

Coordinator Handbook



citizenship
WASHINGTON FOCUS

Introduction

You and your young people are about to make history as participants of another year of Citizenship 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 the history and culture of our nation, while having fun and meeting new people from across the country. Your group will be a part of a 60-year 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!

We realize that each delegation goes through different processes to plan and carry out their CWF 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 CWF Coordinators and chaperones to take part in webinars 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 in Washington!

The entire week will be focused on citizenship and leadership skills. The delegates will learn what they can do to be active in our political system TODAY, not just 10 years from now. CWF 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 CWF delegate. These forms include the National 4-H Council Code of Conduct and the Media and Information Release form, and the COVID Protocol Waiver. They can be found on our website at www.4-h.org/cwf. Please be sure to collect all these important forms from each delegate, you will need to scan and send the code of conduct, media release form, and COVID Waiver to Zach Hall at zhall@4-h.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. And 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 Citizenship Washington Focus program!**

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

Sincerely,

Freeman Thompson
Director, Educational Programs
301-961-2917
fthompson@4-h.org

Program Overview

Citizenship Washington Focus (CWF) is a citizenship program conducted by the National 4-H Council (Council) for high school youth. For five weeks during the summer, delegations of 14-19 year-olds from across the country attend this five-day program at the Hyatt Regency Bethesda 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 workshops, committees, field trips, and social events.

Program Objectives

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

Program Staff

Council facilitates the CWF 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 CWF, groups will interact with numerous members of the Council Staff and the CWF Program Assistants.

Program Assistants (PA’s) play a key role in the implementation of the CWF program. On campus, they greet visiting groups and orient them with the hotel, lead workshops and assemblies, 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 Program Manager coordinate and execute the Citizenship Washington Focus (CWF) program by working with each group's coordinator, State Leaders, County Agents and volunteers from every state in the country to ensure that each CWF group has the best experience possible. They also train and manage 8-10 interns acting as a resource and mentor to the CWF Program Assistants who work directly with the youth.

Program Participants

Youth ages 14 to 19 years old may participate in CWF. Adult advisors accompanying CWF delegates are asked to participate in coordinator/chaperone meetings and may sit in on CWF workshops and committees, but only as a silent observer. Adults may not bring their own children, unless the children are CWF delegates. 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 CWF 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 CWF 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 CWF website.

Suggested Dress Guidelines

Very Casual : Clothes for being outside/being active that you can get wet and dirty.

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

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

Dressy: Skirts or slacks with nice dress shirts, dresses, or suits, 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 CWF 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, clothing with political slogans, muscle shirts, and similar items are not allowed.
- Shoes and shirts must be worn at all times.

Name Badges

Name badges will be furnished by the CWF program. Each delegate and chaperone will receive CWF 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 Hotel. They will also function as identification with the CWF 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.*

Workshops

Upon arrival on Sunday each delegate will be randomly assigned to a workshop group, which allows for a mixture of delegates from different states in each workshop. The workshops offered will include ***Citizenship Toolbox, Active Listening and Civil Discourse, Media Literacy, and an Active Advocacy/Leadership workshop.***

COVID Protocol

National 4-H Council is committed to the health and safety of all youth and adults participating in our National 4-H Positive Youth Development (PYD) experiences as we continue to experience the COVID-19 pandemic. Council continues to follow the latest CDC guidance as well as District of Columbia, State of Maryland and Montgomery County, MD guidance and directives regarding COVID-19. As of March 23, 2022, the following protocols will be implemented to help mitigate the risks of exposure to COVID-19 for all participants. These are NOT optional for any youth and adults attending the National 4-H Healthy Living Summit and/or Citizenship Washington Focus. Individuals who are unable to comply with these protocols will be asked to leave immediately at their own expense.

These protocols may be further updated prior to or during the event(s), based on any new directives or guidance from the federal, District of Columbia, State of Maryland and/or Montgomery County, MD governments.

- Everyone attending must provide proof of ***either a complete COVID-19 vaccination series or a negative COVID-19 test result*** within 72 hours prior to their arrival in Bethesda, MD. Any individual who, due to health reasons, is unable to abide by any of the required protocols and wishes to attend must provide a signed letter from their doctor requesting a waiver.
- **Masks not required, but strongly recommended.** In accordance with the most recent CDC, State of Maryland and Montgomery County Guidelines, masks are not required. However individuals may choose to wear a mask at any time. While the District of Columbia has dropped its vaccination and mask requirements to enter restaurants and other venues, it is important to note that masks ARE STILL REQUIRED on public transportation throughout Maryland, Virginia and Washington, DC. Please keep this in mind as you plan your travel. Montgomery County (the county in which the meeting hotel is located) is classified by the CDC as an area of low COVID-19 transmission. Participants will be responsible for providing their own well-fitting masks should they wish to wear a mask during their Summit and/or CWF experience.
- All participants will be encouraged to wash their hands multiple times throughout the day as recommended by the CDC. It is suggested that participants bring their own hand sanitizer to be used in addition to the sanitizer provided in all public areas of the hotel.

- Based on current CDC information and clinical expertise, older adults (65 and older), those who are unvaccinated and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19. These individuals should consider implementing additional protective protocols. These decisions are the responsibility of the individual, and those who assume liability for their decisions.

Prior to Leaving for Bethesda, MD:

All participants are to self-monitor. If a participant is showing any of the following symptoms listed below at the time of the trip departure and/or on the two days prior, you are NOT to leave your home state.

- Fever (body temperature of 99.5 degrees F (37.5 degrees C) or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue or muscle and body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a youth or adult delegate experiences COVID-19 symptoms once they arrive at the Hyatt Regency Bethesda, they will be isolated as a precaution and sent home as soon as possible. The state 4-H program of the participant will be responsible for arranging transportation, additional room charges for isolation, and supervision of the delegate until they can travel back home.

Additional Hotel Precautions

- The sanitizing stations all over the public areas of the hotel will be checked and refreshed as needed.
- High touch points in the hotel are cleaned frequently.
- Elevator capacities will be limited. It will be critical that youth comply with those limits.

Any person who must drop out at the last minute due to a diagnosis of COVID-19 will receive a 50% refund of their registration fee upon submission of a doctor's note.

