

Handbook



Conference Welcome

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

Today, National 4-H Conference has remained true to its original intent while continuing to be future focused. In addition to engaging and developing current young leaders of this nation, the purpose of National 4-H Conference is to:

- 1) Engage 4-H youth in personal development experiences that will increase knowledge, resources, and skills;
- 2) Present a youth voice about specific issues to a partnering federal agency affecting youth and communities nationwide; and
- 3) Empower and mobilize 4-H youth to create positive social change in their communities in a meaningful and genuine way.

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

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

Lisa A. Lauxman, Ph.D.
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About Washington, DC

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

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

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

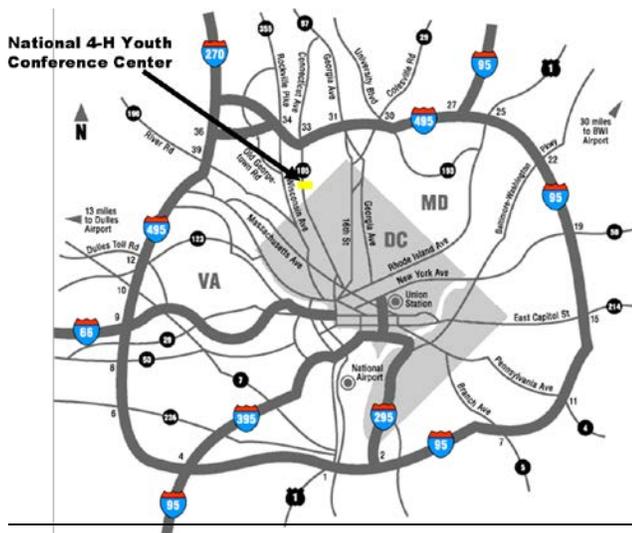
Conference Location



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

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

Directions



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

From downtown Washington, DC:

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

Or...

From the Capital Beltway:

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

Airports

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

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

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

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

Taxicabs

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

- Ronald Reagan National Airport/Union Station/Downtown Washington: \$55
- Dulles International Airport/Northern Virginia: \$65
- Baltimore/Washington International Airport/Baltimore: \$80



Shuttles

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

- ABC Limo Service: www.limowashington.com
- GO! The Airport Shuttle: www.goairportshuttle.com
- Super Shuttle: <http://www.supershuttle.com/Locations/DCAAirportShuttleWashington.aspx>

Public transportation

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

Smartcards are available at metro stations. This electronic card allows the user to add money with a credit or debit card and use throughout the week. You can find more information about this here:

<http://www.wmata.com/fares/smartrip/>.

The following mobile app is very useful when navigating your trip via metro: DC Metro Transit – Free by Jazzmoon Studio. Other apps are available as well.

Coupled with the subway is the MetroBus system. Its hours and fares are similar to Metro's. While it's not as easy to navigate compared to the rail system, it does provide access to places around the city that don't have a subway station in close proximity. Bus stops are marked by red, white and blue signs, and they typically have route and schedule information posted. <http://www.wmata.com/bus/?forcedesktop=1>

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

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

You can also visit www.wmata.com for information about public transportation—including bus and metro fares, routes, and time tables. The trip planner allows you to enter where you are, where you'd like to go, and it gives you exactly how to get there.

Bus transportation will be provided for delegations to travel to and from conference activities as described in the Conference Schedule.



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

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

Spending Money



Delegates may want to bring money for personal items, souvenirs, and snacks. Although beverage and snack breaks are sometimes provided during the evening as part of National 4-H Conference, delegates sometimes want to supplement meals/snacks with delivered food from local eating establishments and items from vending machines or the small market at the Center. There may be a significant cost difference when comparing other states to the DC metropolitan area. Meals can easily cost more than \$12 for lunch and \$20 - \$30 for dinner—don't forget tips!

There are several opportunities for delegates to purchase items, including the purchase of books written by speakers; basic toiletry items, souvenirs, and clothing sold at the National 4-H Youth Conference Center market; local vendors and gift shops during off-site activities; as well as, grocery stores, restaurants and drugstores.

One evening, delegates will be going to dinner in the D.C. area as a state delegation. The price of the meal with either be covered by the state delegation or the individual delegates. Check with your chaperone. Lunch on Capitol Hill Day will also be on your own or as a state.

Packing Tips

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



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

- NEVER LEAVE YOUR SUITCASE UNATTENDED!

Packing Checklist

Clothing:

The Conference Schedule will outline times for casual, conference-wear, and business attire. Also remember to bring pajamas, undergarments, nylons/socks, and shoes—especially comfortable walking shoes. Pack light as closet space is limited.

