

## 2019 Wisconsin 4-H & Youth Conference

University of Wisconsin-Madison Campus

### Adult Advisor Handbook

Bring this guide to Wisconsin 4-H and Youth Conference for reference along with your  
"Registration Timetable and Participant Guide"

#### IMPORTANT DATES TO REMEMBER

April 2-15	County Delegate/Adult Advisor Orientation. <i>Please contact your County UWEX Office</i>
April 18-May 1	Youth Register in WI 4HOnline account between 4:00 p.m., April 2 through midnight April 15
April 27	Adults Register in WI 4HOnline account between 4:00 p.m., April 18 through midnight May 1
May 1	Adult Advisor Orientation; Lincoln County UWEX Office; 1:00-5:30p.m. in person
May 11	Talent Show Application Due to State 4-H Office. <i>(Pre-apply by May 1 or Bring to Conference!)</i>
May 22	Adult Advisor Orientation; Dane County UWEX; 1:00-5:30p.m. in person
May 23	Youth Health Form for Residential Summer Camps <u>due</u> to University Health Services through <a href="http://www.campdoc.com">www.campdoc.com</a> .
May 31	2019 WI 4-H & Youth Conference State-wide Orientation for ALL Participants at 7:00 p.m.
June 24	Last Day for Cancellations without Charges
June 24	2019 WI 4-H & Youth Conference Registration from 11:00 a.m. – 1:30 p.m.
June 24	Meet & Greet with Floor Delegation at 2:15 p.m. Sellery Hall Green Space
June 24	Mandatory On-Site Adult Advisor Briefing at 3:00 p.m. 2 <sup>nd</sup> Floor in Gordon Dining Center
June 24-27	2019 WI 4-H & Youth Conference Prism of Possibilities
August	2019 WI 4-H & Youth Conference Wrap & Debriefing and 2020 Planning

# 2019 WISCONSIN 4-H & YOUTH CONFERENCE *TENTATIVE* SCHEDULE

(This schedule may change; refer to the conference Program on site for final schedule.)

*Pre-Conference June 19-23: Breakfast - 7:30-8:00 a.m., lunch - 12-12:30 p.m., dinner – 5:00-5:30p.m.*

*Conference (Begins with breakfast on Monday, June 24): Breakfast: 7:15-7:45 a.m.; lunch 11:30-noon; dinner: 5:15-5:45 p.m.*

## Monday, June 24

11:00 a.m.-1:30 p.m. Arrival and Registration (outside east door of Sellery Hall or in Sellery lobby if windy or rainy)  
11:00 - 2:00 Settle in and Enjoy Ice-Breakers and Get Acquainted Activities with other Delegates  
2:15 Delegate and Adult Advisor Meet & Greet in Courtyard  
3:00-4:30 Tours  
3:00-4:30 Adult Advisor Meeting (Gordon Dining Center second floor meeting room)  
4:15-4:45 Talent Show Auditions (Rm. 29, Sellery Hall) (Alternate time for auditions Tuesday afternoon.)  
5:00-6:00 Delegation Photo Option- Photo Booth open in Sellery Hall Main Lounge  
5:15-5:45 Dinner Serving Time (Gordon Dining Center (Allow 15 minutes to walk to the the Memorial Union)  
6:00-6:30 Floor Connect  
6:45-8:30 Assembly: Welcome; Wisconsin Leadership Council (WLC); Keynote Speaker (Memorial Union)  
8:45-9:45 Team Building; Gordon Commons  
10:30 Bed Check - Lights Out – In own rooms. Quiet Hours until 7:00 a.m.

## Tuesday, June 25

6:00 a.m. Fun Run (Meet between Sellery Hall and Gordon Dining Center)  
7:15-7:45 Breakfast Serving Time (Gordon Dining Center)  
7:20 Adult Advisor Daybreak Meeting – Overture Room, Gordon Dining Center 2<sup>nd</sup> floor  
8:00 Floor Connect  
8:40 Gather & Depart for Service Projects (Meet in green space next to Gordon Dining Center)  
9:00-11:00 Service Project Seminars  
11:30-noon. Lunch Serving Time (Gordon Dining Center)  
12:40 p.m. Gather & Depart for Seminars (Meet in green space next to Gordon Dining Center)  
1:00-3:00 Seminars  
3:30-4:45 Talent Show Auditions (Rm. 29, Sellery Hall)  
3:30-4:45 Delegation Photo Option- Photo Booth open in Sellery Hall Main Lounge  
3:30-5:15 Organized Free Time/Recreation Time  
5:15-5:45 Dinner Serving Time (Gordon Dining Center)  
6:00-6:30 Floor Connect  
6:45-8:45 Assembly: Drama Company (Madison Masonic Center)  
9:00-10:30 Recreation (Dance, Sellery Courtyard; Game Room– Rm. 30, Sellery Hall) Visit the State Art Exhibit (Rm. 23, Sellery Hall)!  
10:30 Sellery Hall Closes  
11:00 Bed Check - Lights Out – In own rooms. Quiet Hours until 7:00 a.m.

