

4-H Agent, Program Assistant, and Adult Volunteer Information Packet

June 27 – 30, 2023

If you are a person with a disability and desire any assistive devices, services, or other accommodations to participate in this activity, please contact the 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



Virginia Cooperative Extension
Virginia Tech • Virginia State University



www.ext.vt.edu

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2023 CONGRESS LEADERSHIP TEAM

| | |
|--------------------------------|--------------------------|
| Coordinator | Alyssa Walden |
| Co-coordinator | Chad Proudfoot |
| Administrative Assistant | Cheryl Cox |
| Congress Dean | Jake Morgan |
| Assistant Congress Dean | India Pearson |
| Past Congress Dean | Hunter Romano |
| Dean of Women | Malyka Walton |
| Assistant Dean of Women | Deborah Madden |
| Dean of Men | Brian Hairston |
| Assistant Dean of Men | TBD – Northeast District |
| Congress Elections Chair | Maribeth Martin |

| | |
|------------------------------|--|
| Headquarters/Logistics | Chad Proudfoot, Jake Morgan |
| Assemblies | Tonya Price |
| 4-H All-Stars | Glenda Snyder |
| Share-The-Fun | Hermon Maclin |
| Community Service | Bethany Eigel, Cheryl Cox |
| Competitions | Mary Beth Lerch, Katherine Carter |
| Programming | Sam Fisher |
| Volunteers | Chad Proudfoot |
| Workshops | Erika Bonnett |
| Multimedia Team | Brian Hairston, Lisa Liberty, Tim Skiles |

| <u>District Role</u> | <u>Advisor For Men</u> | <u>Advisor for Women</u> | <u>Elections Chair</u> |
|----------------------|------------------------|--------------------------|-----------------------------|
| Central | Dillon Robinson | Lisa LaLiberty | Darla Marks/Maribeth Martin |
| Northeast | TBD | Cathy Howland | Bethany Eigel |
| Northwest | Ben Hindman | TBD | Megan Sheets |
| Southeast | TBD | Karen Baker | TBD |
| Southwest | Bailey Robertson | Chloe Sutherland | Sally Farrell |

CONGRESS LEADERSHIP ROLES AND COMMITTEE STRUCTURE

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 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, is responsible for the programmatic functions of 4-H Congress.

- Provide input to State 4-H Cabinet on the 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 the request in the September quarterly 4-H Agent Meeting and finalized by the December quarterly 4-H Agent meeting)
- Interface and communicate consistently with Congress Leadership Team through the Congress Dean
- Coordinate the 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 the prior budget and determine participant costs and adjustments for the 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 before 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 daily); be prepared with an 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 to serve as Dean the following year.

- Required to provide support (physical presence in the office) to the Congress Dean daily.
- 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 the 4-H listserv promptly 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 them to the State 4-H Office for printing three weeks before State 4-H Congress.
- Send a letter to candidates three weeks before 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 before Congress so that they can be sent to the Virginia Tech Printing Department.
- Contact District Election Chairs two months before Congress regarding their responsibilities. Send a reminder email to election chairs two weeks before Congress.
- Arrange for the 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 the 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.

2023 Committee Descriptions

Headquarters/Logistics – Chad Proudfoot, Jake Morgan

The Headquarters/Logistics committee will be responsible for the overall scheduling and logistics of conducting State 4-H Congress. The main committee members will be a part of the Congress Leadership team. Before the start of Congress, this committee will be responsible for reviewing Congress registrations to ensure all data has been entered, assigning lodging, creating and printing reports, health history forms, etc. During Congress, this committee will help other committees ensure they are prepared for their sections, help with set-up/tear-down, address emerging issues, and coordinate all evening paperwork.

Assemblies – Tonya Price

The Assembly committee will work to prepare all Evening Assemblies. This committee will determine evening emcees, prepare and write scripts, prepare and plan rehearsals and work directly with Virginia Tech production. The Assembly committee will be responsible for stage set-up and overall evening theme and decorations. This team will also relay any specific needs to the headquarters/logistics committee to ensure that all needs are met.

4-H All-Star – Glenda Snyder

The 4-H All-Star committee will serve two purposes. The committee chair will serve as the coordinator between State 4-H Congress and the 4-H All-Star committee. This committee will ensure that the site is ready for the All-Star ceremony and coordinate the logistics with Headquarters/Logistics.

Share-The-Fun – Hermon Maclin, Bethany Eigel

The Share-the-Fun committee will work to prepare the Thursday evening show. This committee will work to highlight youth and alumni from across the state. This committee will also work to create a fair and equitable way to highlight youth and alumni for the performance portion of the evening. This committee will need to work with Assemblies to create and write scripts and determine the evening emcee.

