



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

June 21 - 24, 2022

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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**We need you to help us celebrate
100 Years of Hands to Larger Service.**

We are collecting photos from the past 100 years of 4-H Congress.

Please send in your Congress photos at:
<https://forms.gle/HjjRmQ3czWzKrN3ZA>

by May 25th
to have your photos featured during this year's Congress.

<https://forms.gle/HjjRmQ3czWzKrN3ZA>

2022 CONGRESS LEADERSHIP TEAM

Coordinator Joi Saville
 Co-coordinator Chad Proudfoot
 Administrative Assistant Kathy Sealander
 Congress Dean Hunter Romano
 Assistant Congress Dean Jake Morgan
 Past Congress Dean Tara Brent
 Dean of Women Kasey Fioramonti
 Assistant Dean of Women Robbie Morrison
 Dean of Men Chris Lichty
 Assistant Dean of Men Brian Hairston
 Congress Elections Chair Crystal Peek

Headquarters/Logistics Joi Saville, Hunter Romano
 Assemblies Tonya Price; Carly Wright
 4-H All-Stars Glenda Snyder, Kim Monroe
 4-H Alumni Jamie Cowell-Lucero
 CloverFest Celebration Hermon Maclin, TeamTri
 Community Service Tara Brent
 Competitions Mary Beth Lerch
 Programming Sam Fisher, Brian Hairston
 Volunteers Chad Proudfoot, Dillon Robinson
 Workshops Erika Bonnett, Chantel Wilson
 Multimedia Team Brian Hairston, Lisa Liberty, Tim Skiles

<u>District Role</u>	<u>SOUTHWEST</u>	<u>CENTRAL</u>	<u>NORTHERN</u>	<u>SOUTHEAST</u>
<i>Advisor for Men</i>	Tyler Painter	Dillon Robinson	Ben Hindman	James Mason
<i>Advisor for Women</i>	Kelly Rose	Maribeth Martin	Lenah Nguyen	Jonette Mungo
<i>Elections Chair</i>	Chloe Sutherland	Cathy Howland	Kim Monroe	Bethany Eigel

**Carly Wright will serve as District Elections Chair for the Northeast District.

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 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.

2022 Committee Descriptions

Headquarters/Logistics – Joi Saville; Hunter Romano

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 Congress Leadership team. Prior to 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, coordinate all evening paperwork.

Assemblies – Tonya Price; Carly Wright

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 and TeamTri. 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; Kim Monroe

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.

4-H Alumni Relations – Jamie Cowell-Lucero

The 4-H Alumni Relations committee will also be responsible for planning and preparing for an Alumni Engagement session. Former 4-H alumni will be invited to this event. This committee will prepare a separate schedule that does include some co-mingled events, such as CloverFest Celebration. This committee will work directly with Headquarters/Logistics to ensure space has been reserved and accommodations have been made.

CloverFest Celebration – Hermon Maclin; TeamTri

The CloverFest Celebration committee will work to prepare the Thursday evening celebration 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. Audience will include alumni and donors, as well as Congress delegates and chaperones. This committee will need to work with Assemblies to create and write scripts and determine evening emcee. This committee will also work directly with TeamTri and prepare for a potential of streaming this event. A recognition ceremony will recognize the recipients of the Emerald Clover, Friends of 4-H, and Youth In Action.

Community Service – Tara Brent

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

Competitions – Mary Beth Lerch

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; Brian Hairston

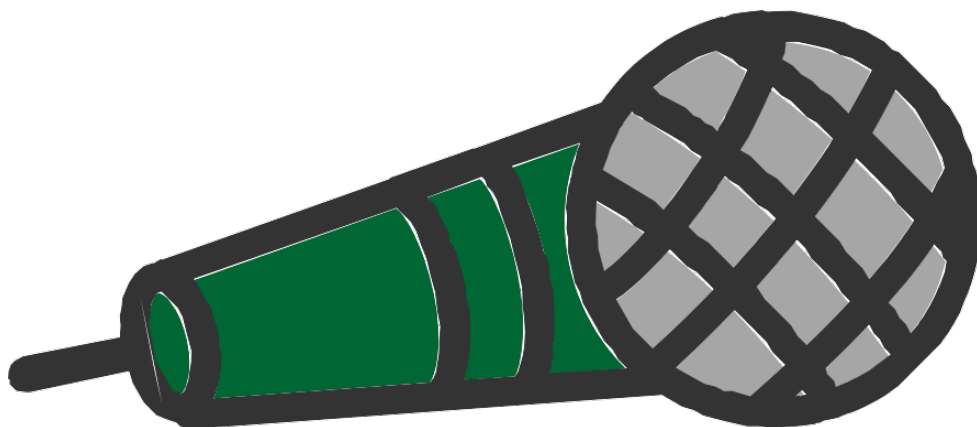
The Programming committee will be responsible for finding additional programming outside of competitions, workshops, and assemblies. This committee will determine the activities and programs for potential down times in the schedule. This committee will work with all committees to ensure that no conflicts 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; Dillon Robinson

