

2024 National 4-H Conference Delegate Handbook





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Welcome

Welcome to the 2024 National 4-H Conference! Your attendance at this year's National 4-H Conference upholds a 97-year-old tradition. We are excited to welcome you and promise to uphold the historical significance of this unique educational event – filled with amazing, fun, inspirational moments with new friends!

If you didn't know, during the Conference, participants, like yourself, are referred to as "delegates." In 4-H, we believe in the power of young people and, as a delegate, you have the opportunity to share your voice with federal government officials in the nation's capital. In your roundtable groups, you will lift-up solutions to challenges experienced by federal agencies and congressional committees with the goal of impacting change in America.

- 66 This was an incredible experience, and I was able to grow as a leader and in my passion for civic engagement. This experience helped me want to be more involved in our nation. 99
 - National 4-H Conference Youth Delegate

Enjoy this unique opportunity to become familiar with the federal government and future career opportunities. Throughout this multi-day event, you have the chance to work with and get to know other 4-H'ers from across the country, grow as a leader and ignite your passion.

In community,

Manoharan Muthusamy, Ph.D.

Acting Division Director

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Division of Youth and 4-H

Institute of Youth, Family and Community

USDA National Institute of Food and Agriculture



WHAT IS NATIONAL 4-H CONFERENCE?

The U.S. Department of Agriculture's (USDA) National Institute of Food and Agriculture (NIFA) has administered the National 4-H Conference on behalf of the U.S. Secretary of Agriculture in Washington, DC, since 1927. Deemed "the Secretary's Conference," this Conference is the flagship youth development opportunity of USDA. Today, the Conference remains true to its original intent to develop the next generation of leaders while continuing to be future-focused. The Conference brings together over 300 young people, volunteer leaders, county and state Extension staff, Land-grant University faculty and administrators, as well as state and federal government officials from across the United States and its Territories.

HISTORY



National 4-H Conference was originally called the "National 4-H Club Camp," where delegates slept in tents on the grounds of the National Mall in front of USDA headquarters.



The camp moved to the National 4-H Youth Conference Center from 1959-2019 and became the National 4-H Conference.



For the first time in 2021, the Conference traditions carried on virtually and later at a local Washington, D.C., hotel.



ARTWORK

Our artwork includes symbols, like the Lincoln Memorial, American elm trees, camp tent and 4-H clover, that tell the history of USDA and National 4-H Conference.



LINCOLN MEMORIAL

The glowing Lincoln Memorial stands tall in the background. On May 15, 1862, President Abraham Lincoln signed legislation to establish USDA. Through our work on food, agriculture, economic development, science and other issues, USDA has impacted the lives of generations of Americans – including 4-H'ers.

AMERICAN ELM TREES

The American elm trees on either side are key features of the Lincoln Memorial landscape and the National Mall. American elms are native to eastern North America and were planted extensively throughout the United States in the 1700s and 1800s. From the earliest plans for the National Mall, elm trees were the unifying element that linked the parks, avenues and monument grounds.

CAMP TENT

In the center of the artwork, you'll notice a tent. In 1927, USDA held its first National 4-H Conference, which was originally named the "4-H Club Camp."

4-H CLOVER

At the base of the diamond is the 4-H clover, which is linked by three points and represents that the 4-H youth development program is administered by a three-way national, public-private partnership between 4-H National Headquarters at NIFA, the Cooperative Extension System and National 4-H Council.



HOW IT WORKS

There are many ways young people, as well as federal partners and Land-grant Colleges and Universities, can benefit from participating in National 4-H Conference.

FEDERAL PARTNERS



Federal partners play a key role by presenting an issue of importance on which they would like to receive youth perspective. Federal partners provide young people an opportunity to see firsthand how they can influence government decision making and be introduced to the various careers found in federal service.

LAND-GRANT COLLEGES AND UNIVERSITIES

All Land-grant Colleges and Universities are invited to select and send 4-H participants (ages 15 to 19), along with chaperones, to National 4-H Conference. Each is encouraged to partner within their state to select a diverse delegation based on age, background, geographic distribution and/or experience with 4-H.



YOUTH EXPERIENCE

Delegates choose the topic, research the issue, work with their peers to develop a 45-minute briefing and formally present their recommendations to the federal partner. Young people can also apply to serve in various leadership roles at National 4-H Conference.



IMPACT

In preparation for, during and after National 4-H Conference, youth participants **LEARN**, **PRACTICE** and **APPLY** new skills and use their voices, talent and ideas to make a difference. They are empowered to **GENERALIZE** what is learned to affect change in their own community. Those who participate in National 4-H Conference report increased leadership, civic engagement, agency, and social and cultural competence.