Toiletries:

toothbrush/ toothpaste/dental floss
shampoo/conditioner
deodorant
soap

cosmetics
feminine items
hair spray/gel

comb/brush
shaving supplies
hair dryer/curling iron



Other:

photo ID (2 if specified by your briefing
topic group prior to arrival)
notebook/pens/pencils
money for snacks, souvenirs, photos
trading items from your state for the
Great State Exchange

camera / phone
prescription medication
umbrella
scarves/ties and accessories
alarm clock, watch

backpack, bag, and/or purse
Congressional names and phone
numbers

Optional Items:

conference journal
travel iron

towel and washcloth
flashlight

Laptop, tablet or smart phone
Personal information cards

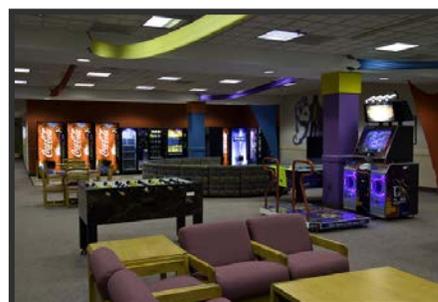
Guest Rooms

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

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

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

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



GUEST ROOM AMENITIES

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

Meals

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

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

- Briefing Day - Dinner
- Capitol Hill Day – Lunch



MEALS AT THE NATIONAL 4-H CONFERENCE CENTER

Most meals are served at the 4-H Café at the National 4-H Conference Center. This is a cafeteria with a variety of food choices. Cross contamination of foods is possible. If a delegate or chaperone has severe food allergy issues, please be in touch with Doug Swanson at dswanson@nifa.usda.gov at least 2 weeks prior to arrival. If needed, he will put you in direct contact with food service personnel.

National 4-H Conference is a **working conference** - and the work begins before delegates arrive. There are two areas delegates should be educated about to prepare for the conference; their round table topic and information about 4-H.

Round Table Topics

During the conference, youth will develop a presentation on their findings/discussions to be shared with a federal agency's key decision makers.

Delegates need to study the information sent to them by National 4-H Conference about their round table topic. They can also research their topic within their state. This preparation will allow them to jump into the topic discussion and bring perspective from their state on their topic.

Information about 4-H

Delegates should be well informed about their local 4-H program, local/state 4-H demographics, 4-H programming within the state, the role of Cooperative Extension and the land-grant university in 4-H, and most importantly, the basic history and structure of 4-H.

The following questions are suggested to help delegates prepare themselves for possible discussions and information sharing with federal partners, Congressional members and staff, and other guests. Delegates are encouraged to research information available on the internet or contact the appropriate local/state 4-H program agent or office.

Overview of the 4-H Youth Development Program

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

Your Local 4-H Program

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

It is also recommended that delegates:

- Meet with the other delegates from their state in person, by teleconference, or online chat.
- Meet with past delegates from your state to discuss conference expectations and activities.
- Talk with 4-H and non-4-H youth, volunteers, and classmates to determine what issues are relevant to your community.

Post-Conference

The work and spirit of National 4-H Conference should not end when you depart Washington, DC. How can you apply what you have learned and experienced at Conference back home? Here are a few suggestions to help harness your post-Conference enthusiasm and channel it into action. For more ideas go to: <http://www.4-h.org/4-h-conference/taking-it-home/>

- Develop a press release and report on your experience at National 4-H Conference to your community, school, local newspaper, or local office of the federal agency you presented to.
- Make plan to be an advocate in your community. You might choose the same issue as you discussed at the conference or you might choose another topic you're passionate about.
- Make a presentation to other 4-H club members about your experience at National 4-H Conference. Get them involved in your plan.

Conference Sessions

Roundtable Discussions

The Roundtables discussions are an integral part of National 4-H Conference. National 4-H Headquarters partners with federal agencies interested in hearing the youth perspective on issues youth are interested in. A recent example: Youth were interested in texting and driving. 4-H National Headquarters partnered with the Department of Transportation for two round tables to discuss their current efforts to prevent distracted driving and presented to their decision makers at the federal office in Washington D.C.

Before the conference begins, youth delegates give their preferences for topic areas and will work with their assigned group throughout the conference. The round tables are led by college age Facilitators, most of whom are former 4-H'ers, who continue to provide support to 4-H and have a shared interest in the ideals of 4-H.

Youth Delegates will explore current issues affecting youth, the role 4-H can play in addressing those issues, and tell federal decision makers if their current efforts are effective. Each roundtable will focus on a specific issue and develop a presentation on their findings/discussions to be shared with key decision-policy maker. The roundtables give youth delegates an opportunity to think critically about current issues and a voice in how 4-H members across the country can engage to affect change and make a difference in that issue.



Workshops



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

Conference Activities

Capitol Hill Visits, Day on the Town

Day on the Town

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

Delegations will have the opportunity to do some sightseeing, experience the splendor of the Nation's Capital and enjoy a relaxing "day on the town". Bus transportation will be provided to the National Mall - drop off location will be the Capitol Building at approximately 10:00am. Return transportation will either be provided.



National 4-H Conference will be providing a narrated night monument tour for the delegates on one night. Please consider this when planning other site seeing.

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

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

<http://www.dccirculator.com/>

Additionally, the city offers several guided sightseeing tour, such as:

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

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

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

Capitol Hill visits

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

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



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

Bus transportation will be provided to Capitol Hill. Do not forget your photo identification for access to federal buildings on Tuesday and Wednesday! Delegations can expect to be free to begin visits beginning at 10:30 a.m. and will be on their own for lunch.

State Dinner Out and Conference Celebration

After your busy day with Congressional visits and/or touring the National Mall area, you will have the opportunity to enjoy a downtown D.C. restaurant for dinner. State delegations will choose a restaurant and make their own plans. The state or individuals are responsible for the cost. Several suggestions of varying price and cuisine will be provided to chaperones prior to the trip to D.C. State delegations may want to join together with other states to have a fun meal together.

