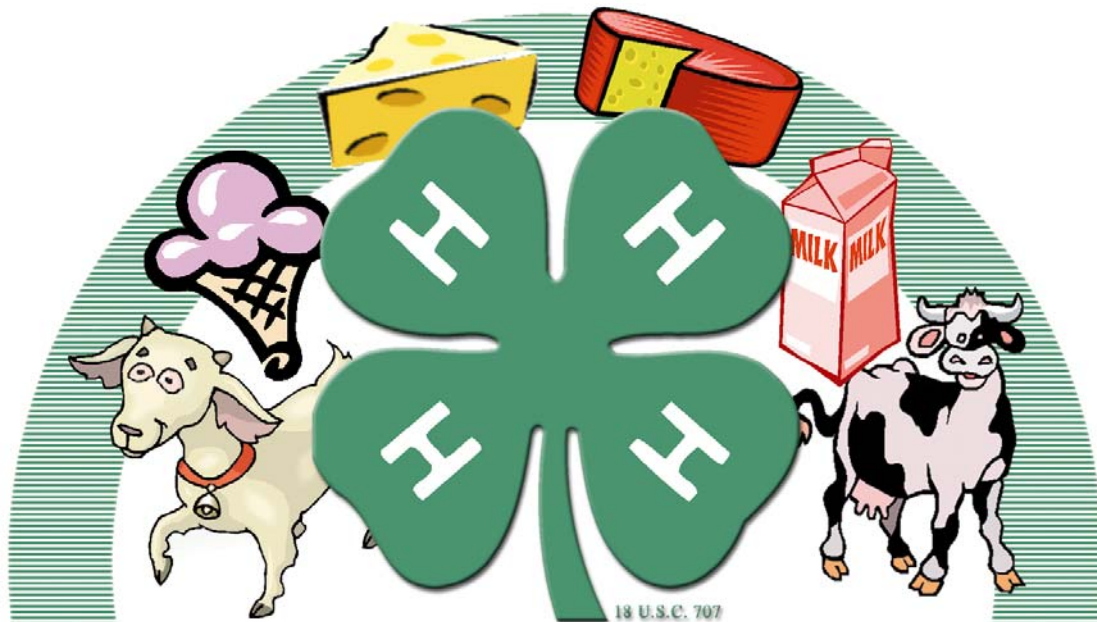


54th National 4-H Dairy Conference University of Wisconsin-Madison September 28 - October 1, 2008



Please note this Coordinator Handbook is designed to be used in conjunction with the "Delegate and Chaperone Registration Materials & Handbook" which contains all necessary forms, seminar and leadership descriptions, emergency numbers, maps, etc. useful for delegates, chaperones, and the state/provincial coordinator.

Coordinator Handbook

✿ A 4-H YOUTH DEVELOPMENT Program Sponsored by:  Cooperative Extension System

Tentative Schedule

SUNDAY, SEPTEMBER 28

1:00-3:00 p.m. Stampin' Good Times – Lowell Center Upper Lounge (Optional)
 2:30-4:00 Registration, Lowell Center – Lowell Center Lower Lounge
 Room Check-In Lowell Center and Dahlmann Campus Inn Front Desks
 State/Province Photos – Lowell Center Dining Room
 4:00-5:00 Ice Breakers - Lowell Center B-1
 5:00-5:45 Team Meetings (plan presentation/skits) - Lowell Center B-1
 6:15 Pin Exchange - Lowell Center Dining Room
 6:30 Pizza Party, Welcome: Ted Halbach, UW Youth Dairy Specialist; Delegate/Leadership Team
 Orientations - Lowell Center Dining Room
 9:00 Adult Orientation – Lowell Center Lower Lounge
 9:00-10:00 Recreation - Lowell Center Dining Room
 10:00 State/Province Meetings

MONDAY, SEPTEMBER 29

6:30 a.m. Pick up boxed breakfast, Lowell Center Dining Room
 7:00 Busses depart; breakfast enroute
 7:30 ABS Global tour, De Forest
 10:00 Brunch, Fort Atkinson Congregational Church
 11:30-3:00 Hoard's Dairyman Registered Guernsey Farm, Hoard's Dairyman Magazine, National Dairy
 Shrine Museum, and Nasco International, Fort Atkinson
 4:00 Free time in Madison or 5K Fun Run/Walk
 6:30 Dinner and speaker, Lowell Center Dining Room
 7:15 Al Snyder, Hypnotist, Lowell Center Dining Room
 8:30 Recreation - Lowell Center Dining Room
 10:30 State/Province Meetings

