



4-H Agent, Program Assistant, and Adult Volunteer Information Packet June 27-30, 2016

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Mellissa Breen, State 4-H Office, at 540-231-6372/TDD*) during business hours of 8 a.m. and 5 p.m. to discuss accommodations 5 days prior to the event.
*TDD number is (800) 828-1120



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2016 Congress Leadership Staff

| | | |
|--------------------------|---|---|
| Coordinator | - | Jeremy Johnson |
| Administrative Assistant | - | Melissa Breen |
| Competition Chair | - | Mike Martin |
| Competition Workshops | - | Tonya Price |
| Great Summer Showcase | - | Glenda Snyder |
| College and Career Fair | - | Jeremy Johnson |
| Evening Programs | - | Sam Fisher |
| Share-the-Fun | - | Bethany Eigel, Hermon Maclin, Mike Martin |
| Awards | - | Melissa Breen |
| 4-H All Star Activities | - | Anna Rijj |
| Head Cabinet Advisor | - | Tonya Price |
| Medical Staff | - | Chelsey Williams |
| Multimedia Team | - | Lisa Laliberty and Brian Hairston |
| Congress Dean | - | Tara Brent |
| Assistant Congress Dean | - | Chris Lichty |
| Past Congress Dean | - | Kathy Alstat |
| Dean of Women | - | Kristina Yager |
| Assistant Dean of Women | - | Katherine Carter |
| Dean of Men | - | Greg Costanza |
| Assistant Dean of Men | - | Hunter Romano |
| Congress Elections Chair | - | LaSonya White |
| Service Learning | - | Tara Brent |

District Advisors for Women

Kelsey Grimes - SW
Corissa Wilson - C
Sam Nagurny - N
Karlee Steffey - SE

District Advisors for Men

Sam Leech - SW
Thomas Woodson - C
Reggie Morris - N
Carl Frick - SE

District Elections Chairs

Christine Hodges - SW
Carol Byrd - C
Kim Mayo - N
Christina Murray - SE

CONGRESS LEADERSHIP STAFF ROLES

CONGRESS LEADERSHIP STAFF ROLES

The overall role of the Congress Leadership Staff (designated state office staff and field faculty assigned to leadership roles) is to coordinate the event, supervise delegates and adults, be responsible for their health, safety, and well-being and to respond to situations in which delegates or adults have not followed the Congress Code-of-Conduct.

The **Congress Coordinator(s)**, comprised of Virginia State 4-H Staff, are responsible for the programmatic functions of 4-H Congress.

- Provide input to State 4-H Cabinet on educational significance of 4-H Congress and maintain fidelity to local and district programs
- Determine how the programmatic events at Congress exist as culminating events to local and district programs, and interface with field staff regarding overall program suggestions and solutions
- Initiate the Congress Leadership Rotation Schedule in September and help fill roles via district directors at each 4-H District Meeting (initiate request in the September quarterly 4-H Agent Meeting and finalized by December quarterly 4-H Agent meeting)
- Interface and communicate on a consistent basis with Congress Leadership Team through the Congress Dean
- Coordinate process for registration, assigning duties, securing space, food and lodging, workshop presenters, speakers, service learning opportunities, competition needs, elections process, assemblies, and recreational activities/events.
- Review prior budget and determine participant costs and adjustments for current year.
- Communicate with All Stars to plan events they sponsor.
- Provide forms and procedures for the Congress Headquarters Notebook to the Congress Dean related to the following activities/functions: accidents/illness, infirmary visits, delegate sign-out & early departure, lost meal tickets, lost room keys, lost and found items, health history forms/code of conduct forms, and state car usage (placed online)

The **Dean of Congress** working in collaboration and consultation with the **Congress Coordinator(s)** is responsible for decision-making for all issues related to delegate and adult Code of Conduct infractions and violations and is responsible for the management of and communication with Congress Leadership Staff and Congress Coordinator(s).

Specific responsibilities of the **Dean of Congress**:

Before Congress:

- Develop a rotational schedule for Congress Headquarters for Congress Leadership Staff to provide daily support and send to State 4-H Office.
- Provide consistent communication with the field and Congress Coordinators on relevant updates prior to the event.
- Provide support and guidance into final Congress planning with State 4-H Cabinet by attending one day of the Spring Congress Shakedown meeting.
- Provide input into the registration and procedural process as necessary.
- Serve as liaison to the State 4-H Office through the development of the 4-H Congress program (i.e. phone calls, Adobe Connect sessions) initiated through the State 4-H Office and by 4-H Congress Leadership Team as needed.

At Congress:

- Remain in and provide leadership from the State 4-H Congress Headquarters office (present on a daily basis); be prepared with alternative plan of delegation as necessary.
- Communicate changes as they occur to the coordinator(s)/ designees.
- Coordinate and be responsible for nightly delegate check-in procedure with the assistance of Chaperones, District Advisors and Deans of Men and Women.
- Be familiar with all forms and procedures in the Congress Headquarters Notebook related to the following activities/functions: accidents/illness, infirmary visits, delegate sign-out & early departure, lost

meal tickets, lost room keys, lost and found items, health history forms/code of conduct, and state motor pool vehicle usage.

