



# 2019 Citizenship Washington Focus Information & Registration

## County Staff:

Please distribute the attached letter with program information and registration instructions to interested youth as appropriate. Note that requirements for participation are that youth be in 10<sup>th</sup>-12<sup>th</sup> grade at time of registration and be at least 15 years old during program.

## Delegates:

Please review the attached program description and information and mark the following important reminders on your calendar.

**Nov 15-Dec 15 Register for Citizenship Washington Focus (CWF) and complete/update your health form at your 4HOnline account. Opens 4:00 p.m. Nov 15, closes midnight Dec 15; FIRST COME, FIRST SERVE for program week assignments.**

**Apr. 1 Postmark deadline for required forms. Registration is not complete until the State 4-H Office receives your forms.**

**May Tentative Mandatory Orientation Zoom Call, between 7:30-8:45 p.m., Week 3- May 6 and Week 6- May 9.**



TO: Citizenship Washington Focus (CWF) Delegates  
FROM: Amber Rehberg, Educational Programs Specialist  
DATE: September 27, 2018  
RE: 2019 Citizenship Washington Focus (CWF) Program

Welcome! We are glad you are interested in attending the 2019 Citizenship Washington Focus (CWF) in Washington, D.C., to be held in June/July 2019. We are passing along registration information from National 4-H Council to you. Registration is a **two-step process**, registering and completing your health form in your wi4honline account and mailing completed National Code of Conduct and Media Release forms.

1. Register for CWF and complete/update your health form in your 4-HOnline account **between 4:00 p.m., Nov. 15 and midnight Dec. 15.** (Registration instructions are attached.) Program week assignments will be made on a ***first come, first serve basis*** so register early if you have summer conflicts.
2. **National Code of Conduct and Media Release Forms** will be mailed to you in March in your confirmation letter. Return your signed forms postmarked no later than **April 1, 2019** to the State 4-H Youth Development Office. Thank you ahead of time for completing and returning forms as soon as you receive them!

**Cost:** The cost for CWF will be *approximately* \$1,400 per person (the total will be determined as soon as transportation costs are confirmed.) Check with your county office about scholarship opportunities. It is up to you to work with your county 4-H office to determine just how much of this cost you will personally be responsible for paying. Counties will be invoiced in February with their payment due April 1.

**Cancellation policy:** If you decide to cancel after January 15, you will be responsible for the entire program cost for your reservation if a substitute delegate cannot be identified. Substitute must be of the same gender after certain deadlines (vary by week assigned). Cancellation must be sent **in writing (by e-mail, fax or regular mail)** to your County 4-H Office and the State 4-H Office.

**Travel:** Delegates will travel by coach bus with qualified 4-H Adult Advisors to Washington, D.C. from points as convenient as we can arrange for you. Departure points are anticipated to be Eau Claire, Wausau, Madison and Milwaukee, In some cases, you may be able to carpool with other delegates to the departure/return site; otherwise you will be responsible for your own transportation to that location.

**For more information,** visit <http://fyi.uwex.edu/wi4hedopp/citizenship-washington-focus/>. If you have questions about CWF, please contact your county 4-H office or call Amber at (608) 262-1557.

Enc: Program Information and 4HOnline Registration Procedures

## 2019 CITIZENSHIP WASHINGTON FOCUS (CWF) Deadlines and Important Dates to Remember

- Fall 2018** 4-H staff provide initial letter with program information and registration instructions to interested youth
- Nov 15-Dec 15** Youth delegates register and complete health forms on their 4-H Online Accounts.
- Feb. 15 Adult Advisor applications are due to the State 4-H Office. (Selections made around March 1.)
- Mar. 5** Watch for a registration confirmation letter including Nat'l. Code of Conduct & Media Release Forms.
- Mar. \_\_\_\_ Payments due to your County 4-H Office (*date to be determined locally*)
- Apr. 1** Deadline for postmarking Nat'l Code of Conduct/Media Release forms to State 4-H Office.
- Mid Apr. CWF Adult Advisor Workshop 10:00-4:30 p.m., date/location TBD
- May 6** Week 3 Delegation Orientation (Zoom): 7:30 – 8:45 p.m.
- May 9** Week 6 Delegation Orientation (Zoom): 7:30 – 8:45 p.m.
- June** Watch for a final letter including a group roster and Health Update Form. (Bring completed form to boarding site.)