TUESDAY, SEPTEMBER 30

7:00 a.m. Breakfast & Speaker, Lowell Center Dining Room
 7:50 Group Photo behind Wisconsin Union
 8:20-11:30 Seminars
 A. "Who Moved My Cheese?" *David Grusenmeyer, PRO-Dairy Human Resources, Cornell*
 B. "Interviewing Secrets of Success, *Local Human Resources Specialist*
 C. "Science Fun with Dairy Foods", *Dr. Bob Horton, Ohio 4-H Specialist*
 noon Lunch
 1:00-4:30 Tour of Considine Goat Dairy **OR**
 1:00 p.m. Tours of replacement heifer farm & organic dairy farm
 2:45 Alternate Tours of replacement heifer and organic dairy farms
 4:30 Tour of Crave Bros. Farm and Crave Bros. Farmstead Cheese LLC, Waterloo
 6:00 Portland Boosters 4-H Club Dinner, Crave Bros. Farm
 8:00 Recreation (barn dance)
 10:30 State/Province Meetings

WEDNESDAY, OCTOBER 1

6:45 a.m. Breakfast & Speakers, Lowell Center Dining Room
 8:00 Buses depart for UW Agriculture Campus

Seminars (Attend three sessions.)	A. "How to Artificially Inseminate Dairy Cattle", <i>Gary Fredericks, Washington Dairy Agent</i> B. "Dairy Foods Evaluation", <i>Pam Robinson, Indiana 4-H Volunteer Leader</i> C. "Marketing Dairy Products", <i>Janis Rtchie, Idaho 4-H Volunteer</i> D. "Trek in Biotech", <i>Cheryl Redman, UW Biotechnology Outreach</i> E. "Roaming through the Rumen", <i>Dr. Dave Combs, Prof. UW Dairy Science</i> F. "Devel. Comprehensive Herd Mating Strategy", <i>Ted Halbach, UW Dairy Science Outreach</i> G. "Forage Crops for Dairy Cattle," <i>Neal Martin, Director of U S Dairy Forage Research Ctr</i>
Noon	Lunch at World Dairy Expo, <i>Speaker: Charlene Baer, Program Leader, USDA-CSREES</i>
1:00 p.m.	Tour World Dairy Expo
6:30	Dinner & Speaker: Barrett Keene, Lowell Center Dining Room
10:00	Farewell Dance: "Jukebox Bandstand"

THURSDAY, OCTOBER 4

7:00-9:00 a.m. Complementary continental breakfast & departure

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Deadlines

- Apr. 1:** **Indication of Participation Form** due to the National 4-H Dairy Conference Coordinator at Wisconsin 4-H Outreach by state/province 4-H or dairy leader **or** by the state or province contact person.
- July 10:** **Electronic registration** opens
- Aug. 22:** **Electronic registration** deadline for both delegates and chaperones. The URL is <http://www.uwex.edu/ces/4h/dyc/>.
- Aug. 22:** **Only same-gender substitutions** allowed after this date.
- Aug. 22:** **Payment due.** State or province contact person submits check payable to UW-Extension for registration fees. Late fee of \$25 per person assessed for payments postmarked after Aug. 24.
- Sept. 2:** **Postmark deadline for Health and Expectation** forms to be mailed to UW-Extension.
- Sept. 2:** **Last day to cancel** without financial penalty. Written notification of cancellation must be received by UW-Extension 4-H Outreach by noon Central Time.
- Sept. 2:** **ABSOLUTELY NO REGISTRATIONS CAN BE ACCEPTED AFTER THIS DATE.**