- Know and be able to implement the process for locating missing delegates and adults; have a communication system developed with designated fill-in folks across the day.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Coordinators with programmatic decisions that are made during Congress (e.g., programmatic changes due to severe weather, etc.).
- Responsible for final decisions related to disciplinary actions for Code of Conduct violations.

The Assistant Dean of Congress supports the Dean, serves in his/her absence, and is in a learning mode in order to serve as Dean the following year.

- Required to provide support (physical presence in the office) to the Congress Dean on a daily basis.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Know and be able to implement the process for locating missing delegates and adults.
- Assist Congress Dean with nightly delegate check-in procedure.

The Past Dean of Congress is an advisor and supports the current Dean of Congress.

- Ensure that dorm supervisors monitor all occupied floors of the dorm.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.

Deans of Men and Women

- Responsible for implementing nightly delegate check-in procedures to ensure that all delegates are present.
- Provide support to the Congress Deans on a daily rotational basis as outlined by Congress Deans.
- Know and be able to implement the process for locating missing delegates and adults.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Dean with nightly delegate check-in procedure.
- Assist in resolving immediate behavioral and Code of Conduct issues and refer major issues of concern to the Congress Dean.
- Support the staffing of Congress Headquarters.

Assistant Deans of Men and Women

- Support and shadow the Deans of Men and Women to be prepared to take over responsibilities the following year.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Dean with nightly delegate check-in procedure.
- Support the staffing of Congress Headquarters.

District Advisors for Men/Women are provided with a list of all of the adults and their room numbers who are serving as chaperones for the boys or girls in their district.

- Primary responsibility is to collect the nightly report forms from chaperones and submit them to the Dean of Men or Dean of Women (respectively) in a timely fashion.
- Assist in resolving immediate behavioral and Code of Conduct issues and refer major issues of concern to the Congress Dean.

Chaperones are responsible for conducting the nightly unit meetings and completing the delegate check-in paperwork at the end of each day. Chaperones submit these nightly report forms to District Advisors in a timely fashion.

- Can be paid or unpaid staff.

- Assist Congress Dean with nightly delegate check-in procedure.
- Refer behavioral issues to District Advisors and/or the Dean of Men or Women to be taken to the Congress Dean.

EXPECTATIONS OF ALL ADULT VOLUNTEERS and PAID STAFF

1. The minimum delegate/adult ratio at Congress is 10:1. In cases where units have no adult accompanying their delegation, ***it is the responsibility of that unit*** to recruit the assistance of an adult from a neighboring unit to supervise their delegation. Units should work with each other to assure that every youth has an adult chaperone assigned – males for males, females for females. It is necessary to list the adult chaperone for every delegate on the electronic Congress Registration form. Please do not list a chaperone for a delegate without checking with that adult first! Find a chaperone from your district for both male and female delegates, if at all possible. It will be necessary to assist with lodging assignments and management issues.
2. Agent/volunteer orientation is very important. Meetings will take place during the day on Monday. Please check the schedule for specific times and location. **All adults are expected to attend one of these mandatory sessions on Monday.** This session will review specific guidelines, schedules, volunteer assignments, and changes from the year prior or since registration. All adult volunteers and paid staff must view the on-line training module prior to attending Congress.
3. All adults at Congress share the following responsibilities:
 - **Model and enforce** the State 4-H Congress CHARACTER COUNTS! Expectations, Code of Conduct and Dress Code with all Congress participants.
 - **Be concerned and take action as warranted** for the health, safety, and well-being of all Congress delegates.
 - **Serve as mentor** to all Congress delegates and assist in the supervision of the unit delegation.
 - **Ensure that all delegates** attend and participate in Congress events, activities, assemblies, etc.
 - **Participate** in assigned responsibilities. **Do not switch out responsibilities without notifying Congress Headquarters.**

ADULT VOLUNTEER POSITION DESCRIPTIONS

The assistance of adult volunteers and agents at Congress is critical to its success. While at Congress, we depend on agent and adult volunteers to be responsible for jobs assigned by the State 4-H Office. The adult volunteer descriptions are listed below. They are organized into four general areas: Operations; Programs; Assemblies and Recreation. All adults registering for Congress should indicate activities or areas where they wish to assist during Congress. A space for this is provided on the Congress Registration Form. It should be noted that every effort will be made to honor requests, but additional assignments may be necessary to balance adult involvement. Adults will be assigned supervisory roles based on need. Please make note on the Congress Registration form if you have other commitments (such as competition judge or workshop instructor or a job that will take up a section of the day) during Congress, this helps keep us from “double-booking” you. Adult volunteers must be at least 19 years of age or older by January 1 of the current year. Virginia Cooperative Extension summer interns not meeting this age requirement may still attend 4-H Congress as a volunteer.

