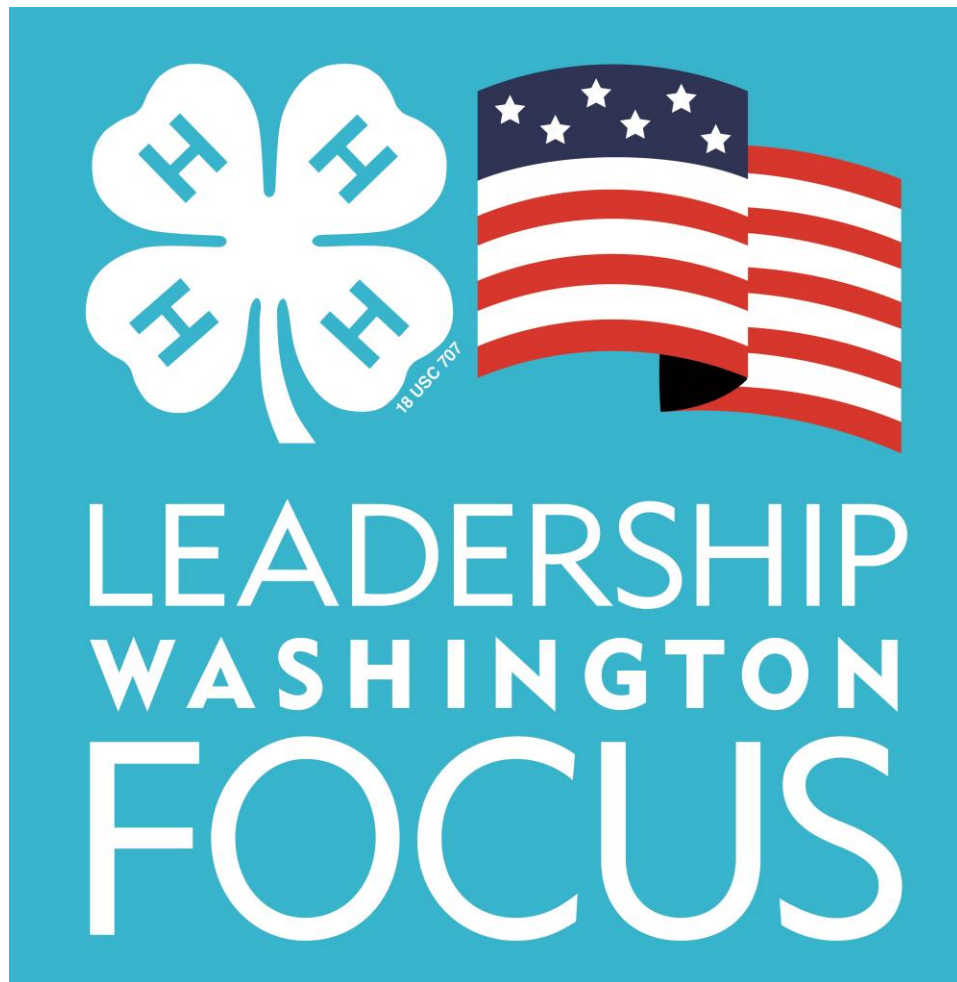


Coordinator Handbook



Introduction

You and your young people are about to make history as participants of another year of Leadership Washington Focus! We anticipate an exciting summer—one week that both you and your delegation will remember for a lifetime. Get your young people excited to learn about leadership and how it has influenced our nation, while having fun and meeting new people from across the country. Your group will be a part of a new tradition of young people whose eyes are opened up to their own potential as leaders and citizens, in their club, their community, their country and their world!

At the National 4-H Conference Center, we realize that each delegation goes through different processes to plan and carry out their LWF trip. In order to promote and maintain a smooth program, we ask that a copy of this coordinator handbook be distributed to both the head chaperone(s) and the Delegation Coordinator. We will also be holding several opportunities for LWF Coordinators and chaperones to take part in teleconference calls during the spring so they can ask questions and receive more information about the program. We hope that this will help you prepare for a wonderful week at the National 4-H Conference Center and in Washington!

LWF provides opportunities for young people to:

- Strengthen communication, leadership, and other citizenship skills on a national level.
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our nation's capital city, Washington, D.C.