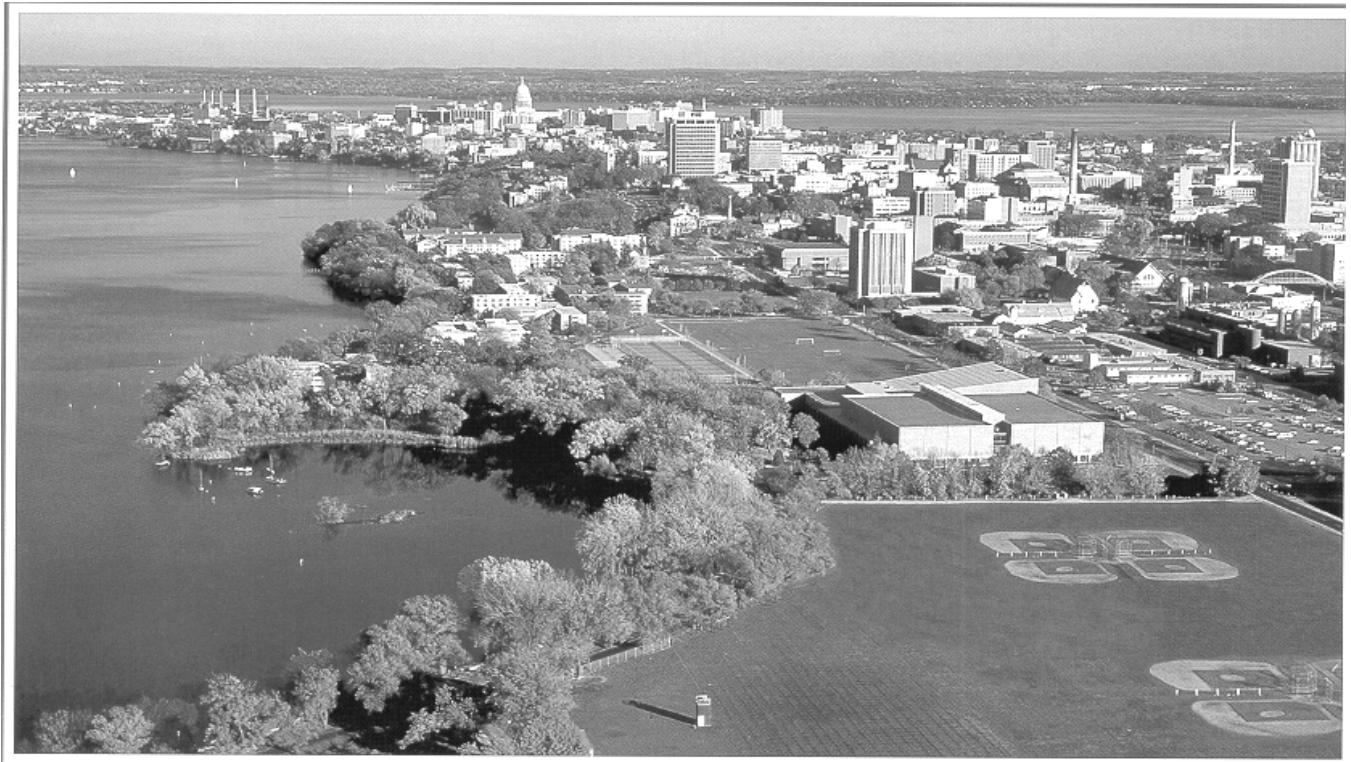
Payments should be mailed to
Wisconsin 4-H Outreach, 431 Lowell Center, 610 Langdon St., Madison WI 53703-1195.

Reminder for 2008!

Please note changes in registration and payment deadlines and registration fee.
Absolutely no registrations can be accepted after September 2 due to lodging restrictions.

Purpose of the National 4-H Dairy Conference is to:

- provide a means by which various individuals and groups interested in the dairy industry and youth can cooperate to achieve educational objectives based on the developmental needs of youth;
- promote and sponsor an educational program which will provide a better understanding of the operations involved in the production, processing, marketing and use of dairy products, as well as related areas; and
- provide a broader understanding of careers available in dairy production, processing, marketing and other selected areas.



National 4-H Dairy Conference offers an excellent opportunity to interact with leaders in the dairy industry, U.W. dairy professors, dairy specialists from around the country, 4-H volunteer dairy leaders, corporate representatives and new friends with similar interests from across the U.S. and Canada.

Educational Objectives

To help selected 4-H youth:

- increase understanding of the dairy industry.
- learn about additional vocational and professional opportunities in the dairy industry.
- practice good citizenship, group participation and leadership responsibilities.
- develop additional individual initiative and competence in areas of special interest and aptitude in the dairy field and related areas.

