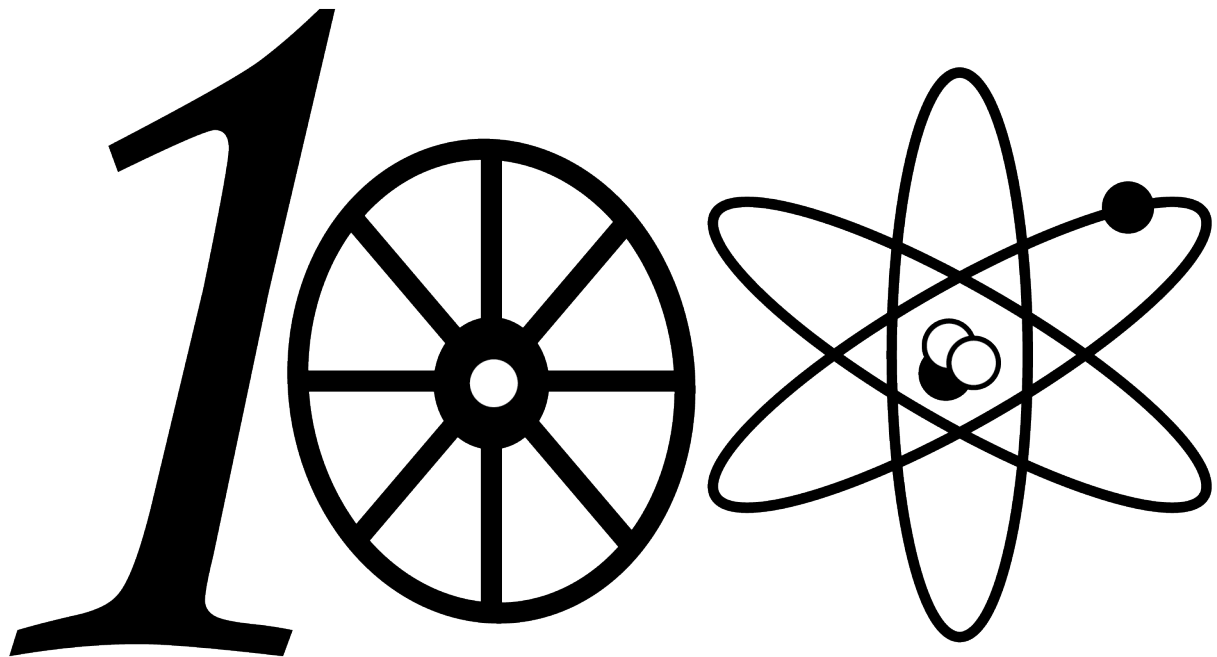


2020 Wisconsin 4-H Youth Conference

University of Wisconsin-Madison Campus



Power of the Past, Force of the Future

Wisconsin 4-H & Youth Conference

June 22-25, 2020

2020 Registration Timetable & Participant Guide



Extension
UNIVERSITY OF WISCONSIN-MADISON



Table of Contents

A Note to Parents and Youth	3
Introduction	
Theme	3
Objectives	3
Youth Delegates.....	3
General Information	
Registration Timetable.....	5
Seminar Numbering System.....	5
Registration Procedure for Conference.....	5
How to Register for Conference.....	7
Youth Health Information Is Needed.....	7
Delegation Orientation.....	7
Registration Cost.....	7
Cancellation Policy.....	7
Meals.....	8
Dormitory.....	8
Delegation Photos.....	8
Meet & Greet.....	8
Getting Acquainted Fun and Tours (Monday).....	8
Talent Show.....	8
Open Mic.....	8
Fun Run	8
Attendance.....	9
Pedestrian Crossing and Walking Around Downtown Madison.....	9
Behavior at Assemblies.....	9
Cell Phones and Electronics.....	9
Checking Out.....	9
Early Departures.....	9
Dress Code	10
Conference T-Shirt.....	10
What to Bring/Not to Bring.....	10
Wisconsin 4-H Youth Development Code of Conduct.....	11
University Residence Hall Rules.....	11
State Teams.....	13-16
See these pages for specific information for members of Wisconsin 4-H Leadership Council, Drama Company, Communications Team, and the Art Team.	
Adult Advisors.....	17-28
See these pages for information specific to Adult Advisors and Staff attending Youth Conference as Adult Advisors.	
Maps	
Wisconsin 4-H & Youth Conference Area Street Guide.....	29
Witte Hall, Gordon Dining Center, and Southeast Campus Area Map	30
Madison Area Map.....	30

2020 WISCONSIN 4-H & YOUTH CONFERENCE TENTATIVE SCHEDULE

(This schedule may change; refer to the conference Program on site for final schedule.) Pre-Conference June 17-21: 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 22): Breakfast: 7:15-7:45 a.m.; lunch 11:30-noon; dinner: 5:15-5:45 p.m.

Monday, June 22

- 11:00-1:30 p.m. Arrival and Registration (outside east door of Witte Hall or in Witte lobby if windy or rainy)
- 11:00 - 2:00 Settle in and Enjoy Outdoor and Get Acquainted Activities with other Delegates
- 2:15 Delegate and Adult Advisor Meet & Greet in Courtyard
- 3:00-4:30 Educational/Welcome Activities
- 3:00-4:30 Adult Advisor Meeting (Gordon Dining Center second floor meeting room)
- 5:00-6:00 Delegation Photo Option- Photo Booth open in Witte 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 23

- 6:00 a.m. Fun Run (Meet on grass in front of Witte Hall)
- 7:15-7:45 Breakfast Serving Time (Gordon Dining Center)
- 7:20 Adult Advisor Daybreak Meeting – Overture Room, Gordon Dining Center 2nd floor
- 8:00 Floor Connect
- 8:40 Gather & Depart for Service Projects (Meet on grass on east side of Witte Hall)
- 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 on grass on east side of Witte Hall)
- 1:00-3:00 Seminars
- 3:30-4:45 Delegation Photo Option- Photo Booth open in Witte Hall Basement 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 (Union Theater)
- 9:00-10:30 Recreation (Dance, Gordon Commons; Game Room– Witte Hall Basement Lounge) Visit the State Art Exhibit!
- 10:30 Witte Hall Closes
- 11:00 Bed Check - Lights Out – In own rooms. Quiet Hours until 7:00 a.m.