Community Service – TBD

The Community Service Committee will work to determine how to either create community service projects or create service learning opportunities. This committee will create opportunities for all Congress participants, youth and adults to participate during a set period during Congress.

Competitions – Mary Beth Lerch; Katherine Carter

The Competitions committee will work together to prepare and plan for Congress Competitions. This committee will be directed to determine how to incorporate Congress Competitions into the overall schedule. In addition, this committee will ensure that competition rules and guidelines are established and distributed to ensure proper entry during registration. This committee will, also, ensure all awards are ordered and ready for distribution as well as, prepare for award recognition during the Share-the-Fun show. The competition committee will work with the State 4-H Program leader to determine the amount of Congress incentives that are available to each district, as well as a fair and equitable way to divide those incentives per district.

Programming – Sam Fisher

The Programming committee will be responsible for finding additional programming outside of competitions, workshops, and assemblies. This committee will determine the activities and programs for potential down times in the schedule. This committee will work with all committees to ensure that no conflicts exist with other programming, as well as ensure that activities and programs are planned to be inclusive of all 4-H programming.

Volunteers – Chad Proudfoot

The Volunteer committee works directly with volunteers through the other committees. This includes assigning volunteers to teams and preparing and conducting a volunteer orientation at the start of Congress. This committee works closely with other committees to ensure that all programming has adequate volunteers to host a successful event. Individual volunteer assignments are made by the committees overseeing the various tasks.

Workshops – Erika Bonnett

The Workshop Committee will determine a way to solicit and conduct workshops during Congress. Workshops should be inclusive of all 4-H programming. This committee will reach out to determine speaker needs and relay the information back to the Headquarters/Logistics team. The committee will determine what days work best for all attendees to participate in Congress workshops.

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 with 4-H Online and that all authorization forms are complete and up-to-date. If authorizations are not complete and up-to-date within 4-H Online, the 4-H Agent is responsible for working with the youth to become an enrolled 4-H member. Paper enrollment and registration papers **will not** be accepted. Please note that State 4-H Congress has its own Code of Conduct Form which must be completed as a part of the Congress registration process in 4-H Online
3. Agent/volunteer orientation is very important. Meetings will take place during the afternoon on Tuesday. Please check the schedule for specific times and locations. **All adults are expected to view all of the pre-recorded training videos and attend the mandatory sessions on Tuesday.** This session will review specific guidelines, schedules, volunteer assignments, and changes from the year before or since registration.
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.
 - CHARACTER COUNTS! ®: The six pillars of character are trustworthiness, respect, responsibility, fairness, caring, and citizenship. They provide the foundation for which Virginia 4-H character is grounded. Each participant will be expected to use these six pillars to guide their thoughts and conduct throughout the week. As an adult at Congress, you will be provided with ribbons in your registration packet which mark the six pillars of character. We will be celebrating one or two pillars each day. As you encounter youth delegates that you believe exemplify those pillars in their actions, you will be able to celebrate this positivity by giving them a ribbon for that pillar to add to their nametag. If you run out of ribbons, please stop by Congress Headquarters to get more. The pillars we will celebrate each day are:
 - Tuesday, June 21 – Respect & Trustworthiness Day
 - Wednesday, June 22 – Caring & Responsibility Day
 - Thursday, June 23 – Citizenship Day
 - Friday, June 24 – Fairness Day
 - **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 agents and adult volunteers to be responsible for jobs assigned by the State 4-H Office. This year volunteer assignments are being handled differently.

Each adult attending State 4-H Congress is expected to serve in a volunteer role each day to help ensure a positive experience for our youth delegates. The Volunteer Committee will be making assignments to help with these efforts. Unless the Volunteer Committee approves of a change, each adult is expected to perform their assignment(s) each day. Many tasks can be anticipated, while others occur on an “as needed” basis. We ask that each adult be flexible and willing to jump in wherever needed.

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.

For 2023, the Volunteer Committee and Congress Leadership Team have identified broad categories to classify the multitude of volunteer duties that might occur at Congress. These categories will help target the specific volunteer assignments that adult volunteers/chaperones might be assigned to. Adults will be asked to indicate their order of preference for volunteer assignments throughout Congress. This will be requested on the Congress Registration Form.

Facilities Team

Team members are responsible for helping with directional signage, supervision, and movement of Congress delegates, and serving as staff for dances/evening activities.

Headquarters Team

Team members will work with the Headquarters Committee and be called upon to answer questions, work with healthcare needs, and assist with the administration of Congress Headquarters. This will include staffing the headquarters during program functions and other events.