OPERATIONS

1. **Congress Headquarters Staff** – Assist delegates in resolving concerns related to name tags, room keys, location of delegates and delegate supervisors, location of Congress Cabinet/leadership team members and location and times of Congress events. Be familiar with forms and procedures in Congress Headquarters Notebook. Ensure that forms are properly completed and filed for the following activities/functions: accidents/illness, infirmary visits, delegate sign-out / early departure, lost meal tickets, lost room keys, lost and found items, health history forms, state motor pool vehicle usage, and volunteer assignment changes. Be familiar with the Congress schedule and be prepared to direct delegates/adults to appropriate areas for information and assistance. Be prepared to provide delegates and visitors with maps, campus directions, replacement of Congress programs/notes and parking passes. The Congress Dean will determine headquarters staff responsibilities. **WHEN: DAILY**

2. **Dorm Supervision** – Ensure that non-4-H Congress delegates do not enter our 4-H delegation area. Make sure that 4-H'ers do not remain in the dorms and miss planned program activities. As delegates return from one event/activity assist them in getting to the next activity. As you report for duty, meet the group you are relieving in the Headquarters area of your dorm. As you depart, leave a report of concerns and problems at Congress Headquarters for passing on to the appropriate personnel. The assigned group should work out a plan to monitor all occupied floors of the dorm. **WHEN: DAILY**
3. **Elections Officials** – Assist with elections, ensure that a unit representative has been chosen for each unit, certify results under the direction and supervision of the Congress Elections Chair, and collect Officer/Ambassador ballots from unit representative and give to Congress Elections Chair. **WHEN: Tuesday afternoon**
4. **Unit Pictures** – assistants will help units follow picture schedule. **WHEN: Wednesday following dinner**

PROGRAMS and COMPETITION WORKSHOPS

1. **Great Summer Showcase and Competition Workshop Staff.** Secure workshop signs and supplies needed from State Staff located at Detrick's patio location prior to **8:30 AM on Tuesday morning and 1:15 PM on Tuesday afternoon.** Hold up signs of the workshop to congregate delegates for your assigned workshop. Volunteers will be provided with a roster and directions. Volunteers will lead the group to the assigned location and will be responsible for letting Congress Headquarters know if any delegates are missing. Call Congress Headquarters at number provided. Remain with the delegation at the workshop at all times and assist workshop presenters where needed. Signs and supplies will be available for pick up beginning at **8:00AM and 12:30 PM at Detrick** – staff are asked to arrive at least **15 minutes early** (8:15 AM and 1:00 PM) to secure signs and supplies. **WHEN: Tuesday morning and afternoon**
2. **Competition Staff** will assist with competition events as needed. Duties include room chairs, judges, and state office tabulations. Stop by the information booth at registration and attend orientation on Monday during dinner. Look for signs. Those volunteering in the state office will be required to work through Wednesday afternoon. Do not sign up for other duties and let the state office or headquarters know as soon as you discover an overlap of duties so reassignments can be made and all youth covered. **WHEN: 7:30 AM Tuesday through Wednesday afternoon.**
3. **Service Learning Project Staff** will assist the facilitators to maintain order and flow for the project. **WHEN: 8:30-11:30 AM Tuesday**
4. **College and Career Track Workshop Staff** will assist in supervising participants during the college and career track workshops. Volunteers will lead the group to the event and then help to monitor doors, activities, etc. Signs and supplies will be available for pick up beginning at **7:30AM at Detrick** – staff are asked to arrive at least **15 minutes early (8:00 AM).** **WHEN: 8:15 AM Wednesday morning**

ASSEMBLIES

1. **Opening Assembly Ushers** will convene at the front entrance of Burruss Hall 20 minutes before start of program. Crew Chief will ensure that a person is assigned to each door, as well as aisle monitors in the auditorium. Duties include monitoring doors, and maintaining order. **WHEN: Monday afternoon**
2. **Congress Delegation Picture** staff will assist in assembling delegates in front of Burruss (Rain Location will be inside War Memorial Gym). **When: Wednesday at 7:45**
3. **Share-the-Fun Ushers** will convene at the front entrance of Burruss Hall 30 minutes before start of program. Crew Chief will ensure that a person is assigned to each door, as well as aisle monitors in the auditorium. Duties include monitoring doors, and maintaining order. **WHEN: Wednesday evening.**
4. **District Meeting Chaperones-** Assist Cabinet with monitoring participants during District Meetings; take adult leadership role as needed. **WHEN: Monday and Tuesday Evenings.**

