



CONGRESS 2019

4-H Agent, Program Assistant, and Adult Volunteer Information Packet June 24-27, 2019



Virginia Cooperative Extension

Virginia Tech • Virginia State University

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If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in this activity, please contact Joi Saville, State 4-H Office, at 540-231-9410/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



2019 Virginia 4-H State Congress

TOPIC

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2019 Congress Leadership Staff

Coordinator	-	Tonya Price
Co-coordinator	-	Chad Proudfoot
Administrative Assistant	-	Kathy Sealander
Competition Chair	-	Erika Bonnett
Great Summer Showcase Educational Workshops	-	Sam Fisher and Andy Seibel
Civic Engagement Experience	-	Maurice Smith and Glenda Snyder
Evening Programs	-	Sam Fisher
Share-the-Fun	-	Bethany Eigel and Hermon Maclin
Awards	-	Joi Saville
4-H All Star Activities	-	Barbara Spangler
Head Cabinet Advisor	-	Tonya Price
Medical Staff	-	Chelsey Williams and Jason Oberoi
Multimedia Team	-	Lisa Laliberty, Brian Hairston, & Suzie Irby
Congress Dean	-	Megan Sheets
Assistant Congress Dean	-	Rachel Morris
Past Congress Dean	-	Brian Hairston
Dean of Women	-	Kathy Alstat
Assistant Dean of Women	-	Karen Baker
Dean of Men	-	Reggie Morris
Assistant Dean of Men	-	Carl Frick
Congress Elections Chair	-	Lenah Nguyen
Service Learning	-	VT Engage and Engage Leadership Education Collaborative

District Advisors for Women

Lauren Kopp	- SW
Corissa Vanden Hoek	- C
Kari Sponaugle	- N
Krista Gustafson	- SE

District Advisors for Men

Hunter Romano	- SW
Dillon Robinson	- C
Sam Leech	- N
James Mason	- SE

District Elections Chairs

Crystal Peek	- SW
Cathy Howland	- C
Terry Misch	- N
LaSonya White	- 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.

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, Zoom 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.

State Elections Chair

- Distribute Cabinet Applications to 4-H listserv in a timely manner and send a follow-up deadline reminder email to the 4-H listserv.
- Collect all paperwork and photos from those running for the Officer and Ambassador positions.
- Create the ballots for each district's elections and submit to the State 4-H Office for printing three weeks prior to State 4-H Congress.
- Send letter to candidates three weeks prior to Congress informing them of the election/campaign procedures and associated costs of serving on Cabinet.
- Create election posters for each officer position as well as for candidates running from each district to hang during Congress registration. These posters should be submitted to the State 4-H Office for

approval four weeks prior to Congress so that they can be sent to the Virginia Tech Printing Department.

- Contact District Election Chairs two months prior to Congress regarding their responsibilities. Send reminder email to election chairs two weeks prior to Congress.
- Arrange for distribution of the ballots, pencils, etc. before the election to each District Election Chairs.
- Count ballots and certify results after voting. Inform Tonya Price of results.
- Work with State 4-H Staff in settling disputes and/or problems that may arise regarding the election.

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. It is the responsibility of the 4-H Agent to make sure each Congress delegate is enrolled and active within 4HOnline and all authorization forms are complete and up-to-date. If unit office enrolls youth into 4HOnline on behalf of the member and collect hard copies of the Health Form and Authorizations, the Extension Agent is responsible for submitting hard copies of these forms to the State 4-H Office on or before the June 3 deadline.
3. 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, paid staff, and youth delegates must view the online training/informational modules prior to attending Congress.**
4. 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. This year volunteer assignments are being handled differently. Adults will choose where they would like to volunteer based on specific Congress needs. The volunteer assignments for each day will be broken up into three time sections, Morning, Mid-day and Evening. So, for example, Tuesday assignments will be grouped as Tuesday Morning, Tuesday Mid-Day, and Tuesday Evening. Within 4HOnline, every adult must choose at least one specific duty, for each day of Congress that they would like to volunteer for. It is up to the adult's discretion as to which time grouping they choose to volunteer. Once all the needed spots are filled, that assignment will no longer be accessible within 4Honline. This process will closely mirror workshop registration for youth.

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.