Wednesday, June 24

- 6:00 a.m. Fun Run (Meet on grass in front of Witte Hall)
- 7:15-7:45 Breakfast Serving Time (Gordon Dining Center)
- 7:20 Adult Advisor Daybreak Meeting – Overture Room, Gordon Dining Center 2nd floor
- 8:00 Floor Connect
- 8:40 Gather & Depart for Service Projects (Meet on grass on east side of Witte Hall)
- 9:00-11 Seminars
- 11:30-noon Lunch Serving Time (Gordon Dining Center)
- 12:40 Gather & Depart for seminars (Meet on grass on east side of Witte Hall)
- 1:00-3:00 Seminars
- 3:30-4:45 Delegation Photo Option- Photo Booth open in Witte Hall Main Lounge.
- 3:30-5:15 Organized Free Time/Recreation Time; State Art Exhibit, at 4:45!
- 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 Recreation (Dance, Gordon Commons; Game Room– Witte Hall Basement Lounge) Visit the State Art Exhibit !
- 11:00 Bed Check - Lights Out – In own rooms. Quiet Hours until 7:00 a.m.

Thursday, June 25

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

Introduction to Theme // A Note to Parents & Youth

“The past cannot be changed. The future is yet in your power.”

- Unknown

The theme for the 100th Wisconsin 4-H & Youth Conference is “Power of the Past, Force of the Future.” As we celebrate our 100th year of Youth Conference, we hope this theme will encourage us to think about the past and how we can work towards a better future. We hope that you will see our theme of looking forward while appreciating the past shine through at assemblies, seminars, and more. Youth leaders, adult volunteers, and staff from across the State are working hard to celebrate this special occasion, and we hope that delegates feel like they are able to participate in something special, while looking on to all the possibilities that they have on their own journey ahead. Join us to celebrate the “Power of the Past”, and find your own “Force of the Future”!

We are thrilled that you are interested in participating in this year’s WI 4-H & Youth Conference! We trust that you will find it to be an amazing opportunity to grow, learn and meet people from around the state. In the four days we are together, there will be many different ways and opportunities for you to learn new things, make new friends and have a great time on the UW-Madison Campus. It truly is a wonderful pre-college experience, with a lot of hands on learning and FUN!

WI 4-H & Youth Conference has been challenging young leaders for over 99 years to do and be their best! This year’s conference will do the same with the idea that our young leaders will be Forces of the Future. All of this year’s conference participants will put into action their “pledge to larger service” on Tuesday when everyone engages in various service learning and community service projects around Madison. Youth will engage in engaging seminars throughout the week that are designed to provide them with opportunities to explore different career pathways and be exposed to new experiences in a college environment.

Seminars are assigned on a first come, first served basis. If a seminar is canceled due to low enrollment or other reasons, all those enrolled will be assigned different seminars. Also, each delegate can only be assigned to one water sport seminar due to limited space. If registered for more than one water sport, we will re-assign as needed.

We look forward to meeting and learning with and from you at this year’s WI 4-H & Youth Conference. If you have any questions or need any help completing the registration, do not hesitate calling or emailing us at 608-262-1557 or amber.rehberg@wisc.edu.



Objectives

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

Important Dates to Remember

MARCH 31	Youth Conference registration questions Zoom at 6:00PM https://uwextension.zoom.us/j/275993285
APRIL 1-26	Youth register in WI 4HOnline account between 12:00PM April 1 through midnight April 26
APRIL 1-26	Adults apply in WI 4HOnline account between 12:00PM April 1 through midnight April 26
MAY 15	Talent Show Application due to State 4-H Office (video auditions)
May 19	Youth health form for Residential Summer Camps DUE to University Health Services through www.campdoc.com
MAY 28	2020 WI 4-H Youth Conference State-Wide Orientation for ALL participants at 7:00PM
MAY 31	Last day for cancellations without charges
JUNE 22	2020 WI 4-H & Youth Conference Registration from 11:00AM-1:30PM
JUNE 22-25	2020 WI 4-H & Youth Conference
AUGUST	2020 WI 4-H & Youth Conference Wrap & Debriefing and 2021 planning

Youth Delegates

Participation as a delegate of Wisconsin 4-H & Youth Conference is open to 7th-10th grade youth involved in University of Wisconsin-Madison Extension Programs. County 4-H Ambassadors, members of WLC, our Art or Communications Teams, Drama Company, or youth seminar instructors may be in grades 9-13.

While many participants are 4-H members, many others are 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 life skills for contributing to their communities.

General Information

HOW TO REGISTER FOR CONFERENCE

After reviewing this information, select several service project and seminar choices to potentially choose while registering online.

Youth register in 4HOnline between 12:00 p.m., April 1 and midnight, April 26 (“register for an event” - 2020 Wisconsin 4-H & Youth Conference.) You will also need to submit a UHS Health Form through www.campdoc.com. Once you are registered, you will receive notification from UHS regarding your health form. Please see page 7 for more details. Adult Advisors will apply in 4HOnline during the same time period.

Keep in mind that service project sessions and seminars are filled on a first come, first served basis so for best selection don’t delay registration. Also, please note that youth may only take one water sport session.

If a youth is registered for more than one water sport session, they will be reassigned to other seminars.

2020 Youth Conference Timetable

Seminar Numbering System

The seminars are numbered according to time slot as follows:

- 100's Service Project Sessions
- 200's Tuesday Afternoon Seminars
- 300's Wednesday Morning Seminars
- 400's Wednesday Afternoon Seminars

To view the specific seminars for Youth Conference 2020, visit <https://fyi.extension.wisc.edu/wi4hedopp/wi-4-h-yc-seminars/>

Registration Procedure for Conference



Step 1: Service projects and seminars will be assigned on a first come, first served basis. Please take time prior to registering to review the seminars and make your selections. Also be sure to have some alternate options. All of the seminars are great. If a seminar you are interested in is full, this is a great opportunity to explore something new. Be open minded and flexible about your selections!

Although most seminars are open to conference youth who are in grades 7-10, there are three age categories based on seminar design, materials presented and suggestion of instructor. Please plan your sessions accordingly.