RECREATION

1. **Dance/Recreation Staff** - Provide security and maintain order during the Congress dances and recreation. Ensure that all participants of dances are delegates wearing their 4-H name tags. Ensure that entry and exit doors/gates are kept clear of crowds. Provide general supervision of the areas outside the dances, including the BreakZone. Do not allow delegates to go outside of the designated areas for the dances, delegates are to stay within the lighted area. Monitor movement to and from the dance and other activities. Assist in maintaining quietness and appropriate behavior in these areas. Ensure that the area is cleaned and in order following the events. Staff may serve as van shuttle drivers for transportation to the dorm. **WHEN: Monday & Wednesday nights.**
2. **Congressional Games:** Congressional Games are making a comeback this year with opportunities in corn hole, basketball, chess, stack cups, and may more. Adults will be asked to monitor some of these games by keeping score, filling out the tournament brackets, and the rotation of players. Work with assigned Ambassadors and District representatives to organize games, teams, and other activities and to provide security and maintain order. The adult volunteer will serve as primary supervisor with the Cabinet members assisting with the actual games. Ambassadors will be briefed with rules of the games and responsibilities. **WHEN: Tuesday night.**
3. **Refreshment Staff** – Assist in setting up and serving refreshments for dances/recreation events. Monitor the refreshment area. Ensure that the refreshment areas are kept clean and orderly, especially upon departure. Pick up and return all supplies to staging room assigned in building. **WHEN: Monday & Wednesday nights.**
4. **Ice Cream Social Staff** - Will assist with the passing out ice cream during Congressional Games and with clean-up afterwards as well as maintain order and meeting needs. **WHEN: Tuesday night (8:15 – 10:00 pm) at War Memorial Gym.**
5. **Guides-** Serve as a point of reference for participants traveling from event to event. Guides will station themselves along the pathways where participants travel, in order to ensure safe arrival at the next destination. **WHEN: Wednesday night between the dance and the unit meetings. On Monday night, all adults will serve as guides, walking with youth back to the dorms after the dance.**

4-H CONGRESS MANAGEMENT INFORMATION

GENERAL INFORMATION

1. **4-H delegates attending Congress are expected to participate in an orientation on expectations and outcomes of Congress.** Congress can be an incentive for older 4-H members, offering expanded experiences beyond their local level. We would suggest that youth who are new to 4-H and wish to attend be oriented to and commit to the ideals, goals and expectations of 4-H. This makes it easier for the youth to fit into the "4-H culture" that exists at Congress. It is also safer for you or the adult chaperoning that youth to have behavioral expectations clearly outlined.
2. In order to provide a safe environment for Congress participants, we will have medical staff personnel on our Congress management team.

REGISTRATION

1. Any Virginia 4-H member who will be at least 14 years of age by September 30, 2016 may attend the 2016 Virginia 4-H Congress. Any youth who turned 19 on or before December 31, 2015 may not attend Congress as a delegate. Adult volunteers must be at least 19 years of age or older by January 1 of the current year. Virginia Cooperative Extension summer interns not meeting this age requirement may still attend 4-H Congress as a volunteer.

2. Delegates and Volunteers must complete the registration form that is found in the Delegate and Adult Volunteer Congress Information Packet. Delegates and adult volunteers are instructed to bring their completed registration forms along with payment to your office. Agents or Program Assistants may want to recruit delegates for the Multimedia Team and assist delegates in selection of GSS workshop selection. Registration will go live on April 15th and close on May 6th.
3. Remember that delegates are provided an opportunity to sign up for workshops based on their preferences, You will be able to register your youth in their workshop choices this year via 4HOnline. Delays in registering your youth in 4HOnline could impact the workshops/service learning opportunities that your youth are assigned. **NEW IN 2016!!!** For participants with a complete 4HOnline profile inclusive of Health History and Code of Conduct, no additional forms will need to be sent to the State 4-H Office. The State 4-H Office will print the forms onsite for those participants with a completed profile in 4HOnline. However, if hardcopies of the Health History and Code of Conduct are collected by the unit office and are not a part of the 4HOnline profile, the unit will need to mail copies of the forms to the State 4-H Office no later than May 13.
4. Delegates who will be participating in state **competitions** are to mark their choice of competitive events on the Congress Registration Form. A list of competitive events is provided in this packet. Remember that delegates cannot register for competitions until registration, Health History, Code of Conduct, and payment have been received and processed by the State 4-H Office. Allow time for this.
5. It is requested that volunteers and delegates bring the following items to the Unit office ASAP but certainly before May 11th. Please submit
 - Signed and completed **Health History Form** including the **Media Release Form** (found on the Congress website. Adults may place their health forms in a sealed envelope if desired. Please place name on the outside of the envelope.
 - Signed and completed **Congress Registration Form**
 - Signed Code of Conduct Form or Standards of Behavior (found on the Congress website)
 - Congress fee payment (\$215.00)

Make sure to keep a copy for your unit because it will need to accompany delegates while traveling to and from Congress, in the event of an emergency.

NEW IN 2016!!! For participants with a complete and active 4HOnline profile inclusive of Health History and Code of Conduct, no additional forms will need to be sent to the State 4-H Office. The State 4-H Office will print the forms onsite for those participants with a complete and active profile in 4HOnline. However, if hardcopies of the Health History and Code of Conduct are collected by the unit office and are not a part of the 4HOnline profile, the unit will need to mail copies of the forms to the State 4-H Office no later than May 13.