## Wednesday, June 26

6:00 a.m. Fun Run (Meet between Sellery Hall and Gordon Dining Center)  
7:15-7:45 Breakfast Serving Time (Gordon Dining Center)  
7:20 Adult Advisor Daybreak Meeting – Overture Room, Gordon Dining Center 2<sup>nd</sup> floor  
8:00 Floor Connect  
8:40 Gather & Depart for Seminars (Meet in green space next to Gordon Dining Center)  
9:00-11 Seminars  
11:30-noon Lunch Serving Time (Gordon Dining Center)  
12:40 Gather & Depart for seminars (Meet in green space next to Gordon Dining Center)  
1:00-3:00 Seminars  
3:30-4:45 Delegation Photo Option- Photo Booth open in Sellery Hall Main Lounge.  
3:30-5:15 Organized Free Time/Recreation Time; State Art Exhibit, at 4:45! (Rm. 23, Sellery Hall)  
3:45-5:30 Talent Show Rehearsal  
5:15-5:45 Dinner Serving Time (Gordon Dining Center)  
6:00-6:30 Floor Connect  
6:45-8:20 Assembly: Spotlight!  
8:30-10:20 Sellery Hall Closes  
11:00 Bed Check - Lights Out – In own rooms. Quiet Hours until 7:00 a.m.

## Thursday, June 27

7:15-7:45 a.m. Breakfast Serving Time (Gordon Dining Center)  
7:30 Adult Advisor Daybreak Meeting – Overture Room, Gordon Dining Center 2<sup>nd</sup> floor  
8:15 Floor Connect & Room Check-Out  
9:00 Closing Assembly: Clover Talks, Evaluation/Reflection, Communications Team, (Memorial Union)  
11:30 Departure



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## WELCOME!

On behalf of approximately 400 youth expected to attend the 2019 Wisconsin 4-H & Youth Conference, thank you! By agreeing to be an Adult Advisor you have given our youth a most valuable gift - your time. The success of Wisconsin 4-H & Youth Conference depends on the efforts of enthusiastic, creative and committed volunteers like you.

The theme for the 99th Wisconsin 4-H & Youth Conference is “Prism of Possibilities.” We hope to exemplify teamwork and the power of a united group during this year’s conference. A prism takes in white light and separates it into a rainbow, turning something one directional into an encompassing sea of color. “Prism of Possibilities” encourages us to bring all of our ideas and experiences together, develop them into real-world goals, and spread them throughout Wisconsin to help better our communities.

Your four days at WI 4-H & Youth Conference will not be a vacation, but we do hope you will have an enjoyable and rewarding experience. While at conference you will learn something new about today's youth, the variety of 4-H programming occurring across the state and the fine quality of leaders that share your enthusiasm for 4-H Youth Development in WI. Maximize your experience by getting involved and developing adult-youth partnerships with the delegates! Your own personal enthusiasm is contagious and will affect the overall positive aura of the event.

Your experience as an Adult Advisor will be most positive if you are well oriented to the responsibilities and tasks that await you. This “Adult Advisor Handbook” provides information regarding those responsibilities.

This “Adult Advisor Handbook” is designed to supplement the “2019 Wisconsin 4-H & Youth Conference Registration Timetable and Participant Guide.” **Be sure to review both the Registration Timetable and this Reference Guide in preparation for your role.**

## IF YOU HAVE QUESTIONS

Prior to and during WI 4-H & Youth Conference, experienced Adult Advisors, Volunteer Coordinators and WI 4-H Staff are happy to clarify issues and share insights from their experiences. The most important thing to remember is that if you have questions, please ask!

We want you to enjoy your experience as an Adult Advisor and are committed to ensuring you have the tools and resources to be confident in your role to support and engage our youth participants!

Additional Questions about Conference? Contact:

Amber Rehberg, Educational Programs Specialist  
Pam Kescenovitz, Planning Committee Volunteer  
Laura Strigel, Planning Committee Volunteer

608-262-1557 (work)  
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## ADDITIONAL 4-H ADULT ADVISOR OPPORTUNITIES

