

# 2019 Wisconsin 4-H & Youth Conference University of Wisconsin - Madison Campus

https://www.facebook.com/groups/1115986421747259/

#### **IMPORTANT DATES TO REMEMBER**

	County Delegate/Adult Advisor Orientation. Please contact your County UWEX
	Office for date and time.
April 2-15	Youth Register in WI 4HOnline account between 4:00 p.m., April 2 through midnight April 15
April 18-May 1	Adults Register in WI 4HOnline account between 4:00 p.m., April 18 through midnight May 1
April 27	Adult Advisor Orientation; Lincoln County UWEX Office; 1:00-5:30p.m. in person
May 1	Talent Show Application Due to State 4-H Office. (Pre-apply by May 1 or Bring to Conference!)
May 11	Adult Advisor Orientation; Dane County UWEX; 1:00-5:30p.m. in person
May 22	Youth Health Form for Residential Summer Camps due to University Health Services
** **	through www.campdoc.com.
May 23	2019 WI 4-H & Youth Conference State-wide Orientation for ALL Participants at 7:00 p.m.
May 31	Last Day for Cancellations without Charges
June 1	County Payments Due to WI 4-H Youth Development Office
June 24	2019 WI 4-H & Youth Conference Registration from 11:00 a.m. – 1:30 p.m.
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. .m.

	ference 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.n			
Monday, June 24				
11:00 a.m1:30 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 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.			
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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  $2^{nd}$  floor

8:15 Floor Connect & Room Check-Out

9:00 Closing Assembly: Clover Talks, Evaluation/Reflection, Communications Team, (Memorial Union)

11:30 Departure



An EEO/AA employer, University of Wisconsin Extension provides equal opportunities in employment and programming, including Title IX, Title VI, 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.

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

### NOTE TO COUNTY 4-H STAFF

Thank you for promoting Wisconsin 4-H & Youth Conference to the youth in your county! Without your help, too many young people would miss out on this Pre-College Program which we hope will draw over 450 UW Extension youth to the Madison campus this summer for four days engagement, enrichment and excitement.

This guide is a comprehensive packet of information containing just about everything you need to know to help you be successful as a delegation coordinator.

The written expectations are important for everyone - adults as well as youth - because they help spell out what is expected 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 where all youth and adults will be treated respectfully and courteously by others.

Thanks to the efforts of dedicated staff and volunteers, Wisconsin 4-H & Youth Conference provides youth with an exciting and enjoyable opportunity to learn new things and make new friends while being exposed to a world-class university on the UW-Madison Campus.



#### **GENERAL INFORMATION**

Wisconsin 4-H & Youth Conference will bring together young people in grades 7-10 from around the state to the University of Wisconsin-Madison campus to engage in exciting educational activities. 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 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. Wisconsin 4-H & Youth Conference creates opportunities for delegates to participate in a wide variety of assemblies, seminars, and service projects meant to provide a pre-college experience that will focus on personal development, broadening of interests, and developing new skills. "Prism of Possibilities" encourages us to think about how we can each better ourselves and the people around us through different possibilities and opportunities!

#### **OBJECTIVES**

Through your county delegates' participation in Wisconsin 4-H & Youth Conference, they will:

- a. **Experience** active learning in a safe and supportive campus atmosphere
- b. Strengthen life skills through new experiences that promote personal growth
- c. Exchange ideas and form friendships with youth and adults from around Wisconsin
- d. **Inspire** action in your organization, neighborhood, school, and community
- e. **Learn** about various youth development opportunities and explore future educational and career opportunities

#### **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 7-10. County 4-H Educators are asked to work with other UW-Extension Programs to invite and encourage youth to attend conference. These youth are to be treated as equals, and will be included in floor meetings, orientations, and free time activities.

#### INTRODUCTION TO THE COUNTY 4-H STAFF COORDINATOR GUIDE

This County 4-H Staff Coordinator Guide includes:

- important date and deadline information
- information necessary to orient and register conference participants
- press release
- payment information

This Coordinator Guide serves as a companion piece to the "Wisconsin 4-H & Youth Conference Registration Timetable & Participant Guide", "Adult Advisor Handbook", and "State 4-H Communication Arts Groups Registration Guide". All of these guides can be found on the website and/or copies can be requested from the State 4-H Office.

#### WHAT IS NEW FOR 2019?

- Adult Advisors will be selected on a state-wide basis. The application process will be facilitated through 4HOnline. 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.

#### **2019 EDUCATIONAL PROGRAM**

- Monday: Adult Advisors receive Face-to-Face Orientation while youth participate in their choice of organized tour options. An evening assembly will bring inspiration to participants.
- Tuesday Morning: Youth will engage in a community service project (several from which to choose).
- Tuesday Afternoon and Wednesday: Delegates participate in exciting seminars or off-site learning experiences. A youth talent show and dance will cap Wednesday evening.
- Thursday: The final assembly will feature State Wisconsin Leadership Council and WI 4-H
   Communications Team multimedia presentations, and a special closing cap note speaker.

Delegates are required to attend all conference activities. Attendance is taken at each seminar. After Conference, each County 4-H Educator will receive notice of any activities missed by member(s) of their county delegation.

