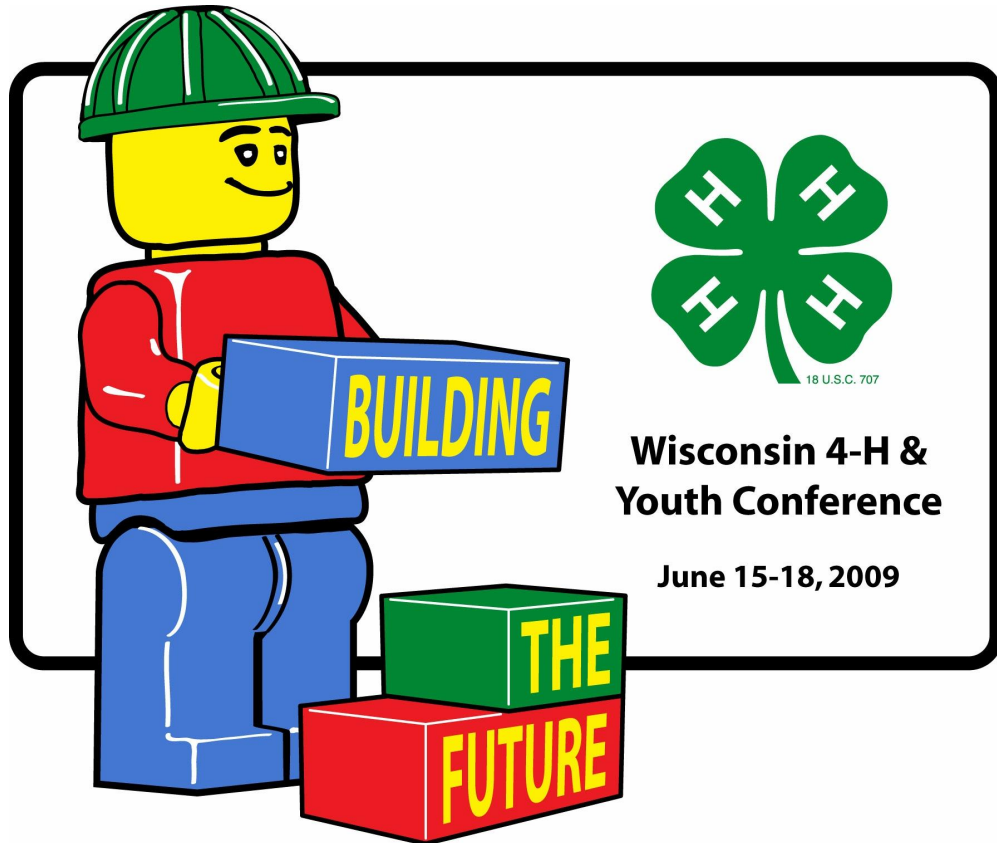


Delegation Coordinator Handbook



Wisconsin 4-H & Youth Conference

June 15-18, 2009
Madison, Wisconsin

IMPORTANT DATES TO REMEMBER

Feb. 12	WI 4-H & Youth Conference Update for County Staff on statewide WisLine 9:00 a.m.
Apr. 10	Agents mail Adult and Youth Expectation, Health, Rock Climbing Liability, Water Liability, and Talent Show Application Forms to WI 4-H Youth Development Office. Parking permit requests due to UW Parking Office.
Apr. 15-30	Chaperone and Youth electronic registration window. (Open 8:00 a.m. - 4:30 p.m.)
May 26	Chaperone Orientation WisLine teleconference 7:00-8:50 p.m.
May 31	Last day for cancellations without charges (April 1 for State Teams).
Jun. 1	County payments due to WI 4-H Youth Development Office.

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2009 WISCONSIN 4-H & YOUTH CONFERENCE *TENTATIVE* SCHEDULE

NOTE: Pre-conference Meal times (Wednesday dinner through Monday lunch)

Breakfast - 7:30-8:00 a.m., lunch - 12-12:30 p.m. (June 15 lunch 11:30-12:30); dinner – 5:00-5:30p.m.