Operations Team

Team members will serve as assembly ushers, workshop room monitors, assist with Congress photos, monitor district meetings/elections, and provide dorm supervision.

Program Team

Team members will provide support for service learning activities, and programmatic events such as the fun run, and assist with refreshments.

4-H CONGRESS MANAGEMENT INFORMATION

GENERAL INFORMATION

1. **4-H delegates attending Congress are expected to participate in an orientation on the 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 have behavioral expectations clearly outlined.
2. 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, 2023, may attend the 2023 Virginia 4-H Congress. Any youth who turned 19 on or before December 31, 2022, 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 4-H Online. All delegates, volunteers, and Extension Faculty and Staff must be enrolled members within the 4-H Online system.
3. Delegates will be asked to select their top five (5) Educational Workshop selections during the registration process. Once workshop capacities are established and final workshop times are assigned, delegates will be placed in one of their selections. Best efforts will be made to get all delegates in their top choices, but final workshop assignments will depend on interest and participation in the particular workshop. Workshop assignments will be distributed in the Congress Welcome packets. Once workshops are assigned, there will be no changes in workshop assignments upon arrival at Congress.
4. Delegates who will be participating in state **competitions** are to mark their choice of competitive events within the 4-H Online registration. A list of competitive events is provided in this packet.
5. Be sure to have a copy of everyone's health form and code of conduct when traveling to and from Congress in the event of an emergency.
6. **REGISTRATION PROCESS FOR DELEGATES AND ADULTS:** Registration will be online only through 4-H Online. All participants must be enrolled 4-H members or adult volunteers. Registration is available through enrolled member family accounts at: <https://v2.4honline.com>. Registration will close at 11:59 PM on May 26th, 2023.

7. **REGISTRATION PROCESS FOR FACULTY AND STAFF:** Faculty and Staff will need to register for Congress using 4-H Online as well. Each Extension Faculty/Staff member must create a personal member profile within 4-H Online to ensure they are properly enrolled. For more information, please see the tip sheet on [How VCE Faculty/Staff need to enroll](#). If you should have any problems or questions about this process, please contact a member of the 4-H Online Training Team.

NO REGISTRATIONS will be accepted after May 26.

8. **If participants give permission to be included in media, yes should be marked on the consent form within the 4-H Online registration system. If the participants do NOT wish to be photographed or videotaped, NO should be marked within the 4-H Online registration system.** 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 Slideshow.
9. All delegates, both youth and adults, will be responsible for their Congress registration payments directly to their unit offices.
- After the registration process each participant will receive an email confirmation that their registration has been submitted. Once the agent approves the registration, the participant will receive a second email with payment details.
- A. Check Payment – If the delegate's unit is not covering the cost of Congress Registration, then delegates will need to submit their Congress registration fee of \$270 directly to the Unit office. Delegates will need to reach out to their unit office to verify whom to make the check payable to, as well as the unit's payment deadline.
- B. Need-Based Scholarship – Youth may be requesting a need-based scholarship to State 4-H Congress. Scholarships will be determined after the registration deadline and will be applied directly to the youth's registration. If a youth has requested a need-based scholarship, then we are asking that they pay \$170 until a determination has been made. Scholarship applications will be reviewed at the State-level and the youth and unit office will be copied on the award notification email. If the youth is not approved for the need-based scholarship, unit offices will need to follow up to ensure the remaining \$100 is collected at the Unit level.
10. 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 emergencies. Each delegate will be supplied with a room sign to place on their door; it will be required for all delegates to post on Tuesday. 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.

11. Please refer to your local Extension agent for a list of policies and guidelines about State 4-H Congress Competitions. Contact Mary Beth Lerch (mblerch@vt.edu, 703-792-4536) about issues related to Congress competitions. **Be sure to note special equipment (piano, CD player, etc.) requirements on your delegate's registration.** All requests will be considered and met where possible.
12. All one-day delegates participating in a competitive event must be registered for Congress using 4-H Online. This fee (\$60) covers one meal on competition day, insurance, a t-shirt, and registration. One-day delegates must arrange for their transportation and lodging if remaining in the area overnight. **NOTE:** All "one-day" delegates will receive an email before Congress with instructions on the location and time of their competitive event, and a campus map. One-day delegates will receive a Parking Pass upon check-in for Congress Competitions. Delegates must report to the competition registration area to pick up their check-in packet and t-shirt and parking pass. 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.

FEES

1. Any enrolled senior 4-H member and adult volunteer leader may attend Congress, but all must be registered under one of the following categories. The full fee is \$270. Additional items, such as photos, slideshow, and Congress memorabilia will be available for purchase during the registration process.