Return transportation to the Conference Center will be provided from downtown D.C. The Youth Leadership Team is planning a celebration event at the Conference Center to close out the conference that evening.

Personal Safety

Personal safety of each Conference participant is of utmost importance. Everyone delegate and chaperone is entitled to be safe emotionally, physically, and socially. If at any time you feel vulnerable in any of these ways, contact a chaperone or member of the Conference leadership team. You will be listened to and assisted in an appropriate manner. Don't be hesitant to bring concerning situations to our attention.

General Safety

Delegation Adult Advisors must know where delegates are at all times in case of an emergency. Youth and adults are expected to attend all conference activities. Youth delegates must remain on the center campus or assigned event area throughout the conference. In addition, Delegation Adult Advisors that need to leave the campus or conference events—for example, if they need to accompany an injured youth to the hospital—must notify the National 4-H Conference staff as well as identify another eligible adult advisor who will serve as chaperone for their youth delegates. A delegation should not leave the Center without notifying Conference staff.

Nametags

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

Quiet Hours



Delegates must be considerate of other conference participants and other conference center guests who may be trying to wind down and sleep after a long day. Beginning at 10:30pm, all delegates must be in their sleeping room. Noise in the halls and rooms must be kept to a minimum. Talking must be kept to quiet conversational levels.

Quiet is especially important after 9:00pm as delegates travel between buildings on the Conference Center campus. The Conference Center sits within a residential neighborhood and is surrounded by private homes. This is a very quiet, suburban residential community with a strictly enforced noise ordinance. If you find yourself outside of any of the buildings after 9:00pm, you must keep the noise level to a minimum. Quiet time must be completely observed in the whole facility from 11:30pm – 6:30am.

Curfew

Curfew is at 10:30 p.m unless otherwise noted in the annual schedule. Delegates out of their room after curfew must be accompanied by an adult. All of the external entryways to the buildings lock at 12:00am. Anyone outside of a building past 12:00am will not be able to enter without being escorted by security. Security personnel periodically patrol the buildings and campus. Security helps enforce curfews.

Additional Personal Safety

▶ On-Site

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

▶ Off-Site

- ◆ As with any large city, normal safety precautions should be taken as you travel the Washington, DC metropolitan area. The well-trodden sections of Washington, DC that boast of museums, shopping, hotels and restaurants – are quite safe, thanks in part to the many agencies based there (if a local police officer isn't around, chances are that a uniformed or undercover FBI, NSA, CIA, Secret Service, Park Police, Capitol Police, Metro Police or other peacekeeper isn't far away).
- ◆ That being said, normal precautions should be taken. Secure your purse, wallet, and phone, and stay in well-lit, heavy traveled areas. In and around downtown Washington, DC, you may encounter a number of panhandlers just waiting to appeal to the generosity of visitors. They can be aggressive in asking you for money. It is suggested that you remain courteous but politely turn down their requests. If you encounter any issues while off-site, dial 911 for any emergencies, and report any accidents or crimes immediately.

Federal Security



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

Emergency Procedures

Because it is impossible to know where an emergency may take place, who may be present or absent from the emergency, or the nature or scale of an emergency, it is impossible to designate by name who will carry out the various tasks outlined below. Rather, National 4-H Conference asks its leadership team, adult advisors and youth participants to become familiar with the generally necessary tasks ahead of time in order to be able to quickly decide who will do the various tasks when confronted with an emergency or crisis. Some of these tasks have to be undertaken simultaneously, as dictated by common sense. It is important to remain calm, alert, and flexible.

Who Is In Charge During an Emergency?

Until the arrival of Conference staff, Center staff, or Emergency officials, the adult first on the scene is in charge. When Conference staff is present at the scene, they take charge until Emergency officials arrive at the scene and take over.

Often, at the scene of an emergency, some informal chain of command must emerge quickly. Use common sense and be reasonable about quickly seeking emergency assistance.

IMPORTANT TERMS:

- All N4-HC Leadership Team members are referred to as “**Conference staff**”.
- All National 4-H Youth Conference Center staff (including security guards and front desk staff) is referred to as “**Center personnel**”.
- All local police, medical and fire department officials are referred to as “**Emergency officials**.”
- All chaperones are referred to as “**Adult advisors**”.

◆ Non Life Threatening Individual Illness or Accident

- 1) Someone, preferably a responsible adult (i.e. roundtable facilitator, workshop presenter, adult advisor) remains with the individual(s) at the scene.
- 2) If the victim is conscious get the person's name and the name of his/her Adult advisor. If the victim is unconscious or otherwise unable to communicate, get the person's name and any other identifying information from any credentials the individual may have on them. **DO NOT REMOVE THE PERSON'S CREDENTIALS.**
- 3) Someone goes to a house phone and dials the National 4-H Conference Office (ext. 14402) to inform Conference staff of the situation. If a house phone cannot be located, someone goes to the N4-HC office (Indiana room) to notify Conference staff of the situation.
 - a. Whether via phone or in person, please have the following information:
 - Identify self and exact location (i.e. area, room name, room number) of victim or situation.
 - State the victim's name and adult advisor's name, if available, or as much identifying information as possible.
 - State the nature of illness or situation.
 - State if nature of illness or situation requires the immediate attention of emergency officials (i.e. ambulance, police, or fire department).
 - Stay on phone, or with conference staff, until told to disconnect or return to the victim or situation.
 - Return to the victim(s) to notify those on the scene that help has been summoned.
- 4) Conference Staff will locate the victim's Adult advisor either in person or via phone. **IT IS IMPORTANT TO NOT HAVE SEVERAL INDIVIDUALS ATTEMPT TO CONTACT THE ADULT ADVISOR.** The Conference Office retains all Adult advisor contact information.