Eligibility/Basis of Selection-Youth Delegates

Youth delegates should be selected from outstanding 4-H Dairy Project members who:

1. have participated at least three years in the 4-H Dairy Project, including the current year.
2. are at least 15 but not more than 18 years of age before January 1, 2008.
3. have outstanding records of 4-H Dairy accomplishments.
4. have abilities and talents which will enable them to make a real contribution to the conference.
5. have an interest in the production, marketing, processing and use of dairy products.
6. are capable of bringing the inspiration and information back to their state and passing it on to others through talks, reports, news stories, etc.
7. have not attended the National 4-H Dairy Conference more than two years.
8. are **not exhibiting** dairy animals at this year's World Dairy Expo.
9. are **not participating** in this year's National 4-H Dairy Cattle Judging Contest.

Basis of Selection--Adult Delegates (Leaders and Chaperones)

Your selected Adult Leaders and Chaperones must be willing to:

1. participate fully in the program.
2. ensure their delegates participate fully in the program and attend all scheduled events.
3. guide their delegation through the day's scheduled events.
4. meet each day with their delegation.
5. help their delegation discuss the programs they attend.
6. supervise and discipline any delegates as needed.

Chaperone Assignment & Coverage

States and provinces are responsible for selecting an adequate number of adult chaperones to be responsible for their delegation. We strongly advise that every delegation be accompanied by at least one chaperone. Every delegate must be assigned to a chaperone of the same gender while at the conference. If your state or province cannot provide the appropriate chaperone(s), please contact Wisconsin 4-H for assistance in identifying another state or province that can help with your chaperone needs. **Note: chaperones must be at least 21 years old.**

Insurance Coverage

Individual delegates and their families and/or states and provinces are responsible for obtaining health and accident insurance.

Special Needs or Dietary Arrangements

Vegetarians will find a vegetarian entrée and several options offered at most meals. If any youth or adult in your delegation has other special needs, please contact the Conference Coordinator for any special transportation, dietary or other needs at kay.hobler@ces.uwex.edu or call (608) 262-1557. Accommodations will be made to the best of our abilities.

Travel Arrangements

Travel dates: Please plan to **arrive at the Lowell Center before 3:30 p.m. on Sunday, September 30.**

Note for delegates traveling with National Dairy Judging Contest contestants: their event is scheduled for Monday, September 29.

Flight arrangements: You have several choices of destination airports: Dane County Regional Airport is located on the north side of Madison, 25 minutes from the Lowell Center. However, it may be more economical to fly into Chicago or Milwaukee than into Madison, making the connection via bus.

Shuttle Between the Madison Airport and Lowell Center: States/provinces must make their own travel arrangements between the airport and conference site. You may wish to coordinate your trips with other states/provinces. Listed below is information regarding some available taxi/shuttle service options between Dane County Regional Airport (Madison) and UW-Madison campus. All costs are approximate and are subject to change. All three companies run 24 hours per day, 7 days per week, 365 days a year.

- 1) Madison Taxi: 608-255-8294 – This taxi service will accept reservations for airport and bus terminal service. Taxi cabs will be standing by for small groups at the airport. Up to four persons may ride in a single cab for approx. \$16 PER CAB. Otherwise a minivan will hold up to 7 passengers (\$20 PER VAN). A full sized van will hold 14 passengers (\$75 per first hour per van [one hour minimum]; \$60 per hour thereafter...needs to be reserved 1 day ahead.) Visa, MasterCard, American Express, and Discover cards accepted.
- 2) Union Cab of Madison: 608-242-2000 – Standard meter service. Four (4) person per car maximum. Metered but \$17 per trip per cab. Would probably not have enough cars available at one time to take a group of 20 or so. However, limited van service is available at the standard meter cost. Accepts all major credit cards including Visa, MasterCard, American Express, and Discover.
- 3) Badger Cab Shared Ride Service: 608-256-5566 – Airport to Lowell \$11.50 for 1 PERSON and \$1 each extra PERSON up to 4 people maximum as long as all 4 people are in the same group. If specifically want Badger Cab, call for an approximate pick up time. Badger Cab does not have any vans. Cash only, no credit cards. NOTE: “Shared ride” indicates that if the cab is not full, the cab may stop and pick up additional passengers on the way to your destination.

Van Galder Bus from Chicago: Van Galder Bus Company offers shuttle buses from O’Hare Airport and Midway Airport to Madison (\$27 and \$29 respectively, one way). The bus stops at O’Hare and Midway terminals and at the Memorial Union in Madison, 800 Langdon Street, just 1½ blocks west of the Lowell Center. The bus ride is approximately three hours long. Call 1-800-747-0994 for current schedules and fare information or visit their website at www.vangalderbus.com.