CWF Events

Opening Ceremony: This is a brief introduction to the CWF Program Assistants and State Delegations attending CWF for the week. ~ (Casual)

Pin Trade & Get-Aquainted Social: Each Delegation should bring something that can be traded with other delegations that signifies their home community. Pin Trade items should be inexpensive and/or homemade to show pride in one's home state. Delegates should bring their trading items to this activity and take advantage of this time to get to know their fellow CWF participants. ~ (Casual)

Nightview of Washington, D.C.: Each delegation will be lead on a night tour of Washington D.C. by their Program Assistant(s). Delegations will stop at the Jefferson, WWII , Lincoln, Vietnam War, and Korean War Memorials. Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine. ~ (Casual)

Franklin Delano Roosevelt, MLK Jr, World War I Memorials: Each delegation will be lead on a day tour of some of the newest memorials on the National Mall. Be prepared for weather, rain or shine, and bring a camera to get great pictures! – (Casual)

Arlington National Cemetery: Visit the Kennedy Grave sight, the Tomb of the Unknown, and changing of the guard. Be ready for the weather and a lot of walking. www.arlingtoncemetery.org ~ (Casual)

State's Night Out Evening: The group coordinator arranges this evening. *Event suggestions are listed in the State's Night Out section of this booklet.* ~ (Dressy)

Capitol Hill Day: This time is for exploring the Capitol Hill area by taking tours and meeting Congresspersons. Any appointments to meet with Senators and House members are arranged by the delegation. Reserved tours can be scheduled by delegations before arriving. *For more information see the Capitol Hill section of this booklet.* ~ (CWF polos and khakis)

Twilight Tattoo (Weeks 1-3): This hour-long sunset military pageant is presented by the United States Army Military District of Columbia at Fort Myer in Arlington, VA. Members of the 3rd U.S. Infantry (The Old Guard), the U.S. Army Band "Pershing's Own," Fife and Drum Corps and the U.S. Army Drill Team perform. <http://twilight.mdw.army.mil/> ~ (CWF polos and khakis)

Air Force Memorial and Pentagon Memorial (Weeks 4&5): These memorials in Northern Virginia celebrate those who have fought for our freedom within the Air Force, as well as those who lost their lives at the Pentagon during 9/11 (CWF polos and khakis)

Delegation Day: This is the delegations' time to explore downtown D.C. The CWF handbook will have maps for help with directions. Arranged tours can be made by each delegation. *Refer to the Delegation Day section of this booklet for ideas and information.* ~ (Casual)

Closing Ceremony: Watch the week in review slide show and hear the highlights of the week as the Program Assistants bring the week to a close. ~ (Casual)

Farewell Dance: Dance the night away with all your new friends as the CWF week comes to an end. ~ (Casual)

CWF General Schedule Information

All schedules for the CWF program are TENTATIVE, meaning they may change throughout the year, up to the date of your group's arrival. Every effort will be made not to make drastic changes to the schedule, especially last minute. Whenever a significant alteration is made, a new schedule will be posted on the website with a paragraph explaining the change.

The registration/check-in times will always occur on Sunday 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 Zach Hall at zhall@4-h.org, 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 Zach Hall know when you register to attend. To see the most up to date schedule, visit our website at www.4-h.org/cwf.

Program Costs

Package Price:

Please find the cost of the program on our website at www.4-h.org/cwf or by contacting **Zach Hall** at zhall@4-h.org . Pricing includes meals, lodging and tuition outlined below:

Meals:

Sunday: Dinner
Monday: Breakfast, Lunch and Dinner
Tuesday: Breakfast, Lunch and Dinner
Wednesday: Breakfast and a Pentagon City Mall dinner voucher
Thursday: Breakfast and Dinner
Friday: Breakfast

Lodging:

Youth: 2 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 CWF itinerary (does not include field trips arranged by delegation)
- Program Assistant Team
- Tuition does not include the cost of State's Night Out, Capitol Hill Day, or Delegation Day activities arranged by the group, or any transportation costs associated with the program.

Payment Policy

Your group's bill must be paid in full at least thirty (30) days prior to your arrival at the Citizenship Washington Focus. 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 please contact: **Zach Hall** at zhall@4-h.org.

Program Assistant Availability

The Program Assistants will conduct and be available for the CWF program as seen on the CWF schedule, but are limited to the constraints of this master schedule. Any variance in availability must be confirmed and agreed fully upon by the Educational Programs Department. **If a delegation would like to invite the Program Assistant(s) as guest(s) on the State's Night Out event, please purchase an additional ticket for your PA.**

Transportation

In addition to traveling to Washington, D.C., your group will need transportation for field trips and appointments throughout the CWF program. National 4-H Council will be happy to arrange local transportation for groups participating in Citizenship Washington Focus (CWF).

***If your group will arrive by air, rail, van or private car and has not made other arrangements for bus transportation for use during the CWF program, you MUST purchase the transportation package described below.*

Transportation Package

The CWF Transportation package includes three days of structured field trips, drop-off and pick-up on “Capitol Hill Day,” and “State’s Night Out” evening. ***Delegation Day is not included in the transportation package.*** Please fill out the Transportation form on the CWF website (www.4-h.org/cwf) under the Planning Resources tab to order transportation. If you would like transportation for Delegation Day, please contact **Zach Hall** at zhall@4-h.org

***Due to liability, staffing, and parking restrictions, groups will not, under ANY circumstances, be permitted to use vans or private cars for structured CWF field trips.*

Buses & Bus Drivers

Groups traveling to Washington, D.C. by chartered motor coach should plan to use that coach for all transportation needs throughout the week. The following information should be provided to the Bus Company contracted for the trip:

Routes, maps, and other information will be distributed to all out-of-town drivers at the Bus Driver Orientation. All drivers must attend this meeting. Routes have been selected to provide maximum exposure to the major sites of the nation’s capital. Program Assistants will accompany each group on most field trips and provide commentary on the area through which you travel. Please advise the bus company that routes will be “as directed” by National 4-H Council (Council) Staff and the Group Coordinator. Drivers are asked to cooperate by adhering to specific directions to assure maximum benefit to the participants.

***Each bus MUST have a working public address system. Please be sure to confirm this with the Bus Company before you depart on your trip. The quality of your CWF field trips will depend largely on this feature.*

Driver Lodging

Please be sure to reserve a guestroom for your bus driver(s). Designate lodging and meals. Please fill out the transportation form on the CWF website (www.4-h.org/cwf) under the Planning Resources tab. This form has the pricing information for bus driver meals and lodging. Client must confirm if bus driver room and/or meal charges are to be added to group bill or if the driver will settle bill on his/her own. Bus driver lodging rooms are subject to availability. If your bus driver prefers not to stay at the Hyatt Regency Bethesda, or if space is not available, inquiries for nearby hotel accommodations should be made in the Silver Spring, Bethesda, Kensington, or Wheaton areas. Bus driver expenses are payable in full at least 30 days prior to arrival. When negotiating your bus contract, be sure to clarify who is responsible for meal and lodging expenses incurred by your bus driver.