Monday, June 15

noon-2:00 p.m. Arrival and Registration (Witte Main Lounge)
2:30 Gather by the steps to the bridge in front of Witte Hall for Tours and Getting Acquainted Fun.
2:45 Depart for tours (Be there at 2:30 to find your tour group to leave promptly at 2:45!)
3:00-4:30 Chaperone Meeting (Gordon Commons A-1)
4:15-4:45 Talent Show auditions (Rm. 34 Witte Hall) (Alternate time for auditions Tuesday afternoon.)
4:45-5:15 Floor Meetings for all delegates and chaperones (Witte lounges on each floor)
5:15-6:15 Dinner (Gordon Commons – B5 & B3) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20 Assembly: Greg Hutchins, State 4-H Leader; YLC; Keynote Program (Memorial Union Theater)
8:30-10:20 Recreation (Cowboy/Ag Dance—Witte yard tent; Movies—Gordon Commons A-1; Games, Volleyball)
10:30 Witte Hall closes; Floor Meetings
11:00 Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Tuesday, June 16

6:00 a.m. Fun Run (Meet by the steps to the bridge in front of Witte Hall.)
7:15-8:15 Breakfast (Gordon Commons – B5 & B3)
8:15 County Delegation Meetings
8:40 Gather & depart for World Café and seminar (Meet in Witte Courtyard)
9:00-11:15 World Café and Adult Leader seminar
11:30-12:30 p.m. Lunch (Gordon Commons – B5 & B3)
12:40 Gather & depart for seminars (Meet in Witte Courtyard.)
1:00-3:15 Seminars
3:30-4:45 Talent Show auditions (Rm. 34 Witte)
3:30-4:45 Free Time
4:45-5:15 County Delegation Meetings (to process: take-home focus)
5:15-6:15 Dinner (Gordon Commons – B5 & B3) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20 Assembly: Drama Team (Memorial Union Theater)
8:20 State Art Exhibit (Witte Caboose Rm.)—Northern, Western, Eastern Districts
8:30-10:20 Recreation: (Inflatable Fun in Witte yard; Movies—Gordon Commons A-1; Games, Volleyball)
10:30 Witte Hall closes; Floor Meetings
11:00 Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Wednesday, June 17

6:00 a.m. Fun Run (Meet in front of Witte Hall.)
7:15-8:15 Breakfast (Gordon Commons – B5 & B3)
8:15 County Delegation Meetings
8:40 Gather & depart for seminars (Meet in Witte Courtyard.)
9:00-11:15 Seminars
11:30-12:30 p.m. Lunch (Gordon Commons – B5 & B3)
12:40 Gather & depart for seminars (Meet in Witte Courtyard.)
1:00-3:15 Seminars
3:30-4:45 Free Time
3:45-5:30 Talent Show Rehearsal (Memorial Union Theater)
4:45-5:15 County Delegation Meetings (to process: take-home focus)
5:15-6:15 Dinner (Gordon Commons – B5 & B3) (Allow 15 minutes to walk to Memorial Union)
6:30-8:20 Assembly: Talent Show (Memorial Union Theater)
8:20 State Art Exhibit (Witte Caboose Rm.)—Central, Southern, Quad Cities Districts
8:30-10:20 Recreation (4-H Spirit Dance—Witte yard tent; Movies—Gordon Commons A-1; Games, Volleyball)
10:30 Witte Hall closes; Floor Meetings
11:00 Lights Out—In Own Rooms. Quiet Hours until 7:00 a.m.

Thursday, June 18

7:15-8:15 a.m. Breakfast (Gordon Commons – B5 & B3)
9:00 Closing Assembly: Isaac & Joseph, Photo Team, YLC (Memorial Union Theater)
11:30 Departure.



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DELEGATION COORDINATOR HANDBOOK

TABLE OF CONTENTS

A Note to Adult Delegation Coordinators and Chaperones

Note Regarding Expectations (<i>Please discuss with chaperones.</i>)	i
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Wisconsin 4-H & Youth Conference General Information

Theme.....	1
Objectives	1
Audience	1
Introduction to This Delegation Coordinator Handbook	1
What's New for 2009 or Recently Changed?.....	1
The 2009 Educational Program	2
Chaperone Coverage.....	2
Adult & Delegate Rock Climbing and Water Sports Liability Waiver Forms	2
Adult & Delegate Health and Expectation Forms	3
Registration Procedure/Timeline	3
Cost of Participation	4
Cancellation Policy.....	4
Payment Worksheet and Procedure	4
Awards Available	4
Connecting Youth with their Chaperones.....	4
Chaperone Orientation.....	5
County Orientations are Necessary (Suggested Agenda for Orientation).....	5
Insurance Coverage.....	6
Excused Absence/Early Departure Release	6
Special Needs Arrangements	6
Special Diets	6
Transportation and Parking.....	6
Press Release.....	6