Registration Structure and Fees:

- ✿ Full Congress Registration - \$270/person
 - For both Youth and Adults
 - Includes
 - Lodging for Tuesday, Wednesday, and Thursday nights in Air-Conditioned Dorms (double occupancy)
 - 8 meals
 - Breakfast on Wednesday, Thursday, and Friday
 - Lunch on Wednesday and Thursday
 - Dinner on Tuesday, Wednesday, and Thursday
 - Congress T-Shirt
- ✿ One-day Competition Registration - \$60/person
 - For both Youth and Adults
 - Includes:
 - Congress T-Shirt
 - One meal (either lunch or dinner in Dietrick Hall or Wednesday evening).
 - Preference needs to be listed on the registration

☘ A La Carte Items

- Color Fun Run/Walk
 - \$15 to participate; proceeds will help support State 4-H Congress
- Digital 2023 Congress Slideshow - \$5
- Congressional Delegation Photo - \$5
- Unit Photos - \$5

GENERAL SCHOLARSHIPS

1. **First-time Delegate Scholarship** – The Virginia 4-H Foundation will provide each unit with one \$135.00 scholarship to be used for a 4-H member attending Congress for the first time. VCE employees may NOT use this scholarship.
2. **Adult Volunteer Leader Scholarship** - Each unit may send one volunteer leader to Congress with a \$270 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 = \$200) Cabinet Members must register for Congress through their member profile within 4-H Online. Those recipients are:

Officers:

President: Burgin Peek

Vice President: Harper Miller

Secretary: Kelli Garrett

Reporter/Historian: Ryley Crabtree

Ambassadors:

Central District: Ty Hairston, Layla Edmonds, Tama'ra King, Nia Davis

Northeast District: Oishee Sinha, Zanna Anderson, Stella Pettit, Mary Grace Menuey

Northwest District: Aiden Ockerman, Ava Cook

Southwest District: Clint Wilson, McKenzie Wise, Ryley Crabtree

Southeast District:

Mentors:

Alice Milton

Eleni Kasianides

Advisors:

Tonya T. Price, Ph.D.

Carly Wright

Crystal Peek

Hannah Bishop

Jocelyn Pearson

Jake Morgan

Ex-Officio Member

Abbie Moore (4-H Centers)

4. **Army Youth 4-H Event Scholarships** – The Army 4-H Military Partnership Outreach & Support Project for Virginia is providing a limited number of 4-H event scholarships for youth ages 5 to 18 of Army-Connected families living in Virginia. These scholars will be awarded on a first-come, first-served basis. Eligible youth may live on or near an installation or live in communities across the state. Scholarships awarded can be used to assist with the cost to participate in Virginia 4-H camping opportunities or State 4-H Congress. The military parent of the youth must currently be serving in one of the following: **Active Duty Army, Army Reserve, or Army National Guard**, at lojones@vt.edu or call 804-712-8467.
5. **Virginia Youth in Action Award Winner Scholarships** – The four winners of the Virginia Youth in Action Awards will receive a full scholarship (\$270.00). For 2023, those winners are Alice Milton, Kelli Garrett, Jack Woodard, and Nikhita Saravanan.

STATE 4-H AREAS OF COMPETITION

Held at State 4-H Congress; Congress registration (1 day or 4 days) required

Egg Preparation Demonstration

Extemporaneous Speaking

Discussion Meet

Rules can be found at: <https://www.vafb.com/membership-at-work/farmers-in-action/young-farmers>

Fashion Revue-Constructed Garment

Fashion Revue- Purchased Garment

Presentation – Animal Science – Dairy/Livestock/Poultry/Horse/Camelid/Domestic Food or Fiber Animal

Examples: How to Groom a Horse, Dairy Free Stall Barn Design, How to Shear an Alpaca

Presentation – Animal Science – Pet

Examples: Geckos, Dogs, Cats, Exotic animals

Presentation – Careers, Entrepreneurship, & Economic Education

Examples: How to Start Your Own Business, Careers that Interest Me, How to Budget Money

Presentation – Citizenship and Leadership

Examples: The History of the Constitution, How to Be a Good Citizen in My School, Parliamentary Procedure

Presentation – Food Demonstration (includes food preparation)

Examples: How to Make Chocolate Chip Cookies, How to Preserve Garden Vegetables

Presentation – Food Knowledge

Examples: How to Prevent Foodborne Illness, Cooking Methods for Beef, Gluten-Free Recipes

Presentation – Home, Family & Personal Management

Examples: How to Prepare Meals on a Budget, Furniture Upholstery, How to Manage Your Time More Efficiently