There are several forms needed from each LWF delegate. These forms include the National 4-H Conference Center Code of Conduct and the Media and Information Release form. They can be found on our website at www.4hlwf.com, under the resources tab. Please be sure to collect all these important forms from each delegate, you will need to scan the code of conduct and media release form to the Jeunice Salita-Lim at jsalita@4HCenter.org. The website also includes health forms, however we do not collect those. They are for your head chaperone to keep with them. You may use your own state health forms in lieu of the one we provide.

***Please make sure to read the entire handbook as a few details have changed this year. If you have any questions, please do not hesitate to contact one of our friendly staff members. Thank you for your continued interest in the Leadership Washington Focus program!*

For information on all of the traditional and newly added LWF activities, see the details inside this handbook. We look forward to seeing you in Washington!

Sincerely,

Maria McNeely
Director, Educational Programs
301-961-2812
mmcneely@4hcenter.org

Kelsey Conklin
Specialist, Educational Programs
301-961-2810
kconklin@4hcenter.org

Program Overview

Leadership Washington Focus (LWF) is a leadership program conducted by the National 4-H Council for middle school youth. During the summer, delegations of 10-13 year-olds from across the country attend this four-day program at the National 4-H Conference Center, just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote “Better Citizens Today, Better Leaders Tomorrow”. Participants learn by attending breakout sessions, field trips, and social events.

Program Objectives

1. Build confidence in participant’s ability to motivate and direct others in meaningful action.
2. Develop an understanding of participant’s own personal leadership style.
3. Practice effective communication with others through group discussion and public speaking.
4. Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
5. Experience hands-on learning using the historical backdrop of our nation’s capital city, Washington, D.C.

Program Staff

National 4-H Council facilitates the Leadership Washington Focus program. Staff members are responsible for planning the program, distributing registration and group coordinator information, organizing logistics for workshops and field trips, and implementing and evaluating the program. During LWF, groups will interact with numerous members of the National 4-H Conference Center Staff and the LWF Program Assistants.

Program Assistants (PAs) play a key role in the implementation of the Leadership Washington Focus program. On campus, they greet visiting groups and orient them with The National 4-H Conference Center, lead breakout sessions and large group activities, arrange room set-ups and audiovisual equipment, and assist group chaperones and coordinators. Off campus, PAs aid groups by providing route information, interpretation of sites, and coordinating field trip logistics. All PAs are licensed and trained as District of Columbia Class B Tour Guides.

The Educational Programs Director and Specialist coordinate and execute the Leadership Washington Focus program by working with each group's coordinator, State Leaders, County Agents and volunteers from every state in the country to ensure that each LWF group has the best experience possible. They also train and manage 10-15 interns acting as a resource and mentor to the LWF Program Assistants who work directly with the youth.

Program Participants

Youth ages 10 to 13 years old may participate in Leadership Washington Focus. Adult advisors accompanying LWF delegates are asked to participate in coordinator/chaperone meetings and may sit in on LWF breakout sessions and large group activities, but only as a silent observer. Adults may not bring their own children, unless the children are LWF delegates. National 4-H Council recommends that delegations include one adult for every 10 to 15 youth participants. *CHAPERONES MUST BE AT LEAST 19 YEARS OF AGE BY THE DATE THEIR PROGRAM BEGINS.* Each delegation MUST have an adult group coordinator.

Dress Code

Throughout LWF program, participants will meet many people. Each delegate represents not only him or herself, but their family, county, state, peers, and 4-H. Clothing and grooming reflect upon the participants and what they represent. A dress code has been developed which describes the type of suggested dress for each LWF activity. It is the responsibility of each delegation to determine what is and is not appropriate for your specific delegation. The following categories have been established to correspond to activities outlined in the Tentative Program Itinerary posted on the LWF website.

Suggested Dress Guidelines

Casual: Shorts of respectable length, jeans, T-shirts, and appropriate shirts. No active wear.

Business Casual: Ladies: Skirts, dresses, slacks, nice capri pants, or nice shirts. Gentlemen: Dress pants, slacks, polos or button-down shirts.

LWF: LWF t-shirts and casual bottoms.

Dressy: Ladies: Skirts or slacks with nice dress shirts, dresses, or suits. Gentlemen: Dress pants, slacks, button shirts, and a tie. Jackets recommended.