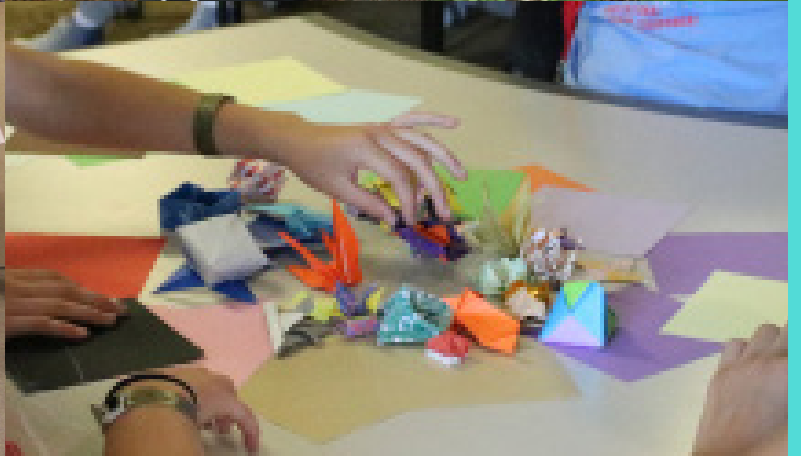
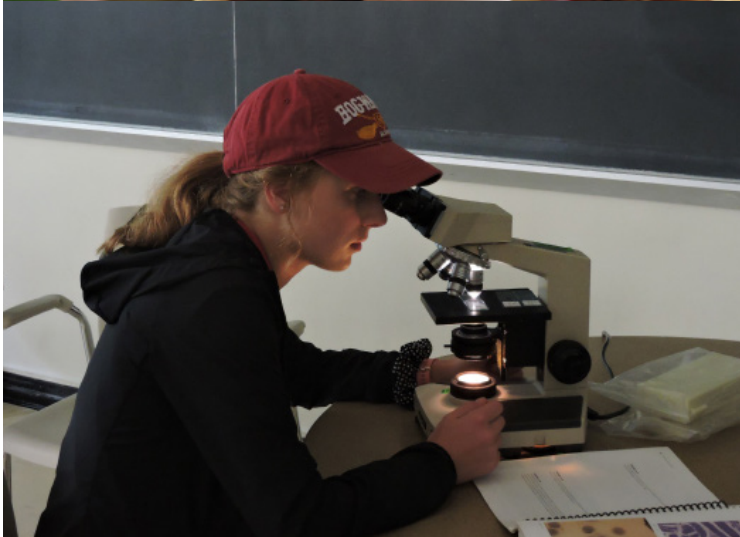
After reading the seminar descriptions, please select several possible service project or seminar choices for each of the four sessions to jot into the registration worksheet in this guide. At least one of your selections for each session must be non-water sports, in case those sessions fill early. Sorry, but each delegate may be assigned to only one water sport over the course of the conference and will be reassigned as needed if registered for more than one.

Step 2: Next step is to register for seminars in your wi4online account during the registration window.

If you are choosing a water sport or Lakeshore Service Project Activity, you will be asked to review, complete, sign and have a parent sign the appropriate Waiver form(s) and/or Photo Release form(s) referenced during online registration. The forms can be found online at <http://fyi.uwex.edu/wi4hedopp/wi-4-h-yc-delegate-info/> and should be returned to Wisconsin 4-H Educational Programs, 702 Langdon Street 130 Pyle Center, Madison, WI 53706.

Step 3: Complete and submit a University Health Services (UHS) Health form through www.campdoc.com. This must be submitted before May 22nd. You will receive a link to register for CampDoc through your email after registration closes. Please remember to check your email regularly including your junk mail for the invite.

Step 4: Adults: UW-Madison requires all accompanying adults -Adult Advisors and Instructors- to complete national background checks every two years. This policy was adapted in 2014. Updated procedures are presently being considered/reviewed. Additional information specific to background checks for 2020 Wisconsin 4-H & Youth Conference volunteers will be provided in very early May after online registration is completed by all participants.



General Information

HOW TO REGISTER FOR CONFERENCE

After reviewing this information, select several service project and seminar choices from the website, in case your first choice(s) are filled or cancelled. You can see the full description of seminar choices at the link on page 5.

Youth register in 4HOnline between 12:00 p.m., April 1 and midnight, April 26 (“register for an event” - 2020 Wisconsin 4-H & Youth Conference.) You will also need to submit a UHS Health Form through www.campdoc.com. Once you are registered, you will receive notification from UHS regarding your health form please see the next page for more detail. Adult Advisors will register in 4HOnline between 12:00 p.m., April 1 and midnight, April 26. See page 5 for details on registering.

Keep in mind that service project sessions and seminars are filled on a first come, first served basis so for best selection don't delay registration. Also, please note that youth may only take one water sport session. If a youth is registered for more than one water sport session, they will be reassigned to other seminars.

YOUTH HEALTH INFORMATION IS NEEDED!

Health Form information will be collected by University Health Services (UHS) in two steps:

1. After WI 4-H & Youth Conference Registration closes, you will receive notification from UHS to go in and complete a health form through University Health Services (UHS). You will electronically submit all health forms, consents and waivers in CampDoc on a computer or mobile device by May 22. Please check your email (including spam, junk, etc.) for a CampDoc.com invitation to create an account and complete required forms after camp registration processing. Email youthcamps@uhs.wisc.edu with questions about CampDoc and available health services at camp.
2. During check-in at conference, each youth will meet with a UHS representative to turn in their Health Update Form and medications. Please wait to complete this form until 1-2 weeks before conference. All prescriptions or over-the-counter medications including vitamins & supplements must be brought in original containers and will be collected by UHS Staff. Asthma inhalers, Epi-pens, and insulin may be retained by the youth. Youth will see UHS Staff for medications when needed in Room 1201 Ogg Hall. At the end of Conference, youth will need to remember to collect their medications before departing for home.

CANCELLATION POLICY

Promptly notify your County 4-H Program if you cannot attend. A cancellation in writing received by the state WI 4-H Youth Development Office by May 31st will be accepted with no monetary loss to the individual or county. Any cancellation received after May 31 will be accepted but without refund. The individual's full registration fee of \$300 will be included in the county invoice. Exceptions may be made only in the case of documented illness or family emergency.