Forms

Press Release.....	7
Payment Worksheet (<i>Due June 1</i>).....	9
Chaperone's Introduction for Delegates	11

A note to adult delegation coordinators and chaperones

Thank you for agreeing to volunteer your time and energies to help out with this year's Wisconsin 4-H & Youth Conference. Without the support of adults like you, it would be impossible for youth to participate in this kind of an event.

This guide is a comprehensive packet of information containing just about everything you need to know to help you be successful in your role as coordinators and/or chaperones. As you read through this information, please pay special attention to the expectation forms for adults and youth in the Registration Timetable.

These forms are important for everyone - **adults as well as youth** - because they help spell out what is expected of us in order for Wisconsin 4-H & Youth Conference to run smoothly and efficiently. In addition, these forms remind us of the importance of avoiding behaviors that leave others feeling intimidated, harassed, bullied or humiliated.

Please pay particular attention to what you can do to help create a safe and welcoming environment where all youth will be treated respectfully and courteously by others. More than likely you will not encounter situations that involve bullying, hazing or harassment of youth. But in case you do, please be aware that it is not appropriate for adults to simply ignore these kinds of incidents. Instead, we ask that you be prepared to intervene and make it clear to the youth involved that such behavior will not be tolerated at 4-H sponsored events and activities.

Thanks to the efforts of dedicated adults such as you, Wisconsin 4-H & Youth Conference provides youth with an exciting and enjoyable opportunity to learn new things, make new friends and have a great time on the UW-Madison Campus. The staff and planning committee appreciate everything you do to make sure that no one goes home regretting that they came.

WISCONSIN 4-H & YOUTH CONFERENCE GENERAL INFORMATION

Wisconsin 4-H & Youth Conference will bring together young people in grades 8-10 from around the state to the University of Wisconsin-Madison campus for three days of learning and fun. While many of the participants will be 4-H members, many others will not. This is an opportunity for youth from a wide variety of backgrounds and experiences to come together to exchange ideas, form friendships and learn important skills they can use to contribute to their communities.

THEME

The theme for the 2009 Wisconsin 4-H & Youth Conference is "Building the Future" and will encourage youth to build skills in leadership, individual responsibility, goal setting, and living up to potential. The focus of three seminar sessions is in three core national 4-H mission mandates: science, engineering and technology; healthy living; and citizenship.

OBJECTIVES

Through your participation in Wisconsin 4-H & Youth Conference you will:

1. Be prepared to actively contribute to a 4-H club, neighborhood, school, and/or community.
2. Learn about a variety of 4-H and other UW-Extension youth programs.
3. Experience hands-on "action-learning" in a campus atmosphere.
4. Strengthen communication, leadership and other life skills.
5. Gain knowledge to use in programs in your own community.
6. Exchange ideas and form friendships with youth from diverse backgrounds.

AUDIENCE

Participation as a delegate to Wisconsin 4-H & Youth Conference is not limited to just 4-H youth. It is open to ALL UW-Extension youth in grades 8-10. County agents are asked to work with other UW-Extension programs to select youth to attend Conference. These youth are to be treated as county delegates— be registered along with your 4-H delegates as part of your county delegation, be included in your county orientation, be chaperoned by your county chaperone, and travel with your county delegation to and from Conference. (Ambassadors, youth seminar instructors or members of Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council can be in grades 8-12.)

INTRODUCTION TO THE DELEGATION COORDINATOR HANDBOOK

This delegation coordinator handbook includes:

1. important date and deadline information
2. information necessary to orient and register Conference participants
3. press release
4. Payment Worksheet form
5. Chaperone's Introduction for Delegates form

This coordinator handbook serves as a companion piece to the "Wisconsin 4-H & Youth Conference Registration Timetable," "Chaperone Reference Guide," and "State Team Registration Guide."

What's New for 2009 or Recently Changed?