#### ADULT ADVISOR COVERAGE

Adult Advisors, including summer interns, must be at least 21 years of age by the time of WI 4-H & Youth Conference and must have completed VIP Training, Mandatory Reporter Training and have a Background Check in the past 2 Years. Adult Advisors must attend full-time and may be 4-H Educators, summer interns or volunteers. Adult Advisors must be authorized by their local UW-Extension Office/4-H Youth Development Program. Adult Advisors are not responsible for early-arriving members of Communication Arts Groups or Wisconsin Leadership Council. A sample adult advisor application and position description is posted on the <u>Youth Conference website</u> for your convenience.

#### **REGISTRATION & TRANSPORTATION COST**

The registration fee in 2019 will be \$300 per person, which includes transportation, lodging and meals between Monday afternoon and Thursday morning, and a conference t-shirt.

Early-arriving members of Communication Arts Groups and Wisconsin Leadership Council will receive fee information directly from the specialists involved with their group. The higher fees paid by most of these members cover the additional expense incurred from arriving early and from other events.

#### **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 <a href="mailto:justin.lieck@ces.uwex.edu">justin.lieck@ces.uwex.edu</a> or mailed to WI 4-H Educational Programs, 436 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 Communication Arts Groups, Drama Company, and Wisconsin Leadership Council. Cancellations by members of those groups will be handled on a case-to-case basis.

#### **REGISTRATION PROCEDURE**

Don't delay, please distribute information to participants as soon as they are identified and urge them to complete their registration worksheet before 4HOnline Registration opens on April 2. An e-mail will be sent to all youth enrolled in 4H Online who are in grades 7-10. We need your help promoting this experience with youth you serve in other youth development programs.

Youth and adults register for seminars on a first come, first served basis. However, some transfers may need to be made later due to instructor wishes or low enrollment. Youth and adults are asked to be flexible and open to learning about a new topic that they might not have considered in case their most preferred seminars are already full when they register or if they are asked to transfer for the reasons stated.

Parents/guardians of participants registering for water sports or certain community service project sessions will be asked to complete, sign, and return Liability Waiver Forms.

Youth participating in other UW-Extension Programs will register as part of your county delegation. Please contact Justin Lieck at the State 4-H Office to work through registration for youth not enrolled in 4H Online.

#### **YOUTH HEALTH FORMS**

Youth will need to complete a University Health Services (UHS) Camper Health History Form for conference. Youth will electronically submit all health forms, consents, and waivers in <a href="CampDoc">CampDoc</a> on a computer or mobile device at least 3 weeks before the start date of conference. They will have to check their email (including spam, junk, etc.) for a CampDoc.com invitation to create an account and complete required forms after camp registration processing. Email <a href="youthcamps@uhs.wisc.edu">youthcamps@uhs.wisc.edu</a> with questions about CampDoc and available health services at camp.

During check-in at conference, each youth will meet with a UHS representative to turn in their Health Update Form (see Registration Guide) and medications. Delegates should wait to fill out this form until 2 weeks before camp or later. ALL medications must be brought in original containers whether prescription or over-the-counter medications (including vitamins and supplements). Asthma inhalers, Epi-pens, and insulin may be retained by the youth. See UHS staff for medications when needed in Room 1201 Ogg Hall. Don't forget to collect them before departing for home at the end of the event.

#### **PARKING**

- 1. Parking permit for UW Parking Lots: cars and vans may possibly park in Lot 46, Lot 83, or other lots close to the conference area. Cost is approximately \$48 per vehicle (\$12/day). Parking lot assignment will be indicated on the parking permit.
- 2. Non-permit, short-term parking for cars and vans (no buses) is available at about \$1.75 per hour in nearby parking ramps. Many are nearly filled after mid-morning so allow extra time to locate available public parking.
- 3. Buses: due to construction and loss of parking spaces on campus, we can no longer provide parking for busses. If your county/region plans to park busses while at conference, you must locate the spaces and arrange your own payment with the vendor. We still can and will provide drop-off/pick-up locations for busses for short periods of time.

#### TO OBTAIN A PARKING PERMIT

Send your permit request form directly to the UW Parking Office. It must be received **by May 1**. Permit request forms will be posted on-line when available at <a href="http://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference/">http://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference/</a> If parking permits are not requested prior to arrival in Madison, drivers must go to one of the campus parking offices (on the west side of campus or central campus) to purchase them. Parking permits are not available at conference headquarters.

#### **INSURANCE COVERAGE**

Wisconsin 4-H & Youth Conference provides minimal insurance for regular youth delegates and earlier arriving State Group youth members for the dates they are on site. Coverage is primary to State liability insurance and the camper's personal insurance for covered medical expenses up to \$10,000 per student, but is intended to target injuries incurred related to camp activities. For more information, visit <a href="http://www.bussvc.wisc.edu/risk\_mgt/camps\_clinics.html">http://www.bussvc.wisc.edu/risk\_mgt/camps\_clinics.html</a>.

#### **EXCUSED ABSENCES AND EARLY DEPARTURES**

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 Guide) must be brought to the Conference and submitted at on-site Registration.