Important Dress Code Information - Pertains to ALL dress code categories

- Shorts, skirts, and dresses must be a respectable length. Respectable length defined as: Being as long as or longer than the tips of the individual's fingers when arms are fully extended at their side.
- Tube top/strapless shirts will not be allowed during the LWF program.
- Cropped shirts and extreme low-rise pants are not allowed.
- Ripped clothing, cut-off shorts, T-shirts with offensive slogans or messages that are in bad taste, muscle shirts, and similar items are not allowed.
- No hats to be worn in buildings
- Shoes and shirts must be worn at all times.

NAME BADGES

Name badges will be furnished by the LWF program. Each delegate and chaperone will receive LWF lanyard with a name badge. These **must** be worn at all times, with the participant name clearly visible. Name badges function as a meal ticket and identification for security purposes while at the National 4-H Conference Center. They will also function as identification with the LWF program and allow Program Assistants to find delegates in crowded areas.

***Chaperones concerned about delegate safety and anonymity when downtown (for example, on the metro) may instruct delegates to unclip their name badge so the delegate is still wearing the lanyard, but not the name card.*

Breakout Sessions

Upon arrival on Monday each delegate will be randomly assigned to a breakout group, which allows for a mixture of delegates from different states in each group. The breakout sessions offered will include:

- WHAT IS A LEADER?
- HOW DO LEADERS WORK WITH OTHER LEADERS?
- HOW DO LEADERS COMMUNICATE WITH OTHERS?
- HOW DO LEADERS INFLUENCE OTHERS?
- HOW DO YOU LEAD?
- HOW DO LEADERS THINK CRITICALLY?
- HOW WILL YOU MAKE A DIFFERENCE?

LWF Events

Opening Ceremony: This is a brief introduction to the LWF Program Assistants and State Delegations attending LWF for the week.

Swap Shop: A spin-off of the traditional 4-H Pin Trade, delegations will decorate clothes pins to represent their home state or region as well as bring items to swap with other delegates from across the country. Delegates should use this time to get to know their fellow LWF participants.

Nightview of Washington D.C.: Each delegation will be lead on a night tour of Washington D.C. by their Program Assistant(s). Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine.

Team Challenge Activities: Delegates will learn to collaborate with others in order to accomplish goals as a team. Each team delegate will explore how their contributions affect the entire team and how they can best tackle future obstacles with the help others.

Speak Up! Speak Out!: A deep dive into presentation skills and the importance of effective communication skills. Delegates will practice speaking up and speaking out after analyzing prominent leaders and how they were effective speakers.

The Amazing Race: A capstone activity applying the delegates newly honed leadership skills. Delegates work together as leaders to prove that leadership is not a competition, but a quest.

Banquet: Delegates will have the chance to share a formal catered dinner with their teammates as they close out the week's events. Following the dinner delegates will enjoy a carnival of fun activities to play the night away until Closing Ceremonies.

Closing Ceremony: Delegates experience an old tradition made new again on the front lawn of the National 4-H Conference Center as the Program Assistants bring the week to a close with a special ceremony exclusively for LWF.

LWF General Schedule Information

*All schedules for the LWF program are **TENTATIVE**, meaning they may change throughout the year, up to the date of your group's arrival.* The registration/check-in times will always occur on Monday between 3:00 and 5:00 p.m. Groups may not register before this time. If your group needs to arrive early, please talk to the Sales and Planning department, and we will be happy to book additional rooms for your group. Check-out will occur on Friday between 9:00 a.m. and noon. If your group requires an earlier departure, please let your PA know when you arrive. Also, if you would like to stay longer than noon on Friday, please let the Sales and Planning department know when you register to attend. To see the most up to date schedule, visit our website at www.4hLWF.com and click on the Planning Resources tab.

Program Costs

PACKAGE PRICE:

Please find the cost of the program on our website at www.4HLWF.com or by contacting Jeunice Salita-Lim at JSalita@4HCenter.org or 301-961-2892. Pricing includes meals, lodging and tuition outlined below:

MEALS:

Monday: Dinner
Tuesday: Breakfast, Lunch and Dinner
Wednesday: Breakfast, Lunch and Dinner
Thursday: Breakfast, Lunch and Banquet Dinner
Friday: Breakfast

LODGING:

Youth: 3 or 4 per room with private bath
Adults: 2 per room (in most cases) with private bath

TUITION:

All program activity costs, including admission fees for site visits, logistical support, materials, and expenses incurred in the official program outline:

- Program Arrangements
- Curriculum Materials
- Admission to sites on LWF itinerary
- Program Assistant Team

TRANSPORTATION

Your group will need to arrange transportation for traveling for the initial arrival to and final departure from the National 4-H Conference Center. Please contact our Sales and Planning department for suggestions of long distance travel providers from your home state to The National 4-H Center. The National 4-H Conference Center will arrange all travel for field trips and appointments throughout the LWF program. Airport/Train/Bus station pick-ups and drop-offs on days of the program (Mon and Fri) are included.