The Volunteer committee will work directly with the volunteers. This will include preparing volunteer assignments, preparing and conducting volunteer orientation at start of Congress, and ensuring that all volunteers are at their assignments. This committee will work closely with all other committees to ensure that all programming has adequate volunteers to host a successful event.

Workshops – Erika Bonnett/Chantel Wilson

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.



*Calling all 4-H Youth and Alumni!
Share your awesome talents at the 100th anniversary of
Virginia 4-H at 2022 Congress!*

*Please submit a 60 - Second video
highlighting your performance using this Dropbox address
by Friday May 20th.*

<https://leadable.info/VA4-HTalent>

*We want to witness Virginia 4-H's most talented and impressive acts
for this year's "100 Years of 4-H Celebration" show!*

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 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, thus the 4-H Agent will have to submit hard copied of the State 4-H Congress Code of Conduct for all delegates attending Congress.
3. Agent/volunteer orientation is very important. Meetings will take place during the afternoon on Tuesday. Please check the schedule for specific times and location. **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 prior 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 own 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 agent 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 be 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 2022, 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, programmatic events such as the fun run, and assisting with refreshments.

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, 2022 may attend the 2022 Virginia 4-H Congress. Any youth who turned 19 on or before December 31, 2021 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 22nd, 2022.

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 22.

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. Please see the Tip Sheet – [How to Submit Payments](#) for additional information.
- At the completion of 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 two options for payment.
 - A. Credit Card Payment – Youth can pay directly by credit card through Destiny1. The link for credit card payments will be within that email.
 - B. 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 \$257 directly to the Unit office. Delegates will need to reach out to their unit office to verify who make the check payable to, as well as the unit's payment deadline.
 - C. Need-Based Scholarship – Youth may be requesting a need-based scholarship to State 4-H Congress. Scholarships will be determined after 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 \$150 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 \$107 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 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 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 pertaining to 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 delegates 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 (\$50) covers one meal 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 receive an email prior to Congress with instructions on the location and time of their competitive event, 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 \$257. Additional items, such as photos, slideshow, Congress memorabilia will be available for purchase during the registration process.

Registration Structure and Fees:

- ✿ Full Congress Registration - \$257/person
 - For both Youth and Adults
 - Includes
 - Lodging for Tuesday, Wednesday and Thursday night in Air-Conditioned Dorms (double occupancy)
 - 9 meals
 - Breakfast on Wednesday, Thursday and Friday
 - Lunch on Tuesday, Wednesday and Thursday
 - Dinner on Tuesday, Wednesday and Thursday
 - 100th Annual Congress T-Shirt
- ✿ One-day Competition Registration - \$50/person
 - For both Youth and Adults
 - Includes:
 - 100th Annual Congress T-Shirt
 - One meal (either lunch in Dietrick Hall or Tuesday evening Picnic)
 - Preference needs to be listed on registration

☘ A La Carte Items

- Additional One-Night Package - \$65/person
 - Includes lodging on Monday, June 20th and Breakfast on Tuesday, June 21st
- Cabinet Fundraiser
 - Congress Centennial Pin and Collector Virginia 4-H Pennant - \$15
 - Congress Centennial Pin - \$8
 - Collector Virginia 4-H Pennant- \$8
- Color Fun Run/Walk
 - \$20 to participate; proceeds will help support State 4-H Congress
- Digital 2022 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 \$128.00 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 \$257 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 = \$187) Cabinet Members must register for Congress through their member profile within 4-H Online. Those recipients are:

Officers:

President: Andrea Farag
Vice President: Kaylee Arney
Secretary: Burgin Peek
Reporter/Historian: Noah Smith
Past President: Cassie Sturgill

Ambassadors:

Central District: Alice Milton, Haley Roberts, Elizabeth “Lilly” Miller
Northern District: Kashvi Ramani, Eleni Kasianides, Samantha Whysong
Southwest District: Hunter Joyce, Kelli Garrett, Harper Miller, Zackary Salyer
Southeast District: Gabrielle “Gabby” Baker, Kalani Coleman, Josh Cunnison

Mentors:

Becca Berglie
Chloe Jones
Charlie Sloop

Advisors:

Tonya T. Price, Ph.D.
Carly Wright
Crystal Peek
Hannah Bishop
Jocelyn Pearson
Jake Morgan

4. **Air Force Youth 4-H Event Scholarships** – The Air Force 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 Air Force Military-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 cost to participate in Virginia 4-H camping opportunities or State 4-H Congress. The military parent of youth must currently be serving in one of the following: **Active Duty Air Force, Air Force Reserve, or Air National Guard**. For more information please contact Louetta Jones - 4-H Military Club Director, at lojones@vt.edu or call 804-712-8467.

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

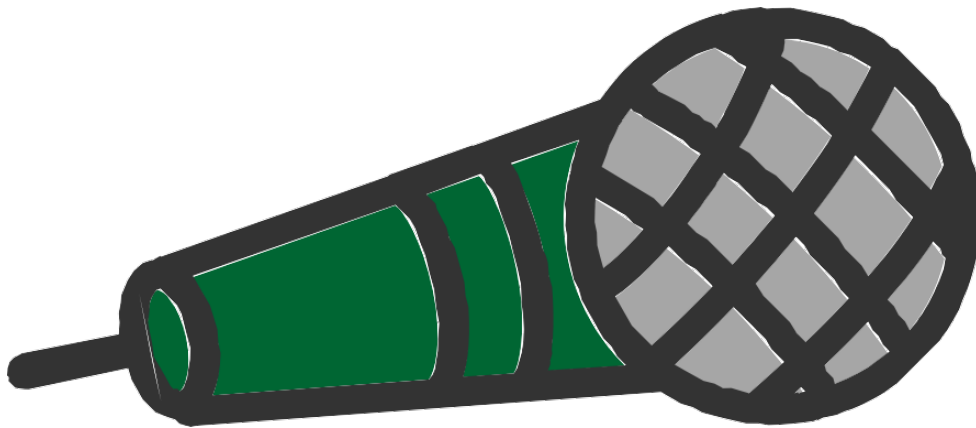
NEW TO 2022: Competition award winners, including Share-the-Fun, will be recognized on Friday, June 24, 2022 during the Closing Ceremony. Share-the-Fun competition winners will not receive an automatic invitation to showcase their talents during the Thursday evening CloverFest Celebration. As a part of the 100th Annual Celebration of State 4-H Congress, the Share-The-Fun evening program has been canceled and will be replaced by the CloverFest Celebration. If you are interested in participating in the 2022 CloverFest Celebration, please submit your talent video at: <https://leadable.info/VA4-HTalent>. Acts will be selected by the CloverFest committee by May 25th.

2022 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 local situation. All units and districts are encouraged to hold contests prior to Congress.
5. A list of sample topics is provided for additional information only. Participants are not limited on 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 in order to compete. Pre-registration is required; see Congress information for deadlines.

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*Calling all 4-H Youth and Alumni!
Share your awesome talents at the 100th anniversary of
Virginia 4-H at 2022 Congress!*

*Please submit a 60 - Second video
highlighting your performance using this Dropbox address
by Friday May 20th.*

<https://leadable.info/VA4-HTalent>

*We want to witness Virginia 4-H's most talented and impressive acts
for this year's "100 Years of 4-H Celebration" show!*

Educational Workshops

Workshop Descriptions

Wednesday Morning – June 22

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.

Africulture

This workshop will focus on the principles, practices, plants and people of African descent who have, and continue to, contribute to agriculture in the Commonwealth and across the nation. Various plant materials, value added products and other products that students can interact with and show how involved agriculture is in Africa and America.

Agribusiness from A to Z: What's in it for me?

Most people, when they hear agriculture, think "farming". However, agriculture is farming and so much more. Less than 2% of the population farms while nearly 20% are employed in the broader agribusiness industry, providing farmers with the inputs and services they need, and converting raw farm products into the food, fiber, and fuel for all the rest of us. This workshop will provide insights on the wide variety of careers available in the agribusiness field (A to Z, agronomists to zoologists, and everything in between) and help attendees determine where they might fit in that broader context. Even if participants don't identify an agribusiness career of interest, since 100% of us eat, agribusiness affects us all! The workshop will incorporate hands-on activities and group discussions. Youth will learn about various agricultural careers, as well as the types of college majors that prepare one for those careers.