Badger Bus from Milwaukee: Badger Bus Company offers shuttle buses from Mitchell International Airport to Madison for approximately \$22 one-way or \$44 round trip. The bus departs outside the lower level, at Northwest baggage at 9:30 a.m., and at 12:00, 2:30, 5:00, and 7:30 p.m. for a 1½-2 hour ride to the Memorial Union in Madison, 800 Langdon Street, just 1½ blocks west of the Lowell Center. Call (414) 276-7490 for current schedules and fare information or visit their website at www.badgerbus.com.

Greyhound bus: If you arrive by Greyhound bus, disembark at the Madison Greyhound terminal at 2 South Bedford St. and take a taxi to the Lowell Center. Call 1-800-231-2222 for current schedules and fare information or visit their website at www.greyhound.com.

Lodging

All delegates, youth and adult, are required to stay at the conference lodging facilities. The primary lodging facility is the Lowell Center, 610 Langdon Street. Any overflow will be assigned to The Dahlmann Campus Inn across the street from the Lowell Center. Dairy judging teams may NOT stay at the Lowell Center due to space limitation.

All delegates will be housed with their state or province to the best of our ability. If your state or province has an odd number of delegates, one or two youth may be housed with someone from another delegation. Delegates will share rooms with 1 to 3 other youth. Adults will be housed 2 per room when possible.

Registration Process

Adult and Youth Delegates must complete the “Registration and Lodging Reservation Form” and return it to their state or province contact person. It is the responsibility of the state or province contact person to electronically register the delegation **by August 22**. (All reservations must be submitted to Wisconsin 4-H via on-line registration since the Lowell Center staff CANNOT accept reservations.) No rooms can be held later than September 2 due to hotel reservation restrictions. As a consequence, **no registrations can be accepted after September 2**. A late fee of \$25 per person applies to those registering after Aug. 22.

Registration & Lodging Fees

The registration fee of \$275 for each youth and adult delegate covers the costs of conducting the conference, lodging for Sunday, Monday, Tuesday, and Wednesday nights in either the newly renovated Lowell Center or The Dahlmann Campus Inn, state/province delegation photo, national delegation photo, conference transportation, recreation, and meals.

Payment Procedure

Delegation Coordinators are asked to submit a check payable to **University of Wisconsin-Extension postmarked by August 22, 2008**. All fees must be paid in US currency or an exchange fee will be charged. Any registration postmarked after August 22 will be charged a **late fee of \$25.00 per person**.

Cancellation Policy

All cancellations must be **in writing** and sent to Wisconsin 4-H Outreach, 431 Lowell Center, 610 Langdon St, Madison WI 53703-1195; fax: (608) 265-6407; or e-mail peter.nordin@ces.uwex.edu The late cancellation penalty is the full registration fee of \$275 per person if the cancellation notice is received by Wisconsin 4-H after noon CDT, September 2.

Substitution Policy

If you must change your reservation, please send notification **in writing** immediately to the address listed above. Due to lodging constraints, after August 22 only same-gender alternates can be accepted up until the beginning of the conference.

Send Medical and Expectation Forms by Sept. 2

An **original** Medical History and Consent Form signed by a parent or guardian and an **original** Expectation Statement signed by both delegate and parent or guardian must be submitted for each youth delegate. A youth delegate without the signed form(s) will not be allowed to participate. Original Medical History and Consent Forms and Expectation Statements must also be submitted from each adult. (Forms can be found in the Delegate and Chaperone Registration Materials and Handbook.) Original Medical and Expectation forms for both youth and adults **must be postmarked by September 2** to WI 4-H Outreach. **Please note each form contains two (2) pages!** Sorry, no faxed copies can be accepted. Please make copies or obtain a second original signed form for travel, if needed.

Please note there are two copies of the two-page health forms in the participant handbook. Participants are asked to send a **second signed original form to your office for your chaperone** and to enable you to copy it for your files, as appropriate.

Suggestions for State/Provincial Orientations

The orientation your state or provincial delegation receives sets the tone for delegate participation at National 4-H Dairy Conference. **Please consider the Conference objectives** listed at the beginning of this handbook. Youth need to know what to expect and what is expected of them. A formal orientation including the chaperone(s) and possibly a youth from last year's delegation is very important. A PowerPoint Orientation will be available on the Wisconsin State 4-H website for participants and State/Provincial Coordinators in early July. If geographical restrictions pose a problem, you may wish to hold a teleconference orientation.