Presentation – Natural Resources & Environmental Education –

Examples: Forestry, Wildlife, Conservation, Fisheries, Recycling

Presentation – Nutrition, Health, and/or Fitness

Examples: How to Prepare to Run a 5K, Proper Tooth Care and Hygiene, Vitamins and Minerals

Presentation – Outdoor Adventure, Sports & Recreation

Examples: Fishing, Hunting, Trapping, How to Dribble a Basketball, Safety Gear for Rock Climbing

Presentation – Communications & Performing Arts

Examples: Ballet, Knowledge presentations about instruments (How to Care for your Violin), HAM radio, How to Give a Presentation

Presentation – Plants, Soils, & Entomology

Examples: The Importance of the Honey Bee, establishing a Community Garden, Amending Soil to Grow Fruit Trees, How to Grow a Plant from a Seed, Understanding Invasive Plant Species

Presentation – Shooting Education

Examples: Understanding Shooting Disciplines, Precision and Accuracy for Hitting the Target, Safety Whistle Commands on the Archery Line

Presentation – Science, Technology, Engineering, Math (STEM Topics)

Examples: Minecraft, Coding, Web Page Design, Gravity, The Importance of the Triangle in Designing Structures, How to Use a 3D Printer, How to Create Effective PowerPoint Presentations

Presentation – Visual & Creative & Constructive Arts

Examples: Tie Dye, Friendship Bracelets, How to Make Paper, Duct Tape Art, How to Compose a Photo, Architecture Styles, How to Use a DSLR camera

Public Speaking

Radio Spot/4-H Promotion

Science Fair Presentation & Display Experiments, Research

Share the Fun – Combination

Share the Fun – Dance

Share the Fun - Drama

Share the Fun – Instrumental

Share the Fun – Variety

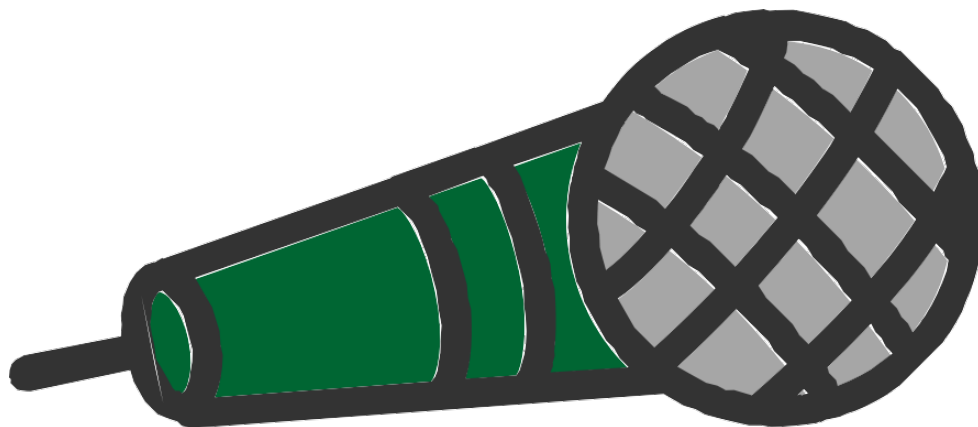
Share the Fun – Vocal

Table Setting

2023 State 4-H Congress Competition Policies and Guidelines

1. Participants have a responsibility to review the rules, resource documents, and score sheets with their local 4-H Agent.
2. State contests will use the rules, score sheets, etc. posted only on the competition's web page listed above, regardless of how qualifying county and district contests are run. Local units and districts are encouraged to adopt and abide by the state rules out of fairness to youth participants. For contests in which there is a national event, contestants should check the national rules for any differences at that level of competition.
3. 4-H Congress (and therefore state-level competition at Congress) participation is limited to senior age 4-H youth, those ages 14-19 as of September 30 of the 4-H year. Mixed-age acts that competed at the unit or district level will be ineligible at the state level. (Example: four young people in a Share-the-Fun act where at least one is age 13 or less would not qualify.)
4. All Congress competitors must have participated in a qualifying event whether at the unit or district level, depending on the local situation. All units and districts are encouraged to hold contests before Congress.
5. A list of sample topics is provided for additional information only. Participants are not limited to subjects but do have to fit into one of the above categories. Contestants should be prepared to show judges the connection/correlation to the category area. Judges' or contest managers' decisions are final.
6. Competition scoring will follow the Danish Awards System (Blue: 90-100; Red: 75-89; White: 74 and below). Overall high score blue ribbon winner in each category will receive a medal. Modifications have been made for competition categories where the total score is greater than 100 points.
7. A 4-H member can participate in only one competitive event during Congress even if he/she qualified in more than one contest at previous levels of competition. It is difficult when youth are assigned to multiple competitive event locations and difficult to arrange the scheduling of two competitions to accommodate one individual at two different events.
8. At 4-H Congress, the Share-the-Fun contests have limits on the number of acts each unit can send. Each unit may send one act per Share-the-Fun category.
9. A unit may send more than one participant in all competition categories except Share-The-Fun. For example, a unit may send more than one 4-Her to compete in public speaking, fashion revue, presentations, etc. Check specific team contest rules for the number of teams and the number of participants on a team allowed in state competitions.
10. The genre of presentations, demonstrations, public speaking, STF acts, fashion review garments, etc. must remain consistent between unit/district and state competitions. Improvements based on input provided by the last judging panel can be incorporated, but the genre of the work cannot be changed.
11. Once a youth is the overall state winner in a competition category, he/she cannot compete in that category again at the state level. For instance, if a youth is the overall winner in vocal, he/she cannot compete in vocal again but could compete in another category such as instrumental, variety, forestry, or foods, etc. State medal winners should not repurpose their act to try to fit into another category in another year.