DELEGATE ORIENTATION

Many counties have a face-to-face orientation before Wisconsin 4-H & Youth Conference. At that time, participants review conference information, county expectations and post-Conference activities. Whether your county holds an orientation or not, we will be holding a state-wide 2020 WI 4-H & Youth Conference Delegate Orientation via Zoom on May 28, 2020 from 7:00-8:30pm. The orientation will be recorded if you are unable to listen.

REGISTRATION COST

The registration cost for Wisconsin 4-H & Youth Conference youth delegates is \$300. This cost includes the educational program, lodging and meals from Monday afternoon through Thursday morning, bus transportation from various locations around the state, and a conference T shirt. Your County 4-H program will be able to provide more details on the financial arrangements available in your county.

General Information

DORMITORY

All delegates reside in Witte Hall, a UW-Madison student residence hall (dormitory). Two delegates of the same gender will occupy a room. You are able to indicate a roommate preference on the registration form. We will try to honor your 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 kept together by grade and gender.

DELEGATION PHOTOS

Delegations have two options for their group photos. A “formal” group photo can be taken by the county delegates and/or Adult Advisors in the Photo Booth in the Witte Hall Basement Lounge. Otherwise, the delegation may opt to take an informal photo anywhere around the campus or downtown area. Check out Youth Conference signs at Headquarters for identifying your delegation, conference, and year. Bring your camera or smart phone and be sure all delegates and adult advisors are present! Each county group is responsible for taking their own group photo and sharing it with all members and with their county 4-H Office staff. Youth are encouraged to use the conference hashtag to share with other conference participants: #wi4hyc2020.

MEALS

Gordon Dining and Event Center is next to Witte Hall and offers a wide variety of foods including vegetarian options for conference participants. If you have questions regarding food allergies or dietary issues, please contact UW Summer Housing Dining Services staff at least a couple of weeks prior to the conference at 608-262-3994 or denise.bolduc@housing.wisc.edu.

MEET AND GREET

At 2:00 p.m. on Monday, everyone will gather in front of Witte Hall where you will have an opportunity to meet your Adult Advisors. You will see him/her again at floor meetings, nightly check in, and usually at assemblies.

GETTING ACQUAINTED FUN AND TOURS (MONDAY)

Wisconsin Leadership Council members will coordinate walking tours and activities following the Registration and Meet and Greet on Monday afternoon. Delegates should wear comfortable walking shoes and meet in the grass in front of Witte Hall at 2:30 p.m. Tours will depart promptly at 2:45 p.m.

TALENT SHOW

Do you have a talent? Whether you play a musical instrument, sing, juggle, dance, recite or read poetry, perform a skit or have a talent we haven't thought of yet, you can apply by sending in a video by May 15. More information will be sent out to delegates who register regarding this application.

OPEN MIC

If you prefer a more casual atmosphere, during Tuesday and Wednesday evening free times, Open Mic will be the happenin' place for youth to share their talent. This will be a café-like set up in the Basement Lounge with good company. Please bring instruments, poems, props, and any other supplies you need. It was a ton of fun last year...join us for a good time!

FUN RUN

Fun Run begins early on Tuesday and Wednesday morning. Sign up the previous day at Headquarters. (Without enough participants, the run may be cancelled.) Bring appropriate clothing if you want to be a part of the fun runs! Please remember that the dress code still applies, and you may need to bring sweats as a cover-up.

General Information

ATTENDANCE

Delegates are required to attend all Conference activities. After Conference, your County 4-H Program will receive notice of any activities you missed. A poor attendance record may affect your eligibility to attend future 4-H events.

CELL PHONES AND ELECTRONICS

In consideration of your roommate and to ensure a good night's sleep, please do not use your cell phone or other electronics between 11:00 p.m. and 7:00 a.m. Cell phones must be turned off during assemblies, seminars and other planned group activities.

BEHAVIOR AT ASSEMBLIES

Conference assembly programs take place at Shannon Hall, Memorial Union. When entering the auditorium or Shannon Hall, ushers in the lobby assist with seating. Behavior in the auditorium will be appropriate for the event. In addition, participants are asked to refrain from using a camera flash or wearing a hat while in the auditorium.

PEDESTRIAN CROSSING AND WALKING AROUND DOWNTOWN MADISON

Conference crossing guards assist with street crossing by using an established route from Monday afternoon through Thursday morning. This route is the safest route for our participants. Madison is infamous for its aggressive drivers who do not respect crosswalks or signal lights. Don't assume traffic will stop when the signal light changes. Youth must be accompanied by a 4-H Adult Advisor or staff member whenever away from Witte Hall.

CHECKING OUT

Return room keys to your Adult Advisor during check out Thursday morning. The Adult Advisor is responsible for collecting and returning all keys from your floor. There is a \$50 charge for a lost key. Do NOT turn in your individual key at the front desk. Before departing, please remember to leave the linens on the bed, the door unlocked, and air conditioner off. Don't forget to collect medications from the medical staff.

EARLY DEPARTURES

If you are departing prior to 10:45 a.m. Thursday morning please give an original, completed, and signed Excused Absence/Early Departure Request to your Adult Advisor to turn in at Registration. When departing, be sure to check out with Headquarters and return your individual key to a 4-H Staff Member, not the Witte Hall front desk!

SAVE THE DATE

WI 4-H Fall Forum 2020 will be here before you know it. Mark your calendar NOW for November 6-8, 2020!! 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!

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 2020 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 can be found at: <https://fyi.extension.wisc.edu/wi4hvolunteers/wi-4-h-leader-council/> and are due October 1, 2020 with elections taking place at Fall Forum.

Dress Code

THE 4-H CONFERENCE DRESS CODE PLEDGE

- I will dress in a manner that is appropriate, tasteful, and respectful to me and others based on the occasion/ seminar that I am attending.
- I will avoid clothing and accessories that depict violence, sex, drugs, alcohol, tobacco, death, gangs or other of fensive or obscene pictures or language.
- I will not wear clothing that reveals my underclothing, midsection, torso, chest, cleavage or upper thighs.
- I represent 4-H and my county. Therefore, I will wear casual, neat clothing that is appropriate for Conference activities and events and the weather.