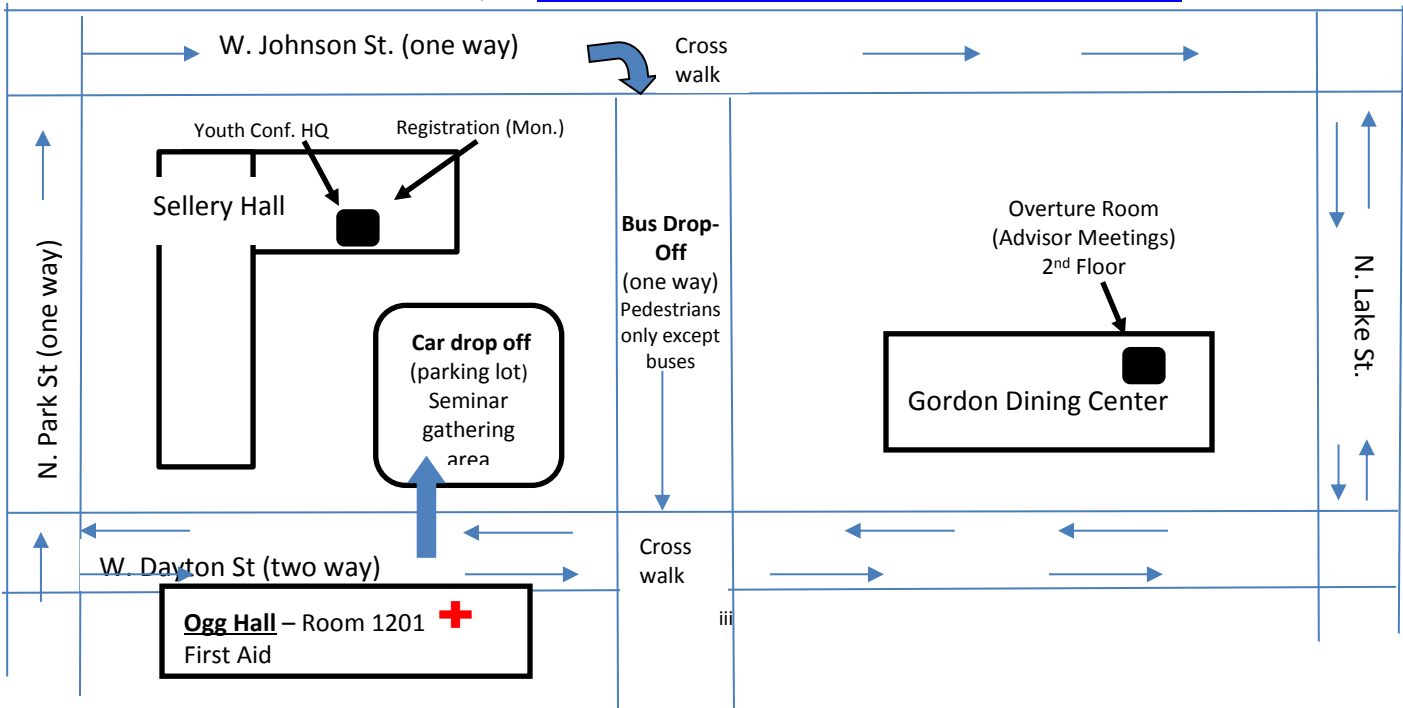
Other opportunities for WI 4-H Leaders to serve as an Adult Advisor exist for Wisconsin State Fair; American Spirit; Citizenship Washington Focus; Space Camp; National 4-H Congress; and International Exchange Programs. For details, visit <http://fyi.uwex.edu/wi4hedopp/>



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For more information, visit <http://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference/>



## **A NOTE TO ADULT ADVISORS**

Thank you for agreeing to volunteer your time and talents to provide leadership and support for this year's Wisconsin 4-H & Youth Conference. Without the support of adults like you, it would be impossible for youth to be able 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 an Adult Advisor. As you read this information, please pay special attention to the expectation and program rules for adults and youth in the Registration Timetable.

These expectations are important for everyone - **adults as well as youth** - because they help spell out what's expected of us in order for Wisconsin 4-H & Youth Conference to run smoothly and efficiently. In addition, they 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** in which all youth will be treated respectfully and courteously by others. More than likely you won't 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.

While at Youth Conference, "Care to Share" forms will also be available for you to fill out to help provide input about the program.

## **WISCONSIN 4-H & YOUTH CONFERENCE IS FOR EVERYONE**

Participation at Wisconsin 4-H & Youth Conference is open to all eligible UW-Extension Program members from community club, school enrichment and short-term program settings.

Participants hail from virtually every county in Wisconsin and rural, small-town, city and large urban settings. 4-H is for everyone and Wisconsin 4-H & Youth Conference is no exception!

This diversity is exciting and reflective of the world we live in today! Bring an open mind and encourage the same in the delegates you chaperone. Much can be gained by this interaction – a celebration of our similarities and the development of an understanding and respect for our differences.

## **ESSENTIAL ELEMENTS OF YOUTH DEVELOPMENT**

Belonging, independence, generosity, and mastery are all elements that youth will develop during this experience. As role models for the delegates, we encourage you to reach out to them to ensure they're growing in these four essential elements!

## **WHAT IS NEW FOR 2019?**

- Adult Advisors will be selected on a state-wide basis. The application process will be facilitated through 4H Online. Staff will be asked to serve as references. Selection will be based on experience, opportunity for growth, focus on positive youth development outcomes and location.
- Wisconsin is a large state and we want to ensure that youth from each and every corner have an opportunity to participate in WI 4-H & Youth Conference. In 2019, the State 4-H Office will be organizing bus transportation for youth coming to conference. We understand that this is going to be a big undertaking. Your patience and understanding as we work through it our first year is greatly appreciated.
- In years past, youth were roomed on the same floor as other youth from their county. As we shift away from county delegations, youth will not be housed on the same floor as youth from their county, but will be housed with youth of the same grade and gender. Youth will still have the opportunity to request a roommate and those requests will be accommodated, as we are able.
- To ensure our Adult Advisors are ready to provide an emotionally safe and positive environment for our youth where they can grow and thrive, we will be holding 2 Face-to-Face Adult Advisor Orientations. One will be held in Lincoln County and the other in Dane County. Both will be recorded and participants can join via Zoom.
- Again in 2019, Adult Advisor Registration fees will be covered by our grant from the WI 4-H Foundation.
- Fourteen “full” scholarships are available for youth with financial need through DPI’s Pre-College Funds.