#### **SPECIAL NEEDS ARRANGEMENTS**

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

#### **SPECIAL DIETS**

A wide variety of foods is 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. University Health Services (UHS) will share food allergies listed on your health form with the Gordon Dining Center dietician who may contact you. If you have concerns or questions, please contact the Registered Dietician for UW-Housing Denise.Bolduc@housing.wisc.edu .

#### CONNECTING YOUTH WITH THEIR ADULT ADVISORS

An Adult Advisor's Introduction for Delegates Form is included in the Adult Advisor Handbook to aid in connecting adults with their delegates. The WI 4-H Educational Programs Office will be sending all of the Adult Advisors a list of their delegates, which will include any county delegates. It is very important that Adult Advisors reach out and connect with all of their delegates to start forming a positive relationship. Adult Advisors and delegates will meet at their 2:15 p.m. Meet and Greet on Monday, if not before then.

#### **ADULT ADVISOR ORIENTATION**

We will provide a copy of the "Adult Advisor Handbook" to each Adult Advisor. Selection of Adult Advisors will be made the first week in April. Adult Advisor Orientation is required! There will be two Adult Advisor Orientations; one in Lincoln County on April 27 and one in Dane County on May 11. It is critical that adults make an effort to attend one of the Face-to-Face Orientations. Even returning Adult Advisors will be asked to attend. We will also hold a Question and Answer Session prior to the WI 4-H & Youth Conference Delegate Orientation on May 11. Agendas and more detailed information will be sent to all selected Adult Advisors and Staff.

#### COUNTY FACE-TO-FACE ORIENTATIONS ARE NICE, BUT NOT 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 guide. Youth need to know what to expect and what is expected of them. A formal orientation including the Adult Advisor(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 will be posted on the Wisconsin 4-H website. We will also be holding a state-wide Orientation Teleconference for participants on Thursday, May 23 at 7 p.m. County delegations are encouraged to hold their Face-to-Face Orientation on May 23 and then join in for the teleconference together!

#### **SUGGESTED ORIENTATION AGENDA**

- 1. Get acquainted with other members of the county delegation, including the any Adult Advisor(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 UW-Extension well and respecting others (refer to note to parents and youth in the Registration Timetable and a note to Adult Advisors in the Adult Advisor Handbook, respectively).
- 4. Review the General Information section in the Registration Timetable, stressing Residence Hall Rules and health care procedures.
- 5. Talk about appropriate casual dress. Comfortable walking shoes are a must!
- 6. Discuss safety precautions (traffic, lake and people). Make county expectations clear among both Adult Advisors and delegates regarding visiting State Street or other concerns.
- 7. Discuss county financial arrangements.
- 8. Discuss personal financial needs at Conference.
- 9. Share county expectations for reporting back and service learning to the county, local clubs, etc.
- 10. Encourage youth to apply for the talent show (application in Participant Guide.)
- 11. Explain medication procedures; all youth must turn in all medications (prescription and over-the-counter) to University Health Services (UHS) medical staff who will distribute, as needed. Asthma inhalers, Epi-pens, and insulin may be retained.
- 12. Encourage them to coordinate a county delegation group photo (identify who will take leadership and bring a camera or smart phone for the photo and share with all county delegates, Advisors, and County 4-H Educators.)

(4-H Staff – an electronic version of this sample press release is available at:

<a href="http://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference/">http://fyi.uwex.edu/wi4hedopp/wisconsin-4-h-youth-conference/</a>. Feel free to add county delegation information to it; your county's Lead Advisor will provide you with a county delegation photo which you may wish to add to the news article after the delegation returns home from conference).

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TELEPHONE: _(	)	TITLE: E-MAIL:	
FOR IMMEDIATE RELI	EASE: today's da	ate	
		FERENCE AT UW-MADISON	
	from	was one of hundreds of 4-H you where youth live)	th who
attended the 99" anr	v) nual 4-H & Youth	where youth live) th Conference at the University of Wisconsin-Madiso	on campus in
June. 	and	joined about 450 (number of other delegates from your county)	other young
people representing	UW-Extension's	(number of other delegates from your county) s 4-H Youth Development Program in celebrating the Wisconsin at the conference.	
(Please add a quote l Remember to attribu		out your favorite part of the conference and what yo yourself.)	ou learned.
programs, experience	e hands-on learr d leadership, ga	es youth a chance to learn about a variety of 4-H and ning in a university campus atmosphere, strengther ain knowledge to share back home, and exchange in the state.	n life skills such
of assemblies, semina personal developmer	ars and service parts and service parts.	created opportunities for delegates to participate in projects that provided a pre-college experience that of interests and developing new skills. "Prism of Post the possibilities we have for the future.	t focused on
living, STEM topics, ye	outh citizenship	g from communication arts to building leadership slo, and a host of other exciting subjects. The Wisconsort for this conference.	· ·
For more information <a href="https://4h.extension.">https://4h.extension.</a>		other UW-Extension Youth Development programs, ontact the((name of your county)	visit County 4-H Youth
Development office a		·	
	(area code	e and phone number)	