Transportation Needs During CWF

The transportation needs of the scheduled CWF program are outlined below from the time of arrival to the time of departure. The total local mileage for the week’s program will be approximately 225 miles. Transportation will be required daily. This schedule is to show those delegations planning their transportation the time frame to contract transportation needs.

Sunday:	None
Monday:	8:00 a.m. – 1:00 p.m. 6:30 p.m. – 11:00 p.m.
Tuesday:	7:45 a.m. – 1:00 p.m. Evening depends on State’s Night Out schedule
Wednesday:	Morning depends on group’s Capitol Hill Day schedule. 6:00 p.m. – 10:00 p.m.
Thursday:	Depends on group’s Delegation Day schedule

Location of the Hyatt Regency Bethesda

7400 Wisconsin Ave
Bethesda, MD 20814

Directions

From the Capital Beltway (I-495):

- Take Exit 34 South, Rockville Pike toward Bethesda.
- Once off the exit, continue south on Wisconsin Ave.
- The Hyatt Regency Bethesda is on the right at 7400 Wisconsin Ave, with a covered entrance directly in front.

****Please contact the CWF Planning team with your general time of arrival so that we can alert the hotel to your arrival. The hotel will help direct buses to their parking after deloading your delegates**

Arrival Information

Check in starts 3:00 p.m. on Sunday. 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 registration starts on Sunday, 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 contact Zach Hall at zhall@4-h.org or 301-961-2810. 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 Hotel (from downtown) with Metro:

- The closest metro station is called **Bethesda**. It is on the **Red Line** in the direction of Shady Grove or Grosvenor.
- The Hotel is directly on top of the Metro stop, so once you come out of the metro station, the hotel will be to your right

Capitol Hill Day and Congressional Appointments

The Group Coordinator is responsible for arranging this day's activities, but delegates should also play an important role in the planning. Refer to the Tentative Schedule to see how this day fits into the program week. Your day on Capitol Hill may include:

- Meeting with senators, representatives, and legislative staff to express opinions and ask questions.
- Attending congressional committee hearings and visiting the Senate or House Galleries to observe the legislative branch of government in action.
- Getting a tour of the Capitol from a Congress staff member.
- Visiting other government sites in the area (listed on pgs. 10-13)

Scheduling a Congressional Appointment

Most visitors to Washington, D.C. consider visiting their legislators a priority. However, the time demands on members of Congress are extraordinary and sometimes previously made appointments cannot be met. In the congressperson's absence, you will most likely be met by a Congressional staff member. Staff members are very important in helping the legislator formulate opinions and policies. Take advantage of their knowledge and time and try not to feel slighted. **Requests for appointments with senators and representatives must be made several months in advance.** Include the following information in your letter requesting an appointment for your group:

- The name of the group, the number in the group, and the name of the program you are attending.
- The date and time your group wishes to meet with your legislator between 9 a.m. and 2 p.m. on WEDNESDAY —THE ONLY DAY of Citizenship Washington Focus (CWF) set aside for meetings with members of Congress. If possible, request appointments for early in the morning or immediately after lunch to use your time most effectively. Your elected members of Congress must arrange visits according to their personal schedules and commitments. However, whenever possible, they like to accommodate your group according to your schedule and will appreciate knowing what time options you have.

Allow at least 20 minutes between each scheduled visit. Distances from the House side to the Senate side of the Capitol are greater than they appear and finding offices takes longer than you expect.

- Congressional offices may also be helpful in arranging special Capitol tours and obtaining tickets for White House tours, Library of Congress tours, etc. **These requests must also be made several months in advance.** If you are interested in touring the White House, request tickets for FRIDAY (Delegation Day). They should also be able to provide you with passes to visit the House and Senate Galleries in the Capitol.
- Ask your congressperson's office about group photos that may be available at a small cost.

Note: Even though you have a written confirmation from your representatives or senators, **you should contact them soon after you arrive in Washington to reconfirm the appointment.** Telephone the Capitol, (202) 224-3121, and ask for your senator or representative by name and state. Also, please include the delegates as much as possible in scheduling any appointments.

Writing to Your Senators and Representatives

Your elected representatives are interested in your viewpoints on contemporary issues. Advance preparation for your day on Capitol Hill might include studying a bill currently being considered by Congress, then writing your senator or representative a letter expressing your opinion on the proposed bill, explaining why you support or oppose it.

Appropriate Forms of Written Address Are:

Senator

The Honorable Pat Jones
Unites States Senate
Washington, D.C. 20510

Representative

The Honorable Pat Smith
U.S. House of Representatives
Washington, D.C. 20510

Dear Senator Jones,

Dear Representative Smith,

Appropriate Forms of Verbal Address Are:

Senator Jones

Congressman/Congresswoman Smith
Representative Smith

Visiting Members of Congress

Members of Congress appreciate the opportunity to learn more about the concerns of youth. The visits give your group an opportunity to get to know them and their concerns and to learn more about the legislative process. They are in Washington to represent you and it is important to be considerate of their position and time. They and their staff members are accustomed to filling the needs of visitors and can be helpful in many ways. Designate one person as the spokesperson to introduce the group. As soon as the group is settled, the spokesperson should make an introductory statement; identify the group and the purpose of the visit. Be sure to keep the visit friendly and within time limits.

It is important for your legislators to be aware of what important issues are of concern to you and to the community in which you live. Think of an effective and brief way to communicate this. One method could be a folder or notebook of newspaper clippings, letters, photos, and other documentation of programs. Potential subjects for discussion with members of Congress are:

- Inquire about issues discussed at your CWF workshops.
- Identify issues or concerns that directly influence your community or state. Find out the opinions of local citizens before arriving in Washington. Ask for the legislators' opinions and share your own.
- In what community service activities are you and your group involved?
- How do you and your community benefit from local, state and federal government programs?

Group Thank-You

You may want to present a special note, letter, certificate or other token to your congressperson or staff member to express appreciation for the visit. Be sure to include the name of your group, where you are from, and the occasion for your visit.