1. New for 2009: Chaperones will attend a separate adult seminar specially designed for 4-H leaders on Tuesday morning while delegates are participating in World Café.
2. Tuesday morning seminars have been replaced by a large group World Café' discussion, hence there are only three seminar selection sessions listed on this year's registration form: Tuesday afternoon, Wednesday morning, and Wednesday afternoon.
3. Youth are expected to follow-up at home with a service learning project to be determined by group consensus during delegation-wide World Café discussion on Tuesday morning.
4. Buses must park in Lot 131 (north of UW-Hospital near Eagle Heights). There is no cost for temporary parking. Overnight parking is discouraged since there are no police/security patrols. Lot 131 is about three miles from Witte Hall but shuttle transportation is available upon request.
5. Requirements for attendance have changed to allow youth to attend more than one time; however, their attendance is still dependent on county selection and support.

1) THE 2009 EDUCATIONAL PROGRAM

The 2009 Conference theme is "Building the Future" An exciting program awaits!

Monday: Chaperones receive face-to-face orientation while youth participate in their choice of organized tour options. The State Youth Leader Council assumes responsibility for facilitating these activities. Our keynote program will focus on healthy choices, leadership, individual responsibility, goal setting, and living up to potential.

Tuesday morning: A stimulating World Café discussion involving the entire delegation will take place at the Memorial Union. Each year thousands of 4-H members make a difference in their communities by participating in hundreds of different community service activities. What impact could Wisconsin 4-Hers have throughout the state if we all worked on service projects to make a big difference about one thing? This year, for the first time at conference, everyone will participate in a progressive conversation where you help shape a statewide service learning initiative. You will talk with 4-Hers from across the state to share, listen and learn. Use your experiences, opinions, and ideas to help decide where 4-H can make the most difference over the next year. This event will be facilitated by members of the Youth Leader Council and other members of the conference leadership team.

Tuesday afternoon and Wednesday: Delegates participate in exciting seminars, workshops or off-site learning experiences. A Youth Talent Show and dance will cap Wednesday evening.

Thursday: The final assembly will feature installation of the new State Youth Leader Council members, a conference slide show produced by the WI 4-H Photo Team, and a special closing by "Isaac & Joseph."

1. CHAPERONE COVERAGE

Each county must arrange for chaperone coverage prior to registration including both a male and a female chaperone if they are sending both male and female delegates. County registrations without appropriate chaperone coverage will not be processed. If you have difficulty in locating qualified chaperones, you may share with other counties as long as sharing does not exceed the following guidelines:

1. One chaperone has responsibility for no more than fifteen (15) youth of their same gender.
2. One chaperone has responsibility for no more than three (3) counties.
3. Each chaperone's county responsibilities must be listed on their registration.

Counties sharing chaperones should **arrange between them to share the chaperone costs** if those persons are not covered by 4-H Foundation grants.

A Lead Chaperone must be identified to register the delegation on-site; collect mail from the Conference Headquarters; distribute keys, nametags, programs and T-shirts to the group; regularly meet and share with other county chaperone(s); and pick up delegation photos before going home.

Chaperones, including summer agents, **must be at least 21 years of age by the time of Conference and must have completed Youth Protection** training. Chaperones must attend full-time and may be agents, summer agents or volunteers. Chaperones must be authorized by the county Extension office to act on the county's behalf while at Conference. County chaperones are not responsible for early-arriving members of Art or Photo Teams, Drama Company, Showcase Singers or Youth Leader Council since they arrive early.

2. ADULT AND DELEGATE ROCK CLIMBING/ WATER SPORTS LIABILITY WAIVER FORMS

All chaperones and youth wishing to participate in rock climbing or water sports seminars must complete Adult or Delegate Rock Climbing and/or Water Sports Activities Liability Waiver Forms (see Registration Timetable for forms). The forms must be submitted with registration materials to the County 4-H Office. The original forms will be mailed to the WI 4-H Youth Development Office by the County 4-H Office before April 10. (Faxes cannot be accepted.)