Applying to Virginia Tech: Common App, SRAR, and Ut Prosim Profile

In this workshop, youth will work with the Director of Student Recruitment in the College of Agriculture and Life Sciences to learn more about the different components of the college application process. Participants will also hone their skills to produce your best application possible. Get a step ahead of the crowd by participating in this workshop! Preference will be given to incoming seniors.

Are you ready for an interview?

Let's get prepared for your next interview! Youth will learn the ins and outs of the interview process. They will get tips in preparing a cover letter and resume, practice interview questions with each other and learn the importance of a good first impression. Additional hands-on activities will include how to make good eye contact, a proper handshake, proper dress, and preparing an elevator speech. These various skills and activities will assist in preparing for future job and scholarship interviews. Youth will also be exposed to differences in cultures and how to navigate in different settings. Role plays will be incorporated for youth to gain a better understanding of the interview process.

As You Go - The Importance of Structural Conformation in the Movement of the Horse

The beauty of a horse in motion is truly something to behold, but structural conformation and foot health are the basic foundations for a sound horse that moves comfortably and correctly. This workshop will allow participants to study the physical conformation of the feet and legs of the horse, understanding correct angles, hoof deformities and challenges, and learn how structural correctness, or incorrectness, can affect the comfort and ability of the movement of the horse. Workshop attendees will get hands-on introductions to safe handling of the horse, while learning how to assess structural conformation both through physical exam and movement observation. Students will be hands-on with the handling of the horses - assessing bone structure, foot and hoof health and conformation. Students will also observe various movements and gaits of the horse, while learning to determine soundness via movement. The use of movement sensors will provide an opportunity for participants to capture real-time data on how the horse moves and what that information can provide in terms of soundness assessment.

Colors in Fruits and Vegetables, their importance, and how to measure strawberry red color

Participants will learn about the different pigments in fruits and vegetables, such as carotene in carrots, lycopene in tomatoes and anthocyanins in strawberries. Also, they will gain a better understanding of the health benefits of these pigments and why they should be included in our diets based on the USDA Food Guide. Youth will extract anthocyanin pigments from strawberry samples and observe how differences in multiple varieties of the fruit are measured. This workshop will involve hands-on experimentation to learn how to measure strawberry red color through trial and error.

Create with Artificial Intelligence

Technology will play a critical role in the lives of all students and adults in the days to come. It is believed that everyone should have the knowledge on how to create, rather than simply consume, technology. In this session, participants will create their very own video game in just a few minutes by describing the logic of the game. The system will convert sentences into game code. Youth will get to be creative and at the same time, learn about game design, abstraction, decomposition, logic and critical thinking, as well as working with artificial intelligence. The artificial intelligence inside the platform will guide youth through the process with suggestions and feedback. Learn to think like a computer scientist! No prior programming experience necessary for this workshop.

Dairy Judging 101

Dairy cows are incredible. They love foods that we hate, and they make foods that we love. A cow's job is to take grass and the leftovers from food and fuel production and give us milk, butter, cheese and ice cream. But did you know that what a cow looks like affects how well she does this job? Just as there are dog shows to identify the best dogs and horse shows to identify the best horses, farmers around the world bring their cows to shows to compete and identify cows that are better at their job than anyone else. So, what do the best cows look like? And what does all this mean for the planet and the almost 8 billion people inhabiting it? The second half of the workshop takes place at the William M. Etgen Large Animal Learning Center on campus where youth will come face to face with dairy cows. Dr. Katharine Knowlton is the coach of the VT dairy judging team and has a passion for teaching kids about cows. She conducts workshops all over the United States for 4-H and FFA members on judging cows.

DNA: Extraction, Helix and Careers

Learn all about what DNA is made of and how it works in this workshop! Participants will tour Virginia Tech's Genomics Sequencing Center (GSC) at Steger Hall. GSC is a dedicated multi-user resource for the development and application of state-of-the-art, Next-Generation Sequencing (NGS) technologies. GSC is a "one-stop shop" providing rapid, cost-effective project planning and execution, and genomic, transcriptomic, and functional-genomics services. Workshop participants will also spend time in the laboratory to conduct DNA extractions from cheek cells and build double strand DNA complex from edible items. Discussion topics in the workshop will include various forensics techniques.