Capitol Hill Day Suggestions

Congressional Committee Hearings:

202-224-3121

www.house.gov

www.senate.gov

www.washingtonpost.com

Before leaving the hotel on Capitol Hill Day, obtain a copy of "Today in Congress" from The Washington Post. This will list the times and locations of committee hearings scheduled for the day. This is an excellent way to observe your representatives at work. Most committees meet at 10:00 a.m. and at 2:00 p.m., and are open to the public unless otherwise noted.

Places to Visit on Capitol Hill:

Please see the site guide for information on places to visit on your Capitol Hill Day. Suggested places within easy walking distance include:

United States Capitol:

202-225-6827

www.visitthecapitol.gov

Tours available Monday – Saturday from 8:30 a.m. to 4:30 p.m.

To visit areas of the Capitol beyond the Capitol Visitor Center, you must make a reservation in advance. Note that **currently tour schedules are closed, however, are expected to open very soon to the public**. Tour schedules can fill up quickly, so it is advisable to book your tour as soon as tours are available. It may also be necessary if you desire a tour of the Capitol to connect with your congressperson to get a tour with their staff members.

Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall. All tours begin and end at the Capitol Visitor Center.

U.S. residents can also go directly through the offices of their Representative or Senators. Many Congressional offices offer their own staff-led tours to constituent groups of up to 15 people, and most can assist you in booking a general tour.

The following are prohibited in the Capitol:

- Aerosol and non-aerosol sprays
- Cans and bottles
- Oversized suitcases, duffle bags, and oversized backpacks
- Knives of any length, razors, and box cutters
- Mace and pepper spray
- Food or drink, including water

**Note that bottles are not allowed, which are allowed in most other places. Be sure to call ahead before your tour, as this information is subject to change.

Library of Congress:**202-707-5458**www.loc.gov*Open Monday – Saturday from 8:30 a.m. – 4:30 p.m.*

There is a gift shop in the Jefferson Building, which sells books, cards, and crafts. The Library of Congress contains nearly 164 million items, including books, newspapers, manuscripts, maps, motion pictures, recordings, prints, and posters. Public services include Braille books and talking books for the blind, as well as tapes and discs. From the visitors' gallery one can view the main reading room under the beautiful dome. Exhibits in the Great Hall include a Gutenberg Bible and the hand-executed Bible of Mainz. *On Monday through Friday, public tours, for groups of 10 or less, for the Jefferson Building leave between 10:30 am and 3:30 pm, on the half-hour. On Saturday, tours are at 10:30a.m., 11:30a.m., 1:30a.m., and 2:30a.m.*

United States Supreme Court:**202-479-3211**www.supremecourt.gov*Open Monday – Friday from 9 a.m. to 4:30 p.m.*

The nine justices of the highest court in the land hear arguments starting the first Monday in October and continuing through April. They hand down decisions from April through June. A free 25-minute film is shown to the public throughout the day. There are exhibits on the history of the Court on the lower level. Plan to spend at least 45 minutes in the Supreme Court Building, and attend either the lecture or the film to gain a better understanding of the Court. Court sessions, which begin at 10:00 a.m., are open to the public on a first-come, first-serve basis. *When court is not in session, a brief lecture on the court takes place in the courtroom every hour on the half-hour, 9:30 a.m. to 3:30 p.m.*

Folger Shakespeare Library:**202-544-4600**www.folger.edu

Open Monday – Saturday from 10 a.m. to 5 p.m. Box Office is open from 12 p.m. to 5 p.m. Located at 201 East Capitol Street SE, this library holds largest collection of Shakespeare works in the world, plus a small Elizabethan theater.

United States Botanic Garden**202-225-8333**www.usbg.gov*Open daily from 10 a.m. to 5 p.m.*

The US Botanic Garden is proud to offer the citizens of Washington and visitors from across the nation a beautiful and fascinating living plant museum here on our Nation's Mall at the foot of the U.S. Capitol. You can also visit Bartholdi Park, which is located directly across the street, next to the Rayburn Office Building.

Union Station**202-289-1908**www.unionstationdc.com*Shops open Monday – Saturday from 10 a.m. – 9 p.m., Sunday from noon – 6 p.m.*

There are many features of this Beaux-arts center that visitors seem to enjoy including a variety of food and shopping venues. Many of the normal options that you would see in Union Station have not opened yet, or are closed for good, due to COVID. Please be advised that you may not have as wide of a selection as you are used to if you have been to CWF before.

National Postal Museum:**202-633-9360**postalmuseum.si.edu*Open daily from 10 a.m. to 5:30 p.m.*

Next to Union Station, this museum has interactive exhibits and postal history. This is a great destination for groups and a wonderful “off the mall” museum. The Postal Museum is a part of the Smithsonian Institution.

Places to Eat on Capitol Hill

** Means restricted to Staff Members from 11:45 a.m. to 1:15 p.m.*

House of Representatives Restaurants:

Cannon Carry-out, Cannon HOB, Rm. B-114

Monday – Friday 7:30 a.m. to 4 p.m.

Capitol Coffee Shop, U.S. Capitol, Rm. HB-9*

Monday – Friday 7:30 a.m. to 7 p.m.

Congressional Restaurants, U.S. Capitol, Rms. H-117-120*

Monday – Friday 8 a.m. to 2 p.m.

Longworth Cafeteria, Longworth HOB, Rm. B-233*

Monday – Friday 7:30 a.m. to 2:30 p.m.

Rayburn Cafeteria, Rayburn HOB, Rm. B-357*

Monday – Friday 7:30 a.m. to 2:30 p.m.

Rayburn Pizza Plus, Rayburn HOB, Second Floor

Monday – Friday 11 a.m. to 7 p.m.

Senate Restaurants:

Capitol Snack Bar, U.S. Capitol, Rm. SB-10

Monday – Friday 7:30 a.m. to 4 p.m.

Dirksen Servery and Dining Room, Dirksen SOB, Basement (north side)*

Monday – Friday 7:30 a.m. to 3:00 p.m.

Dirksen Buffet, Dirksen SOB, Basement (south side)

Monday – Friday 11:30 a.m. to 2:30 p.m.

Russell Coffee Shop, Russell SOB, Rm. SR-B65

Monday – Friday 7:30 a.m. to 2:30 p.m.