3. ADULT AND DELEGATE HEALTH AND EXPECTATION FORMS

All adults and youth attending Wisconsin 4-H & Youth Conference must complete Adult or Delegate Health Statements (see Registration Timetable and Participant Handbook). These forms must be submitted to the County 4-H Office prior to the registration window to allow time for county staff to mail necessary forms to the WI 4-H Youth Development Office. Even if chaperones have attended Conference in the past, it is still necessary for them to complete Health and Expectation Statements for this Conference. For identification purposes, photos are necessary on all health forms, including forms for adults. (Clear photocopies of photos are acceptable.)

Please note that State 4-H Youth Group Health and Expectation forms are sent by those delegates directly to the WI 4-H Youth Development Office prior to delegate registration because of their participation in pre-Conference activities. (State 4-H Youth Groups include Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council.)

4. REGISTRATION PROCEDURE/TIMELINE

Don't delay; please distribute information to participants as soon as they are identified and urge them to return registration forms early. Any participants registering for rock climbing or water sports must submit Liability Waiver Forms to county offices. County staff: please mail all original, complete, and signed health, expectation and liability forms to the WI 4-H Youth Development Office before April 10. Note: youth registrations cannot be processed until the WI 4-H Youth Development Office has received applicable county chaperone registrations and original, completed, and signed health, expectation and liability forms for both adults and youth.

Spring	Watch for registration URL site information that will be forthcoming in Youth Line. Collect all health, expectation, liability waiver, and registration forms. Check for completeness of forms (including photos on both adult and youth health forms).
April 10	Deadline for health, expectation, and liability waiver forms.
April 15-30	County staff register adults & youth electronically (8:00 a.m. April 15 to 4:30 p.m. April 30).

- ❖ **Registrations** will be collected and entered electronically by the County 4-H Staff. Original, complete, signed health and expectation forms, as well as liability waivers, must be received by the WI 4-H Youth Development Office before seminar assignments are made. The registration window will open at 8:00 a.m., Wednesday, April 15, 2009 and will close at 4:30 p.m., Thursday, April 30, 2009. Sorry, registrations cannot be accepted after June 1.
- ❖ **State 4-H Youth Group Advisors will register** members of State 4-H Youth Groups (Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council) and their chaperones. Do not include them with county registrations.
- ❖ **Non-4-H youth** participating in other UW-Extension programs must be registered as part of your county delegation

5. COST OF PARTICIPATION

The registration fee in 2009 will be \$210 per person, which includes lodging and meals between Monday afternoon and Thursday morning, a Conference T-shirt and a delegation photo. Early-arriving members of Art or Photo Teams, Drama Company, Showcase Singers and Youth Leader Council will receive fee information directly from the specialists involved with their group. The higher registration fees paid by most of these members cover the additional expense incurred from arriving early and from other events.

6. CANCELLATION POLICY

A cancellation received **in writing by May 31** will be accepted with no monetary loss to the individual or county. It can be sent via e-mail to peter.nordin@ces.uwex.edu or mailed to WI 4-H Outreach Programs, 431 Lowell Hall, 610 Langdon St., Madison WI 53703-1195. Any cancellation received after May 31 will be accepted; however the individual and/or county will be responsible for paying the full registration fee, which will be included in the county invoice. Exceptions will be made only for documented illness or family emergency.

This cancellation policy does not apply to the Art or Photo Teams, Drama Company, Showcase Singers, and Youth Leader Council. Cancellations by members of those groups will be handled by their specialists.

7. PAYMENT WORKSHEET & PROCEDURE

County delegation payments are due to the WI 4-H Youth Development Office June 1. Please use the worksheet at the back of this handbook to determine fees. At Conference, your county chaperone(s) will be asked to review and confirm your actual county participation list. Counties sharing chaperones should expect to share the costs among themselves. Please arrange for reimbursement with cooperating counties. Some seminars require additional fees to cover higher expenses involved in those seminars. These fees are listed on the worksheet.

Submit one check to cover all fees, **payable to UW-Extension** and send to WI 4-H Outreach Programs, 431 Lowell Hall, 610 Langdon St, Madison WI 53703-1195 **by June 1**.