6. **REGISTRATION PROCESS FOR DELEGATES AND ADULTS:** For delegates and adults who have registered themselves into 4HOnline, they will be able to register for State 4-H Congress themselves and their registration will be reviewed and approved by the unit office. For delegates and adults who were registered into 4HOnline by the unit office, they will need to complete all paper forms provide by the unit Extension Office. On those forms they will need to select their competition area if competing this year, choose their Competition Workshop, Great Summer Workshop and College and Career Workshop and return all paper work with payment to the local Extension Office. Registration in the online registration system and registering for workshop will begin on May 6. Please check with your unit office to see how online registration will be handle in your locality. The unit office will be provided a handout with instructions on how to register all youth and adult participants within the 4-H Online Events System. Payments will be due to the State Office on May 13.

7. **REGISTRATION PROCESS FOR FACULTY AND STAFF:** Faculty and Staff will need to register for Congress using 4HOnline as well. A Virginia 4-H family has been created within 4HOnline and you will register yourself within that family. Please see the tip sheet for step-by-step instructions on how to register yourself. If you should have any problems or questions about this process, please contact Tonya Price (tonyaprice@vt.edu) or Mellissa Breen (msbreen@vt.edu).

NO REGISTRATIONS will be accepted after May 6th.

8. We will ask you to provide us with media release information on each delegate (youth and adult). **If participants give permission to be included in media, please mark yes on the Health History form. If the participants do NOT wish to be photographed or videotaped, please mark NO the Health History form. The Health History Form is not complete without this box checked.** For those who marked no, units will be asked to review the Congress slide show that might contain images of these individuals. We will remove those pictures before distributing the purchased DVD's. These individuals will also be asked to stand aside for the Congress delegation photo shoot.
9. Payment can be made via the following options:
- **Preferred Method of Payment** - Virginia Tech Foundation Transfer – if your unit has a 4-H Foundation Account complete a Foundation Request for Fund Transfer form and send completed form with paperwork.
 - Personal Check made payable to the Virginia Tech Foundation – please note the names of the individuals that the payment is for in the memo portion of the check.
 - Hokie Mart using the State 4-H Congress Invoice
 - Credit Card payment will not be accepted
 - Journal Entry Transfer for 4-H Agency Accounts (contact state 4-H office for fund number)
10. Final registration is dependent on receipt of all forms and payment of all fees by **May 13, 2016**.
11. Dorm rooms will be assigned after registration forms are received. Delegates should indicate roommate preferences on the Congress registration form. Please let your 4-H'ers know that there will be **no room switches** after arrival at Congress without permission from their adult chaperone and clearing through Headquarters. Adult chaperones must immediately notify the Congress Headquarters of all room changes. Room switching makes finding people very difficult in emergency situations. Each delegate will be supplied with a room sign to place on their door; it will be required for all delegates to post on Monday. Adults will also be supplied with a room sign of a different color to make it easy for youth to identify their rooms in case of an emergency.
12. Refer to <http://ext.vt.edu/topics/4h-youth/competitions/index.html> for a list of policies and guidelines pertaining to State 4-H Congress Competitions. Contact Mike Martin (mjmartin@vt.edu 540-231-6162) about issues related to Congress competitions. **Be sure to note special equipment (piano, CD player, etc.) requirements on your registration.** All requests will be considered and met where possible.
13. **All one-day delegates participating in a competitive event must be registered for Congress** using the same registration system; they should be included in your unit's registration spreadsheet. This fee covers lunch on competition day, insurance, t-shirt and registration. One-day delegates must arrange for their own transportation and lodging if remaining in the area overnight. **NOTE:** All "one-day" delegates will be mailed a letter a few weeks before Congress with instructions on the location of their competitive event, a campus map, and a parking pass. One-day delegates **MUST** bring the parking pass that is mailed to them. Virginia Tech's Visitor's Center **will not** issue a pass for one day competitors. They will send delegates to Congress Headquarters and it will most likely make delegates late for their competition. Delegates must report to the competition site to pick up their check-in packet and t-shirt. Only one parking permit per competitor will be issued. Competitive event delegates are the only "one day" registrants allowed. All other Congress participants will be required to remain for the full event. Please see pages **10-11** for registration fees.

14. PAYMENT OF FEES

All payments must be received by May 13. Send checks with paperwork (if needed) to:

State 4-H Office
Attn: State 4-H Congress
107 Hutcheson Hall (0419)
Blacksburg, VA 24061

- DVD & Photo's **cannot be paid through HokieMart**. You must send a separate check to pay for these items. Please provide a list of those delegates for whom picture payment has been included.
- **REFUNDS – Refunds will be made only in the event of serious illness or family catastrophe.** All refund requests should come to the State 4-H Office by July 5, 2016. The 4-H Congress Planning Team will work with local Units on decisions regarding refunds. A \$25 processing fee will be assessed to approve cancellations made after May 13.