Library of Congress:

James Madison Cafe, James Madison Memorial Building, 6th Floor

Breakfast: *Monday – Friday 8:30 a.m. to 10:30 a.m.*

Lunch: *Monday- Friday 11:00 a.m. to 2:00 p.m.*

James Madison Snack Bar, James Madison Memorial Building, Ground Level

Subway: *Monday- Friday 10:00 a.m. to 4:00 p.m.*

Dunkin Donuts: *Monday- Friday 8:30 a.m. to 4:00 p.m.*

Adams Snack Bar, John Adams Building, 1st floor

Monday- Friday 8:30 a.m. to 3:30 p.m.

Jefferson Coffee Shop, Thomas Jefferson Building, Cellar Level

Monday- Friday 8:30 a.m.- 4:00 p.m.

Saturday 8:30 a.m.- 2:00 p.m.

Supreme Court:

Supreme Court Cafeteria, Supreme Court Building, Ground Floor

Monday – Friday 7:30 a.m. to 4:00 p.m.

Union Station:

www.unionstationdc.com Union Station Food Court, Lower Level

Monday – Friday 6 a.m. to 9 p.m., Saturday 9 a.m.- 9 p.m., and Sunday 7 a.m.- 9 p.m. (hours may vary by location)

Delegation Day

You and your delegates will plan a full day to visit some of Washington's best sites. If you plan carefully, you can accomplish a great deal on that day. Start at the following sites for ideas on what to do and the latest updates on events in Washington, D.C. See the following site guide for information on specific sites in D.C. Plan to return to the Hotel by 5:30 pm for dinner.

Tourism Information

Washington D.C. Convention and Tourism Corporation www.washington.org	202-789-7000
Cultural Tourism D.C. www.culturaltourismdc.org	202-661-7581
D.C. Chamber of Commerce www.dcvisit.com	202-328-4748
National Park Service www.nps.gov	202-619-7222

Government Sites

White House: 202-456-7041
www.whitehouse.gov *Available by prior request only*

Public tours of the White House are available. Requests must be submitted through one's Member of Congress. These self-guided tours are available from 7:30 a.m. to 11:30 a.m. Tuesday through Thursday, 7:30 a.m. to 1:30 p.m. Friday and Saturday. (excluding federal holidays or unless otherwise noted). Tour hours will be extended when possible based on the official White House schedule. Tours are scheduled on a first come, first served basis. Requests can be submitted up to six months in advance and no less than 21 days in advance. You are encouraged to submit your request as early as possible as a limited number of spaces are available. All White House tours are free of charge. (Please note that White House tours may be subject to last minute cancellation.)

White House Visitors Center: 202-208-1631
www.nps.gov/whho/planyourvisit/white-house-visitors-center.html *Open daily from 7:30 a.m. to 4 p.m.*

White House tours are significantly enhanced if visitors stop by the White House Visitor Center located at the southeast corner of 15th and E Streets, before or after the tour. The Center features many aspects of the White House, including its architecture, furnishings, first families, social events, and relations with the press and world leaders, as well as a thirty-minute video. Allow between 20 minutes and one hour to explore the exhibits. The White House Historical Association also sponsors a sales area. Restrooms are available.

Bureau of Engraving and Printing: 202-874-2330
www.moneyfactory.com *Open daily from 9:00 a.m. to 6:00 p.m. for tours, Visitor Center open 8:30 a.m. to 7:00 p.m.*

"School group" arrangements available; call and see if you qualify. *Free tickets are available at the ticket kiosk at 8 a.m., usually gone before 9 a.m.* 14th and C Streets SW, The Bureau makes paper currency, postage stamps, treasury notes, military certificates, and invitations for the White House. Line forms early.

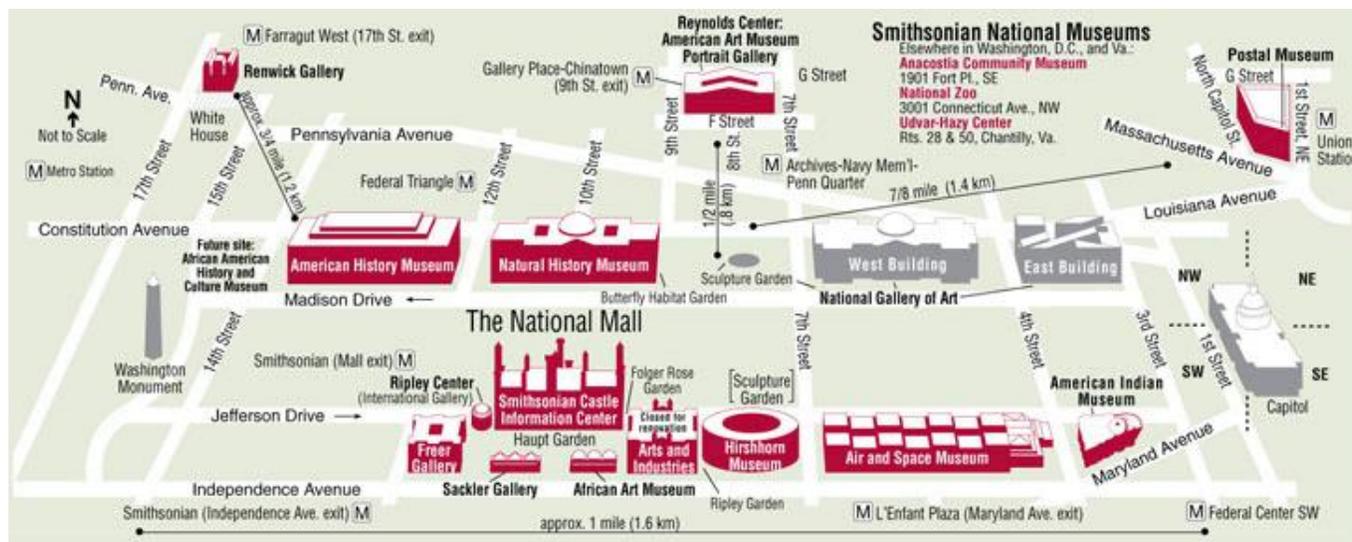
National Archives: 866-272-6272
www.archives.gov/museum/visit/ *Open daily from 10 a.m. to 5:30 p.m. Last admission is 30 min prior to closing.*

Located at 7th St and Constitution Avenue, the National Archive display the original Declaration of Independence, The U.S. Constitution, and The Bill of Rights. The Archives also contain records of the U.S. government, including documents, maps, pictures, sound recordings and drawings created in the course of government activity. Admission is free. Allow 30 to 45 minutes for your visit.