CONFERENCE T-SHIRT

You will receive a conference t-shirt for wearing during your Service Project on Tuesday Morning – a grand way for our 4-H groups to be easily identified and to provide a great impression.

WHAT TO BRING (Clearly label your luggage, camera and other valuables.)

- Backpack
- A school supply donation item for the all-conference service project
- Clothing: tee, polo, or short-sleeved shirts and jeans, slacks, or longer shorts.
- Comfortable walking shoes like sneakers – you will be walking a lot!
- Money for pizza, snacks, souvenirs, etc.
- Music, costumes, props or other items needed for the Talent Show, if applicable.
- Notebook and pens
- Personal toiletry items (shampoo, conditioner, etc.)
- Raincoat/umbrella (We will walk to seminars and assemblies, rain or shine!)
- Refillable water bottle
- Required prescriptions in original containers and/or over-the-counter medicine
- Robe/cover-up and rubber flip-flops for showers
- Sleepwear
- Specific items needed for your assigned seminars such as swimsuit, sun block, etc. (See seminar descriptions)
- T-shirt to wear over swimwear for water sport seminars, if applicable
- Towels and soap
- Favorite pillow (optional)
- Inexpensive camera and extra batteries or charger (optional)
- Running shoes/clothes for the Fun Runs (optional)

WHAT NOT TO BRING

- Bed linens, blankets and pillows (provided at the residence halls)
- Fans (sleeping rooms are air-conditioned)
- Expensive items such as jewelry, cameras or electronic equipment that might get lost/stolen
- These over the counter medications: Tylenol, Aloe Vera, Pepto Bismol, Caladryl lotion, TUMS, Zyrtec, Benadryl, Honey, Hydrocortisone cream, ibuprofen, Ivy-Dry Topical, Miralax, Vaseline (all available via UHS)

Wisconsin 4-H Youth Development Code of Conduct

In preparation for conference, please review the Wisconsin 4-H Youth Development Code of Conduct below that you and your parent/guardian read and agreed to when you registered for 4-H this year at 4HOnline.

As a 4-H participant, I will:

- adhere to program rules, curfews, dress codes, policies, and rules of the facility being used.
- conduct myself in a courteous, respectful manner, use appropriate language, exhibit good sportsmanship, and provide a positive role model.
- comply with local, state and federal laws.
- abstain from use of alcohol, illicit drugs, sexual activity and tobacco during 4-H events and activities.
- fully participate in scheduled activities and orientations.
- respect others' property and privacy rights.
- abstain from child abuse (physical, sexual, emotional and neglect), harassment, hazing and bullying.
- accept personal responsibility for behavior including any financial damage.
- adhere to safety rules.

Consequences for violating any part of this Code of Conduct may include, but are not limited to:

- removal from participation at the individual's expense when the Code of Conduct has been violated.
- suspension of membership.
- sanctions on participation in future 4-H events.
- forfeiture or repayment of financial support for the event.
- removal from leadership positions held.
- loss of status as a "member in good standing."

It is the responsibility of all program participants to reinforce the code of conduct and intervene when necessary to enforce the rules.



University Residence Hall Rules

1. Lights-out time is 10:30 p.m. Monday and Tuesday, 11:00 p.m. on Wednesday. All residents must be in their rooms. Conference staff and/or security officers will walk the halls at night to enforce curfew.
2. Keep your room clean! Trash and recycling containers are available in a room near the elevators.
3. Be completely dressed in dormitory hallways at all times.
4. Keep dormitory rooms locked for your personal safety. Carry your keys with you when you leave.
5. Do not use cell phones between 10:30 p.m. and 7:00 a.m. except for emergencies.
6. Close window blinds when dressing and undressing so others cannot see into your room.
7. Do not open dormitory room windows except in an emergency. If a window is opened or things are dropped from windows, all occupants of that room will be sent home at their own expense.
8. Furniture and bedding must remain in their original locations. You will be charged for missing/damaged furniture.
9. Delegates are only allowed in their own sleeping rooms. Visiting is allowed ONLY in the floor lounges outside of sleeping hours.
10. Smoking, illegal drug or alcohol use is not allowed inside any University residence hall.



Wisconsin 4-H State Teams

IMPORTANT DATES TO REMEMBER

March 1-25	Register for 2020 Conference in 4HOnline before Midnight on March 25
March 15	Deadline for Completing or Updating your 4HOnline Health Form for the April Planning Weekend
March 15	Deadline for Acceptance, Payment & Adult Expectation Forms to State 4-H Office
March 24	Last day for cancellations in writing no later than noon.
TBD	Spring Planning Weekend at Upham Woods, Wisconsin Dells
May 1	Conference Parking Permit Request Due to UW Transportation Services
May 22	Camper Health Form Due to University Health Services for Youth Conference (www.campdoc.com)
June 17-22	Youth bring completed Early Departure Form to Conference, if applicable.

OUR OBJECTIVES

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

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



Wisconsin 4-H State Teams

YOUTH HEALTH INFORMATION IS NEEDED!

Health Form information is needed for State Teams **before March 15**. Complete a 4-H Youth Health Form on wi.4honline.com for the April Spring Planning Weekend and other 4-H events.

REGISTRATION COSTS

The registration cost for the 2020 Wisconsin 4-H & Youth Conference includes the educational program, lodging and meals from dinner on date of arrival through breakfast on Thursday June 25, a conference T-shirt, and a State 4-H Youth Group photo. Please note that costs vary and may include fees for other events. You will find State 4-H Youth Group fee amounts in the information from your State 4-H Youth Group Advisor. Your County 4-H Agent has more details on the financial arrangements in your county. Payment in full is due March 15 for all State 4-H Teams to the WI 4-H Youth Development Office.

CANCELATION POLICY

It is up to you to notify your State 4-H Youth Group staff advisor promptly if you cannot attend scheduled events. A cancellation in writing received by the WI 4-H Youth Development Office by noon March 25 for Art and Communications Teams; and Drama Company members will be accepted with no monetary loss to the individual or county. Any cancellation received after noon on March 25 will be accepted; however you and/or your county will be responsible for paying the full registration fee included in the county invoice. Exceptions may be made only for documented illness or family emergency.