## **WISCONSIN 4-H LEADERSHIP COUNCIL**

The Wisconsin 4-H Leadership Council (WLC) provides a statewide forum for youth and adult volunteer leaders to discuss ideas and provide input to enhance 4-H Youth Development programs at the state, county and local levels. Members of the Wisconsin 4-H Leadership Council will be your hosts at the 2019 WI 4-H & Youth Conference. If you are interested in serving as leaders and role models for 4-H youth and adults; being an advocate for WI 4-H; providing input for enhancing the 4-H program and educational opportunities for 4-H members and leaders; and connecting the county, regional and state levels of Wisconsin 4-H, as well as the Wisconsin 4-H Foundation, you may want to consider applying!

Applications are at: <https://fyi.extension.wisc.edu/wi4hvolunteers/wi-4-h-leader-council/> and are due October 1, 2019 with elections taking place at Fall Forum.

## **SAVE THE DATE**

*Wisconsin 4-H Fall Forum 2019 will be here before you know it. Mark your calendar NOW for November 1-3, 2019!! Why not plan on getting a group of youth and adult leaders together to attend the statewide training weekend with county and state staff. Planned by a team of youth and adult volunteers from the Wisconsin 4-H Leaders Council with the support of county and state staff; we hope you will promote to youth and adult leaders in your county!*

## REGISTERING AND PREPARING FOR CONFERENCE

1. **Register** for this event in your 4HOnline account between 4:00 p.m. April 18 and midnight on May 1.
2. **Prepare** to provide information for a background check, as needed. We appreciate the help of volunteers in whatever capacity they are serving – instructor or Adult Advisor. Volunteers will have background checks conducted based on service date. Additional information specific to background checks for 2019 YC volunteers will be provided in very early May after online registration is completed
3. **Fulfill** all parts of the Adult Advisor orientation:
  - a. Read and become familiar with this “Adult Advisor Handbook” and the “Registration Timetable and Participant Guide.”
  - b. Participate in either the Face to Face Adult Advisor Orientations:
    - a. **Saturday, April 28 at the Lincoln County UW-Extension Office in Merrill from 1:30-5:30 p.m.** We will be discussing some major changes to our Adult Advisors roles and responsibilities.
    - b. **Saturday, May 11 at the Dane County UW-Extension Office in Madison from 1:30-5:30 p.m.** We will be discussing some major changes to our Adult Advisors roles and responsibilities.
    - c. **Thursday, May 23 WI 4-H & Youth Conference Delegate Orientation at 7 p.m.** **ALL** Adult Advisors are encouraged to participate. There will be a brief question and answer session prior to the orientation for adult advisors starting at 6:15 p.m.
  - c. **Monday, June 24, 3:00 - 4:30 p.m.** Attend Face-to-Face Adult Advisor Orientation for all adults in Gordon Dining Center on the second floor.
4. **Send an introduction to your delegates.** We will send you a list of the delegates you will be responsible for at WI 4-H & Youth Conference at the beginning of June. It will be helpful for both you and the delegates if you contact them ahead of time to introduce yourself and **provide a cell phone number.** An introductory form is included at the end of this guide for your convenience.
5. **Arrange** for parking permits with your 4-H Staff early because they will *not* be available on-site. Submit permit applications to the U.W. Parking Office by May 1.
6. **Connect with parents of your delegates to ensure youth carry** the following before coming to Madison:
  - a. **Any prescriptions and over the counter medications** (which they’ll turn in to University Health Services (UHS) staff).
  - b. **Early Departure Form** for any participant who intends to leave Conference early.

## ARRIVING IN MADISON

If you are riding an organized bus, they will be staggered between 11 am. and 1:30 p.m. All other youth and adult participants can register any time between **11:00 a.m. and 1:30 p.m.** on Monday, June 24. For Adult Advisors, Monday afternoon is spent getting delegates settled in and attending adult orientation.

**Assistance:** Wisconsin 4-H Leaders Council (WLC) members will be present at the courtyard entrance of Sellery Hall to assist you with details on disembarking passengers and on-site registration.

We will do our best to have a smooth and seamless registration process. Registration does require patience and everyone working together. If you have a question, please do not hesitate reaching out to a WLC member or staff member. We want your start and your delegates start to conference to be a great one!

## ON-SITE REGISTRATION

**All youth delegates** must meet with University Health Services (UHS) Health Staff in the Sellery Hall Main Lounge about health updates and to turn in medications.