FEES

1. The full fee is \$215. Unit and Congress delegation photos as well as the Congress DVD are all an additional \$5 each. One day participant cost is \$40.
2. Any enrolled senior 4-H member and adult volunteer leader may attend Congress, but all must be registered under one of the following categories:

- A. FULL REGISTRATION** - This category is for anyone, youth or adult, who does not have a scholarship. Congress Registration fee of \$215 provides 3 nights lodging, 8 meals, insurance, educational programs, recreation, facility use, and a Congress t-shirt.
- B. Congress Heroes Program** - In an effort to ensure that State 4-H Congress is affordable for all teens wishing to attend, the State 4-H Office and the Virginia 4-H Foundation propose the "Congress Heroes" program. 4-Hers interested in attending State 4-H Congress are encouraged to ask friends, family, and businesses to become a "Congress Hero". **If a 4-Her is successful in securing \$250.00 in Heroes sponsorships, the 4-Her will be refunded half of the registration fee for State 4-H Congress. Those who secure \$300.00 in Clover sponsorships would be reimbursed for the full registration fee to attend State 4-H Congress.** Those who were successful in securing \$300.00 sponsorship and have submitted this amount prior to May 13 will not have to submit payment. If they do not raise the money until after May 13, they will need to submit full payment and we will issue a refund for the \$200 registration fee after Congress is over. Those who were successful in securing \$250.00 sponsorship and have submitted this amount prior to May 12 they will only need to submit payment for \$100. If they do not raise the money until after May 11, they will need to submit full payment and we will issue a refund for the \$100 registration fee after Congress is over. The sponsorship money and form (*found Congress Website*) must be completed for each sponsor and submitted to the State 4-H Office. After the registration deadline, no credits will be applied even if sponsorship is received. All checks will be cashed immediately after receipt; donations are non-refundable, even if the 4-H'er doesn't attend Congress.

Checks and money orders are the only method of payment accepted. Please make these payable to the Virginia 4-H Foundation. The tax deductible gift credit can only be given to the name on the check/money order. If money is collected from numerous sources multiple checks can be submitted and the names on those checks will receive a gift receipts. However, if only one check is written, only the name on that check will receive a gift receipt. All youth who secure *any* amount of Heroes sponsorships will be entered in a drawing for prizes donated by our sponsors and friends. Prizes will be awarded to the top 5 4-H members Congress heros!

- C. ONE DAY REGISTRATION** fee of \$40 provides lunch, insurance, facility use, and a 4-H Congress t-shirt. Delegates who elect to attend Congress only to compete in a state event may register for one day. **ALL COMPETITORS MUST BE REGISTERED BY THE May 13 DEADLINE!**

3. OPTIONAL FEES

A 2016 Congress Delegation photo, Unit photo, and Congress slideshow DVD are all available for \$5.00 each. Service Learning Project support - \$2 per delegate and \$10 per agent.

GENERAL SCHOLARSHIPS

1. **First-time Delegate Scholarship** – The Virginia 4-H Foundation will provide each unit with one \$107.50 scholarship to be used for a 4-H member attending Congress for the first time. VCE employees may NOT use this scholarship.
2. **First-time Adult Volunteer Leader Scholarship** - Each unit may send one first-time volunteer leader to Congress with a \$215 scholarship courtesy of the State 4-H Office. VCE employees may NOT use this scholarship
3. **Virginia 4-H Cabinet Officers/Ambassadors and Advisors** serving on the Congress Planning Team will receive \$70.00 scholarships. (Congress cost to the Cabinet member = \$145) Cabinet Members are to register for Congress through their local extension office. Those recipients are:

Officers:

President: Rachel Kendrick

Vice President: Kailey Blaylock

Secretary: Kailey Blaylock

Reporter/Historian: Ja'Mir Smith

Past President: Abigail Daniels

Mentor:

Ali Gordon, Taylor Reed

All Star Liaison:

VACANT

Ambassadors:

Central District: Ja'Mir Smith

Northern District: Megan Cameron, Abby Durham, Kate Everts, Victoria Mason

Southwest District: Hannah Hayton, Chloe Sutherland, Abigail Vass, Aleia Warren

Southeast District: Nayyanah Anderson, Jimmy Case

Advisors:

Tonya T. Price, Ph.D

Tyler Painter

Crystal Peek

Thomas Woodson

Ruben Brown

Glenda Snyder

GREAT SUMMER SHOWCASE AND CAREER WORKSHOPS

The following information is provided so agents and adult volunteers will know the process used by delegates in selecting and registering for GSS workshops. Adults may participate in workshops if space allows and if no other volunteer role has been assigned for that time slot.

GENERAL WORKSHOP INFORMATION

❖ Great Summer Showcase Workshops:

Delegates have the opportunity to participate in a Great Summer Showcase (GSS) Workshop in one of the following PROGRAM AREAS. The workshop will take place on Tuesday afternoon.

❖ *Animal Science*

❖ *Communication and Expressive Arts*

❖ *Healthy Living*

❖ *Environmental Science*

❖ *STEM: Science, Technology, Engineering and Math*

❖ **Competition Workshops:**

For delegates who will not be competing in competitions on Tuesday morning, we will be offering competition workshops to introduce delegates to the various competition areas available through 4-H. Delegates will choose their top selections during the registration process. We will attempt to grant the delegates first choice; however sessions will be filled on a first come basis. A service learning project will be available for those not wishing to learn to compete.