1. **Congress Headquarters Staff** – Assist delegates in resolving concerns related to name tags, room keys, location of delegates and delegate supervisors, location of State 4-H 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**
5. **Great Summer Showcase Educational 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 8:30 AM on Wednesday morning**. 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 at Detrick** – staff are asked to arrive at least **15 minutes early** (8:15 AM) to secure signs and supplies. **WHEN: Tuesday morning and afternoon**
6. **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.**

7. **Service Learning Project Staff** will assist the facilitators to maintain order and flow for the project. **WHEN: 8:30-11:30 AM Tuesday**
8. **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**
9. **Civic Engagement Session Volunteer** will assist in supervising participants during the civic engagement experience. Volunteers will help to monitor doors, activities, etc. Volunteers are asked to arrive at least **15 minutes early (1:30 PM)**. **WHEN: 1:45 PM Tuesday afternoon**
10. **Congress Delegation Picture** staff will assist in assembling delegates for this photo in Lane Stadium (Rain Location will be inside Burruss Hall). **When: Monday at 6:45**
11. **Silent Auction Staff** will assist with organizing silent auction donations, manning the tables, pulling bid sheets at the end of the auction, and contacting winners of the items. **When: Wednesday 11:00 PM – 4:00 PM**
12. **Share-the-Fun Ushers** will convene at the front entrance of Burruss Hall 30 minutes before start of program. One person needs to be assigned to each door, as well as having aisle monitors in the auditorium. Duties include monitoring doors, and maintaining order. **WHEN: Wednesday evening.**
13. **District Meeting Chaperone-** Assist Cabinet with monitoring participants during District Meetings; take adult leadership role as needed. **WHEN: Tuesday Evening.**
14. **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.**
15. **CloverFest Carnival:** Adults will be asked to monitor some of these games/activities in cooperation with the vendor. Work with assigned Ambassadors and District representatives to maintain a safe environment that meets the needs of our vendor and delegates. 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.**
16. **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.**
17. **Ice Cream Social Staff** - Will assist with the passing out ice cream during CloverFest Carnival and with clean-up afterwards as well as maintain order and meeting needs. **WHEN: Tuesday night (8:00 – 9:00 pm) on the Drillfield.**

18. **Guide**-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.**
19. **Fun Run Monitor** – Monitors will be set up along the race path to assist runners in their trek to the finish line.

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, 2019 may attend the 2019 Virginia 4-H Congress. Any youth who turned 19 on or before December 31, 2018 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, Volunteers, and Extension Faculty and Staff must register for Congress via 4HOnline. For units who will be registering delegates on their behalf, should instruct delegates and adult volunteers to bring their completed registration forms, Health Form, and Code of Conduct along with payment to your office prior to May 17. Registration will go live on April 26 and close on May 17.
3. Delegates have an opportunity to sign up for workshops based on their preferences, youth will be able to register for their workshop choices via 4HOnline. Delays in registering in 4HOnline could impact the workshops/service learning opportunities that youth are assigned. For participants with a complete 4HOnline profile inclusive of Health History, the only additional form that will need to be sent to the State 4-H Office is the State 4-H Congress Code of Conduct. The State 4-H Office will print all forms onsite for participants with a completed profile in 4HOnline. If hardcopies of the Health History are collected by the unit office and are not a part of the 4HOnline profile, the unit will need to mail copies of the Health Form as well as the State 4-H Congress Code of Conduct form to the State 4-H Office no later than June 3.
4. Delegates who will be participating in state **competitions** are to mark their choice of competitive events within the 4HOnline registration. A list of competitive events is provided in this packet.
5. It is requested that volunteers and delegates bring the following items to the Unit office ASAP but certainly before June 3. Please submit:
 - Congress fee payment (\$220.00)

If participant does not have a complete 4HOnline profile the following will need to be brought to the Unit Office

- Signed and completed **Health History Form** including the **Media Release Form** (found on the Congress website.
- Signed and completed **Congress Registration Form**
- Signed **Standards of Behavior (adult volunteers)** found on the Congress website.

Make sure to keep a copy of these forms for your records because it will need to accompany delegates while traveling to and from Congress, in the event of an emergency. For participants with a complete and active 4HOnline profile inclusive of Health History and Authorizations, no additional forms will need to be sent to the State 4-H Office. The State 4-H Office will print all health forms and authorizations 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 Health Form and Code of Conduct to the State 4-H Office no later than June 3.