12. State competition contestants are encouraged to attend 4-H Congress, but are not required to. Competitors may register as one-day participants to compete. Pre-registration is required; see Congress information for deadlines.



*Calling all 4-H Youth and Adults!
Not competing in Share-The-Fun but want to share your awesome
talents at the 2023 Congress?*

*Please submit a 60 - Second video
highlighting your performance using this Dropbox address
by Friday May 19th.*

*You will receive an email if selected to perform during a Congress
Event.*



Educational Workshops

Workshop Descriptions

Wednesday– June 28

Delegates will be asked to rank their Educational Workshop selections during the registration process. Once workshop capacities are established and final workshop times are assigned, delegates will be placed in their ranked selections. Once workshops are assigned, there will be no changes in workshop assignments upon arrival at Congress.

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| Virginia Tech: Application Process and Workshop | An intimate workshop describing the application process to Virginia Tech and the key components of a successful application. | Morning |
| Interviewing 101: Acing your next interview! | Youth will gain skills to help through the interview process. Participants will learn about proper dress, First Impressions, Proper handshake, keeping eye contact, and many other skills to help you land whatever your next interview is for. | Morning |
| L.E.T.'s Go! Building Confidence through Leadership, Etiquette, and Teamwork | Join the Northeast District 4-H Cabinet Ambassadors for a fun-filled workshop that will focus on building life skills, such as how to carry yourself with confidence, prepare for job interviews, become a strong team player, and develop or expand your leadership skills. | Morning |
| Making Change - Literally! | Do you handle money as part of your job or maybe a concession stand? Do you panic when people pull out cash? Especially after you've already entered the total in the cash register or computer? Fear not! With a few basic skills, you can easily make change with cash, and be confident you've done it correctly. Using play money, we'll teach you how to "count back" change and provide plenty of practice opportunities. We'll also throw in some customer service skills training so that you're ready for your summer job! (Or working in a concession stand for 4-H or high school sports.) | Afternoon |
| 4-H Food Challenge | Participants will learn about preparing nutritious meals, budging, and practicing food safety. Within the last 40 minutes, teens will be challenged to prepare a meal. | Afternoon |
| Navigating the world of College Equestrian Sports | The world of College Equestrian has grown significantly in the last few years. I will build a presentation that focuses on the diversity throughout various disciplines and colleges that offer Equestrian programs. I will also put together a panel of coaches together for a round table discussion. | Afternoon |
| How would you vote? (How do your values affect the decisions you make?) | This workshop is based on an activity from the Mecklenburg 4-H Innovative Leadership Academy. Focusing on local government, participants will discuss the ideal qualities of a leader. We will also talk about leadership styles and how they may be affected by a person's values. After a series of activities designed to help participants identify their values, we will watch a clip of a rather heated debate that took place during a recent local government meeting. We will analyze this clip to decide if the arguments made may have been a reflection of the council members' values. Participants will then share how they would have voted on the issue! | Afternoon |
| Plant disease diagnosis with spectral imaging and DNA sequencing | Learn about the importance of early disease diagnosis using different technologies. We will emphasize the impact of plant disease on food security. | Afternoon |
| STEM Majors in Sustainability, Conservation, and Environment | There is a huge demand for STEM graduates in the world, and students/parents often feel it's essential to get a "good" job. However, environmental careers are often overlooked when students think of STEM. This session seeks to change that mindset by introducing "other" STEM disciplines for your students to consider and showcase in-demand career fields that are desperate for people. | Morning |