Pentagon: 703-697-1776
www.pentagontours.osd.mil/Tours/ *Available by prior request only*

To take a guided tour of the Pentagon, you must make a reservation in advance. Schedules can fill up quickly, so it is advisable to book your tour well in advance of your visit. Reservations may be booked from 8 to 90 days in advance. Reservations will not be accepted for tour dates within 7 days or more than 90 days away. Please review the Tour Guidelines and Security Information before requesting a tour. Hours: All guided tours of the Pentagon are free and available by reservation only. Tours are conducted Monday through Friday from 9 a.m. to 3 p.m. Book a Tour: U.S. Residents can reserve a tour by contacting their Congressional and Senate Representative. The Congressional office staffs often submit requests for constituents. Contact information for state representatives can be found at either www.house.gov for your Congressional office or www.senate.gov for your Senator's office.

Smithsonian Museums



National Museum of American History:

(202) 633-3717

www.americanhistory.si.edu *Open daily from 10 a.m. to 5:30 p.m.*

Located at the Northwest corner of the Mall, this museum has something for everyone. Some exhibits include “First Ladies: Political Role and Public Image”, “The American Presidency: A Glorious Burden,” the Star Spangled Banner, and many items of American history and culture.

National Air and Space Museum– Flagship Building:

202-633-2214

www.nasm.edu *Open daily from 10:00 a.m. to 5:30 p.m.*

Located at the Southeast corner of the Mall, learn about the history of flight and see aircraft, spacecraft, and related items. There are movies in the Einstein Planetarium and the Johnston IMAX Theater for an additional charge. Check the website for hours.

National Air and Space Museum - Udvar Hazy Center:

703-572-4118

www.nasm.si.edu/museum/udvarhazy *Open daily from 10 a.m. to 5:30 p.m.*

The center features an observation tower where visitors can watch air traffic at Dulles airport and there are hangars holding 200 aircraft and 135 spacecraft and an IMAX theatre.

National Museum of the American Indian

202-633-6644

www.nmai.si.edu *Open daily from 10 a.m. to 5:30 p.m.*

The newest edition to the Smithsonian Museums on the National Mall, this museum is an institution of living cultures dedicated to the preservation, study, and exhibition of the life, languages, literature, history and arts of the Native peoples of the Americas.

National Museum of Natural History:

202-633-1000

www.mnh.si.edu *Open daily from 10 a.m. to 5:30 p.m.*

This building is located on the North side of the Mall and is easily recognizable by its green dome. It is home to the Hope diamond and gem collection, a dinosaur display, and a marine life exhibit. IMAX movies are also offered for an additional charge.

Freer and Sackler Art Galleries

202-633-4880

www.asia.si.edu *Open daily from 10 a.m. to 5:30 p.m. The Freer Gallery is closed until October 2017.*

Featuring large collections of Asian art, the Freer and Sackler Art Galleries are located on the National Mall.

Smithsonian American Art Museum and National Portrait Gallery

202-633-7970

www.americanart.si.edu *Open daily from 11:30 a.m. to 7:00 p.m.*

The Smithsonian American Art Museum is home to one of the largest and most inclusive collections of American Art in the world, including art from the colonial period to today. The museum is located on 8th and F Streets, NW.

- Renwick Gallery** 202-633-1000
www.renwick.americanart.si.edu Open daily from 10 a.m. to 5:30 p.m.
 The Renwick Gallery houses the Smithsonian American Art Museum's collection of contemporary craft and decorative art on 17th and Pennsylvania NW near the White House.
- Hirshhorn Museum** 202-633-4674
www.hirshhorn.si.edu Open daily from 10 a.m. to 5:30 p.m.
 The Hirshhorn Museum and Sculpture Garden is the Smithsonian's museum of international modern and contemporary art.
- National Museum of African American History and Culture 844-750-3012
nmaach.si.edu Open daily from 10 a.m. to 5:30 p.m.
 Located in-between the Washington Monument and National Museum of American History, the National Museum is the only museum in the country to focus on the preserving and understanding of African American life, culture, and history.
- Smithsonian Castle** 202-633-1000
www.si.edu/visit/infocenter/sicastle.htm Open daily from 8:30 a.m. to 5:30 p.m.
 The Smithsonian Castle was the first Smithsonian built in 1855 and houses the remains of the institution's namesake, James Smithson. Today it serves as a visitor center for all of the Smithsonian Museums scattered throughout the National Mall, the D.C. area and New York City. It is the large red castle located on the National Mall.
- Arts and Industries Building** 202-633-1000
www.si.edu/ai
 The Arts and Industries building was opened in 1881 to house the exhibits of the World's Fair in Philadelphia. Now the building houses rotating exhibits, which are constantly being changed. This museum is currently closed for renovation.
- National Zoo:** 202-633-4888
www.nationalzoo.si.edu Grounds open daily from 6 a.m. to 8 p.m. Buildings open daily from 10 a.m. to 6 p.m.
 Located at 3001 Connecticut Ave. NW, this zoo is famous for the Chinese Panda exhibit. Admission is free.

Other Sites

- International Spy Museum** 202-393-7798
www.spymuseum.org Open daily from 9 a.m. to 7 p.m.
 The International Spy Museum opened to rave reviews in April of 2003, and has been a huge success. The museum chronicles the history of spying across the globe, and features the largest collection of international espionage-related artifacts open to the public. *Please contact the International Spy Museum for more information.*
- National Building Museum:** 202-272-2448
www.nbm.org Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 5 p.m.
 5th and F Streets NW, Learn about D.C. history and history of buildings and architecture in D.C. This beautiful building is the site of many presidential inauguration balls, and has changing exhibits. \$7 for youth (3-17) and students, \$10 for adults.
- National Gallery of Art West and East Wings:** 202-737-4215
www.nga.gov Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 6 p.m.
 Located on the Northeast corner of the Mall, these art galleries contain works by Da Vinci, Monet, Rembrandt, Whistler, Picasso, Degas, and Van Gogh. (Not part of the Smithsonian) *Admission is free.*
- National Geographic Museum:** 202-857-7700
www.nationalgeographic.com/explorerorg/dc Open daily 10 a.m. to 6 p.m.
 Located at 17th and M Streets NW this building contains exhibits that are interactive and always changing. Take the red line to the Farragut North Metro stop. \$10 for children (5-12), \$15 for adults.
- United States Holocaust Memorial Museum:** 202-488-0406
<http://www.ushmm.org> Open daily from 10 a.m. to 5:30 p.m.
 This museum is located between 14th and 15th Streets SW. Admission free, but TIMED PASSES are necessary for visiting the Permanent Exhibition — The Holocaust. These tickets can be obtained at the Museum on the day of your visit or in advance by calling tickets.com at (800) 400-9373. Each day, the Museum distributes on a first-come, first-served basis a large but limited

number of timed entry passes for use that same day. **To secure a group reservation for 21 or more, fill out the form found at this site: <http://www.ushmm.org/visit/index.php?content=groups>. The form must be submitted a minimum of 4 weeks in advance. The required chaperone ratio is 1 adult for every 7 students.