### WI delegations 2019 CWF dates including travel days:

**Week 3** Sat., June 15- Sun., June 23

**Week 6** Sat., July 6 – Sun., July 14



# WISCONSIN 4-H YOUTH DEVELOPMENT

## 2019 Citizenship Washington Focus (CWF) Program

- WHAT:** A memorable and fun-filled educational week in the nation's capital based at the National 4-H Center in Chevy Chase, MD. Explore our nation's history while networking with 4-H teens from across the country and learning first-hand about civic leadership.
- WHO:** Enrolled 4-H members who are in grades 10-12 may participate. Adult Advisors will be selected at a ratio of one per ten youth to accompany the groups on two different weeks in June-July. (Interested adults should apply in 4HOnline. Applications due **February 15**. Adult leaders must be at least 21 years of age and complete WI 4-H Youth Protection Program. Mandatory Adult Advisor training workshop will be held in **May 2019**.)
- WHEN:** Departure will be on Saturday with return to Wisconsin on Sunday of your assigned week's program, either **Week 3: Sat., June 15- Sun., June 23** and **Week 6: Sat., July 6 – Sun., July 14**. Mandatory Orientation Teleconference/Zooms will be between **7:30-8:45 pm.** as follows: **Week 3- Monday, May 6; Week 6- Thursday, May 9**. Final details and a Participant Guide will be sent in a confirmation letter. The Participant Guide can be referenced at (<http://fyi.uwex.edu/wi4hedopp/cwf-delegate-info/>)
- WHERE:** National 4-H Center in Chevy Chase, MD. A motor coach will make pickups at Eau Claire, Wausau, Madison and Milwaukee before traveling overnight to Washington, D.C. area. Return sites are the same.
- COST:** Tentative registration fees including coach travel are approximately \$1,400 depending on transportation costs. Final fees will be confirmed and announced in late February. No cancellations can be accepted and no refunds will be issued after January 15, 2019. Medical emergencies will be considered for partial refund on a case by case basis. Same-gender substitutions may be made until March 1. Payment is due to your county 4-H office by March 15 written payable to UW-Extension.
- HOW:** All youth grades 10-12 may register for CWF. Please contact your 4-H Staff Member regarding possible financial assistance/scholarship procedures and deadlines. If you do not receive county funding, you will be responsible for the entire registration cost. Youth can register for 2019 CWF through 4H Online between **4:00 p.m. Thursday, November 15 to midnight Saturday, December 15**. Online registration procedures are included on the reverse side of this information sheet. Youth will be assigned to the different weeks' programs on a first-come, first-serve basis. All registered youth will be notified whether they are confirmed or on a waiting list in early March. **Be sure to complete your 4-H Online health form when you register.**

**Program Description:** *The purpose of the Citizenship Washington Focus (CWF) program is for 10<sup>th</sup>-12<sup>th</sup> grade youth to gain leadership skills and learn about government processes through hands-on activities, workshops, large group discussions, committee work, role play, and youth networking time. The event is held at the National 4-H Center in Chevy Chase, MD (<http://www.4hcenter.org/>) Participants depart home on a Saturday, are away for eight days, returning the following Sunday. (See maps in the delegation handbook for specific departure/return times <http://fyi.uwex.edu/wi4hedopp/citizenship-washington-focus/>) Chaperones are active 4-H volunteers that have completed the youth protection process. The ratio of youth participants to adults is 10:1. Participants will spend the most time under the direct supervision of college age trained Program Assistants and adult leaders. Health staff consists of volunteers who have first aid and/or nursing training. Participants will sleep on board motor coaches enroute between Wisconsin and Washington D.C. Conference center lodging will be provided with multiple youth of same gender in rooms with bunk beds and use a dorm restroom with private showers; males and female participants are housed in separate rooms on the same floor of the dorm. To the best of our ability, Adult Advisors are assigned to rooms on the same floors as their assigned delegates. Participants will eat in public cafeterias, fast food or other restaurants. Meals are prepared in large industrial or restaurant kitchens so individual meal accommodations may not be possible. During the conference, adults and youth will participate in large group activities which may involve any of the following: discussion, writing, reading aloud; role plays or skits, running, dancing, climbing stairs, standing or sitting for long periods, or having personal contact with other participants; they will walk distances of several miles on sidewalks during off site excursions; they will ride motor coaches round trip from Wisconsin and to off-site locations up to 50 miles away from the conference center; and may do physical activities such as hiking up to ½ mile over steep terrain.*

**PARENTS/GUARDIANS:** Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of the program or activity for which it is needed. If you need an interpreter, materials in alternate formats or other accommodations to access this program, activity or service, please contact Educational Programs Specialist Amber Rehberg at (608) 262-1557 as soon as possible preceding the scheduled event so that proper arrangements can be made in a timely fashion. Note that meals are prepared in institutional kitchens where cross contamination of nut, wheat, or other food product residue could occur, making it impossible to guarantee certain food-allergen-free meals. All requests are kept confidential.

# WISCONSIN 4-H YOUTH DEVELOPMENT 2019 Citizenship Washington Focus (CWF) Registration

## Attention! Don't wait to register!

Program week assignments will be made on a first come, first serve basis!

4H Online Registration will be Open

4:00 p.m. Thursday, Nov. 15 to midnight Saturday, Dec. 15, 2019.

Help Line: 608-263-5971

Mark your calendar now and be prepared to register during this limited timeframe.

Youth will be assigned on a first-come, first-serve basis as they register. **If your preferred week is already closed** by the time you register, please register for your second or third choice, and then answer the question about "my preferred week was \_\_\_\_\_. Please put me on the waiting list." The week transfer list is created on a first-come, first-served basis. No guarantees of transfers are made or implied but 4-H staff will do their best to honor all requests. You will remain in your assigned week until official written notification is provided from the WI State 4-H office.

## Youth Registration Instructions

### FIND THE EVENT

- Log into your family account at <https://www.4honline.com> and look at your member list.
- Scroll to the bottom and find the section titled "Register a Member In An Event".
- Select the name of the member you want to register.
- Select the event. A series of boxes will appear at the bottom of the screen.
- Click on the "Register" button.

### REGISTER FOR THE EVENT

- Read and/or complete any required certification or forms requested.
- Enter specific information related to the event. This may include program week preference, t-shirt size, bus boarding choices, etc. Any required fields are in bold.
- Click on the "Continue >>" button.
- If you missed any required fields, you will receive an error message and the missing fields will be highlighted.
- Verify your choices and click on the "Check Out >>" button.
- On the Payment screen, the only selection is County/Club 4H Check. Click on the "Select Payment Method" button.
- On the Confirm screen, check the box agreeing to the Pay By Computer Terms and Conditions. Click the "Confirm Order" button.
- On the Finish screen, you can print your entry.
- **Be sure to complete or update your 4H Online Health Form when you register.**

### PAY FOR THE EVENT

Please check with your 4-H Youth Development Staff Member regarding payment procedures.