PAYMENT POLICY

Your group's bill must be paid in full at least thirty (30) days prior to your arrival at the National 4-H Center. Be sure to check with the Front Desk before checkout to pay for additional charges incurred during the program. The Group Coordinator is responsible for making sure delegates pay for phone calls or other personal expenses at the Front Desk prior to checkout. Please be advised that the advance invoice may not reflect all changes made after we receive your Change Form. Post-billing is available if valid purchase order is provided.

EARLY ARRIVALS AND LATE DEPARTURES

Requests for early arrivals or late departures are accepted based on space availability. **Please submit requests as soon as possible.** You may also request additional meals. If you have questions about pricing or would like to request an early or late departure, or additional meal please contact: Jeunice Salita-Lim, Program Planner at 301-961-2892 or jsalita@4HCenter.org

BOXED BREAKFASTS FOR EARLY DEPARTURE

If you plan to depart from LWF late Friday evening or prior to breakfast on Saturday morning, boxed breakfasts may be arranged for your group at no extra charge. Boxed breakfasts may be picked up on Friday evening before 11:45 p.m. or after 5:00 am on Saturday morning by reporting to the Front Desk for assistance.

Location of the National 4-H Conference Center

7100 Connecticut Avenue
Chevy Chase, MD 20815

Directions

From the Capital Beltway (I-495):

- Take Exit 33 south to Connecticut Avenue (Highway 185) toward Chevy Chase.
- Proceed south on Connecticut Avenue for approximately one and one-half miles.
- The National 4-H Center is on the right at 7100 Connecticut Avenue, with a covered bus stop directly in front.

****Please contact the 4-H Center or any of the people listed in this packet if you have any questions about directions.**

Arrival Information

Check in starts 3:00 p.m. on Monday. You will be welcomed upon arrival by a Program Assistant who will help you with registration and orientation. If you arrive prior to this time, you will be welcomed by a PA once registrations starts on Monday, not before.

Dinner starts at 5:30 p.m. and the program begins promptly at 6:30 p.m.

If you are delayed en route, please call the National 4-H Conference Center Front Desk at 301-961-2801. Arrangements will be made to orient your group to the program as quickly and smoothly as possible upon your arrival.

Local Transportation

The Metro System:

(202) 637-7000

www.wmata.com

Washington's subway and transit system, the Washington Metro Area Transit Authority (WMATA), has a great web page. It can give you specific travel times and costs to and from anywhere in the city.

Getting To the 4-H Center (from downtown) with Metro:

- The closest metro station is called **Friendship Heights**. It is on the **Red Line** in the direction of Shady Grove or Grosvenor.
- Exit the station at **Wisconsin and Western Avenues**, not Jenifer Street.
- After you ascend the first escalator you will enter a round room. Continue straight ahead through towards the sign that says "ground transportation/buses" and up the second escalator that exits to the outside.
- There are 4 buses you can take to get to the National 4-H Center.
 - **Metro Bus L8** is white with red and blue stripes. These buses are located on Wisconsin Ave., which is to your left as you exit the escalator.
 - **Ride-On Buses 1 and 11** are blue and green. They are located straight ahead, under the covering at the top of the escalator.
- The bus will go up Western Ave. and $\frac{3}{4}$ of the way around Chevy Chase Circle and right onto Connecticut Ave. It will pass through two traffic lights, Bradley Avenue and Rosemary Avenue. Look for a stone church on the right and the 4-H Center will be directly across the street on the left. At Connecticut Avenue and Taylor Street, pull the cord or press the button to signal the bus driver to stop.