- 5) Once on the scene, the Adult advisor will further assess the situation and determine if the illness or situation requires immediate medical attention.
 - a. Adult advisor will consult with the victim and/or victim's emergency contacts to determine the next course of action. (NOTE: Conference staff should only call an emergency contact if the adult advisor cannot be located or is unable to do so.)
 - If immediate medical attention is needed, the adult advisor will:
 - I. request Conference staff call emergency officials (i.e. ambulance, police, or fire department); or
 - II. accompany the victim to the nearest hospital emergency room or medical care facility. (See appendix for medical facility information)
 - If NO immediate medical attention is needed, the adult advisor will:
 - I. Accompany the victim to his/her room and continue to monitor the illness or situation.
- 6) Conference staff will provide the following assistance, as necessary:
 - a. If immediate medical attention is needed, the Conference Staff will -
 - Option 1: Contact the Front Desk (ext. 12801) via phone or in person to call 911.
 - I. The Front Desk will call emergency officials.
 - II. Center personnel will direct emergency officials to the appropriate location.
 - III. Center personnel logs incident and all relevant details.
 - Option 2: Provide the Adult advisor with a list of the most appropriate medical and/or pharmacy resources in close proximity to the Conference Center.
 - I. **Hospital emergency room** – Suburban Hospital (8600 Old Georgetown Road, Bethesda, MD 20814; Phone: 301-896-3100)
 - a. Adult advisor will need to make travel arrangement to the hospital. As a courtesy, the Conference Center provides a direct phone line in the J.C. Penney Lobby to Barwood Taxi Service, or you can dial 301-984-1900. Inform the dispatcher you need taxi service to Suburban Hospital's emergency room.
 - II. **Pharmacy** – the Campus Shop located on the lower level of the J.C. Penney Hall (near the recreation center) stocks a limited supply of over-the-counter medications and basic medical supplies (band-aids, creams, etc.). However, a more extensive selection of over-the-counter and prescription medications are only available at the closest pharmacies within close proximity to the Conference Center. See the "Pharmacy and Medical Supplies" section.
 - III. **Medical equipment** – there are a few local businesses that can provide delivery of medical equipment to the Conference Center. See "Pharmacy and Medical Supplies" section.
 - b. If NO immediate medical attention is needed, the Conference Staff will:
 - Follow up with the adult advisor regarding the victim's progress.

Note about Pre-existing injuries (i.e. broken limbs, lacerations, etc.). Participants attending National 4-H Conference with pre-existing injuries such as broken limbs, large lacerations, etc. do so at their own risk and are the responsibility of the state 4-H program. There are no medical personnel or equipment on-site at the National 4-H Conference – this includes crutches and/or wheelchairs. Participants are responsible for providing their own medical equipment, supplies and the provision of their own medical treatment. Ensuring the care of an injured participant is the responsibility of the participant and the state 4-H program.

◆ Life Threatening Illness or Accident

- 1) Someone, preferably a responsible adult (i.e. roundtable facilitator, workshop presenter, adult advisor) remains with the individual(s) or at the scene, unless to do so would cause harm to self or others. If so, move victim(s) out of harm's way and evacuate the area of all others.
- 2) If the victim is conscious, get the person's name and the name of his/her Adult advisor. If the victim is unconscious or otherwise unable to communicate, get the person's name and any other identifying information from any credentials the individual may have on them. **DO NOT REMOVE THE PERSON'S CREDENTIALS.**
- 3) Someone goes to a house phone and dials the Front Desk (ext. 12801) and request they call 911. If a house phone cannot be located, someone goes to the Front Desk and makes the request.
 - a. Whether via phone or in person, please have the following information:
 - Identify self and exact location (i.e. area, room name, room number) of victim or situation.
 - State the nature of injury or situation.
 - State which emergency officials (i.e. ambulance, police, or fire department) are needed to address the nature of injury or situation.
 - Stay on phone, or with Front Desk, until told to disconnect or return to the victim or situation.
 - Return to the victim(s) to notify those on the scene that help has been summoned.
 1. The Front Desk will call emergency officials.
 2. Center personnel will direct emergency officials to the appropriate location.
 3. Center personnel logs incident and all relevant details.
- 4) Someone goes to a house phone and dials the Conference Office (ext. 14402) to inform Conference Staff of the situation, if Conference Staff is not present on the scene. If a house phone cannot be located, someone goes to the Conference Office (Indiana room) to notify Conference Staff of the situation.
- 7) Conference Staff will locate the individual's Adult Advisor either in person or via phone. **IT IS IMPORTANT NOT TO HAVE SEVERAL INDIVIDUALS ATTEMPT TO CONTACT THE ADULT ADVISOR.** The Conference Office retains all adult advisor contact information.
- 5) Once on the scene, the Adult Advisor will consult with the victim and emergency officials to determine the next course of action.
 - a. Next steps for the Adult Advisor will be:
 - accompany the victim to the nearest hospital emergency room or medical facility.