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| | <p>Virginia Tech is the #1 ranked natural resources college in the nation, and most graduates from our program enjoy a nearly 100% job placement rate and starting salaries above \$60K/year! Students will learn about our cutting-edge, in-demand STEM programs and how to identify environmentally focused careers and majors that suit them. The session will also include an overview of our holistic approach to academics, a fun and interactive careers/major matching quiz activity, and most importantly—tips on how to get accepted to Virginia Tech!</p> | |
| Acting & Improv with Mill Mountain Theatre | <p>The first 45 minutes of the workshop will be Mill Mountain Theatre's touring production of Mad Libs Live!</p> <p>Our story begins at the finals of Teen Superstars, the live TV show that will determine the most popular singing group at Blankville Central High. Virtuosa, Gogo, Geyser, and Merrily seem to have nothing in common – until just before airtime, when they realize that their songs are missing words! In the spirit of the “World’s Greatest Word Game,” our gang fills in the blanks with words from the audience! This truly interactive musical changes at every performance – thanks to you! Will GoGo get the girl? Will Geyser make new friends? Will Merrily come out of her shell? Will Virtuosa get out of the spotlight? And who will be the next Teen Superstars?? There is only one way to find out: Mad Libs Live!</p> <p>After the performance, there will be a Q&A session with the actors about what it's like to work as an actor and live on the road. Then the remainder of the workshop will be various acting and improv games.</p> | Afternoon |
| Leadership Strengths Escape Room | <p>Leadership requires collective problem-solving, leveraging the potential of individuals' strengths. This workshop will introduce participants to the strengths-based leadership framework and allow them to experience the concepts through an escape room activity. Participants must crack codes and solve puzzles to successfully access a lockbox of prizes. Get ready; the clock is ticking!</p> | Afternoon |
| "Using Hydroponics to Grow Food for Sale or Personal Use" | <p>Hydroponics is becoming an important method for us to grow food and is considered a type of Controlled Environment Agriculture (CEA) tool. Governor Youngkin proclaimed that March is now CEA month because "indoor farming is employing new and efficient technologies that make local, sustainable produce available to more communities." We will share what hydroponics is and how it is used to grow food to inspire the next generation of agriculture leaders, as well as provide a figure for women's entrepreneurship and inventorship in both STEM and agriculture. We will walk through various topics like business planning, choosing a crop, the different types of hydroponic systems and why they are useful and different, how to use them to grow your food or sell the crop, and then provide hands-on with some of our equipment and tools.</p> | Morning |
| Companion animal science: Learning from our closest companions | <p>Have you ever wanted to know what your cat or dog is thinking? Companion animal science is a flourishing research field and can help us understand our cats and dogs better. We will discuss how to read cat and dog behavior, and how to use positive reinforcement to communicate with your cat or dog. We will ask a dog and cat about their favorite treats. We will discuss cooperative care and we will watch a dog be trained using shaping.</p> | Afternoon |
| Healthy Living Mash Up! | <p>Health can mean so much! In this session, we will explore smoking/vaping, mindfulness, and how we can be more in touch with the here and now, physical and mental well-being through yoga, and healthy eating with a spin on our blender bike.</p> | Afternoon |
| Drones Exploration - Workshop 1 (weather permitting) or Workshop 2 (backup plan) | <p>During this workshop, if the weather is good, we will fly drones. Youth will work as teams to fly assigned missions based on farming situations, ie. Which sheep is sick? How many sheep are standing outside the barn? How many sheep are at the water trough? The youth will use the drone camera to answer the mission</p> | Afternoon |