Suggested State/Provincial Orientation Agenda

1. Get acquainted with other members of the state/provincial delegation, including the chaperone(s).
2. Reinforce the purpose/objectives of Conference. Stress the concept of "bringing home" what is learned at Conference.
3. Stress the importance of representing your state or province well and respecting others.
4. Review the General and Planning Information sections in the Delegate and Chaperone Registration Materials and Handbook.
5. Stress the importance of **appropriate** dress. Comfortable walking shoes are a must!
6. Discuss safety precautions (airports, travel, city, and biosecurity on farm visits prior to conference).
7. Discuss financial arrangements.
8. Discuss personal financial responsibilities at Conference.
9. Share state/province expectations for reporting back to the state, county, local clubs, sponsors, etc.

10. Check that youth have ranked selections for seminars and leadership teams on their registration.
11. Review the Youth Expectation Statement. Both youth and parent/guardian must sign it.
12. Review the Medical History and Consent Form with attached photo. A parent/guardian must complete and sign it.

Arriving at National 4-H Dairy Conference

Delegates should plan to arrive by early afternoon on Sunday, Sep. 30 and stay through completion of the program late Wednesday night. Plan to depart on Thursday morning. Following is the Sunday afternoon and evening schedule.

Stamping	1:00 - 3:00 (Optional)
Registration/Delegation Photos	2:30 - 4:00
Icebreakers	4:00 - 5:00
Team Meetings	5:00 - 5:45
Pin exchange	6:15 - 6:30
Pizza Party/Welcome/Presentations/Orientation	6:30 - 9:00
Recreation	9:00 - 10:00
State/Province meetings	10:00

Checking in at Registration

On-site registration will occur Sunday, September 28 between 2:30-4:00 p.m. Come to Conference Headquarters at the Lower Lounge of the Lowell Center, 610 Langdon Street, Madison, WI 53703-1195. Please refer to Instructions for Registration for additional registration information. Any health update forms should be submitted at that time.

Press Release

4-H Youth Development Programs
431 Lowell Center, 610 Langdon St., Madison WI 53703-1195

Kay Hobler
608/262-1557

October 1, 2008

Note to 4-H Youth Development Agent: Please fill in the blanks and change this release to meet your needs. You may want to localize it based on the delegation from your state or province. This release has **not** been sent to news media in your area.

AREA YOUTH PARTICIPATE IN NATIONAL 4-H DAIRY CONFERENCE

MADISON, WI- A delegation of _____ 4-H'ers enjoyed several days of fun and learning during the 54th annual National 4-H Dairy Conference on the University of Wisconsin campus in Madison, September 28- October 1, 2008. The educational program attracted approximately 200 youth and adult delegates from across the U.S.A. and Canada.

The delegation included _____; They were selected from a field of applicants to attend the conference based on past experience, knowledge and interest in the dairy industry.

The four-day experience exposed 4-H members to new dairy science technology and dairy-related careers. Through a combination of workshops, speakers, educational field trips and networking with other dairy-oriented youth, 4-H members gained information they could use to strengthen their futures in the dairy industry. Hands-on learning workshop topics included biotechnology, genetics, foods evaluation, animal nutrition and marketing. "Meeting people from all over the country who share similar interests was great! I learned so much!" reported one delegate.

Four-H is the youth education program of the Cooperative Extension system in the U.S. Department of Agriculture. National 4-H Dairy Conference is sponsored by the University of Wisconsin-Extension. Supplemental monetary support is provided by numerous corporate sponsors including ABS Global; Alltech; Alta Genetics USA, Inc.; American Dairy Science Assoc.; AMPI; Bou-Matic; Cargill Animal Nutrition; Chicago Mercantile Exchange, Inc.; Cooperative Resources International; Cotton Incorporated; Crave Brothers Farm, Crave Brothers Farmstead Cheese, LLC; Dairy Farmers of America; Foremost Farms USA; Fort Dodge Animal Health; Hoard's Dairyman; Kraft Pizza Co.; Land O' Lakes; Mycogen Seeds; Nasco International, Inc.; National Dairy Shrine; Purebred Dairy Cattle Association (PDCA); Schoep's Ice Cream Co.; Select Sires, Inc.; Semex, U.S.A.; Shur-Gain; United Dairywomen of Idaho; Wisconsin Milk Marketing Board; and World Dairy Expo.

