

2019 National 4-H Congress Registration Information



County Staff:

Please distribute this information to young people interested in participating in the 2019 National 4-H Congress. Note that the requirements for participation are that youth be in 10th-12th grade at time of selection with a maximum age of 18 (did not pass 19th birthday) as of January 1, 2019.

Delegates:

Save to your computer this copy of the 2019 National 4-H Congress Registration Packet and/or you can find the forms at <http://fyi.uwex.edu/wi4hedopp/national-4-h-congress/>. Please type or print legibly; incomplete forms will be returned for completion.

May 1, 2019– June 1, 2019	Register for National 4-H Congress at 4H Online
June or July	Postmark Deadline for Acceptance and Other Forms (will be sent after information is received by the State Office from National) Registration is not complete until the State 4-H Office receives your forms.
Nov. 1-7, 2019	Need to Update Health information in 4-H Online. Must be completed by November 7.



University of Wisconsin-Extension
436 Lowell Hall
610 Langdon Street
Madison, WI 53703-1195
608-262-1221
608-265-6407 (fax)
711 for Wisconsin Relay
<http://www.uwex.edu/ces/4h/index.cfm>



TO: National 4-H Congress Delegates

FROM: WI 4-H Educational Programs

DATE: March 8, 2019

RE: 2019 National 4-H Congress

We are thrilled that you are interested in attending the 2019 National 4-H Congress in Atlanta, Georgia. It will be held from November 29-December 3, 2019. National 4-H Congress is a nationwide 4-H Youth Development Program. For over 90 years, youth from the United States and its territories have participated in this youth leadership development conference. Congress provides youth with a quality educational and cross-cultural experience that exceeds what any state independently provides. It is designed to address the needs and issues of youth, while helping to develop capable, competent, and caring citizens. Approximately 1300 members of 4-H Youth Development Programs from around the country and Puerto Rico gather to learn new skills in leadership, community service, goal setting, workforce preparation, and multi-cultural integration.

Registration is a **two-step process**, registering on-line and mailing completed Acceptance and Other Forms.

1. **Register for National 4-H Congress in your 4-H Online account between 12:01 a.m., May 1, 2019 and midnight June 1, 2019.** See attached registration instructions.
2. **Acceptance, Code of Conduct, and Leadership Applications will be mailed and emailed to you sometime in June. You will need to return your completed Acceptance, Code of Conduct, and other forms postmarked by the June/July date on the forms** to the State 4-H Youth Development Office. Leadership positions at National Congress include Youth Leadership Team and Congress Teen Entertainer. Information is sent out after the State Office receives the forms from National 4-H.

Cost: The cost for National 4-H Congress will be *approximately* \$1,200 per person (the amount will be determined as soon as airfare costs are confirmed.) Counties will be invoiced in early October with their payment due to the State 4-H Office by November 15.

Cancellation Policy: The last date/time to cancel without financial penalty is by 4:30 p.m. CT August 1, 2019. If you cancel between Aug. 2-Oct. 31, you will be responsible for airfare and program related fees equaling approximately \$400 - \$550. For cancellations after 4:30 p.m. CT Oct. 31, you will be responsible for the entire program costs. All cancellations must be sent **in writing (by email, fax or regular mail)** to the State 4-H Office and **must be received** by date and time listed above.

Travel: Delegates will be flying with qualified 4-H Adult Advisors to Atlanta from points as convenient as we can arrange for you. Departure points are anticipated to be Milwaukee or Minneapolis. In some cases, you may be able to carpool with other county delegates to the airport; otherwise, you will be responsible for your own transportation to that location. It may be possible to travel from and/or back to a different location, upon request -- please call our office at 608-262-1557 to discuss. Sorry, but Frequent Flyer Miles cannot be used for these group tickets. Please be advised that there may be additional charges to travel from a different or out-of-state airport.

For more information, visit <http://fyi.uwex.edu/wi4hedopp/national-4-h-congress/>. If you have questions about National 4-H Congress, please contact your county 4-H Youth Development Educator or call the State 4-H Youth Development office at 608-262-1557.

Enc: Deadlines and Important Dates to Remember
4-H Online Registration Procedures (please register for 2019 National 4-H Congress between May 1, 2019 and June 1, 2019)

Reminder: Update your 4-H Online Health information BETWEEN Nov. 1-7, 2019

2019 National 4-H Congress

Deadlines and Important Dates to Remember

May 1, 2019 - June 1, 2019	Delegates Register on their 4HOnline Accounts
Early June	Confirmation Letter and Roster Sent to Participants & Educators
Jun/Jul	Postmark Due Date for all the Following Applications and Forms: Delegate Acceptance form UW General Waiver Form National 4-H Congress Code of Conduct Acceptance Form Youth Leadership Team Application & Video (optional) Congress Teen Entertainer Application & Video (optional)
Aug 1	Last Day to Withdraw Without Penalty
Early Sept.	Letter to Participants Regarding Tour Reservation Information and Other National 4-H Congress Reminder
Sep 29	Tour Reservations MUST be RECEIVED by the State 4-H Office
Oct 15	Adult Advisor Orientation Teleconference 7 – 8:30 p.m.
Oct 22	Delegate Orientation Webinar 7:30 - 9:00 p.m.
Oct 31	Last Day to Withdraw Without Paying Full Registration FeeH
BETWEEN Nov 1–7 Update your Health Form in 4HOnline	
Early Nov.	Letter Regarding Flight Information and Final Travel Information
Nov 29	Departure for Atlanta to participate in the 2019 National 4-H Congress!
Dec. 3	Return to Wisconsin
Dec. 11	Postmark Due Date for Youth Design Team Applications for 2019 National 4-H Congress.