***Most bus drivers in the area also know exactly where the 4-H Center is. When you get on the bus, you may want to tell him you are headed there and ask him to make a stop, this way you don't have as much pressure with locating the Center, which can come up very fast if you have never been there before.*

First Aid Resources

It is the suggestion of the LWF Staff that each delegation bring some first aid supplies with them. Basic first-aid supplies and toiletries are available at the Campus Shop. Store hours are posted on the shop door.

Supplies are also available off-site at the following locations:

- Brookville Pharmacy (will deliver) 7025 Brookville Rd., Chevy Chase, MD 20815 (301) 652-0600 Fax (301) 652-8261
- CVS Pharmacy (open 24 hours) 4555 Wisconsin Ave. (202) 537-1587
- CVS Pharmacy, 5013 Connecticut Ave. (202) 966-1815
- Hunter Medical Supply, Inc. (wheel chair rental/ other needs, will deliver)
8532 Dakota Dr. Gaithersburg, MD 20877 (301) 926-7192
- Suburban Hospital 8600 Old Georgetown Rd., Bethesda, MD (301) 896-7600
- Barwood Cab Service, transportation to any of the above places, (301) 984-1900

Emergency Procedures

For more serious accidents or emergencies requiring an ambulance, call or send someone to the Front Desk in the J.C. Penney Lobby. The clerk on duty will then call the emergency vehicle. The Front Desk must be notified any time an ambulance is called. The clerk will call an ambulance. Be sure to give the exact location of the victim and ask someone to wait at the nearest entrance to help direct the ambulance to the correct site.

In case of a serious illness or health emergency, you can also **DIAL 911**, if the front desk has not already done so. This number will contact Montgomery County Emergency Services. An operator will answer and ask: Police, Fire, or Ambulance? Callers should respond appropriately. Callers will be transferred to the appropriate operator, who will ask about the nature of the emergency. The dispatcher will then send the proper response team: EMT, Ambulance, Rescue Squad, etc. Montgomery County has one of the best emergency response services in the U.S. There are three fire house/rescue/ambulance facilities within about 1.5 miles of the National 4-H Conference Center. Help will arrive within minutes following your call. In the meantime, stay calm, and keep the patient calm.

Center Address: 7100 Connecticut Avenue, Chevy Chase MD 20815

In the unlikely event of a disaster, both National 4-H Council and the District of Columbia Department of Transportation have strict guidelines and procedures. The LWF Staff are trained to know these guidelines and will have a copy with them. If you are interested in having a copy of these procedures, or sending one with your group leader, please contact us and we will provide one to you.

Group Coordinator's Roles and Responsibilities

Job Summary:

Group Coordinators are the primary contact with National 4-H Council staff prior to and during LWF. Group Coordinators are responsible for the conduct and discipline of the delegates, group behavior, logistical arrangements, delegating responsibility to adult advisors and committee members, and coordinating arrangements with the State 4-H Offices and National 4-H Council Staff.

Following the completion of the week, it is your responsibility to publicize your group's participation in LWF. This program provides an excellent way to give visibility to your group. Press releases are a great way for your delegation to gain exposure in your community or state and in educating the public about the program. Designate a chaperone or delegate to take black-and-white photos during LWF to use with press releases and news stories. Former participants may also assist in promoting LWF by presenting programs to area clubs, telling others about LWF, and promoting their back-home action projects.

Prior to LWF:

- Read the Group Coordinator's Handbook thoroughly!
- Complete Checklist in the Pre-Arrival Information Section.
- Plan and conduct Delegate (Youth) Orientation.
- Orient adult advisors.
- Coordinate Swap Shop items for your delegation.

Suggested Agenda to Use for Your Adult Advisor (Chaperone) Orientation:

- Begin with an icebreaker.
- Review program objectives
- Review delegates' LWF program schedule
- Review LWF program content
- Review Adult Advisor job summary and Roles & Responsibilities
 - Clarify and reinforce dress code and enforce all code of conduct policies
- Review Helpful Hints for your week in the nation's capital

Adult Advisor (Chaperone) Roles and Responsibilities

Job Summary:

The Adult Advisors are to work with the Group Coordinator to carry out the duties necessary for a successful group experience at LWF. These duties include monitoring conduct and enforcing the discipline of delegates as well as working in cooperation with the LWF Staff at The National 4-H Center.