Adult Advisors and youth participants will individually register. At Registration you will pick up your nametags, room keys, program booklets and turning in all forms. If Adult Advisors bring any 4-H artwork for the State Art Exhibit or WI 4-H Foundation Art Event, those items will need to be taken to the Art Team Studio in Sellery Hall.

## AFTER REGISTRATION

1. **Advise** delegates to attend the Delegate and Adult Advisor Meet & Greet in the Courtyard at 2:15 p.m. when you'll meet any other youth you will be chaperoning.
2. **Advise** delegates they must participate in a Tour/Getting Acquainted Fun sponsored by the Wisconsin 4-H Leadership Council while you attend the Adult Advisor Orientation between 3:00-4:30 p.m. Delegates meet their groups at 2:45 p.m. (See next section for details). Also remind them of Talent Show Auditions between 4:15-4:45 Monday or 3:30-4:45 Tuesday. Room location will be posted in Headquarters.
3. **Attend** the 3:00 p.m. on-site Adult Advisor Orientation Meeting in Gordon Dining Center on the second floor.
4. **Facilitate** Floor Connect at 6:00 p.m. Critical opportunity for a youth focused start; super important opportunity to build community and trust on your floor.

## MONDAY GET ACQUAINTED MEETING!

**At 2:15 p.m. Adult Advisors and Youth** meet and greet **in the Sellery Courtyard** after registration but **before** tours. It will be a chance for all delegates and Adult Advisors to connect.

## MONDAY TOURS FOR YOUTH

At 3:00 p.m., youth will depart for their selected Monday Tours. WLC youth and adults will serve as guides.



The Wisconsin State Capitol is a 15 minute walk from the conference site and will be offered as a tour option for youth on Monday afternoon.



The Old Red Gym on the University of Wisconsin-Madison campus is home to several student services and one of the interesting buildings that students will see on the campus tour Monday afternoon.



## **STATEWIDE ADULT ADVISOR ORIENTATIONS**

Due to changes in Adult Advisor Roles and our programmatic and positive youth development goals for WI 4-H & Youth Conference, we are requiring participation in one of our two Statewide Face-to-Face Orientations. Registration for the Face-to-Face Meetings will be a part of the 4H Online WI 4-H & Youth Conference Registration Process.

**\*Saturday, April 28 at the Lincoln County UW-Extension Office in Merrill; 1:30-5:30 p.m.**

**\*Saturday, May 11 at the Dane County UW-Extension Office in Madison; 1:30-5:30 p.m.**

## **ADULT ADVISOR ONSITE ORIENTATION & MEETINGS**

**3:00-4:30 p.m., Monday, June 24, Gordon Dining Center (second floor.) This meeting is required for all Adult Advisors.**

This is your opportunity to become acquainted with the other Adult Advisors, Volunteer Coordinators (VC's) and State 4-H Staff and for you to ask questions. Conference logistics will be explained, as well as, the Operational Committee Assignments you will be asked to assume.

**Daily Adult Advisor Meetings** will be held on Tuesday & Wednesday mornings from 7:20-7:50 a.m. Grab your breakfast and join us in our assigned 2<sup>nd</sup> Floor Meeting Room in Gordon Commons.

## **OPERATIONAL COMMITTEES**

Because over 450 people attend Wisconsin 4-H & Youth Conference, many "housekeeping duties" are shared among the following four Operational Committees. You will be asked to assist in these areas; please rank your preferences when you register.

### **Assemblies:**

- Assist with seating delegations in the Madison Masonic Center and the Memorial Union.
- Distribute programs.
- Monitor audience behavior during assemblies.

### **Dorm Monitor:**

- Monitor elevators and stairwells. (Bring a book or portable hobby!)

### **Pedestrian Safety:**

- Ensure delegates cross streets safely.
- Monitor delegate behavior while in route to assemblies.

### **Recreation:**

- Monitor entrances/exits of the recreation area.
- Check nametags to ensure only Wisconsin 4-H & Youth Conference delegates, Adult Advisors, and authorized guests are admitted.
- Monitor delegate behavior during recreation.

You will receive more instruction at the on-site Adult Advisor Orientation.

## **ADULT ADVISOR RESPONSIBILITIES DURING ASSEMBLIES**

As we do our best to support all of the delegates at WI 4-H & Youth Conference during the assemblies, we request that you sit with your floor delegates to support and encourage positive engagement and participation.

We ask all delegates and adult advisors to show proper conduct and respect while in the assembly hall. (Keeping feet off the seats in front of them and respecting requests of everyone.)

No flash cameras will be allowed in assemblies. For safety reasons, the theatre has a policy that no flash photos are allowed during a performance. Not only is it distracting to audience members, but it temporarily blinds performers for a moment. Cameras of delegates not following the no-flash policy may be confiscated until after the performance. There may be an opportunity for flash photos to be taken following the performance. An Adult Advisor sitting near anyone taking flash photos is asked to confiscate the camera and turn it in to a Theatre/Assembly Committee Member or Volunteer Coordinator. Delegates may retrieve those cameras at Conference Headquarters in Sellery Hall. Please don't wait for one of the assigned Theatre/Assembly Adult Advisors to confiscate cameras!

