in with the health coordinator.
3. Thursday assembly will be in The Great Hall in the Union.
4. Drama and Showcase 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 tent in Witte courtyard due to construction.

## **2011 EDUCATIONAL PROGRAM**

Monday: Adult Advisors receive face-to-face orientation while youth participate in their choice of organized tour options. The conference will focus on healthy choices, leadership, individual responsibility, goal setting, and living up to potential.

Tuesday: Youth will be assigned to a service project (several to choose from) or an activity and discussion about military families in Wisconsin (in conjunction with Operation Military Kids (OMK) These options will be offered both in the morning and in the afternoon.

Tuesday afternoon and Wednesday: Delegates participate in exciting seminars, workshops or off-site learning experiences. A Youth Talent Show and dance will cap Wednesday evening.

Thursday: The final assembly will feature installation of the new State Youth Leader Council members, a conference slide show produced by the WI 4-H Photo Team, and a special closing cap note speaker.

## **ATTENDANCE**

Delegates are required to attend all Conference activities. Attendance is taken at each seminar. After Conference, each County 4-H Educator will receive notice of any activities missed by member(s) of their county delegation.

## **ADULT ADVISOR COVERAGE**

Prior to registration, each county must arrange for Adult Advisor coverage, including both a male and a female Adult Advisor if they are sending both male and female delegates. County registrations without appropriate Adult Advisor coverage will not be processed. If you have difficulty in locating qualified Adult Advisors, you may share with other counties as long as sharing does not exceed the following guidelines:

1. One Adult Advisor has responsibility for no more than fifteen (15) youth of their same gender.
2. One Adult Advisor has responsibility for no more than three (3) counties.
3. Each Adult Advisor's county responsibilities must be listed on their registration.

(Note the overall conference average adult/youth ratio has historically been about 1:5.)

Counties sharing Adult Advisors should arrange between them to share the Adult Advisor costs if those persons are not covered by 4-H Foundation grants.

A Lead Advisor must be identified to register the delegation on-site, collect mail from the Conference Headquarters; distribute keys, nametags, programs and T-shirts to the group, regularly meet and share with other county Adult Advisor(s), and pick up delegation photos before going home.

Adult Advisors, including summer interns, must be at least 21 years of age by the time of Conference and must have completed Youth Protection training. Adult Advisors must attend full-time and may be 4-H Educators, summer interns or volunteers. Adult Advisors must be authorized by the county Extension office to act on the county's behalf while at Conference. County Adult Advisors are not responsible for early-arriving members of Art or Photo Teams, Drama Company, Showcase Singers or Youth Leader Council.

## **ADULT AND DELEGATE EXPECTATION STATEMENTS**

All adults and youth attending Wisconsin 4-H & Youth Conference must complete an Adult or a Delegate Expectation Statement (see Registration Timetable and Participant Handbook). These forms must be submitted to the County 4-H Office prior to the registration window to allow time for county staff to mail necessary forms to the WI 4-H Youth Development Office. Even if the adult advisor have attended Conference in the past, it is still necessary for them to complete an Expectation Statement for this Conference.

Please note that State 4-H Youth Group Expectation forms are sent by those delegates directly to the WI 4-H Youth Development Office prior to delegate registration because of their participation in pre-Conference activities. (State 4-H Youth Groups include Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council.)

## **HEALTH FORMS**

All Conference youth must complete and sign the appropriate Health Form found in the Registration Timetable and Participant Handbook. No youth will be allowed to register without submitting an original, completed, and signed form. Please make a copy for travel, if needed. Original health forms will be on file in the First Aid Station at Headquarters.

## **ADULT AND DELEGATE ROCK CLIMBING, WATER SPORTS, AND/OR SERVICE LEARNING LIABILITY WAIVER FORMS**

All adult advisors and youth wishing to participate in rock climbing or water sports seminars, and some service learning activities, must complete the appropriate Liability Waiver Forms (see Registration Timetable for forms). The forms must be submitted with registration materials to the County 4-H Office. The original forms will be mailed to the WI 4-H Youth Development Office by the County 4-H Office before April 8. (Faxes cannot be accepted.)

## **REGISTRATION COST**

The registration fee in 2011 will be \$210 per person, which includes lodging and meals between Monday afternoon and Thursday morning, a Conference T-shirt and a delegation photo. Early-arriving members of Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council will receive fee information directly from the specialists involved with their group. The higher registration fees paid by most of these members cover the additional expense incurred from arriving early and from other events.