Roles & Responsibilities:

- Play a primary role in enforcing delegates' compliance with Code of Conduct rules and Dress Code.
- Discuss the standards of behavior you expect from your group. How will they dress? How will they act? How will you communicate expectations to the delegates? What are the consequences of misconduct? How will you, the adult team, lay the ground rules?
- Serve as a role model for LWF youth delegates. This includes Maintaining a good sense of humor and staying positive.
- Help the Program staff move the group efficiently, keep track of delegates, and provide other assistance as needed on field trips.
- Assist with registration of delegates upon arrival.
- Attend and participate in adult meetings
- Assist lead chaperone in delegation huddles.
- Help the lead chaperone carry out group responsibilities.
- Work with delegates to ensure an enjoyable learning experience.
- Encourage delegates to continue thinking about ways to use the LWF experience and information to strengthen 4-H programs back home.
- Keep delegates quiet and in their room after 11pm (Conference Center curfew)
- Monitor the health of delegates and carry basic first aid supplies and emergency medical consent forms.

***An adult must stay with any delegate who is sick and must remain at the 4-H Center while the group is off campus. National 4-H Council cannot assume any responsibility for delegates left unaccompanied when they are ill.*

Parent/Guardian Orientation

Suggested Agenda to Use for Parent/Guardian Orientation:

- Review the LWF Schedule.
- Distribute and review the Participation Forms.
 - Ask the Parents/Guardians to review this document with their delegates. Parents and delegates must sign the forms and return them to the Group Coordinator.
 - Be certain that parents understand the program is strenuous and requires that each delegate be healthy. Parents should realistically evaluate the delegate's health and complete, sign and return 2 signed originals of the form to the Group Coordinator. One of these forms is to be kept by the Group Coordinator and the other is to remain with the delegate, especially when he or she is off campus.
 - Parents must give written permission, as provided for in the Health Form for emergency medical treatment. ***HOSPITALS WILL NOT TREAT MINORS WITHOUT PARENTAL CONSENT.***
- Review delegate cancellation policy on the National 4-H Conference Center Contract. (See Terms & Conditions section.)

*** It is essential that the Group Coordinator be aware of any existing health challenges, such as asthma, diabetes or any conditions that might require special arrangements. Group Coordinator must inform chaperones of these challenges. The National 4-H Conference Center must also be notified, prior to group's arrival, of any special dietary needs your delegates may have (e.g., vegetarians).*

Helpful Hints

Things to remember when packing:

- Comfortable walking shoes for casual days
- Comfortable dress shoes for field trips and business casual days
- Light clothes (weather will be HOT and HUMID!)
- Pen and paper for breakout sessions and activities
- A camera and plenty of batteries and/or memory
- An umbrella or rain gear
- Personal spending money

WEATHER:

Washington, D.C. is very warm and humid in the summer. Daytime temperatures ranging from the high 80's to mid-90's are typical. You will be spending a great deal of time walking outdoors during the LWF program, so planning your wardrobe accordingly and drinking plenty of healthy liquids will help make your stay more pleasant. During the warm months, thunder storms and rain showers are also common, so pack a few items to prepare for those times as well.

SPENDING MONEY:

You may want to allow a little extra money for souvenirs. In addition, the 4-H Center has a Campus Shop where you may purchase postcards, stamps, memorabilia and personal items. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

T-SHIRTS

Smithsonian	\$25.00
Campus Shop at 4-H Center	\$12.00
Street Vendors	\$10.00

CORRESPONDENCE

It is important that the name of your delegation and dates of your stay appear on all correspondence. This helps us direct your mail correctly if it should arrive before or after you do. If you would like to receive mail during your stay, please be sure to have friends and families address it properly.

Example:

Suzy Jones
Iowa-Central LWF Delegation
June 9-14, 2025
c/o National 4-H Conference Center
7100 Connecticut Avenue
Chevy Chase, MD 20815

TELEPHONE CALLS

The telephone number at The National 4-H Center is (301) 961-2800. This number connects callers to the Automated Attendant, which is answered 24 hours a day, 7 days a week. To reach The National 4-H Center Front Desk, you may call (301) 961-2801. We suggest providing this number to family and friends to reach you initially, until you are settled and can give them the direct extension to your room.

If your friends or family call, they may have to identify your state delegation, so be sure they know this information. Many times callers will have to leave a message, because you will be off campus or attending meetings. Please be sure to periodically check for messages at the Front Desk and on your voice-mail so you can return calls to family members promptly.