8. AWARDS AVAILABLE

- ❖ **Adult Chaperones:** for counties with 15 or fewer regular delegates, a sponsorship for one (1) chaperone per county will be provided by the Wisconsin 4-H Foundation. For counties with 16 to 30 regular delegates, sponsorship for two (2) chaperones will be available per county. (Regular delegates do not include members of State Teams.) This sponsorship covers registration fees only. Additionally, seminar fees are waived for chaperones attending seminars. No other chaperone expenses are reimbursed by the WI 4-H Youth Development Office.
- ❖ **Six 4-H/Youth Development agents** are invited to attend, one per district, to provide an opportunity for county staff to become familiar with Conference. UW-Extension will pay the \$210 registration fee for the agents directly. Mileage and other costs can be reimbursed by submitting a state travel expense form. (Call 608-262-1557 for information.)
- ❖ **State Youth Leader Council (YLC):** registration fees, early-arrivals' lodging, meals and travel expenses are provided for Youth Leader Council by the Wisconsin 4-H Foundation.

9. CONNECTING YOUTH WITH THEIR CHAPERONES

A Chaperone's Introduction for Delegates form is included in this handbook to aid in connecting adults with their delegates. Please assist your chaperones by forwarding this completed form to appropriate counties for distribution to assigned delegates. Chaperones and delegates will meet at their 4:45 p.m. Monday floor meeting if not before.

10. CHAPERONE ORIENTATION

Please provide a copy of the "Chaperone Reference Guide" to each of your chaperones. Please also discuss note(s) to chaperones regarding expectations at the conference from the chaperone guide. Chaperone Orientation is required and will be held via WisLine teleconference on Tuesday, May 26, at 7:00-9:00 p.m. (Dial 800-462-1257, conference code 2565# [or 265-1000 if calling from the Madison area].) Experienced chaperones are valued at this meeting for their input.

One chaperone from each county should be identified as the lead chaperone. For each chaperone, please clarify lead chaperone duties with him/her. The lead chaperone collects mail from the Conference Headquarters; registers the delegation on-site; distributes keys, nametags, programs and T-shirts to the group; meets and shares with the other county chaperone(s) on a regular basis; and picks up the delegation photos before leaving for home.

11. COUNTY FACE-TO-FACE ORIENTATIONS ARE NECESSARY

The orientation your county delegation receives sets the tone for delegate participation at Wisconsin 4-H & Youth Conference. **Please consider the Conference objectives** listed in 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.

We suggest that you build your orientation around the Wisconsin 4-H and Youth Conference orientation PowerPoint which is posted on the Wisconsin 4-H website. Be sure to review the presentation before your county orientation. The PowerPoint covers the topics in the following suggested orientation agenda. Special thanks to Wayne Brabender and the 2002 - 2007 Photo Teams for assisting with its creation.

Suggested Orientation Agenda

- a. Get acquainted with other members of the county delegation, including the chaperone(s).
- b. Reinforce the purpose/objectives of Conference. Stress the concept of "bringing home" what is learned at Conference.
- c. Stress the importance of representing UW-Extension well and respecting others (refer to note to parents and youth in the Registration Timetable and a note to chaperones in the Chaperone Guide, respectively).
- d. Review the General Information section in the Registration Timetable, stressing Residence Hall Rules.
- e. Stress the importance of **appropriate** casual dress. Comfortable walking shoes are a must!
- f. Discuss safety precautions (traffic, lake and people). Make county expectations clear among both chaperones and delegates regarding visiting State Street or other concerns.
- g. Discuss county financial arrangements.
- h. Discuss personal financial needs at Conference.
- i. Share county expectations for reporting back to the county, local clubs, sponsors, etc.
- j. Encourage youth to apply for the Talent Show (application in Participant Handbook.)
- k. Check that youth have made four selections for each seminar session (if Orientation is prior to April 10) or are all assigned to a seminar for each session (if Orientation is after mid May).
- l. Review Rock Climbing and/or Water Sports Liability Forms prior to April 10, which must be completed for any person registering for rock climbing or water sports activities. Parent must sign.
- m. Review the Delegate Expectation Statement. Youth and parent/guardian both must sign.
- n. Review the Health Statement. Parent/guardian must sign and photo must be attached.

12. INSURANCE COVERAGE

Counties should provide accident insurance for their delegation from the time they leave home until they return home. Wisconsin 4-H & Youth Conference does not provide insurance for delegates or chaperones.

13. EXCUSED ABSENCE/EARLY DEPARTURE RELEASE FORM

Occasionally delegates must leave the Conference site for a short period of time or go home a few hours early. An Excused Absence/Early Departure Form (included in the Participant Handbook) must be brought to the Conference and submitted at on-site Registration.