## **INSURANCE COVERAGE**

Counties should provide accident insurance for their delegation from the time they leave home until they return home. Wisconsin 4-H & Youth Conference does not provide insurance for delegates or Adult Advisors.

## CANCELLATION POLICY

A cancellation received in writing by May 31 will be accepted with no monetary loss to the individual or county. It can be sent via e-mail to [peter.nordin@ces.uwex.edu](mailto:peter.nordin@ces.uwex.edu) or mailed to WI 4-H Outreach Programs, 431 Lowell Hall, 610 Langdon St., Madison WI 53703-1195. Any cancellation received after May 31 will be accepted; however the individual and/or county will be responsible for paying the full registration fee, which will be included in the county invoice. Exceptions will be made only for documented illness or family emergency.

This cancellation policy does not apply to the Art or Photo Teams, Drama Company, Showcase Singers, and Youth Leader Council. Cancellations by members of those groups will be handled by their specialists.

## REGISTRATION PROCEDURE/TIMELINE

Don't delay; please distribute information to participants as soon as they are identified and urge them to return registration forms early. Any participants registering for rock climbing, water sports, or certain community service project sessions must submit Liability Waiver Forms to county offices. County staff: please mail all original, complete, and signed health, expectation and liability forms to the WI 4-H Youth Development Office before April 8. Note: youth registrations cannot be processed until the WI 4-H Youth Development Office has received applicable county adult advisor registrations and original, completed, and signed health, expectation and liability forms for both adults and youth.

Spring	Watch for registration URL site information that will be forthcoming in Youth Line. Collect all health, expectation, liability waiver, and registration forms. Check for completeness of forms.
April 8	Deadline for health, expectation, and liability waiver forms.
April 15-29	County staff register adults & youth electronically (8:00 a.m. April 15 to 4:30 p.m. April 29).

- ❖ Registrations will be collected and entered electronically by the County 4-H Staff. Original, complete, signed health and expectation forms, as well as liability waivers, must be received by the WI 4-H Youth Development Office before seminar assignments are made. The registration window will open at 8:00 a.m., Thursday, April 15, 2011 and will close at 4:30 p.m., Friday, April 29, 2011. Sorry, registrations cannot be accepted after June 1.
- ❖ State 4-H Youth Group Advisors will register members of State 4-H Youth Groups (Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council) and their adult advisors. Do not include them with county registrations.
- ❖ Non-4-H youth participating in other UW-Extension programs must be registered as part of your county delegation

## PAYMENT WORKSHEET AND PROCEDURE

County delegation payments are due to the WI 4-H Youth Development Office by June 1. Please use the worksheet at the back of this handbook to determine fees. At Conference, your county Adult Advisor(s) will be asked to review and confirm your actual county participation list. Counties sharing Adult Advisors should expect to share the costs among themselves. Please arrange for reimbursement with cooperating counties. Some seminars require additional fees to cover higher expenses involved in those seminars. These fees are listed on the worksheet.

Submit one check to cover all fees, payable to UW-Extension and send to WI 4-H Outreach Programs, 431 Lowell Hall, 610 Langdon St, Madison WI 53703-1195 by June 1.

## **AWARDS AVAILABLE**

Adult Advisors: for counties with 15 or fewer regular delegates, a sponsorship for one (1) Adult Advisor per county will be provided by the Wisconsin 4-H Foundation. For counties with 16 to 30 regular delegates, sponsorship for two (2) Adult Advisors will be available per county. (Regular delegates do not include members of State Teams.) This sponsorship covers registration fees only. Additionally, seminar fees are waived for Adult Advisors attending seminars. No other Adult Advisor expenses are reimbursed by the WI 4-H Youth Development Office.

Six 4-H/Youth Development Educators are invited to attend, one per district, providing an opportunity for county staff to become familiar with Conference. UW-Extension will pay the \$210 registration fee for the 4-H Educators directly. Mileage and other costs can be reimbursed by submitting a state travel expense form. (Call 608-262-1557 for information.)

State Youth Leader Council (YLC): most registration fees, early-arrivals' lodging, meals and travel expenses are provided for Youth Leader Council by the Wisconsin 4-H Foundation.