Workshops include:

1. Wildlife Habitat Evaluation Program (WHEP)
2. Introduction to Land Judging
3. LifeSmarts
4. Extemporaneous Speaking
5. Public Speaking and Presentations
6. Food Challenge
7. 4-H Fashion Revue
8. Teen Opportunities (National 4-H Congress, 4-H All Stars, Teen Excellence in Leadership Institute, and State 4-H Cabinet)
9. Service Learning Project - Heart Healthy Welcome Packs

❖ **Career Tracks:**

On Wednesday morning, Colleges across Virginia Tech will be offering an in-depth view of their particular departments and potential career options available. Virginia Tech has eight Colleges participating and that includes: Agriculture and Life Sciences, Architecture and Urban Studies, Pamplin College of Business, Engineering, Liberal Arts and Human Sciences, Natural Resources and Environment, Science, and Veterinary Medicine. In addition to the colleges within Virginia Tech, there will be alternative offerings during this time as well. For those who have already selected a college or who might not be interested in higher education there will be several other options. Virginia Tech Career Services will offer a workshop on career development. New this year will be a Careers in Agricultural Mechanics and Virginia Tech Corps of Cadets military workshop. In addition, community college possibilities will be showcased. Finally, True Colors, a personality assessment workshop, will be presented. Delegates will choose tracks from among these departments which will be a great opportunity to learn more about post-secondary career and academic options in a relaxed setting.

- ❖ ALL Youth delegates must **choose** and **rank** the workshop tracks according to priorities.
- ❖ GSS workshop registration will occur on a first-registered, first-served basis. Workshop registration will be completed via the 4HOnline Event registration system level.
- ❖ You will receive notice of the workshop(s) that have been assigned to you by late May. If your workshop is incorrect please contact your agent and have them contact the State Office.
- ❖ GSS workshops **cannot be changed** once you have arrived at Congress.
- ❖ Agents and Adult volunteers **should not** register for workshops. Adults will be assigned to assist where needed. Please make sure to note any previous commitments on the registration spreadsheet to avoid being double booked. **Do not** make changes in your GSS volunteer assignments

4-H AGENT'S CONGRESS CHECKLIST

IMPORTANT DEADLINES

- Information Packet Released: **March 24**
- Registration System Goes Live (all information including GSS and competition workshops, College Fair, competition, etc.): **April 15**
- Registration Closes: **May 6**
- All paperwork and payment due to state office: **May 13**

PREPARATION AND RECRUITMENT

1. **Advertise** State 4-H Congress via your 4-H newsletter, newspaper, etc.
2. Identify and **recruit** delegates and volunteers. Use the Information packet and the 2016 Congress website to help.
3. Ensure that every delegate has a **chaperone** of the appropriate gender assigned to him or her and that the adult chaperone to delegate ratio is a minimum of 10:1. If utilizing a chaperone from another unit, **ASK** permission before listing them to ensure ratios are met and they are capable of assuming this responsibility. Make sure the chaperone's name is listed on the registration.
4. Select a 4-H leader who will receive the **first-time volunteer scholarship** and be sure to designate that on your invoice when listing participants (i.e. Susie Smith -Volunteer Scholarship). (The first-time volunteer scholarship is for non-VCE employees)
5. Advise if any delegates are receiving scholarship through district.
6. Identify delegates who wish to participate in 4-H **competitions**. Competition Areas, Policies and Guidelines are included in this packet. **(Please send pictures of those competing at the local level to Melissa Breen 4HCongress@vt.edu or Mellissa Breen, 107 Hutcheson Hall (0419), Blacksburg, VA 24061).**
7. Please encourage your top 4-H'ers to apply for **State 4-H Ambassadors & Cabinet Officer** positions. These are important and fulfilling roles in state 4-H teen leadership. The *Responsibilities, Requirements, and Election Procedures for the Virginia 4-H Cabinet* packet can found at the 2016 Congress web site on April 1. The **deadline** for submitting applications is **May 2**.
8. As part of the 4-H Congress Opening Assembly, we are asking each unit to submit **various pictures from their unit for an opening slideshow. These photos can include competitions, service learning, trainings, education programs, camp, etc. Make sure that those appearing in the photographs have signed a media release form. Photos should be submitted by May 13. Photos can be emailed to 4HCongress@vt.edu or mailed on a CD to Melissa Breen, 107 Hutcheson Hall (0419), Blacksburg, VA 24061.** Please email 4-5 photos with your county designated in the subject line.
9. The 4-H All Stars would like to collect two digital pictures of each delegate who will be tapped into All-Stars, preferably pictures depicting members in their major 4-H project area. **Please email these to Melissa Breen at 4HCongress@vt.edu by April 22. Be sure to include the following in the subject line: "All Star Photo" and the All Star's name.** For example, All Star Photo – Susie Smith.
10. Consider nominating a volunteer from your unit for the **State Congress Volunteer Recognition Award**. This award was created to recognize those individuals who contribute extraordinary service to the Virginia 4-H State Congress. The nomination form can be found on the Congress website.