14. SPECIAL NEEDS ARRANGEMENTS

If any youth or adult in your delegation has special needs (transportation, translation, etc.), please call WI 4-H Outreach Programs at (608) 262-1557 to inquire about possible arrangements. Possible accommodations could include a private room, rides to/from activities and seminars, materials translated into Braille for visually impaired attendees, sign language translators for hearing impaired attendees, etc. Attendants or individual chaperones can be accommodated on site but must be assigned by the delegate's family or county program.

15. SPECIAL DIETS

A wide variety of foods are served cafeteria style on site at Conference. Delegates may select from several salads, raw and cooked vegetables, fruits, vegetarian or meat entrees, desserts and a variety of beverages. However, the cafeteria is not equipped to provide special foods in very restrictive diets for those with severe food allergies. Refrigerators are available in each dorm room to keep special foods cold that are brought from home; the kitchen staff can heat those items upon request.

16. TRANSPORTATION AND PARKING

The following parking options exist:

- A. Parking Permit for UW Parking Lots
 - 1. Buses must park in Lot 131 (north of UW-Hospital near Eagle Heights). There is no cost for temporary parking. Overnight parking is discouraged since there are no police/security patrols. Lot 131 is about three miles from Witte Hall but shuttle transportation is available upon request.
 - 2. Cars and vans may park in Lot 60 or possibly closer to the conference area. Cost is approximately \$32 per vehicle (\$8/day).
- B. Non-permit, short-term parking for cars and vans (no buses) is available at about \$1 per hour in nearby parking ramps. Many are nearly filled after mid-morning so allow extra time to find public parking.

TO OBTAIN A PARKING PERMIT: send your permit request form directly to the **UW Parking Office no later than April 10.** (Permit request forms will be available on-line in the staff pages of the Wisconsin 4-H website in late February.) If parking permits are not requested prior to arrival in Madison, drivers must go to the parking office on the west side of campus to purchase them. Parking permits are **not** available at conference headquarters.

17. PRESS RELEASE

A brief press release can be found in this handbook. Feel free to add county delegation information to it; your county's lead chaperone will provide you with a county delegation photo which you may wish to add to the news article when the delegation returns home from conference.

PRESS RELEASE ANNOUNCING WISCONSIN 4-H & YOUTH CONFERENCE DELEGATION

CONTACT: _____ TITLE: _____
TELEPHONE: _(_____)_____ E-MAIL: _____

FOR IMMEDIATE RELEASE: today's date _____

AREA YOUTH ATTEND 4-H YOUTH CONFERENCE AT UW-MADISON

_____(Your name)_____ from _____(where you live)_____ was one of hundreds of 4-H youth who attended the annual 4-H & Youth Conference At the University of Wisconsin-Madison campus in June.

_____(Your name)_____ and _____(number of other delegates from your county)_____ joined about 600 other young people representing UW-Extension's 4-H Youth Development program in celebrating the 89th anniversary of the youth program in Wisconsin at the conference. The adult 4-H leader advising the county delegation was _____(name of your advisor)_____.

(Please add a quote here. Write about your favorite part of the conference and what you learned. Remember to attribute the quote to yourself.)

The annual four-day conference gives youth a chance to learn about a variety of 4-H and other youth programs, experience hands-on learning in a university campus atmosphere, strengthen life skills such as communication and leadership, gain knowledge to share back home, and exchange ideas and form friendships with youth from around the state.

The delegates attended workshops and assemblies developed around the theme, "Building the Future," which highlighted leadership, individual responsibility, goal setting, healthy living, and living up to potential.

Workshop topics included everything from radio broadcasting to photography, from art appreciation to water quality to rabbit care, youth citizenship and a host of other exciting subjects.

Wisconsin Association of Fairs, Wisconsin 4-H Foundation, and Wisconsin Sheep Breeders Cooperative, and Steve Schmidt, Usability And Design Consultant, provided financial or other support for this conference.

For more information about 4-H or other UW-Extension Youth Development programs, visit www.uwex.edu/ces/4h or contact the _____(name of your county)_____ County 4-H Youth Development office at _____(area code and phone number).