## **CONNECTING YOUTH WITH THEIR ADULT ADVISORS**

An Adult Advisor's Introduction for Delegates form is included in this handbook to aid in connecting adults with their delegates. Please assist your Adult Advisors by forwarding this completed form to appropriate counties for distribution to assigned delegates. Adult Advisors and delegates will meet at their 4:45 p.m. Monday floor meeting, if not before.

## **ADULT ADVISOR ORIENTATION**

Please provide a copy of the "Adult Advisor Reference Guide" to each of your Adult Advisors. Discuss the "Note to Adult Advisors" page regarding expectations at the conference. Adult Advisor Orientation is required and will be held via WisLine teleconference on Tuesday, May 24, at 7:30-8:30 p.m. (Dial 800-462-1257 [or 237-5850 if calling from the Madison area], conference code 4107934). Experienced Adult Advisors are valued for their input at this meeting. A PowerPoint orientation will also be posted on the state 4-H website for their review.

One Adult Advisor from each county should be identified as the Lead Advisor. For each Adult Advisor, please clarify Lead Advisor duties with him/her. The Lead Advisor collects mail from the Conference Headquarters, registers the delegation on-site; confirms health information changes with youth; distributes keys, nametags, programs and T-shirts to the group; meets and shares with the other county Adult Advisor(s) on a regular basis, and picks up the delegation photos before leaving for home.

## **COUNTY FACE-TO-FACE ORIENTATIONS ARE NECESSARY**

The orientation your county delegation receives sets the tone for delegate participation at Wisconsin 4-H & Youth Conference. Please consider the Conference objectives listed in this handbook. Youth need to know what to expect and what is expected of them. A formal orientation including the Adult Advisor(s) and possibly a youth from last year's delegation is very important.

We suggest that you build your orientation around the Wisconsin 4-H and Youth Conference orientation PowerPoint, which is posted on the Wisconsin 4-H website. Be sure to review the presentation before

your county orientation. The PowerPoint covers the topics in the following suggested orientation agenda.

## **SUGGESTED ORIENTATION AGENDA**

- a. Get acquainted with other members of the county delegation, including the Adult Advisor(s).
- b. Reinforce the purpose/objectives of Conference. Stress the concept of “bringing home” what is learned at Conference.
- c. Stress the importance of representing UW-Extension well and respecting others (refer to note to parents and youth in the Registration Timetable and a note to Adult Advisors in the Adult Advisor Guide, respectively).
- d. Review the General Information section in the Registration Timetable, stressing Residence Hall Rules and health care procedures.
- e. Stress the importance of appropriate casual dress. Comfortable walking shoes are a must!
- f. Discuss safety precautions (traffic, lake and people). Make county expectations clear among both Adult Advisors and delegates regarding visiting State Street or other concerns.
- g. Discuss county financial arrangements.
- h. Discuss personal financial needs at Conference.
- i. Share county expectations for reporting back and service learning to the county, local clubs, sponsors, etc.
- j. Encourage youth to apply for the Talent Show (application in Participant Handbook.)
- k. Check that youth have made four selections for each seminar session (if Orientation is prior to April 8) or are all assigned to a seminar for each session (if Orientation is after mid May).
- l. Review Rock Climbing, Water Sports, and Service Learning Liability Waiver Forms prior to April 8, which must be completed for any person registering for any of these activities. Parent must sign.
- m. Review the Delegate Expectation Statement. Youth and parent/guardian both must sign.
- n. Review the Health Statement. Parent/guardian must sign.

## **EXCUSED ABSENCES AND EARLY DEPARTURES**

Occasionally delegates must leave the Conference site for a short period of time or go home a few hours early. An Excused Absence/Early Departure Form (included in the Participant Handbook) must be brought to the Conference and submitted at on-site Registration.

## **SPECIAL NEEDS ARRANGEMENTS**

If any youth or adult in your delegation has special needs (transportation, translation, etc.), please call WI 4-H Outreach Programs at (608) 262-1557 to inquire about possible arrangements. Possible accommodations could include a private room, rides to/from activities and seminars, materials translated into Braille for visually impaired attendees, sign language translators for hearing impaired attendees, etc. Attendants or individual Adult Advisors can be accommodated on site but must be assigned by the delegate's family or county program.