REGISTRATION

1. **Provide a 4-H Congress information packet** to all delegates and adult volunteers. Information packets are found on the 4-H Congress website <http://www.ext.vt.edu/topics/4h-youth/state-congress/index.html>
Delegates and adults need to **complete the Registration Form, a current health history form/media release, and Code of Conduct Form.**
2. **Complete the registration** of Congress participants no later than **May 6**. See registration details in the Congress management section of this packet.
3. **Collect payment and all forms** (health history, code of conduct, and payment summary sheet) when youth and adults submit their registration materials.
4. **Send all payments** from the delegates and adults to the State 4-H Office. **Payment deadline is May 13**. See details in the "Fee" section of this packet.

UNIT DELEGATE ORIENTATION

1. Schedule unit orientation session(s) prior to Congress. Please don't allow your delegation to come unprepared – provide an orientation. Suggested topics to cover include:
 - A. Review the **Congress mission**
 - B. Review the **Congress schedule**
 - C. Review and discuss **CHARACTER COUNTS! at Congress** and the **Code of Conduct**
 - D. Review **Dress Code**. Be sure to pack appropriate clothing for all Congress activities (Including swimwear if participating in pool activities during Congressional Games).
 - E. Discuss **travel arrangements**
2. Remind delegates that there is to be **no switching of rooms** once they arrive at Congress without permission from their adult chaperone. Adult chaperones must immediately notify the Congress Headquarters of all room changes. Room switching fouls up rosters and makes finding people very difficult in emergency situations. Delegates must post room sign on their door by Monday evening.
3. All Congress participants are expected to **bring bed linens (pillow will be provided), towels, and toiletries** from home. In early summer, the temperature varies, so participants may wish to bring a fan.
4. Advise delegates that they will need to **bring money** if desired for souvenirs. They will have the opportunity to visit the Tech bookstore for souvenirs and they may want to purchase drinks and snacks during the week. Obviously large sums of cash are not necessary or recommended.
5. Review **campaign speeches** and other campaign material of any candidates from your unit that are running for state offices.
6. Encourage delegates to use the water bottles provided them at registration. There will not be bottled water available at the volume in the past, delegates will be expected to use their water bottles. **NOTE: Water bottles are not allowed to be filled in the dining hall! New filling stations have been installed both inside and outside at various locations across campus.**
7. Remind delegates that suggestive dancing is NOT appropriate at 4-H Congress.
8. Remind everyone to be respectful by not using/turning off cell phones at assemblies and in workshops.
9. **June is Dairy Month 4-H Poster Contest** - The top three posters in each age category (junior, intermediate, and senior) at the Unit level may compete for state awards. Posters must be delivered to 4-H Congress Headquarters before 9:00 a.m. on Tuesday, June 28. Posters may be picked up after judging outside Dave Winston's office at 2450 Litton Reaves Hall. Those posters not picked up by Thanksgiving will be discarded.

10. **CENTS FOR SENEGAL:** Virginia 4-H is working in Senegal to involve Senegalese youth in positive youth development experiences. This is an opportunity for us to become involved with the building of a community center and to assist the Senegal youth groups with their fundraising. This is a chance for us to make a connection between Virginia 4-H and the youth groups in Senegal. They need \$2000 - \$3000 for doors, windows, tables, chairs, pots and pans, etc. to complete the community center. Please help them complete the 4-H Community Center and purchase tables, chairs and supplies by donating to Cents for Senegal during 4-H Congress June 27-30, 2016 at Virginia Tech.
11. **Service Learning** - This year, delegates will be engaged in a service project to benefit the New River Family Shelter in Christiansburg. Toiletry supply bags and heart healthy snack packs will be made and given to the shelter to distribute to families when they arrive. In order to have a successful service project, monetary donations are needed to purchase supplies for the bags. During registration in 4HOnline, delegates and volunteers will have the option to make a \$2 donation towards the service project, and agents/Extension staff will have the option to make a \$10 donation. If selected, these donations will simply be added to the total cost of registration for a delegate, volunteer, or agent/Extension staff.

UPON ARRIVAL IN BLACKSBURG

1. **Check-in** – June 27, 1:00 p.m. – 3:15 p.m. Adult and teen participants will arrive on campus. Teen participants will remain in the parking lot with assigned chaperones while adult volunteers proceed to Cassell Coliseum to check-in unit delegation and/or individual delegates. Delegates who leave before the conclusion of Congress must checkout through Congress Headquarters. THE DOORS TO REGISTRATION WILL NOT OPEN BEFORE 1:00 p.m.
2. **Meals** will be provided in a campus dining hall beginning with dinner on Monday evening. Delegates should eat lunch before arriving on Monday (or be prepared to pay for their own lunch on campus). **Lodging** to be announced. Headquarters to be announced.
3. 4-H members and volunteers driving **cars** to Congress must park in designated lots. Parking instructions will be provided in a final Congress information letter; permits may be picked up at check-in. All vehicles must display parking permits while on campus to avoid getting ticketed. Directions are posted on the Congress website.
4. 4-H members are not to drive during the week. Note that this is mentioned in the Code of Conduct.