###

**2009 WISCONSIN 4-H & YOUTH CONFERENCE
PAYMENT WORKSHEET FOR _____ COUNTY**

DELEGATION PROFILE/REGISTRATION CHARGES			
Number	Persons attending	Cost each	Total
	Delegates and Ambassadors*	\$210.00	\$
	Adult chaperones	210.00	
SUBTOTAL OF REGISTRATION CHARGES (Enter this subtotal on next page.)			
\$			
SEMINAR FEES: (Please note seminar fees are <i>waived</i> for chaperones. Classroom/bus space is limited so delegates may not receive their first choices.)			
Number in seminar	Seminars with fees	Cost each	Total
	414: Galileo and the Telescope	15.00	
	462: Sailing	30.00	
	463: Basic Canoeing	30.00	
	464: Introductory Kayaking	30.00	
	465: Windsurfing	30.00	
	481: Scrapbooking	5.00	
	482: Scrapbooking 4-H Records	13.00	
	485: Embroidery on Paper	2.00	
	552: Rock Climbing (<i>fee is for whole day</i>)	30.00	
	563: Canoe Trip (<i>fee is for whole day</i>)	40.00	
	583: Wonderful Wool! (<i>fee is for whole day</i>)	8.00	
	592: We're Going to Be In Pictures! Intro to Video Production (<i>fee is for whole day</i>)	5.00	
	610: Rocketry	5.00	
	662: Sailing	30.00	
	664: Introductory Kayaking	30.00	
	671: Pizza With Pizzazz	5.00	
	682: Scrapbooking 4-H Records	13.00	
	683: Macramé Plant Hanger	3.00	
	684: Card Making & Stamping	5.00	
	715: Start Your Engines	3.00	
	762: Sailing	30.00	
	763: Basic Canoeing	30.00	
	764: Introductory Kayaking	30.00	
	765: Windsurfing	30.00	
	771: Pizza With Pizzazz	5.00	
	781: Scrapbooking	5.00	
	782: Scrapbooking 4-H Records	13.00	
	783: Macramé Plant Hanger	3.00	
SUBTOTAL SEMINAR FEES (Enter this total on next page.)		\$	

*Members of Art or Photo Teams, Drama Company, and Showcase Singers are invoiced by their advisors.

(over)

(WI 4-H & Youth Conference Payment Worksheet, cont'd.)

CREDITS	
Wisconsin 4-H Foundation Support: \$210 full support for chaperone if your county has 15 or fewer delegates.* \$420 full support for two chaperones if your county has 15-30 delegates. *	
TOTAL OF CREDITS (Enter this credit subtotal below.)	\$

*Note: Counties are expected to split costs of non-supported, shared chaperones among themselves. The chaperone's county pays for his/her registration and collects half (or one third each if three counties are sharing) from the second (and third) counties.

Subtotal of registration charges (from previous page) \$ _____
Subtotal of seminar fees (from previous page) \$ _____
Add total registrations and seminar fees \$ _____
Subtract the total credits from top of this page \$ _____
TOTAL DUE: \$ _____

For Office Use Only

Check # _____ dated _____ for
\$ _____.

Submit one check payable to UW-Extension and enclose a copy of this worksheet.

DUE JUNE 1
to
WI 4-H Outreach, 431 Lowell Hall, 610 Langdon St, Madison WI 53703-1195



2009 WISCONSIN 4-H & YOUTH CONFERENCE
CHAPERONE'S INTRODUCTION FOR DELEGATES

I'm attaching a photo here to be photocopied for all my assigned delegates so they can recognize and remember me.

*Hi! I'll serve as your chaperone for the upcoming Wisconsin 4-H & Youth Leader Conference. Hope you're looking forward to it as much as I am! I look forward to seeing you at our floor meeting in Witte Hall at **4:45 p.m. Monday, June 15.***

My name is _____

My address is _____

City _____ Wisconsin Zip _____

You may reach me by telephone at (_____) _____

Send e-mail to: _____

At Conference, you can reach me by cell phone at (_____) _____

Other notes:

Chaperone:

Please send your introductions directly to each of your delegates or ask your County 4-H Staff for assistance in contacting delegates from other counties who are assigned to you. Please do not send this form to the State 4-H Office.

Chaperones and 4-H Staff: please do not send this form to the State 4-H Office.