Adult Advisors work as a team to support delegates.

## **DAILY DUTIES**

- ✓ Provide positive support and mentoring for all youth.
- ✓ Hold floor delegation check-in meetings morning and afternoon.
- ✓ Perform operational duties, as assigned.
- ✓ Monitor the physical/emotional health of youth.
- ✓ Ensure delegate participation in all scheduled activities and sit with your delegation at assemblies.
- ✓ Join youth whenever they are away from the dorm. Youth must be accompanied by a 4-H Adult Advisor or staff member whenever off site.
- ✓ Attend all floor meetings and floor check-ins. Floor leaders and WLC members will lead these meetings.
- ✓ Check in delegation every night with the floor leader.
- ✓ Ensure that delegates stay inside their own rooms after curfew.

## FLOOR MEETINGS & FLOOR CONNECTS

Throughout WI 4-H & Youth Conference, there are times built into the schedule for Adult Advisors and delegates to check-in and ensure everyone is safe and supported. Adult Advisors can determine the best space to check-in. Morning Floor Meetings will be led by WLC members.

## EVENING CHECK-IN

\*Take some time to check in and make sure everyone is doing okay. Ask them how they're feeling; what they liked best about the day, if anything didn't go so well, etc. Remind them about details for the next day. If someone didn't feel good during the day, make sure to follow up with them and make sure all is okay.

\*Always have two people check rooms. Physically check to make sure youth are in their room. No one should leave their room after check in. This is for everyone's safety!

\*Remind youth that once they are checked in, they are to lock their door and not leave the room unless there is an emergency. If they need to leave to do anything, they should contact an adult advisor before leaving their room.

\*Make sure youth know the adult advisors' room numbers in case they need to reach them in an emergency or for anything in the middle of the night.

\*Youth CANNOT switch rooms.

\*After all Adult Advisors on the Floor have done rooms checks, please have the Floor Leader contact Headquarters Staff.

## CELL PHONE RESTRICTIONS

Delegates may use their cell phones to call their Adult Advisors or other delegates only between the hours of 7:00 a.m. and 10:30 p.m. **No phone calls should be made between delegates after 10:30 p.m. or before 7:00 a.m.** This is designated quiet time and must be enforced out of respect for the other delegates. Adult Advisors are responsible for communicating this policy to their delegates.

**Youth and Adult Advisor cell phones must be turned off during all assemblies, seminars and other planned group activities.** Adults: please serve as good role models by turning your cell phone off while you are supporting the youth in their educational activities. Thank you in advance for your patience and understanding!



## DELEGATE ACCOUNTABILITY

Educational Seminars are a vital part of the conference learning experience. **Participants must attend** all sessions for which they registered. **Roll call will be taken** by an Adult Advisor at every seminar and rosters with names of missing delegates will be turned in to Headquarters for further action.

## GENERAL BEHAVIOR POLICY

Use your good judgment. Fairness, sensitivity to needs, consistency and a good sense of humor greatly help adults develop a healthy positive environment. Remember that HQ staff, VC's and other adults are here to help. Don't hesitate to ask for help or a second opinion. Be sure to offer your help to others if you think they can use it. It is important that our Adult Advisor Team works together! Delegates attending Wisconsin 4-H & Youth Conference are representatives of their home county program and are under supervision arranged the State 4-H Office. Primary responsibility for disciplinary action resides with the 4-H Educational Program Specialist. Wisconsin 4-H & Youth Conference professional or volunteer staff will enforce behavior guidelines only if it becomes necessary.

## UNIVERSITY DORMITORY RULES

1. **Lights-out** time will be printed in the Conference Program. University Security will police the halls at night to enforce curfew.
2. **Keep your room clean!** There is no maid service at the Conference.
3. **Be completely dressed** in the dormitory hallways.
4. **Keep** dormitory rooms locked at all times.
5. **Do not use cell phones** between 10:30 p.m. and 7:00 a.m. except for emergencies.
6. **Close** window shades at night so others cannot see into your room.
7. **Do not open dormitory room windows!** If a window is opened, *all* occupants of that room will be sent home at their own expense.
8. **Furniture and bedding** must remain in their original locations. Do not remove them from any room.
9. **Boys and girls are not permitted** to visit each other inside dormitory rooms at any time. Visiting is allowed in the first floor lounges during free time.
10. **Smoking and/or alcohol is not allowed** inside any University dormitory.