Do-It-Yourself Cows

In this workshop, youth will learn more about the anatomy and physiology of the female bovine reproductive system with hands-on experience with reproductive tracts, as well as with the different reproductive technologies used in and out of the lab. Students will learn more about the processes of in-vitro fertilization and embryo transfer and their uses in cattle. They will have the chance to look at real bovine semen, oocytes and embryos and try their hand at determining embryo stage, fertilizing oocytes, and loading artificial insemination and embryo-transfer guns. Students will also learn how these lab technologies connect to real world producers and their cattle by having the chance to perform rectal palpation and ultrasonography. Be prepared to get dirty! You will most likely need a shower after this workshop! The use of coveralls, farm clothes, and rubber boots are extremely encouraged.

Early Plant Disease Detection: DNA Sequencing and Sensor Technology

Modern technologies, such as CRISPR gene editing, nanopore sequencing, robotics, remote sensing and hyperspectral imaging, will be utilized in this workshop to detect plant diseases and prevent crop loss. The use of nanopore sequencing and CRISPR editing will be demonstrated to detect pathogen genes from infected tomato plants.

Personality Assessment Workshop

In this workshop, participants learn about some of the most common personality types, what can influence an individual's personality, and how to work with those whose personalities differ from theirs. Is your personality similar to your closest friends? Do you ever wonder why some of your peers act the way they do? Join the State 4-H Cabinet Northern District Ambassadors for a handful of fun activities to further explore your own personality and unique style.

Plant Propagation by Seeds, Cuttings, and More

Don't mind getting your hands dirty and interested in learning how to reproduce plants from a single parent plant? Then this may be the workshop for you! Participants will start in the greenhouse classroom on VT campus for an introduction to plant propagation techniques. Next, the group will walk to the greenhouse for a hands-on learning opportunity for students to propagate plants to take home. Leading this workshop is Dr. Josh Kardos, an instructor with Virginia Tech's School of Plant and Environmental Sciences.

Precision Agriculture in Cropping Systems

Precision agriculture is utilized in cropping systems to reduce inputs, apply inputs more efficiently, reduce farmer fatigue, improve yield, increase profit, and alleviate environmental concerns. Some of the technologies used by crop farmers are autosteer equipment, variable rate sprayers, precision planting, precision soil sampling, and using drones to collect imagery. In this workshop, you will learn about these technologies, see them demonstrated, and get to use selected precision ag tools.

Professions in Career and Technical Education

An introduction into the undergraduate major in career and technical education (CTE) at Virginia Tech will be provided during this workshop. Students will work together to investigate all the many careers options individuals with CTE degrees may choose from. Participants will increase their understanding of the available careers to CTE graduates through multiple hands-on activities and fun group work.

Separating the Wheat from the Chaff: Finding High Quality Information Sources Effectively and Efficiently

A search in Google brings back millions of results. How do you effectively find high quality information for your topic of interest? In this session, participants will compare characteristics of a variety of sources, determine the authority and associated level of quality of each by category, and learn how to search for reliable information through a variety of resources (Google, Google Scholar, PubMed, MedlinePlus, and PubAg). The group will also discuss evaluation criteria and what it means if a source is "Open Access," along with some of the pros and cons of this publishing model as a factor in evaluating sources of information. This workshop will take place at Virginia Tech's Newman Library where participants will engage in learning how to properly research online resources in the computer lab.

STEM in Sports Turf Management: The Science Behind Virginia Tech's Worsham Field

This workshop will engage students with the many tools and technologies used every day by golf course superintendents and sports field managers to produce high-quality playing surfaces in an environmentally-sustainable manner. This hands-on workshop will highlight STEM principles used by turfgrass managers and will directly (and safely) connect students with various aspects of science (turfgrass and soils), technology (sensors and drones), engineering (specialized mowing and cultivation equipment), and mathematics (topdressing and field painting). Various VT Turfgrass faculty and research scientists will assist with the four STEM areas. Various sensors, tools, and equipment utilized in turfgrass management practices will be showcased and demonstrated. Participants will also get the opportunity to utilize some of these tools and equipment. Brief mini-experiments will be conducted to highlight how STEM principles are incorporated into the area of sports field management.

TEAM Building: Together Everyone Accomplishes More

In this interactive workshop, teen leaders will explore new ways to build on their leadership skills. Participants will also gain a better understanding of the effectiveness and importance of functioning as a team. There's no better way of learning about team building, than actually participating in activities among your peers. So, plan to be up and moving in this workshop!