CHECKING IN UPON ARRIVAL

Both male and female State 4-H Youth Group members check in at the front desk of Witte Hall, 615 W. Johnson St. You are expected to be prompt for the opening State 4-H Youth Group meeting.

STATE 4-H YOUTH GROUP ORIENTATIONS

Each State 4-H Team has an orientation prior to Wisconsin 4-H & Youth Conference. At this orientation, we will review the general conference information, as well as, State 4-H Teams Expectations of youth participation and post conference events.

THE AUDIENCE

Participation as a delegate of Wisconsin 4-H & Youth Conference is open to 7th-10th grade 4-H'ers and youth involved in other University of Wisconsin-Extension Programs. WLC youth members, members of the Art or Communications Teams, Drama Company or youth seminar instructors can be in grades 9-13.

PARTICIPATION

You are expected to attend all Conference activities including assemblies and assignments planned by your State 4-H Youth Group. Your participation record at Conference will affect your eligibility to participate in future events.

Wisconsin 4-H State Teams

WHERE YOU WILL BE STATYING

All attendees are housed in Witte Hall, a UW-Madison Southeast Campus Area Student Residence Hall, from scheduled arrival until Thursday morning. All State 4-H Youth Group members will be housed at Witte Hall for their entire stay at the conference. State 4-H Youth Group members are housed two per room with another member from their State 4-H Youth Group. Occasionally delegates may be housed with a member from a different State 4-H Youth Group in order to fill a room.

Roommates will be assigned by the Housing Office in compliance with state laws regarding ages and genders. Assigned rooms and roommates cannot be changed after registration or while at the Conference. This policy is enforced because University and 4-H officials must know the location of each participant in case of an emergency and because of fire regulations.

No person will be permitted to stay overnight in the dormitory before their assigned arrival date, per University Summer Housing policy. If carpooling, for example, individuals can try to make reservations at nearby hotel or stay with a nearby friend or relative but may not stay at Witte Hall.

NOTE: Guests including State 4-H Youth Group alumni are not allowed inside Witte Hall (except at the Art Exhibit) or at conference dances; only conference attendees may be on premises.

PARKING

Parking on campus is very limited and expensive; therefore, carpooling is expected. However, if you have no alternative to driving yourself, a permit can be requested by visiting <https://fyi.extension.wisc.edu/wi4hedopp/wi-4-h-yc-state-team-info/>. Note: all requests must be received at UW Transportation Services no later than May 1 so the permits can be obtained and mailed to you. After May 1, you will be responsible for obtaining your own parking permit from UW Transportation Services, 124 WARF Building, 610 Walnut St., Madison WI 53705-2397 (telephone 608/263-6666) or UW Transportation Services, 21 North Park Street, Madison, WI 53762 (telephone 608/262-8683). Permits will NOT be available at the Conference site. Instructions on how to use your permit should be included when you receive the permit from UW-Transportation Services. NOTE: for all lots you cannot use your parking permit at a metered area.

Conference crossing guards assist with street crossing along a pre-established route from Monday afternoon through Thursday morning. It is essential that State 4-H Youth Group members serve as role models and follow the same route established for delegates. To go to Madison Masonic Center (MMC), cross Johnson St., turn right and follow it east to Wisconsin Ave. The Masonic Center is on the northeast (left) corner of the street. Enter MMC through the entrance on Wisconsin Avenue. To go to Memorial Union, cross Johnson Street and turn left and go one block to Park Street. Turn right on Park Street and follow it north to the end (crossing both University and Langdon Streets. Enter the lobby of the theater on your right at the end of Park Street. These routes have been established as the safest route on busy streets. **Youth must be accompanied by a 4-H Adult Advisor or Staff member whenever away from Witte Hall.**

SPENDING MONEY

All meals, through breakfast on Thursday, are included in the registration fee. If you go out to eat or order pizza, the cost will be on your own. Plan ahead. Anticipate your spending needs while in Madison and bring no more money than you need.

Wisconsin 4-H State Teams

INVITATION TO PARENTS & GUESTS

Parents and guests of State 4-H Youth Group members are invited to attend assemblies at the Madison Masonic Center, 301 Wisconsin Avenue, Madison, Wisconsin, (Tuesday & Wednesday evening), and/or Shannon Hall, Memorial Union, 800 Langdon Street, Madison, Wisconsin (Monday & Thursday morning) to enjoy the State 4-H Youth Group presentations.

Parking for the Madison Masonic Center is in the parking lot located behind the Center (evenings only), which is accessible from Johnson Street. Other parking options for the Center are available in many city ramps in various locations. The two nearest parking lots to Memorial Union are under Helen C. White Memorial Library (end of Park Street on the left – metered parking only) or at the Lake or Frances Street public parking ramps about 3-4 blocks from the Memorial Union.

Parents are also invited to attend the Wednesday afternoon reception held by the Art Team and/or visit the State Art Exhibit. An exact location for the state art exhibit is still being determined. Park at the Lake Street Parking ramp two blocks from Witte.

A SPECIAL NOTE TO ALL 4-H YOUTH GROUPS

Congratulations! It is truly an honor to be selected to represent Wisconsin 4-H as a member of one of our State 4-H Arts Teams. You will be playing a key leadership role in helping make Wisconsin 4-H & Youth Conference a quality educational experience for our delegates. Thank you for stepping up to the challenge and being willing to give of yourself for others.

Being a State 4-H Team Member is an important responsibility; other youth will be listening to what you say, watching what you do and noticing the way you act, even when you're not on stage or in front of a group.

We trust that you will take the opportunity you have been given as a team member and use it to be your best you and provide the kind of leadership that helps others be their best!

Once again, CONGRATULATIONS! We're looking forward to working with you this year.



Adult Advisors

WELCOME!

On behalf of approximately 350 youth expected to attend the 2020 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.

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 section of the handbook provides information regarding those responsibilities.

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!

Adult Advisors

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.