Washington Monument:

202-426-6841

www.nps.gov/wamo Summer Hours (Memorial Day to Labor Day): 9:00 a.m. to 5:00 p.m.

Tickets are required in order to enter the Washington Monument. The ticket system is administered through the National Park Reservation Service (NPRS). Reservations for the Washington Monument may be made between 10:00 AM and 5 PM EST by calling 1-800-967-2283 or over the internet at <http://reservations.nps.gov>. Tickets can be reserved from 24 hours up to 3 months in advance. Those making advance reservations will be charged \$1.50 per ticket, plus a \$.50 service charge per order. Free tickets are distributed for that day's visit at the kiosk on the Washington Monument grounds -15th Street and Madison Drive - on a first-come, first-served basis. Hours for the ticket kiosk are 8:30 AM to 4:30 PM, Tickets are usually distributed for the day during the morning hours, so it is important to be at the kiosk early. **Closed July 4.

Ford's Theatre:

202-347-4833

www.fordstheatre.org Open daily from 9 a.m. to 4:30 p.m. Box office open from 8:30 a.m. to 5:00 p.m.

Ford's Theatre is both a historic site and an operating performing arts facility. It offers family productions, just as it did in 1865 when President Lincoln was assassinated there. The theater has been restored to look exactly as it did that historic night.

**Also be sure to check out the Peterson House across the street. This is where President Lincoln was taken after he was shot; it still contains the bed where he died. Advance individual tickets are \$3, groups of 15 or more are \$2.50. Limited amount of same day tickets available at the Ford's Theatre Box Office beginning at 8:30 a.m.

Old Post Office Tower:

202-462-6841

www.nps.gov/opot Open Thursday- Sunday 9:00 a.m. to 4:30 p.m.

1100 Pennsylvania Ave. NW.

Hard Rock Café:

202-737-7625

www.hardrock.com Sunday – Thursday 11 a.m. to 11 p.m., Friday – Saturday 11 a.m. to 12 a.m.

On the corner of 10th and E Street, NW.

Miscellaneous Sites--Ideas for those coming early to or leaving late from the CWF program

Cities

Annapolis, MD

www.visitannapolis.org

Annapolis is the capital of Maryland, home to the U.S. Naval Academy and is the “sailing capital of America.” You can tour the Naval Academy or take a harbor cruise. Located 50 miles east of Washington, D.C.

Baltimore, MD

<http://www.southbaltimore.com>

Baltimore features many exciting attractions such as historic Ft. McHenry, the Inner Harbor, Federal Hill, National Aquarium, Science Center and sports team such as the Orioles and Ravens. Located 35 minutes northeast of Washington, D.C.

Richmond, VA

804-646-7000

www.ci.richmond.va.usrichmondva.com

Visit the capitol of the Confederacy and the heart of Virginia on your way to Washington. Located on I-95 and I-64, 120 miles south of Washington, D.C.

Williamsburg, VA

www.colonialwilliamsburg.com

Go back in time in colonial Williamsburg. Located 150 miles south of Washington, D.C.

Philadelphia, PA

<http://www.gophilavisitphilly.com>

Philadelphia is the second largest metropolitan area on the east coast, and includes many historical sites. Located 133 miles north

of Washington, D.C.

New York City, NY

<http://www.nycvisitnycgo.com>

Visit the Big Apple while you are on the east coast. New York is a four hour drive from Washington, D.C. and is second only to Washington in the amount of tourist attractions. Located 224 miles northeast of Washington, D.C.

Sporting Events

Washington Nationals Baseball: 202-675-6287

www.nationals.com

Baltimore Orioles Baseball: 888-848-2473

www.theorioles.com

D.C. United Men's Soccer 202-587-5000

www.dcunited.com

Washington Mystics Women's Basketball 1-877-324-6671

www.wnba.com/mystics

Historical Attractions

Gettysburg National Military Park 717-334-1124

www.nps.gov/gett/

Park grounds open daily from 8 a.m. to 6 p.m.

Gettysburg National Military Park is open year-round. There is no fee for entrance to the park, National Cemetery, or park buildings. The Gettysburg National Cemetery is open at dawn and closes at sunset. Gettysburg is roughly an hour and 20 minutes north of Washington, D.C. on Route 15. *A battlefield guide can be booked for around \$100.*

Manassas National Battle Field Park 703 361-1339

www.nps.gov/mana

Park grounds open daily from dawn to dusk.

This battle field was the scene of two Civil War clashes in 1861 and 1862. Located 30 minutes from Washington in Manassas, VA.

Monticello 434-984-9800

www.monticello.org *Open daily Monday- Friday from 8:30 a.m. to 6:00 p.m., Saturday from 8:30 a.m. to 7:30 p.m., and Sunday 8:30 a.m. to 7:00 p.m.*

The famous home of Thomas Jefferson is located 3 hours south-west of Washington, D.C. in Charlottesville, VA. Also located in Charlottesville is the University of Virginia. *Admission for student groups is \$8.00 per person.*

National Parks

Shenandoah National Park 540-999-3500

www.nps.gov/shen/

Conveniently located on approach to Washington D.C. from the west on I-66 or I-64, Shenandoah offers camping, hiking, picnic areas and beautiful scenery.

Blue Ridge Parkway 828-298-0398

www.nps.gov/blri

Connecting Great Smoky Mountain National Park and Shenandoah National Park, the Blue Ridge Parkway provides a scenic route to D.C. from the south. Includes hiking, camping and picnic areas.

Amusement Parks

King's Dominion

804-876-5000

www.kingsdominion.com

Hours vary by date, check website for details

Boasted as the largest amusement park on the east coast, King's Dominion is roughly an hour and a half south of Washington, D.C. Features 12 roller coasters and a 19 acre water park.

Six Flags America

301-249-1500 (press 1, then 3 for group

sales OR 4 for tickets and general information)

www.sixflags.com

Hours vary by date, check website for details

Six Flags America for the Washington/Baltimore area features over 100 rides and attractions, including 8 roller coasters and a water park. Regular group rate is \$33 plus tax per person.