Teens Enhancing Advancing Multi-Leadership Skills (TEAM)

The Southeast District 4-H Ambassadors will host this hands-on workshop incorporating a variety of teambuilding activities that enhances communication, problem solving, trust and adaptability. Teen leaders will share leadership opportunities offered at the district and state level, as well as their experiences as State 4-H Cabinet members. Participants will gain first-hand insight from these TEAM members and how these skills prepared them for roles outside their communities.

Teens Teaching Youth (TTY)

Would you like to teach a 4-H class, program, or workshop? This workshop will help participants learn the organizational skills in writing a lesson plan, preparing activities, setting a budget and facilitating a great hands-on program for fellow 4-H members. Participants will build a lesson plan in small groups that they can take back to their localities to carry out.

Tick Safety in Virginia

Everything you've ever wanted to know about ticks and tick-borne pathogens in Virginia will be provided through this workshop. Hand-on activities will include a tick collection session using standard flagging methods, as well as the opportunity to look at specimens under a dissection microscope. Participants will also learn how to make tick removal kits. Safety tips related to ticks and tick-borne pathogens will also be included in this session.

Tour of the School of Veterinary Medicine

Youth with an interest in careers within veterinary science will gain insight into what goes into this fascinating field during this workshop. Participate in an on-site visit and interactive tour of the School of Veterinary Science at Virginia Tech, learn about the process of becoming a veterinarian and experience a hands-on lab. Youth will also experience the practice lab, learning how to vaccinate and palpate.

Virginia's Big Tree

Curious about Virginia's biggest trees? Join professionals from the Urban/Community Forestry Association to discover how the Virginia Big Tree program got its start, as well as where these big trees can be found across the Commonwealth. Participants will learn how to measure height, crown, and circumference of a large tree. They will also gain an understanding of the various equipment utilized to make these measurements. Be ready to roll up your sleeves and take an active part in Virginia's Big Tree Program!

What's in a Major? Exploring Undergraduate Degrees at Virginia Tech

In this workshop, youth will hear about Virginia Tech's undergraduate degree options in STEM and STEM-adjacent fields. Representatives from the different academic colleges on campus will share information about programs of study, degree options, career paths, and extracurricular opportunities. Participants will have the chance to look beyond the expected and learn more about programs that best fit your individual interests.



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 2022 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 jo.saville@vt.edu.
5. Send an email to jo.saville@vt.edu confirming the youth delegate that will receive **the first-time delegate scholarship**.
6. Advise if any delegates are receiving other scholarships through 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 at the 2022 Congress web site. The **deadline** for submitting applications is **May 6**.
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, trainings, education programs, camp, etc. Make sure that those appearing in the photographs have signed a media release form. Photos should be uploaded into 4-H Online as part of the 4-H Agent's Congress registration. Be sure to save your photos with your unit name included.**
10. Consider nominating a volunteer from your unit for the **State Congress Volunteer Recognition Award**. This award was created to recognize those individuals who contribute extraordinary service to the Virginia 4-H State Congress. The nomination form can be found on the Congress website.

Registration

1. **Provide a 4-H Congress information packet** to all delegates and adult volunteers. Information packets are found on the 4-H Congress website <http://www.ext.vt.edu/topics/4h-youth/state-congress/index.html>. **Delegates** and adults need to complete their enrollment directly in the 4-H Online system.
2. **Registration** of Congress participants must be completed no later than **May 22**. 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 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. 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. 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. Encourage delegates to use the water bottles provided them at registration. There will not be bottled water available at the volume in the past, delegates will be expected to use their water bottles. **NOTE: Water bottles are not allowed to be filled in the dining hall! New filling stations have been installed both inside and outside at various locations across campus.**
7. Remind delegates that suggestive dancing is NOT appropriate at 4-H Congress.
8. Remind everyone to be respectful by not using/turning off cell phones at assemblies and in workshops.

9. **June is Dairy Month 4-H Poster Contest** - The top three posters in each age category (junior, intermediate, and senior) at the Unit level may compete for state awards. Posters must be mailed to Dave Winston, Litton Reaves Hall, Room 2050, 175 West Campus Drive, Blacksburg, VA 24061. They must be postmarked by **JUNE 15, 2022**. Use a large envelope and **DO NOT** fold your posted. Posters will be mailed back to unit offices after judging.

Upon Arrival in Blacksburg

1. **Check-in** – June 21, 8:00 AM. – 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 lunch on Tuesday. 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 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. 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.