Adult Advisors

REGISTERING AND PREPARING FOR CONFERENCE

1. **Apply and register** for this event in your 4HOnline account between 12:00 p.m. April 1 and midnight on April 26.
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 2020 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 the adult advisor orientation Zoom series*:
 - Monday, April 6, 7:00-8:00 p.m. - Specific to NEW WI 4-H & Youth Conference Adult Advisors**
 - Thursday, May 7, 7:00-8:00 p.m. - Roles & Responsibilities of Adult Advisors (Required for ALL)**
 - Wednesday, May 20, 7:00-8:00 p.m. - Risk Management & Policies (Required for ALL)**
 - Monday, June 8, 7:00- 8:00 p.m. - Updates, Highlights & Final Preparation (Required for ALL)**
 - c. **Monday, June 22, 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. **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.

ADULT ADVISOR ONSITE ORIENTATION

3:00-4:30 p.m., Monday, June 22, 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 7:45 – 8:10 a.m. Grab your breakfast and join us in our assigned 2nd Floor Meeting Room in Gordon Commons.

Adult Advisors



ON-SITE REGISTRATION

All youth delegates must meet with University Health Services (UHS) Health Staff in the Witte 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 Witte Hall.

AFTER REGISTRATION

1. **Advise** delegates to attend the Delegate and Adult Advisor Meet & Greet in the Courtyard at 2:00 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.

ARRIVING IN MADISON

Busses will arrive in Madison between 11:00 a.m. and 1:30 p.m. on Monday, June 22. 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 Francis St entrance of Witte Hall to assist you with details on disembarking passengers and on-site registration.

MONDAY GET ACQUAINTED MEETING AND TOURS!

At 2:00 p.m. Adult Advisors and Youth meet and greet in **the Witte Courtyard** after registration but **before** tours. It will be a chance for all delegates and Adult Advisors to connect.

At 3:00 p.m., youth will depart for their selected Monday Tours.

Adult Advisors

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 Witte 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.

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!

Adult Advisors

DAILY DUTIES

- Hold floor delegation check-in meetings morning and afternoon.
- Perform operational duties, as assigned.
- Monitor the physical/emotional health of youth.
- Monitor 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 AND CHECK-IN

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.

Evening Floor Meetings will be led by WLC members with the support of the Floor Leader and other Adult Advisors. After all Adult Advisors on the Floor have done rooms checks, please have the Floor Leader contact Headquarters Staff.

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. **Delegates are only allowed in their own sleeping rooms.** Visiting is allowed ONLY in the floor lounges outside of sleeping hours.
10. **Smoking and/or alcohol is not allowed** inside any University dormitory.

Adult Advisors

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.

SUGGESTIONS FOR DAILY FLOOR CONNECT MEETINGS

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 outside Witte Hall!

2. **8:00 a.m. & 6:00 p.m. Tues. & Wed.** - Floor Connect Meetings

Discussion:

- 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. Plans for free time? Need suggestions? (See page 11)
- i. Suggest recreation equipment available at HQ (games/cards, Frisbees, basketballs)
- j. 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.

Adult Advisors

FLOOR CONNECT MEETINGS

3. **6:00 p.m. Mon., Tues. & Wed.- Afternoon 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:
 - 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.
 - Assembly behavior: no gum, be quiet and considerate of speaker, no flash photos, remain seated during entire program.
 - Medication

Plan to walk to assemblies together as a group and sit with your floor.

Bed Checks after Nightly Floor Meetings 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.



Adult Advisors

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 program and are under supervision of approved adult advisors. Primary responsibility for disciplinary action resides with the program staff. Wisconsin 4-H & Youth Conference professional or volunteer staff will enforce behavior guidelines only if it becomes necessary.

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) Extension Service professional 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 disciplinary action in closed executive session.
- 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 county's appointed Adult Advisor shall 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, the Adult Advisors will make arrangements 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.

A delegate sent home early for disciplinary reasons forfeits all eligibility for receiving funds from Wisconsin 4-H & Youth Conference or Wisconsin 4-H Foundation.

Adult Advisors

HOUSING ARRANGMENTS

ADULT ADVISOR ROOM ASSIGNMENTS

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

DORMITORY

Delegates to Wisconsin 4-H & Youth Conference are housed in Witte Hall in the University of Wisconsin-Madison Southeast Student Dormitories on Johnson, Francis and Park Streets. Please refer to the back of this book for maps of the area.

DELEGATE ROOM ASSIGNMENTS

All delegates reside in Witte Hall, a UW-Madison Student Residence Hall (dormitory). Two delegates of will occupy a room. You are able to indicate a roommate preference on the registration form. We will try to honor your 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.

Delegates may indicate their roommate preference. We will try to honor this request. If no selections are requested, roommates are assigned by the U.W. Housing office prior to Conference. Roommates cannot be changed after housing assignments have been completed.

ACTIVITY SUGGESTIONS

There will be short periods of 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. Here are 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.

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; please pick up the medical form first. Don't forget to return it to the First Aid Station after returning to conference.



Adult Advisors

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 the Art Team in Witte Hall after the closing assembly.

AFTER YOU RETURN HOME

1. Don't forget to send thank you notes to your County 4-H program, sponsors, and Wisconsin 4-H Foundation for their support.
2. Share photos with delegations and your county 4-H Staff.

Thank you for your assistance!

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)
262-644-1533 (home)
715-486-6575 (cell)

amber.rehberg@wisc.edu
pammykes3186@gmail.com
slstrigel@gmail.com

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/>

Adult Advisors

ESSENTIAL ELEMENTS OF YOUTH DEVELOPMENT

How will you go out of your way to welcome and include others at events where you are representing WI 4-H?

How can you help to create a safe and inclusive environment for everyone?

What are your personal goals for this year's Conference? How will you achieve them?

If this is not your first year on your 4-H Arts Team, how will you continue to engage and learn?

Belonging

positive relationship with a caring adult
inclusive environment
safe environment

Independence

opportunity to see oneself as an active participant in the future
opportunity for self-determination

Mastery

engagement in learning
opportunity for mastery

Generosity

opportunity to value and practice service for others

How will you connect what you learn in your through your participation?