To learn more about 4-H Youth Development programs in your area, contact your local Extension office at (_____)_____.

INSTRUCTIONS FOR REGISTRATION AND LODGING

To State or Provincial 4-H Dairy Contacts:

Registration and Lodging Reservation Forms are also available in the Delegate and Chaperone Registration Materials and Handbook on-line at <http://www.uwex.edu/ces/4h/events/dairyconf/> or they may be duplicated for distribution to projected delegates and chaperones planning to attend the National 4-H Dairy Conference. Collect the completed forms and enter the registrations electronically by August 22 at <http://www.uwex.edu/ces/4h/dyc/>.

Registrations will not be accepted from delegates without chaperones of the same gender. (States are welcome to share chaperones. Please call (608) 262-0575 if you need assistance with identification of state contacts and potential chaperones.) Please note that delegates must be at least 15 but not more than 18 by January 1, 2008 and chaperones must be at least 21 years of age by Conference.

Registrations Must Be Entered Electronically by August 22, 2008 at
<http://www.uwex.edu/ces/4h/dyc/>

Lodging facilities for National 4-H Dairy Conference will be at:

Lowell Center
610 Langdon Street
Madison WI 53703
(608) 256-2621

or

The Dahlmann Campus Inn
601 Langdon Street
Madison WI 53703
(608) 257-4391

If a roommate preference is not listed, roommate(s) will be randomly assigned. Every attempt will be made to assign lodging for delegates from each state/province in close proximity to each other (either the same floor or building). Plan to check-in between 2:30 - 4:00 p.m. and check out by 11:00 a.m. at either Lowell Center or The Dahlmann Campus Inn. Parking is available for cars at both sites and for buses nearby on the University of Wisconsin-Madison campus.

Late Fees, Cancellation & Substitutions Policy

- **Late fees** of \$25 per person will be assessed to registrations or payments postmarked after August 22. *Please call 608-262-0575 prior to that date to make arrangements if you have extenuating circumstances such as later selections.*
- **Cancellations received in writing prior to noon CDT, Tues., September 2** will be accepted without penalty to your state or province.
- **Cancellations received after noon CDT, Tues., September 2** will result in a forfeiture of the entire registration fee of \$275 for the cancelled person.
- **If substituting another person** for a cancellation, please notify us *in writing* immediately. Due to lodging constraints, after August 22 only same-gender alternates can be accepted up until the beginning of the conference.

Wisconsin 4-H Outreach
431 Lowell Center, 610 Langdon St.
Madison WI 53703-1195
(e-mail to: peter.nordin@ces.uwex.edu)

2008 National 4-H Dairy Conference

REGISTRATION SUMMARY & PAYMENT FORM

Calculation for registration, lodging, photo and late fees

This form will enable you to calculate registration fees and pre/post conference lodging or late fees, if any. The room rates for pre/post-conference lodging are different from conference rates. The fee includes lodging for Sunday, Monday, Tuesday and Wednesday nights. Room assignments will be provided at check-in Sunday, September 28, 2008.

State/Province: _____

Registration Fees (include registration, lodging and delegation photos)

Number of people in delegation: _____ @ \$275 per person \$ _____
 Private Room Request: Number of people ____ x ____ nights @ \$35 extra per person per night \$ _____

Early Arrivals &/or Late Departures Lodging Fees prior to Sunday, Sep. 28 and/or after Wednesday, Oct. 1

Number of people ____ x ____ nights @ \$45 per person per night \$ _____

Late fees for registrations or payments postmarked after Wed., Aug. 22

Number of late registrations/payments _____ x \$25 late fee **per person** \$ _____
 If delegations are not selected until after August 22, contact us prior to that date for special arrangements.

TOTAL AMOUNT ENCLOSED \$ _____
 (An exchange fee will be charged for non-U.S. currency.)

Send this Registration Summary & Payment Form with a check payable to **U.W. Extension**.

~~~~~  
 Office use only: Check # \_\_\_\_\_ dated \_\_\_\_\_ for \$ \_\_\_\_\_

**Must be postmarked by August 22.**

**Send to:**  
 Wisconsin 4-H Outreach  
 431 Lowell Center, 610 Langdon St  
 Madison WI 53703-1195