Beaches

Virginia Beach, VA

www.vabeach.com

Virginia Beach is a very popular tourist destination and Virginia's largest city. It is accessible by interstate and located just east of Norfolk.

Ocean City, MD

www.ocean-city.com

Ocean City is Maryland's number 1 beach destination. Located 2 1/2 hours east of Washington across the Bay Bridge.

Other

National Aquarium in Baltimore

410-576-3800

www.aqua.org

Open Mon-Thurs and Sat from 9 a.m. to 5 p.m., Fri 9 a.m. to 8 p.m., Sun 9 a.m. to 6 p.m.

The National Aquarium is Baltimore's number 1 tourist attraction and home to more than 10,500 marine and freshwater animals. Book reservation in advance.

Fireworks on the Mall:

www.washingtonpost.com

July 4th only

Find the latest information on Washington's fireworks on washingtonpost.com including information about the parade, security and the best places to sit.

State's Night Out Evening

On Tuesday evening, each delegation has the opportunity to attend a cultural event. Each delegation must make his/her own arrangements for Cultural Heritage Night. We no longer offer the opportunity to have dinner at the Hyatt Regency Bethesda, so you will need to plan for dinner for your delegation. We recommend that all groups take advantage of this opportunity by attending one of the following:

Theatres

Below are the listings for some of the more popular theaters in the area. Additionally, you can search www.washingtonpost.com or www.potomacstages.com for more comprehensive listings of theaters and productions.

Kennedy Center for the Performing Arts:

202-467-4600

www.kennedy-center.org

MILLENNIUM STAGE – Daily, Free– No Tickets required. At DC's arts and cultural facility, visitors can now hear a FREE concert every day of the week at 6:00pm. Performances will range from professional comedians, to jazz artists to college choirs. Simply come to the Kennedy Center's grand foyer and enjoy!

SHEAR MADNESS - Unlimited Engagement - This comedy 'whodunit' lets the audience play armchair detective. A murder is committed in a unisex hair salon in Georgetown, D.C. The audience joins in the investigation, eventually voting on the guilty party. May be too mature for some young people.

National Theatre:

202-628-6161

www.thenationaldc.org

The oldest, continuously operated theater in America, the National Theater opened at its current site, two blocks from the White House, in 1835. The National Theater offers Broadway productions, Tony Award winners, and similar productions.

Warner Theater:**202-783-4000**www.warnertheatreDC.com

Opened in 1924 as a silent movie theater, today the Warner presents the finest in theatrical and dance presentations. Located downtown, 1 block from Pennsylvania Avenue.

The Shakespeare Theater**202-547-1122**www.shakespeareDC.org

Downtown theater dedicates itself to becoming the nation's premier destination for classical theater. Presents 5 major epic productions a year.

Folger Theater**202-544-7077**www.folger.edu/public/theater/menu.aspfolgertheatre

The Folger Shakespeare Library on Capitol Hill features an Elizabethan-style theater that exclusively shows Shakespeare plays.

The Mead Center for American Theatre- Arena Stage**202-488-3300**

Located on 6th Street Southwest, the Mead Center showcases American theatre with numerous plays, musicals, and other productions.

Dinner Theaters**Toby's Dinner Theater:****1800-88-TOBYS**www.tobysdinnertheatre.com

Toby's is the premiere dinner theater in the D.C. area. Features a buffet style dinner and "in-the-round" stage. Staff is very familiar with 4-H groups. Be sure to book early. Located in Columbia, MD.

First Aid Resources

It is the suggestion of the CWF 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
- Poison Control Center (202) 625-3333

Emergency Procedures

For more serious accidents or emergencies requiring an ambulance, call or send someone to the Front Desk. 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. Please tend to the emergency and the Front Desk will alert the CWF planning team.

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 Hyatt Regency Bethesda. Help will arrive within minutes following your call. In the meantime, stay calm, and keep the patient calm.

Hotel Address: 7400 Wisconsin Ave, Bethesda, MD, 20814

In the unlikely event of a disaster, both National 4-H Council (Council) and the District of Columbia Department of Transportation have strict guidelines and procedures. The CWF 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 (Council) staff prior to and during CWF. 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 (Council) Staff.

Following the completion of the week, it is your responsibility to publicize your group's participation in CWF. 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 CWF to use with press releases and news stories. Former participants may also assist in promoting CWF by presenting programs to area clubs, telling others about CWF, and promoting their back-home action projects.

Prior to CWF:

- 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 Pin Trade items for your delegation.

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

- Begin with an icebreaker.
- Review program objectives
- Review delegates' CWF program schedule
- Review CWF 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 CWF. These duties include monitoring conduct and enforcing the discipline of delegates as well as working in cooperation with the CWF Staff.

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 CWF 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 CWF experience and information to strengthen 4-H programs back home.
- Keep delegates quiet and in their room after 11pm (Program 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 Hotel while the group is off campus. National 4-H Council (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 CWF 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 Council (Council). (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. National 4-H Council (Council) 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 Capitol Hill day
- Light clothes (weather will be HOT and HUMID!)
- Pen and paper for committees and workshops
- A camera and plenty of batteries and/or memory
- An umbrella or rain gear
- Items to trade with other delegates (if not provided by delegation) during Pin Trade
- Personal spending money
- Props or musical instrument for talent show.

Weather:

Washington, D.C. is very warm and humid in the summer. Daytime temperatures ranging from the high 80's to mid-90 are typical. You will be spending a great deal of time walking outdoors during the CWF 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.

Trade Items:

Many delegates bring items to trade with participants from other states. Group Coordinators may help obtain these items or delegates can make them. *Handmade items often are the most sought after. Pins and stickers are also very popular.* Delegates can be creative and find trading items that represent their hometown. Everyone should bring his or her items to the Get-Acquainted Social on Sunday evening.

Spending Money:

You will be responsible for purchasing at least three meals on your own during CWF. You may also want to allow a little extra money for souvenirs. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

T-Shirts

Hard Rock Café or Smithsonian \$25.00

Street Vendors \$20.00

Lunch

Hard Rock Café \$22.00

Union Station \$15.00

Smithsonian \$17.00

McDonald's \$12.00

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 4-H Delegation
June 9-14, 2022
c/o Hyatt Regency Bethesda
7400 Wisconsin Ave
Bethesda, MD 20814