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| | <p>question. Laminated sheets include numbered sheep, water troughs, barns, coyotes, etc. will be used.</p> <p>if the weather does not cooperate we will do a computer lab exercise using Open Drone Map. Youth would have the ability to create a (small) image mosaic and to explore the image mosaic (digital map) using Open Drone Map.</p> | |
| STEM in Sports Field Management | This workshop will highlight STEM principles utilized by turfgrass managers every day in managing athletic fields, including at Virginia Tech's very own Worsham Field. Students will engage with soil science concepts that promote a healthy and high-quality turfgrass surface, discover new industry tools and technologies to implement precision turfgrass mgt., learn about engineering principles and design properties that separate professional mowers from residential equipment used for lawns, and will calculate how much water is required to irrigate the football field! | Afternoon |
| Game Changineer: Computational Thinking with AI | Introduction to computational thinking, artificial intelligence, and creating video games in plain English. Create your video game in just minutes, guided by artificial intelligence, while simultaneously learning many computing concepts of abstraction, algorithmic thinking, problem-solving, debugging, and critical thinking. Target students are Grades 6 through 12. No prior programming experience is necessary. | Afternoon |
| Effective Networking: Mingle Like You Mean It! | Mingle Like You Mean It! will focus on effective networking and developing/enhancing the skills you need to get yourself noticed for educational, enrichment, and employment opportunities. We will discuss and demonstrate strategies and skills that will help you make a good first impression. | Morning |
| Agribusiness from A to Z: What's In It For Me? | Introduce participants to the breadth and depth of the agribusiness industry, including all sectors from input supply to farming to output marketing. Share career opportunities and educational pathways. | Morning |
| Livestock, Robots, and the Environment | The use of robotic technologies is expanding in agriculture, but no one has explained that to the cows... In this workshop, we explore the interactions between livestock and robotic technologies, and how both influence the environment through climate changes and shifts in water quality. We will highlight different ways in which robots and livestock can interact, to try to reduce the stress incurred by animals during the introduction of new technology into their environments. In addition to showcasing robotic technologies and their interaction with different livestock species, this workshop will discuss career opportunities in the precision livestock farming areas, and the types of training and experiences needed to be successful when using these technologies on farms. | Morning |
| How Soil Can Protect Our Water | Learn about how proper soil management can improve water quality, | Morning |
| International Development and Positive Youth Development - what could your future look like? | Come learn about the vast opportunities in the international development sector and open their minds to this opportunity for future careers! We will complete activities that will allow them to see what a job in international development would be like. | Afternoon |
| Plant Diseases and Why Are They Important? | Show-and-tell disease symptoms presentation to learn about plant disease. | Morning |
| Lights, Camera, ACTION! | Join Heather Massie, professional actor/writer and 4-H All-Star. in a hands-on workshop where creativity takes center stage. This workshop will focus on ensemble building, improvisation, and performance skills. | Morning |
| Women in STEM | Learn from visiting artist Heather Massie about the impact women have made in the field of STEM. Participants will learn more about Hedy Lamarr's role in the field as well as other female contributions to today's technology. | Morning |

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| Human-Centered Design in a Global Setting | Learn from visiting 4-H Senegal Volunteer about how to design activities using human-centered design with a global flair! This will be a hands-on, fun workshop that will help you plan and implement activities in your local community | Afternoon |
| TEAMBuilding: Together Everyone Achieves More! | This interactive workshop will focus on the most important concepts of team building: communication, empathy, and trust. Whether you are a 4-H Camp counselor or not, you will have the opportunity to gain valuable life lessons that you will use for the rest of your life. Come prepared to do activities and move around – this will not be a lecture-style workshop! | Morning |



4-H AGENT'S CONGRESS CHECKLIST

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 2023 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 **volunteer scholarship** and be sure to designate that via email to waldenaw@vt.edu
5. Send an email to waldenaw@vt.edu confirming the youth delegate that will receive **the first-time delegate scholarship**.
6. Advise if any delegates are receiving other scholarships through the district.
7. Identify delegates who wish to participate in 4-H **competitions**. Competition Areas, Policies, and Guidelines are included in this packet.
8. 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 be found on the 2023 Congress website. The **deadline** for submitting applications is **May 5**.
9. 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, pieces of training, education programs, camp, etc. Make sure that those appearing in the photographs have signed a media release form. Photos should be uploaded to 4-H Online as part of the 4-H Agent's Congress registration. Be sure to save your photos with your unit name included.**

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 their enrollment directly in the 4-H Online system.
2. **Registration** of Congress participants must be completed no later than **May 26**. See registration details in the Congress management 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 emergencies. Delegates must post a room sign on their door by Tuesday evening.
3. All Congress participants are expected to **bring bed linens, towels, and toiletries** from home. We will be staying in an air-conditioned dorm.
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. 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. Encourage delegates to bring and use a personal water bottle. 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.

Upon Arrival in Blacksburg

1. **Check-in** – June 27, 1:00 PM – 3:30 PM Adult and teen participants will arrive on campus. All youth delegates and adult chaperones will proceed to West Ambler Johnson lobby to check in to receive their registration packets and dorm room assignments. Delegates who leave before the conclusion of Congress must checkout through Congress Headquarters.
2. **Meals** will be provided in a campus dining hall beginning with breakfast on Wednesday. Tuesday's dinner will be a picnic catered meal by an outside provider. Lodging will be in West Ambler Johnson. Congress Headquarters will be in the West Ambler Johnson lobby.
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 email; permits may be picked up at check-in. VCE employees attending Congress are responsible for purchasing their own parking passes. 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.