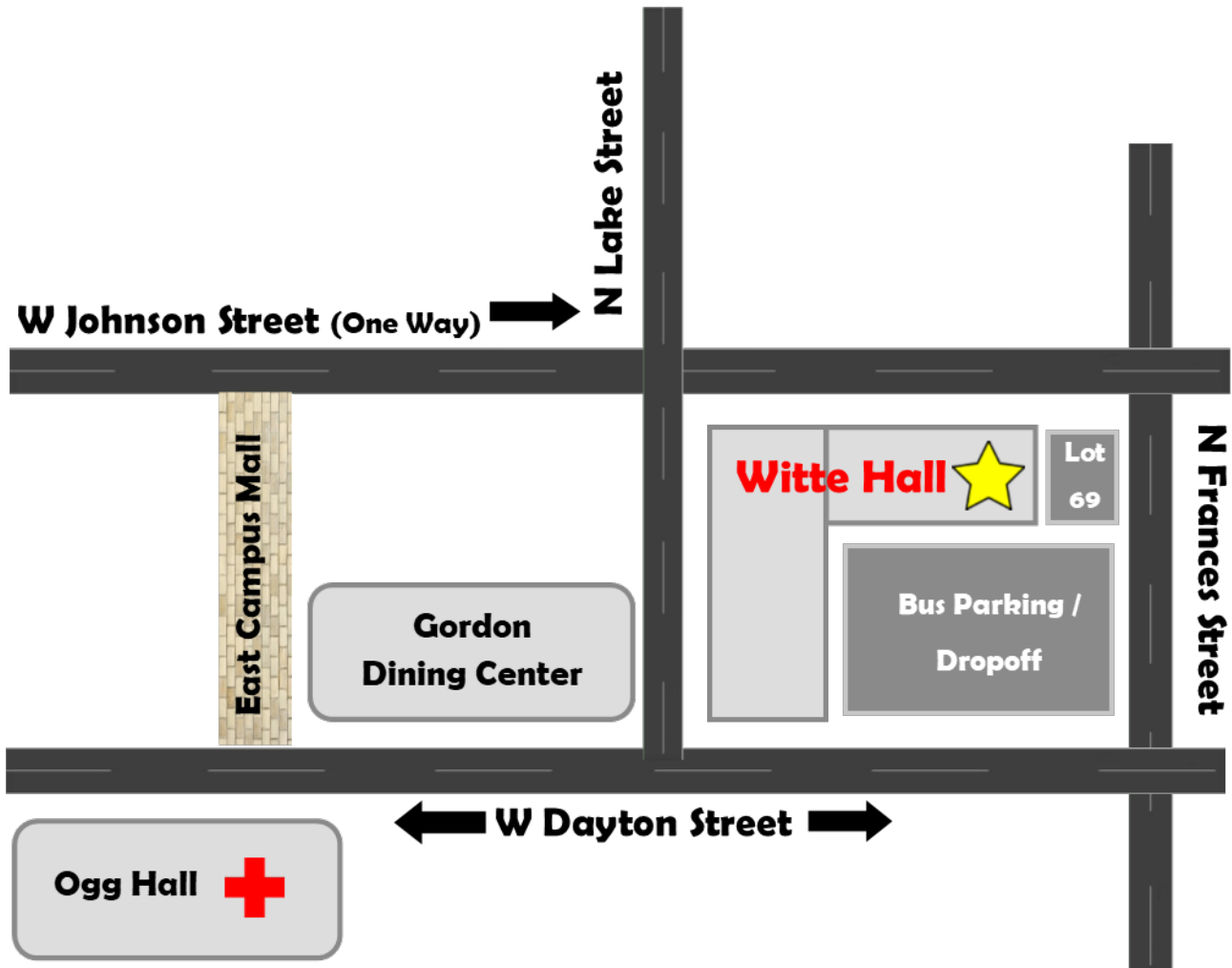
How will you challenge yourself to attempt new things or learn new skills?

How will you help others over the course of Conference?

How can you use your skills to give back to your community and club after Conference?

Wisconsin 4-H & Youth Conference Maps

Witte Hall, Gordon Dining Center, and Surrounding Streets



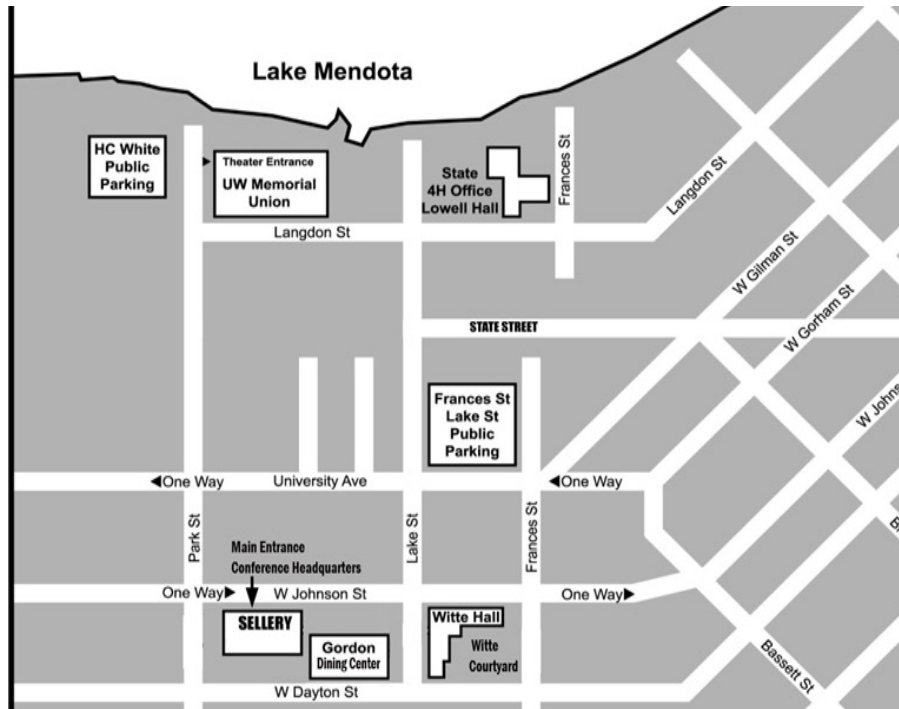
Witte Hall is located on the east side of Gordon Dining Center and there is parking available in lot 69 next to the residence hall.



Wisconsin 4-H Foundation proudly supports this UW Extension 4-H Youth Development program in the amount of \$25,000. This offsets participating individual youth costs by approximately \$30 each.

Wisconsin 4-H & Youth Conference Maps

Area Street Guide



Madison Area