## **SUGGESTIONS FOR DAILY FLOOR CONNECT MEETINGS TO BE HELD AT A CONVENIENT TIME IN MORNINGS AND LATE AFTERNOONS**

It is important for youth to reflect on their experiences while at the Conference. Some suggestions to help delegates get the most out of their Conference experience are to:

1. Allow time during your meetings and check-in for youth to share what they expect to learn and see that day.
2. Be sure everyone gets a chance to speak. Encourage the quieter members of your group to participate.
3. Ask how they might take what they have learned to use back home for themselves or others in their program or community.
4. Check on the physical health of your delegates. Is everyone eating enough, drinking enough, getting a reasonable amount of sleep? Learning, safety and fun can be affected if these basic needs are not being met.
5. Check on the emotional health of your delegates. Incidents that may seem insignificant to us may seem serious and stressful to a young person away from home for the first time.
6. Preview the upcoming activities. Ask if there are questions about the schedule.
7. Establish times to meet for other check-ins and meetings, meals, walking to assemblies, etc.
8. Remind them of the next time and place you will meet as a delegation.

### **FLOOR CONNECT MEETINGS**

#### **1. 2:15 p.m. Monday - Meet & Greet**

An opportunity for delegates to meet their dorm Adult Advisors in the Courtyard outside Sellery Hall!

#### **2. 8:00 a.m. Tues. & Wed. - Floor Connect Meetings**

WLC Will Lead Discussions:

- a. Sleep well?
- b. (Observe whether tired, rested, lonely, involved, excited, withdrawn. Listen and watch closely to pick up on any potential problems before they become serious. The rowdy or withdrawn delegate may require a little special attention.)
- c. What can be done to make the night/day better?
- d. Understand the seminar schedule for today? (Or check-out procedure Thursday?)
- e. Know which seminars you're in?
- f. Know when & where to meet for going to seminars?
- g. Everyone have a seminar schedule?
- h. Medication Reminders; Need to Take Morning Meds
- i. Plans for free time? Check in at Headquarters to Sign-up?
- j. Suggest recreation equipment available at HQ (games/cards, Frisbees, basketballs)
- k. Reminders:
  - Keep track of keys. Replacements cost time & money.
  - Wear name tags at all times around neck except when away from Conference area.
  - State Street awareness: Homeless, different ethnic and racial origins; respect people for their differences (refrain from gawking, inappropriate comments, taking photos). Avoid pan handlers (don't interact with them; keep on walking). Safety issues: Because the street attracts young people, it also attracts those who may not have the youth's best interests in mind. Be aware of surroundings, don't speak to strangers, stay with a chaperoned group.



3. **6:00 p.m. Mon., Tues. & Wed.- Evening Floor Connect Meetings**

- a. Feeling ok? (Watch for signs of exhaustion, dehydration, upset stomach, etc.)
- b. How were your seminars? What did you learn?
- c. How will you take what you learned back to share with others within your county?
- d. Reminders:
  - If you want to order pizza, do so early to be delivered before 10:00, which is when Sellery Hall outer doors are locked. Ask youth to decide upon their order at this meeting.
  - Shoes & shirts must be worn at all scheduled activities including dances.
  - Assembly dress is casual but should be in good taste.
  - Sit with Adult Advisor and Floor Delegation at every assembly; if youth want to sit with another floor, they need to let adults on their floor know.
  - Assembly behavior: no gum, be quiet and considerate of speaker, no flash photos, remain seated during entire program.
  - Medication Reminders

***Plan to walk to assemblies together as a group and sit with your floor. Floor will be dismissed by cell phone from headquarters to floor leads.***

4. **Bed Checks** Adult Advisors account for all their delegates for the night, then check-in with their Floor Leader. After all delegates have been reported as checked-in, the Floor Leader calls the Conference Headquarters to report all delegates are present.

## **BEHAVIOR REVIEW COMMITTEE**

A delegate accused of misbehavior extreme enough to warrant strong disciplinary action may request a review of the incident by a Behavior Review Committee. This committee will be composed of one (1) Cooperative Extension Service professionals present at Conference, one (1) adult volunteer leaders present at Conference and two (2) youth WLC members. The 4-H Youth Development Professional will chair the committee.

This committee has responsibility for the following:

- a. Meet as soon as practical after the incident in question. The meeting will be closed to attendance by others not directly involved unless the accused delegate requests that it be open.
- b. Listen to all sides in the case. Both the accused and the accuser may request other people to discuss the incident with the Committee. The Committee has the right to limit the number of people who may be invited to speak and may request additional people to speak if it feels more information is needed for a fair decision to be made. An Adult Advisor of the accused member shall be present.
- c. The Committee shall discuss and reach its decision on recommended action.
- d. The accused member, the Adult Advisor and accuser shall rejoin the Committee to hear their decision.
- e. If the decision is to enforce a strong disciplinary action, the Educational Program Specialist will initiate a call to the member's parent (or guardians) and the home county Extension office to inform them of this action. If the delegate is to be dismissed from Wisconsin 4-H & Youth Conference, arrangements will be made for the departure of the delegate. Costs incurred by early departure will be billed to the home county's sponsoring program.
- f. Discussion of the incident and decision shall be confined to the Committee members while in session and will not be discussed at a later time with others not involved.
- g. Any further disciplinary actions will be at the discretion and authority of the home county program and county Extension office.