- call the victim's emergency contacts to inform them of the situation and get further direction.
 - work with Conference Staff to delegate temporary responsibility for remaining youth participants to another adult advisor.
 - follow-up with Conference Staff to provide an update of the situation and the victim's condition.
 - Arrange taxi service back to the Conference Center.
 1. Barwood Taxi Service - 301-984-1900.
- b. Conference Staff will follow-up with the Adult Advisor and provided assistance as needed.

◆ Crisis Situations

A situation with multiple victims or which requires the assistance of emergency officials from several departments would be considered a crisis. Some examples of crisis situations include, but are not limited to:

- Chemical Spills/Leaks
- National/Local Security Threat
- Fire
- Weather Emergencies
- Natural Disaster

National 4-H Conference cannot know when or where a disaster may take place, who may be present or absent from the scene, or the nature or exact scale of the crisis. It is important to remember to:

- Remain calm. Do not panic.
- Your first priority is to protect your life and the lives of other guests.
- Be alert and aware.
- Remain flexible as needs may change.
- Report anyone or anything unusual, suspicious or hazardous to the Conference Office (ext. 14402) or the Front Desk (ext. 12801) either in person or by phone. If Conference staff or Center personnel cannot be located, then call 911. (You cannot dial 911 from Conference Center phones.)

Crisis Requiring Everyone to Leave the Buildings

- 1) If the situation requires, leave the building immediately through the nearest identified exit. Use the stairs—DO NOT USE THE ELEVATORS in the event of an emergency. Try to leave as quickly as possible without running and close any doors behind you.
 - a. Depending on the type of emergency, an alarm may or may not sound. If an alarm does not sound, follow the direction of Conference Staff, Security, Emergency officials or Center personnel.
- 2) Proceed to the basketball court area in front of the J.C. Penney Hall.
 - a. If participants are in scheduled sessions (i.e. roundtables, workshops, general sessions) during the time of a crisis, it is important to **remain together with the individuals in your session until provided further instruction**. Remaining together as an identified group will assist Conference Staff account for all participants.
 - b. When everyone has been safely evacuated from the buildings and National 4-H Conference participants have gathered according to their scheduled session at the basketball court area, Conference Staff will begin the process of connecting youth with their respective adult advisors.
- 3) Once youth and adult advisors have been connected, Adult Advisors will account for their youth participants and ensure everyone in their group has evacuated the building.
- 4) Conference staff will conduct a final roll of all participants and make sure all National 4-H Conference participants are identified and have safely evacuated the building.

Crisis Requiring Everyone to “Shelter in Place”

- 1) If the situation requires, you will be instructed to either go to a designated area on a lower level or an upper level of the building you are in depending on the emergency. Use the stairs—DO NOT USE THE ELEVATORS in the event of an emergency. Move away from windows and loose objects.
 - a. **If you are told to go DOWN**, proceed to the following rooms in the respective building:
 - Kellogg Building – Kentucky
 - McCormick Building – Oklahoma
 - JC Penney or Ketner Buildings - Recreation Center
 - b. **If you are told to go UP**, proceed to the highest floor in the building you are in.
 - c. If participants are in scheduled sessions (i.e. roundtables, workshops, general sessions) during the time of a crisis, it is important to **remain together with the individuals in your session until provided further instruction**. Remaining together as an identified group will assist Conference Staff account for all participants.
- 2) When everyone has been safely “sheltered in place” and National 4-H Conference participants have gathered according to their scheduled session in the designated rooms, Conference Staff will begin the process of accounting for all participants.
 - a. Conference staff will also work with the Center staff and emergency officials to ensure all participants are safely sheltered and have necessary emergency supplies/provisions.
 - The Conference Center readily stocks emergency supplies to provide for a typical guest load for at least three (3) days.

- 3) Once the “shelter in place” has been lifted, Conference Staff will provide further instruction to participants as deemed necessary.
 - a. A process will be put in place to connect youth with their respective Adult advisors.
- 4) Conference staff will conduct a final roll of all participants and make sure all National 4-H Conference participants are identified.

Deciding to Continue with the Conference following a Crisis

The National 4-H Conference Leadership Team decides if the conference can or should continue and, if so, how the schedule is to proceed and if or how participants should be informed of the situation. The National 4-H Conference Leadership Team and 4-H National Headquarters will communicate and collaborate in order to make the best possible decision.

The National 4-H Conference Leadership Team may modify the schedule to include time for dialogue, further instruction or support to take place instead of, or in addition to, the regularly scheduled program.

Pharmacy and Medical Supplies

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

◆ Pharmacy

CVS – Store #1346

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

Brookeville Pharmacy

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

◆ Medical Supplies/Equipment

BW Surgical Supply

10556 Metropolitan Avenue
Kensington, MD 20895
Toll Free Phone: 1-888-451-0325; Local: 301-358-0714
Website: www.bwmedi.com

Brookeville Pharmacy

7025 Brookville Road
Chevy Chase, MD 20815
Phone: 301-652-0600

Scotaround Mobility Solutions

Toll Free Phone: 1-888-441-7575
Website: <http://www.cityscootertours.com/washington.htm>

Communications during Conference

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

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

Packages should be addressed as follows:

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



Code of Conduct Agreement

The Code of Conduct for the National 4-H Conference will be provided to you by your state. Please review, sign, and turn in to your chaperone as requested by them.