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 and their Great Summer Showcase Educational Workshops 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 April 26. 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. Documentation of appropriate request for payment will be due to the State Office on June 3.
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 Joi Saville (jdyer@vt.edu).

NO REGISTRATIONS will be accepted after May 17.

8. **If participants give permission to be included in media, yes should be marked on the Health History form or authorization section within 4HOnline. If the participants do NOT wish to be photographed or videotaped, NO should be marked on the Health History form or on the authorization section within 4HOnline. 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.
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.
 - Individual payments from registrants must be submitted to the VCE Unit Office in which they registered.
 - Hokie Mart using the State 4-H Congress Invoice with VT Foundation as the vendor
 - Credit Card payment will not be accepted
 - Individual payments from registrants must be submitted to the VCE Unit Office
 - Invoices will be distributed by May 24 to the VCE Unit Offices. Once received, the unit office will be responsible for submitting documentation of appropriate request for payment by June 3.
10. Final registration is dependent on receipt of all forms and documentation of appropriate request for payment Hokie Mart PO or Virginia Tech Foundation Request for Payment by **June 3, 2019** to the State 4-H Office.
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 and these should be posted on Monday as well.

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 Erika Bonnett (ebonnett@vt.edu, 540-231-9411) 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 4HOnline. This fee (\$45) 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**
Documentation of appropriate request for payment must be received by June 3. Refer to payment methods listed on page 10. Paperwork can be sent (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.
- Virginia 4-H Store Items – **cannot be paid through HokieMart.** You must send a separate check to pay for these items.
- **REFUNDS** – Refunds will be provided up until June 5, 2019 however, **a \$25.00 processing fee will be assessed to all cancellations up until June 5. Beginning on June 6, 2019, no refunds will be issued.** All refund requests should come to the State 4-H Office by June 5, 2019.

FEES

1. The full fee is \$220. Unit and Congress delegation photos as well as the Congress DVD are all an additional \$5 each. One day participant cost is \$45. Virginia 4-H Store Items are priced individually.
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 \$220 provides 3 nights lodging, 8 meals, insurance, educational programs, recreation, facility use, and a Congress t-shirt.
 - B. ONE DAY REGISTRATION** fee of \$45 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 17 DEADLINE!**

3. **OPTIONAL FEES**

A 2019 Congress Delegation photo, Unit photo, and Congress slideshow DVD are all available for \$5.00 each. Virginia 4-H Store Items will be priced individually.

GENERAL SCHOLARSHIPS

1. **First-time Delegate Scholarship** – The Virginia 4-H Foundation will provide each unit with one \$110.00 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 \$220 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 = \$150) Cabinet Members are to register for Congress through their local extension office. Those recipients are:

Officers:

President: Olivia Bostic
Vice President: Elle Smith
Secretary: Julia Street
Reporter/Historian: Ruby Dunn
Past President: Megan Cameron

Mentors:

Katie Vanik
Toni Newby
Duncan Williamson

Ambassadors:

Central District: Anna Pantos, Brycen Stratton
Northern District: Claudia Merrill, Abigail Sites, Olivia Morales, Mindi Freed
Southwest District: Maggie Shell, Laken Minnick, Chloe Shupe, Elly Jackson
Southeast District: Sawyer Quesenberry, Jessica Gilley, Prema Subramaniam

Advisors:

Tonya Price, Ph.D.
Claudia Lefevre
Crystal Peek
Thomas Woodson
Glenda Snyder
Jocelyn Pearson

GREAT SUMMER SHOWCASE EDUCATIONAL 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 and Wednesday mornings.