## MEDICAL EMERGENCIES

Visit the University Health Services (UHS) First Aid room. All health forms are kept on file in the First Aid Station (Ogg Hall Rm 1201). An adult must accompany youth to medical facilities. University Health Services will be able to provide limited medical support for adult advisors.

## HOUSING ARRANGEMENTS

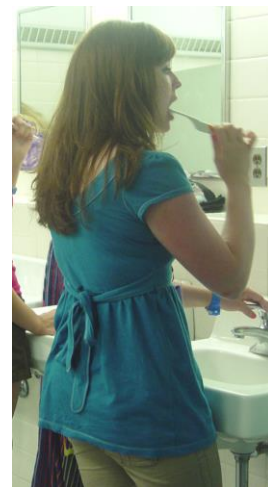
### Dormitory:

Delegates to Wisconsin 4-H & Youth Conference are housed in Sellery Hall in the University of Wisconsin-Madison Southeast Student Dormitories on Johnson, Park and Dayton Streets. Please refer to the "Registration Timetable" for maps of the area. (Maps are also printed in the program.)

### Adult Advisor Room Assignments:

Adult Advisors are not assigned a roommate, unless we have record attendance. You and the other adults on your floor will be responsible for all the delegates on the floor.

**Delegate Room Assignments:** All delegates reside in Sellery Hall, a UW-Madison Student Residence Hall (dormitory). Two delegates of the same county may occupy a room. Occasionally, delegates may reside with a delegate from another county in order to fill a room. Youth are able to indicate a roommate preference on the registration form. We try to honor youth preference. If no preference is indicated, we will assign a roommate. Roommates cannot be changed after registration since University officials must know the location of each participant in case of emergency. **Floors will be organized by grade and gender in 2019.**



## FREE TIME SUGGESTIONS

There will be short periods of free time for socializing, taking a walk, or exploring. Adult Advisors will be asked to provide support for these experiences. There will be sign-up sheets in Headquarters for the youth.

Some ideas:

- Check out board or card games, etc., from Headquarters.
- Visit the Capitol; free tours are available.
- Take a walk along the woodland lakeshore path behind Memorial Union.
- Visit the Chazen Art Museum on campus.
- Explore the U.W. Campus.
- Shop or visit restaurants on State Street.
- Visit the State Historical Society on Library Mall.
- Visit the State Historical Museum on the Capitol Square.
- Visit the Veterans Museum on the Capitol Square, across from the State Historical Museum.



## BEFORE YOU DEPART FOR HOME

- \_\_\_ 1. Inspect each delegate's room carefully to be sure no personal items remain. Turn in "check-out" sheet to Headquarters (HQ). Note: Leave the doors unlocked, linens on the beds, and air conditioners off.
- \_\_\_ 2. Remind youth to pick up medications from First Aid located in Headquarters (H!).
- \_\_\_ 3. Collect room keys and return them **in original packets** to Front Desk. **Do not return keys to Headquarters, unless leaving prior to Thursday morning.**
- \_\_\_ 4. Collect youth and adult evaluations and drop them off at HQ.
- \_\_\_ 5. Check Lost & Found located at HQ.
- \_\_\_ 6. Drop off suggestions and/or WI 4-H Foundation Thank You Notes at HQ.
- \_\_\_ 7. Pick up your County Art Exhibit from Room 23, Sellery Hall after the closing assembly.

## AFTER YOU RETURN HOME

- \_\_\_ 1. Think about ways you can connect with the delegates from your area to provide leadership and support for 4-H and other positive youth development programming.
- \_\_\_ 2. Don't forget to send thank you notes to your County 4-H program, sponsors, and Wisconsin 4-H Foundation for their support.
- \_\_\_ 3. Share photos with delegations and your county 4-H Staff. Organize an interview with local media.

Thank you for your assistance!



Wisconsin 4-H Foundation proudly supports this  
UW Extension 4-H Youth Development Program in the amount of \$20,000  
which offsets participating county individual youth costs by \$25 each.





**2019 WISCONSIN 4-H & YOUTH CONFERENCE  
ADULT ADVISOR INTRODUCTION**

*Hi! I'll serve as your Adult Advisor for the upcoming  
WI 4-H & Youth Conference.  
I hope you're looking forward to it as much as I am!*

**(optional)  
I'm attaching a  
photo here  
so my assigned  
delegates will  
recognize and  
remember me.**

**My name is** \_\_\_\_\_

**County** \_\_\_\_\_

**You may reach me by telephone at** \_\_\_\_\_ ) \_\_\_\_\_

**Send e-mail to:** \_\_\_\_\_

**At Conference, you can reach me by cell phone at ( \_\_\_\_\_ )** \_\_\_\_\_

**Other notes:**

**Adult Advisor:** Please send your introductions **directly** to each of your delegates and a copy to Justin Lieck ([Justin.lieck@wisc.edu](mailto:Justin.lieck@wisc.edu)) at the State 4-H Office.



An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX and the Americans with Disabilities Act (ADA) requirements. If you need an interpreter, materials in alternate formats or other accommodations to access this program, activity or service, please contact the 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.