4-H Guiding Principles

4-H focuses on positive youth development.

4-H creates context and content for positive youth development, subscribing to a set of essential elements characteristic of high quality youth development.

4-H helps young people see themselves as unique, resilient, life-long learners who actively participate in their own future—setting personal goals and practicing self-determination.

4-H values results-driven educational opportunities and experiences that are based upon cutting edge youth development research and best practices proven to have impact.

4-H outcomes are the five C's: *Competence, Confidence, Character, Connection, and Caring*; a sixth C, *Contribution* emerges when the five C's are present. (Lerner, 2005)

4-H focuses on partnerships.

4-H values partnerships.

4-H is the youth development program of the US Department of Agriculture and is implemented by the cooperative extension system through 111 land-grant colleges and universities.

4-H creates connections between public and private entities, non-profits, schools, and community organizations.

4-H funds programming through a partnership of federal, state and local governments, National

4-H Council, state 4-H foundations and other private entities.

4-H connects youth and caring adults as partners in planning and striving for individual, and community change.

4-H engages well-trained, enthusiastic professional staff who lead, advise, and partner with youth and are regularly provided opportunities for personal growth and satisfaction.

4-H recognizes volunteers as critical partners and fosters relationships that lead to positive outcomes for youth and adults.

4-H focuses on intentional learning experiences.

4-H engages the broader community in supporting youth development and involves youth in building stronger communities through science, healthy living, and citizenship education.

4-H designs challenging and interesting experiences with important consideration given to the depth of the content, age appropriateness of the experience and the context in which it is delivered.

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4-H integrates knowledge, skills and behaviors of formal and non-formal education strategies.

4-H builds life skills in youth and adults.

4-H youth and adults develop and evaluate intentional learning experiences.

4-H evolves to meet the interests and needs of youth and adults.

4-H staff are recognized as leaders in high quality youth development education, teaching, research and evaluation.

4-H relies on the extensive network of research from the Land Grant Universities to support positive youth development and program content.

4-H focuses on developing youth potential.

4-H matches the needs, interests, abilities, and cultural norms of young people, their families, and their communities.

4-H believes that all young people, as members of families and communities, and citizens of a global society, should have the opportunity to reach their full potential.

4-H builds a culturally competent workforce engaging adults and youth from diverse backgrounds.

4-H conducts programs under the authority of the USDA and is committed to affirmative action.

4-H values the safety and well-being of youth and adults.

4-H is inclusive and embraces diversity.

Authors

This document has been developed by a subcommittee of the Public-Private Partnerships Working Group (P3WG) to encourage discussions about the core principles of the 4-H Youth Development Program. It is the goal of this subcommittee that system-wide discussions will result in consensus on a set of principles and guide us toward development of a system-wide strategic plan. Thanks to Lisa Hampton and Amy McCune, National 4-H Headquarters, who helped to pull together an initial document.

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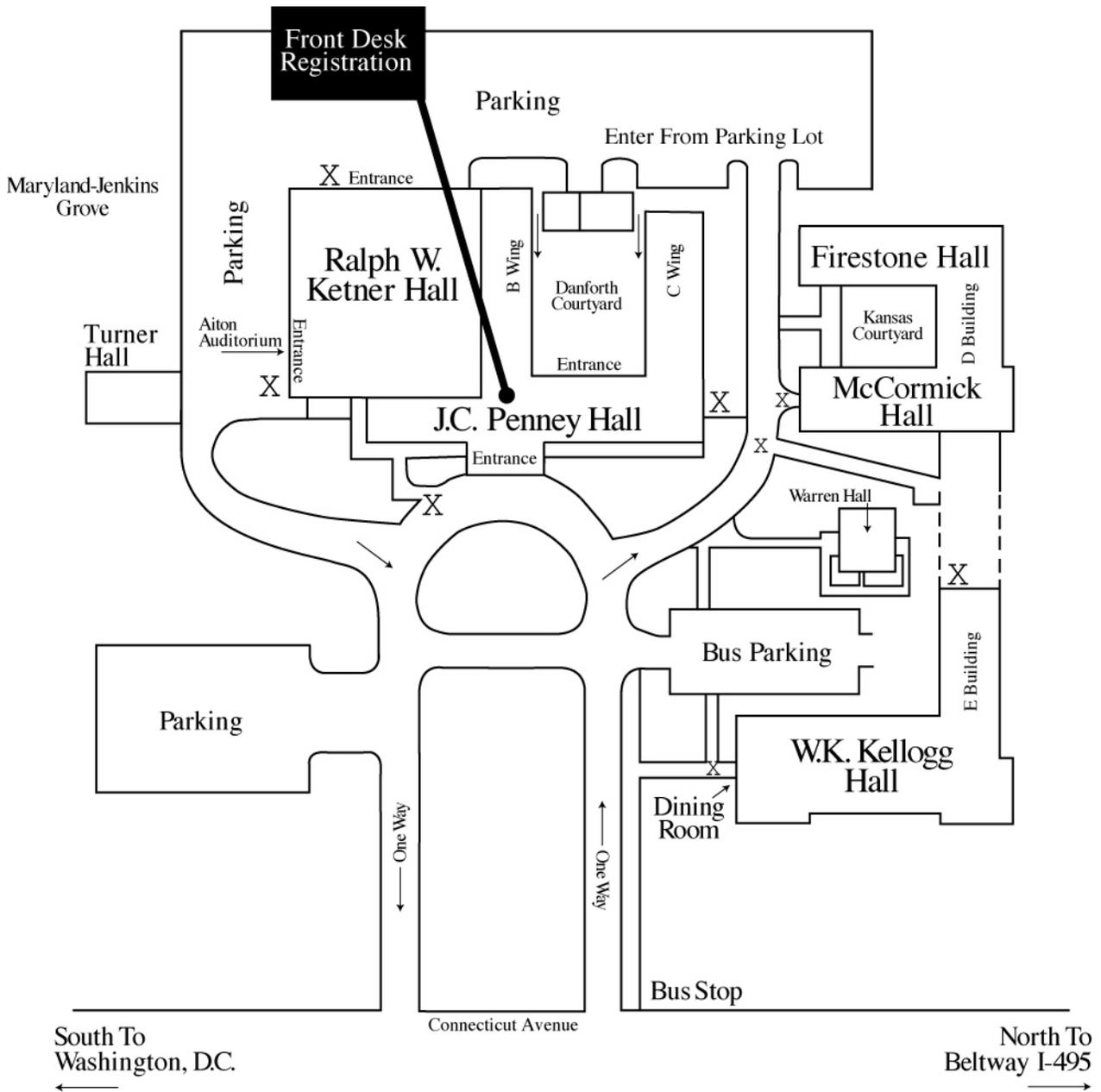
Resources used to develop this document:

- Identifying Core Elements for 4-H Youth Development and CYAFAR Programs Nationally (2011)
- The National 4-H Strategic Plan (2001)
- Chartering a Path for 4-H (nd)
- Strategic Plan for 4-H and Youth Development (1994)
- National 4-H Partnership Leadership Project to Enhance National Leadership of 4-H (1999)
- How can the Federal Partner add Value to the System Programs? (nd)
- Enhancing National 4-H Partnership Leadership Project (2000)
- 4-H Principles – P3WG meeting notes (2011)
- Logic Model: 4-H Program Performance Model – UW (1998)
- National 4-H Partnership Leadership Survey for Strategic Planning (1999)
- A Statement of National 4-H Goals (1973)
- 4-H Guiding Principles (nd)
- National Conversation of Youth Development (2002)
- National Learning Priorities (nd)
- 4-H Club Work (1935)

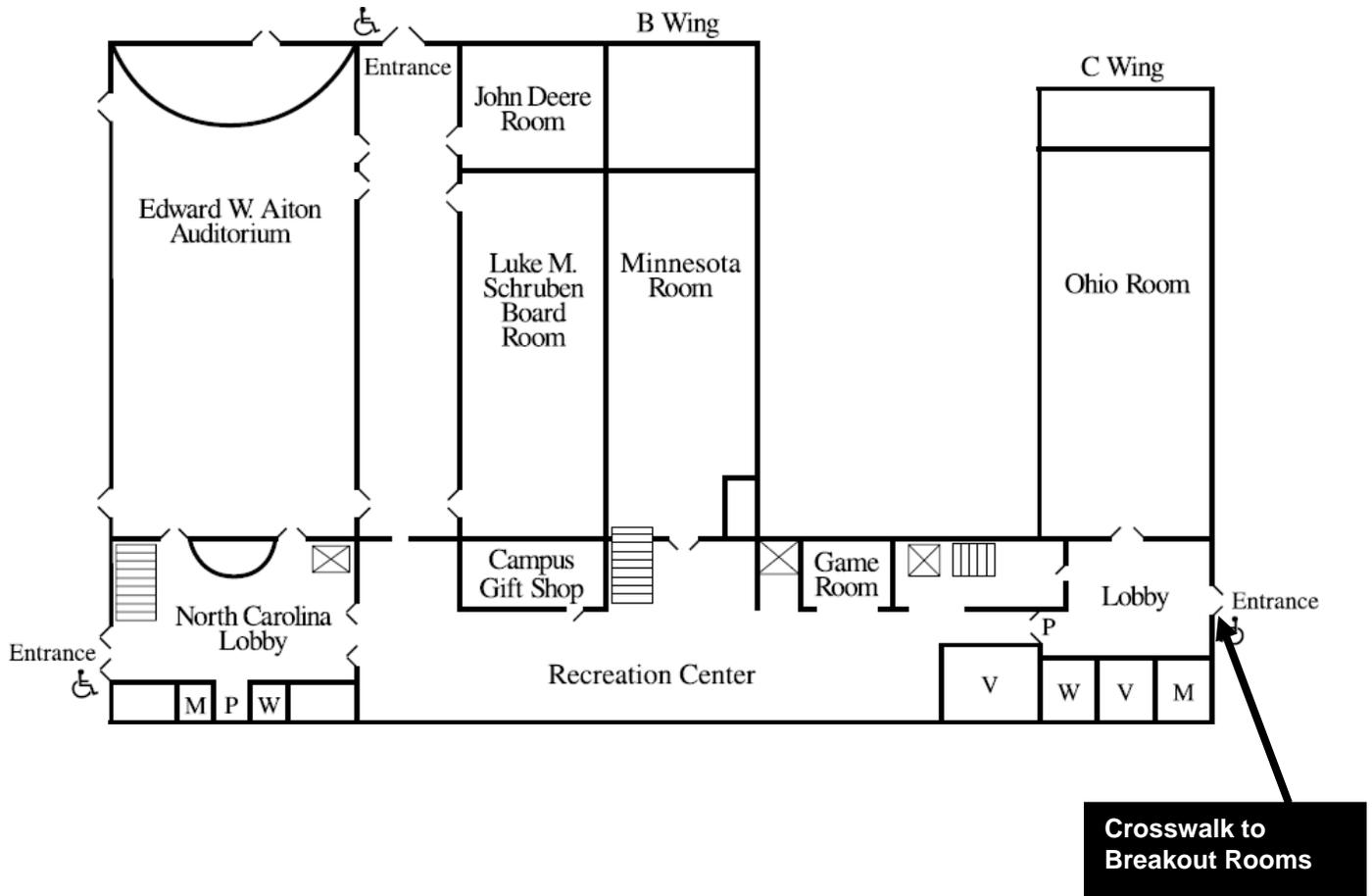
APPENDIX

Conference Center Maps

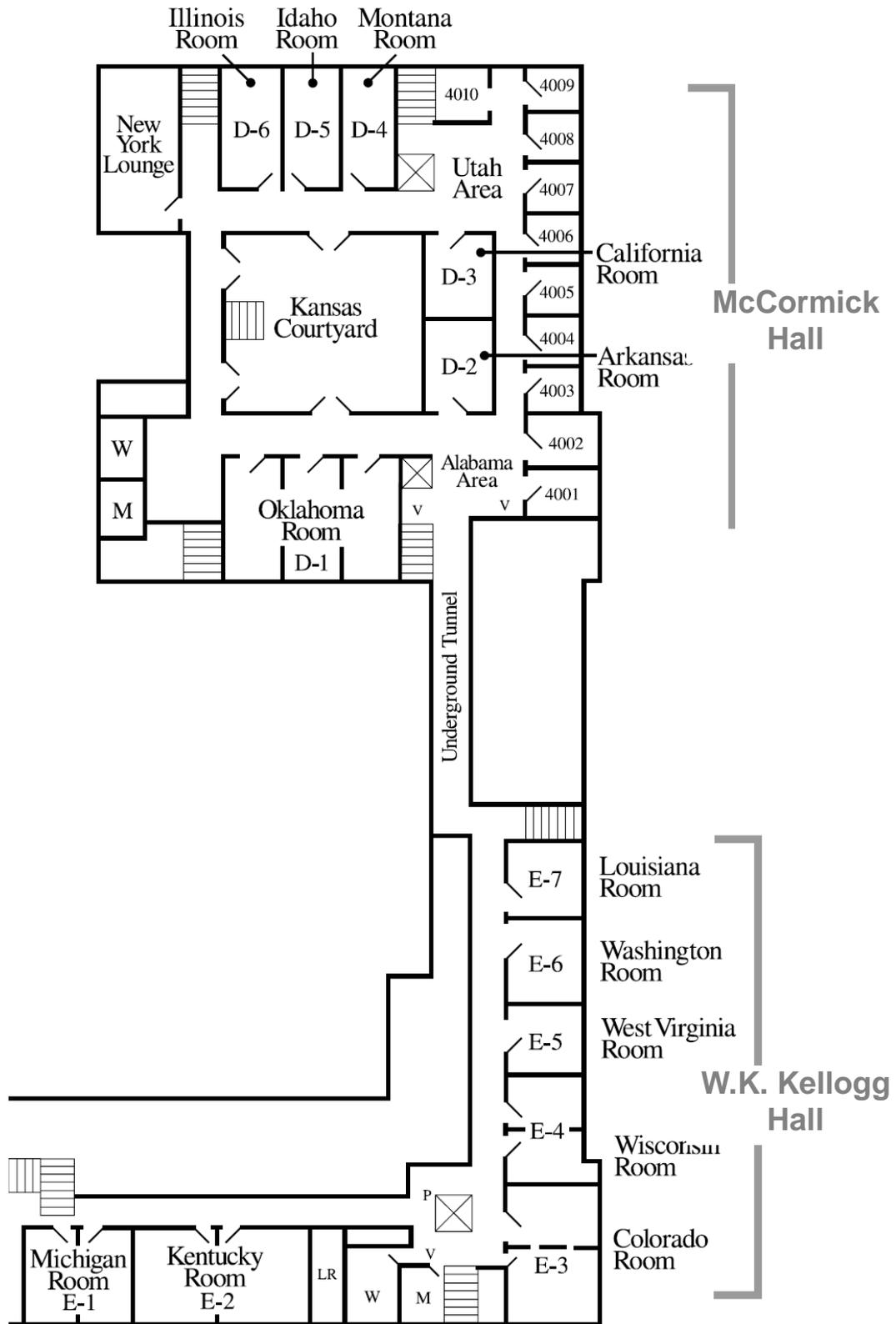
Campus



J.C. Penney Hall – lower level



Breakout Rooms – lower level Kellogg and McCormick Halls



Upstairs To National 4-H Conference Office

4-H Organizational Chart