NOTE: 4-H staff may be unavailable to sign your forms due to holiday vacations after Dec. 10, so please submit them early.

Postmark completed forms to
WI 4-H Educational Programs, 436 Lowell Hall, 610 Langdon St., Madison WI 53703;
scanned and emailed to Justin.lieck@ces.uwex.edu or faxed to 608-265-6407.

Questions? Contact:
Amber Rehberg, (608) 262-1557, or amber.rehberg@ces.uwex.edu



2019 National 4-H Congress (NCg) Program

- WHAT:** National 4-H Congress is the flagship event of the 4-H program. For over 90 years, youth from the United States and its territories have participated in this youth leadership development conference. The Congress provides youth with a quality educational and cross-cultural experience that exceeds what any state independently provides. It is designed to address the needs and issues of youth while helping to develop capable, competent, and caring citizens. Approximately 1,300 members of 4-H Youth Development Programs from around the country and Puerto Rico gather to learn new skills in leadership, community service, goal setting, workforce preparation, and multi-cultural integration.
- WHO:** Enrolled 4-H members in good standing in their counties who are in grades 10-12 at the time of registration may participate in this November/December event. Adult Advisors will be selected at a ratio of one per ten youth to accompany the groups from three different airports. (Interested adults should ask their county 4-H office staff for a State & National Adult Leader Application, due **Feb. 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 via teleconference on **Oct. 15, 2019 from 7:30-9:00 p.m.**
- WHEN:** Departure will be on the day after Thanksgiving and return the following Tuesday (Nov. 29 to Dec. 3, 2019). A mandatory orientation webinar will be between **7:30-9:00 pm. on October 22, 2019**. More details and a National Participant Guide can be found at <http://national4-hcongress.com/>.
- WHERE:** Delegates will be flying with qualified 4-H Adult Advisors to Atlanta from points as convenient as we can arrange for you. Departure points are anticipated to be Milwaukee or Minneapolis. In some cases, you may be able to carpool with other county delegates to the airport; otherwise you will be responsible for your own transportation to that location. It may be possible to travel from and/or back to a different location, upon request -- please call our office at 608-262-1557 to discuss. Sorry, but Frequent Flyer Miles cannot be used for these group tickets. Please be advised that there may be additional charges to travel from a different or out-of-state airport.
- COST:** The cost for National 4-H Congress will be approximately \$1,200 per person (the amount will be determined as soon as airfare costs are confirmed.) Counties will be invoiced in early October with their payment due to the State 4-H Office by November 15.
- The last date/time to cancel without financial penalty is by 4:30 p.m. CT Aug. 1. If you cancel between Aug. 2-Oct. 31, you will be responsible for airfare and program related fees equaling approximately \$400 - \$550. For cancellations after 4:30 p.m. CT Oct. 31, you will be responsible for the entire program cost. All cancellations must be sent in writing (by email, fax or regular mail) to the State 4-H Office and must be received by date and time listed above.
- HOW:** Please contact your county 4-H Youth Development office regarding county selection for possible financial assistance, scholarship procedures, and deadlines. Youth can register for 2019 NCg through 4H Online between **12:01 a.m. May 1, 2019 and midnight June 1, 2019**. Online registration procedures are included on the reverse side of this information sheet. **Be sure to complete your 4-H Online health form [between Nov 1-7, 2019](#).**

Program Description: *The purpose of the National 4-H Congress trip is for youth in 10th-12 grades to gain life skills and leadership experience through hands-on activities, workshops, large group seminars, and youth networking time. This experience begins with travel via airplane on Friday, November 29, 2019 and ends upon arrival back in Wisconsin on Tuesday, December 3, 2019. The event is held in Atlanta, GA with lodging in the Hyatt Regency. Health staff consists of volunteers who have first aid and/or nursing training. Youth will be under the direct supervision of older youth leaders and/or adults. The ratio of adults to youth participants is 1:10 or less. Adult Advisors are active 4-H volunteers that have completed Wisconsin 4-H Youth Protection. Adult Advisors assist by monitoring youth activities, conducting meetings and assisting with operational committee work. Participants will eat in a public cafeteria or dining room; share a hotel room with two queen beds and private bath with 2-3 roommates of the same gender. Adult Advisors are assigned to rooms on the same floors as their assigned delegates. During the conference, adults and youth will participate in large group activities which may involve any of the following: discussion, writing, reading aloud, arts and crafts; 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 up to approximately ½ mile on sidewalks, walk up stairs, and ride escalators and public trains to various activities; for community service activities or other events they may ride coach buses to off site locations up to 50 miles away and may do physical activities such as working with carpentry or garden tools.*

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 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.

2019 National 4-H Congress (NCg) Registration

Attention...Don't Wait to Register!

4-H Online registration is open 12:01 a.m. May 1, 2019 to midnight June 1, 2019.

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

Youth Registration Instructions

FIND THE EVENT

- Log into your family account at <https://wi.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 your 4HOnline health form when you register.**

PAY FOR THE EVENT

Please check with your county UW Extension 4-H/Youth Development Office regarding payment procedures.