## **SPECIAL DIETS**

A wide variety of foods is served cafeteria style on site at Conference. Delegates may select from several salads, raw and cooked vegetables, fruits, vegetarian or meat entrees, desserts and a variety of beverages. However, the cafeteria is not equipped to provide special foods in very restrictive diets for those with severe food allergies. Refrigerators are available in each dorm room to keep special foods cold that are brought from home; the kitchen staff can heat those items upon request.

## **PARKING**

The following parking options exist:

- A. Parking Permit for UW Parking Lots  
Cars and vans may park in Lot 60 or possibly closer to the conference area. Cost is approximately \$40 per vehicle (\$10/day). Actual lot assigned will be indicated on the parking permit.
- B. Non-permit parking
  - 1) Buses must park in Lot 131 (north of UW-Hospital near Eagle Heights). There is no cost for temporary parking. Overnight parking is discouraged since there are no police/security patrols. Lot 131 is about three miles from Sellery Hall but shuttle transportation is available upon request.
  - 2) Non-permit, short-term parking for cars and vans (no buses) is available at about \$1 per hour in nearby parking ramps. Many are nearly filled after mid-morning so allow extra time to find public parking.

## **TO OBTAIN A PARKING PERMIT**

Send your permit request form directly to the UW Parking Office no later than April 8. (Permit request forms will be available on-line at <http://www.uwex.edu/ces/4h/events/youthconf/index.cfm> in late February) If parking permits are not requested prior to arrival in Madison, drivers must go to the parking office on the west side of campus to purchase them. Parking permits are not available at conference headquarters.

(4-H Staff – an electronic version of this sample press release is available at: <http://4h.uwex.edu/events/youthconf>. Feel free to add county delegation information to it; your county's Lead Advisor will provide you with a county delegation photo which you may wish to add to the news article when the delegation returns home from conference.)

## **PRESS RELEASE ANNOUNCING WISCONSIN 4-H & YOUTH CONFERENCE DELEGATION**

CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_  
TELEPHONE: \_(\_\_\_\_\_)\_\_\_\_\_ E-MAIL: \_\_\_\_\_

FOR IMMEDIATE RELEASE: today's date \_\_\_\_\_

### **AREA YOUTH ATTEND 4-H YOUTH CONFERENCE AT UW-MADISON**

\_\_\_\_\_ from \_\_\_\_\_ was one of hundreds of 4-H youth who  
(your name) (where you live)  
attended the 91<sup>th</sup> annual 4-H & Youth Conference At the University of Wisconsin-Madison campus in June.

\_\_\_\_\_ and \_\_\_\_\_ joined about 500 other young  
(your name) (number of other delegates from your county)  
people representing UW-Extension's 4-H Youth Development program in celebrating the 91<sup>th</sup> anniversary of the youth program in Wisconsin at the conference. The adult 4-H leader advising the county delegation was \_\_\_\_\_.  
(name of your advisor)

*(Please add a quote here. Write about your favorite part of the conference and what you learned. Remember to attribute the quote to yourself.)*

The annual four-day conference gives youth a chance to learn about a variety of 4-H and other youth programs, experience hands-on learning in a university campus atmosphere, strengthen life skills such as communication and leadership, gain knowledge to share back home, and exchange ideas and form friendships with youth from around the state.

The delegates attended workshops and assemblies developed around the theme, "Outside the Box," which highlighted leadership, individual responsibility, goal setting, healthy living, and living up to potential. Students participate in a variety of community service projects designed to stimulate interest in replicating similar projects in their own communities.

Workshop topics included everything from radio broadcasting to photography, from art appreciation to water quality to robotics, youth citizenship and a host of other exciting subjects.

Wisconsin Association of Fairs, Wisconsin 4-H Foundation, and Wisconsin Sheep Breeders Cooperative, provided financial support for this conference.