*Animal Science
Healthy Living
Service Learning*

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

- ❖ 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.
- ❖ 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 workshop volunteer assignments

4-H AGENT'S CONGRESS CHECKLIST

IMPORTANT DEADLINES

- Information Packet Released: **March 29**
- Registration System Goes Live (all information including workshops, civic engagement, competition, etc.): **April 26**
- Registration Closes: **May 17**
- Invoices will be distributed: **May 24**
- All paperwork and documentation of appropriate request for payment is due to the state office by **June 3**

PREPARATION AND RECRUITMENT

1. **Advertise** State 4-H Congress via your 4-H newsletter, newspaper, social media outlets, etc.
2. Identify and **recruit** delegates and volunteers. Use the Information packet and the 2019 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.
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 2019 Congress web site. The **deadline** for submitting applications is **May 17**.
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 uploaded into 4HOnline as part of the 4-H Agent's Congress registration.** **Be sure to save your photos with your unit name included.**
9. The 4-H All Stars would like to collect two digital pictures of each delegate who will be tapped into 4-H All Stars, preferably pictures depicting members in their major 4-H project area. **Each 4-H All Star who is being tapped is asked to upload their photos when registering for Congress within 4HOnline.** **Be sure to save your photos with your name and unit included.** **For those who are being tapped, but not attending Congress, please submit your photos to your local Extension Agent.** **The Extension Agent will be responsible for submitting these photos to Joi Saville (jdyer@vt.edu).**
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 have **completed Registration Form, a current health history form/media release, and Code of Conduct Form.**
2. **Registration** of Congress participants must be completed no later than **May 17**. See registration details in the Congress management section of this packet.
3. **Collect payment and all forms** (Health History and State 4-H Congress Code of Conduct) 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 June 3**. 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
 - 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 purchase items from the Virginia 4-H Store 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 4-H Cabinet.
6. There will not be bottled water available at the volume in the past, delegates are encouraged to **bring a water bottle from home or purchase one from the 4-H store. 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. Since lunch will not be provided on Monday, June 24, please encourage your delegates to eat a late lunch or pack some snacks to eat on Monday as dinner will be served late, 7:15 PM.
8. Remind delegates that suggestive dancing is NOT appropriate at 4-H Congress.
9. Remind everyone to be respectful by not using/turning off cell phones at assemblies and in workshops.
10. **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 25. 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.
11. **Service Learning with VT Engage**

The Campus Kitchen is a VT Engage program that combats hunger and food waste by redirecting quality, unserved food from VT Dining Services to area hunger relief agencies. Since launching in fall 2015, we have: Diverted over 132,377 pounds of quality, unserved food from campus to community. Curious how much that is? Well, one female African elephant is 6,600 pounds - so that's about 20 elephants! Worked with six hunger relief agencies and other nonprofits: Radford-Fairlawn Daily Bread, the Giving Tree Food Pantry, Plenty! Farm and Food Bank, New River Valley Agency on Aging, Warm Hearth Village, and the YMCA after school program. Worked with six Virginia Tech dining centers: Dietrick, West End, Owens, Squires, Southgate, and Turner Place. While there isn't the time to take attendees on a regular Campus Kitchen delivery shift, participants will get to learn about food insecurity and participate in a Dry Meal Packing Event. This Campus Kitchen program works with the New River Valley Agency on Aging's Meals on Wheels initiative to provide prepared dry meals for the agency's clients. These meals require only adding hot water, and are easily stored for later use. **To contribute to this effort and to help in the packaging of Cranberry Pecan Oatmeal, Congress attendees are being asked to donate one of the following items:**

<ul style="list-style-type: none">• Quart-sized Ziploc Bags• Quick 1- Minute 100% Whole Grain Oats• 32oz. Instant Non-Fat Dry Milk• 6.5oz. Ground Cinnamon• 1lb box dried cranberries no sugar added from Amazon• 10oz Fisher Chef's Naturals Chopped Pecans	<ul style="list-style-type: none">• 18oz Quick 1-Minute 100% Whole Grain Oats• 32oz. Instant Non-Fat Dry Milk• 4oz. Ground Cinnamon• 1lb box dried cranberries no sugar added from Amazon• 10oz Fisher Chef's Naturals Chopped Pecans
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Most of these items can be found at your local grocery store (i.e. Kroger) or purchased through

UPON ARRIVAL IN BLACKSBURG

1. **Check-in** – June 24, 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 the Student Lounge in Litton-Reeves 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 breakfast on Tuesday morning. Monday's dinner will be a picnic catered meal by an outside provider. Delegates should eat lunch before arriving on Monday (or be prepared to pay for their own lunch on campus). Lodging will be in Pritchard (Males) and Lee (Females). Congress Headquarters will be in Pritchard Lounge.
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.