For more information about 4-H or other UW-Extension Youth Development programs, visit [www.uwex.edu/ces/4h](http://www.uwex.edu/ces/4h) or contact the \_\_\_\_\_ County 4-H Youth  
(name of your county)

Development office at \_\_\_\_\_.  
(area code and phone number)

**2011 WISCONSIN 4-H YOUTH CONFERENCE  
PAYMENT WORKSHEET FOR COUNTY**

<b>DELEGATION PROFILE/REGISTRATION CHARGES</b>			
<b>Number</b>	<b>Persons attending</b>	<b>Cost each</b>	<b>Total</b>
	Delegates and Ambassadors*	\$210	\$
	Adult Advisors	210	
<b>SUBTOTAL OF REGISTRATION CHARGES (Enter this subtotal on next page.)</b>			<b>\$</b>
<b>SEMINAR FEES:</b> (Please note seminar fees are <a href="#">waived</a> for Adult Advisors. Classroom/bus space is limited so delegates may not receive their first choices.)			
<b>Number in seminar</b>	<b>Seminars with fees</b>	<b>Cost each</b>	<b>Total</b>
	111: Caring for Other Teenagers	\$10	
	461: Keelboat Sailing	35	
	463: Basic Canoeing	35	
	465: Windsurfing	35	
	481: Scrapbooking	9	
	482 : Scrapbooking 4-H Records	15	
	490: Cultural Connections	5	
	552: Rock Climbing <i>(fee is for whole day)</i>	30	
	563: Canoe Trip <i>(fee is for whole day)</i>	45	
	583: Wonderful Wool! <i>(fee is for whole day)</i>	8	
	585: Basketry <i>(fee is for whole day)</i>	9	
	662: Sailing	35	
	664: Introductory Kayaking	35	
	671: Pizza With Pizzazz	5	
	684: Card Making & Stamping	5	
	717: Start Your Engines	2	
	761: Keelboat Sailing	35	
	762: Sailing	35	
	763: Basic Canoeing	35	
	764: Introductory Kayaking	35	
	765: Windsurfing	35	
	771: Pizza With Pizzazz	5	
	781: Scrapbooking	9	
<b>SUBTOTAL SEMINAR FEES (Enter this total on next page.)</b>			<b>\$</b>

\*Members of Art, Photo, Drama Company and Showcase Singers are invoiced by their advisers.

(over)

**(WI 4-H & Youth Conference Payment Worksheet, cont'd.)**

<b>CREDITS</b>	
Wisconsin 4-H Foundation Support: \$210 full support for Adult Advisor if your county has 15 or fewer delegates.* \$420 full support for two Adult Advisors if your county has 16-30 delegates.*	
<b>TOTAL OF CREDITS (Enter this credit subtotal below.)</b>	\$

Note: Counties are expected to split costs of non-supported, shared Adult Advisors among themselves. The Adult Advisor's county pays for his/her registration and collects half (or one third each if three counties are sharing) from the second (and third) counties.

Subtotal of registration charges (from previous page)	\$ _____
Subtotal of seminar fees (from previous page)	\$ _____
Add total registrations and seminar fees	\$ _____
Subtract the total credits from top of this page	\$ _____
<b>TOTAL DUE:</b>	<b>\$ _____</b>

<b>For Office Use Only</b>			
<b>Check</b>	# _____	<b>dated</b>	_____
<b>\$</b>	_____.	<b>for</b>	

**Submit one check payable to UW-Extension and enclose a copy of this worksheet.**

**DUE JUNE 1**  
**to**  
**WI 4-H Outreach, 431 Lowell Hall, 610 Langdon St, Madison WI 53703-1195**

**2011 WISCONSIN 4-H & YOUTH CONFERENCE  
ADULT ADVISOR'S INTRODUCTION FOR DELEGATES**



**I'm attaching  
a photo here  
so all my assigned  
delegates will be able  
to recognize and  
remember me.**

Hi! I'll serve as your Adult Advisor for the upcoming Wisconsin 4-H & Youth Conference. Hope you're looking forward to it as much as I am! I look forward to seeing you at our floor meeting in Sellery Hall at 4:45 p.m. Monday, June 27.

MY NAME IS \_\_\_\_\_

MY ADDRESS IS \_\_\_\_\_

CITY \_\_\_\_\_ WISCONSIN ZIP \_\_\_\_\_

YOU MAY REACH ME BY TELEPHONE AT (\_\_\_\_\_) \_\_\_\_\_

SEND E-MAIL TO: \_\_\_\_\_

AT CONFERENCE, YOU CAN REACH ME BY CELL PHONE AT (\_\_\_\_\_) \_\_\_\_\_

OTHER NOTES:

***Adult Advisor:***

**Please send a copy of this introduction directly to each of your delegates or ask your County 4-H Staff for assistance in contacting delegates from other counties who are assigned to you.**

***Adult Advisors and 4-H Staff: please do not send this form to the State 4-H Office.***