USDA National Institute of Food and Agriculture U.S. DEPARTMENT OF AGRICULTURE



PATHWAYS TO EMPLOYMENT

Youth participants gain valuable skills, experience and networking opportunities with federal agencies that can result in future volunteer, internship, fellowship and career opportunities.

PURPOSE

The National 4-H Conference is an exciting educational, civic engagement and leadership opportunity. Young people are provided opportunities to:

- Share their voice with federal officials on important issues to impact decision making at the federal level;
- Apply what is learned to create positive social change in their local community; and
- Make unique connections and access resources to spark future volunteer or employment opportunities with federal agencies.

4-H'ers are future scientists, business leaders, government officials, educators and community leaders. It is our hope that your experience at the National 4-H Conference will be one in which you acquire valuable information and networks and are inspired to make a difference in your local community.

YOUTH LEADERSHIP MODEL

A key component to the National 4-H Conference is amplifying youth voice. For this reason, the traditions and goals of the National 4-H Conference are implemented using a peer leadership model.

- A Youth Leadership Team, made up of six youths and two adult advisors, is assembled to provide youth voice in Conference planning and implementation.
- A Collegiate Facilitator Team, made up of 20 college students and two adult advisors, is assembled to host and facilitate youth roundtable groups.

SOCIAL MEDIA

During Conference use your social platforms to convey that National 4-H Conference is the event you've been waiting for! Spread your energy and excitement using hashtag #N4HC24 and follow and tag @USDA_NIFA on X



(formerly Twitter), <u>USDA National Institute of Agriculture</u> on Facebook, <u>USDA National Institute of Food and Agriculture</u> on LinkedIn and <u>@usdagov</u> on Instagram.

Delegate Handbook

HANDBOOK PURPOSE

The purpose of this Delegate Handbook is to help you prepare for and know what to expect at National 4-H Conference. The handbook is full of information and helpful tips about the nation's capital, the Conference hotel, what to pack, schedule of events and much more. Delegates should bring a paper or digital copy of this handbook to Conference.

Land-grant Colleges and Universities staff and volunteers and other Travel Groups, including State coordinators, adult chaperones, adult advisors and collegiate facilitators should review the <u>National 4-H Conference Guidebook for 1862, 1890 and 1994 Staff and Volunteers</u> in addition to the Delegate Handbook.

Travel Information

OUR NATION'S CAPITAL

Welcome to Washington, D.C., the capital of the United States and the heart of the American experience. Unlike any other place in the world, the history of the District of Columbia extends back to the founding of our country, and nearly every neighborhood offers a glimpse into the past. National monuments dominate the skyline, recognizing the sacrifice of those American heroes, from our founding fathers to the brave men and women in the armed forces, whose resolve and sacrifice helped to shape our country. Washington, D.C., also serves as the seat of government where our elected leaders from the halls of Congress to the White House itself work to shape our future.

Located on the east bank of the Potomac River, Washington, D.C., is a compact city bordered by the states of Maryland and Virginia. The Washington, D.C., metropolitan area, also known as the National Capital Region, consists of the





District of Columbia and parts of the U.S. states of Maryland, Virginia and West Virginia. It is part of the larger Baltimore-Washington metropolitan area.

The District of Columbia is 67 square miles and is divided into four quadrants: Northwest, Southwest, Northeast and Southeast. The U.S. Capitol building marks the center where the quadrants meet. Numbered streets run north and south. Lettered streets run east and west (there are no J, X, Y or Z streets), becoming two-syllable street names, then three-syllable street names as you travel farther out from the center. Avenues named for U.S. states run diagonally, often meeting at traffic circles and squares.

TRANSPORTATION

Delegations are responsible for arranging and funding travel to and from National 4-H Conference. The information provided below should assist delegations in coordinating their travel to National 4-H Conference.

CONFERENCE LOCATION

The Conference is being held at the Hyatt Regency Crystal City
Hotel in Arlington, Virginia.
Staying at the Conference hotel is required to participate in National 4-H Conference.

This hotel is close to the Reagan National Airport and located in Crystal City, Arlington's premier



neighborhood. It's close to shops, restaurants, the Pentagon and, most of all, a short ride to the District of Columbia.

Meetings, meals and social gatherings will take place at the Hyatt Regency. Additionally, charter bus transportation and public transportation to off-site events can be accessed at the Hyatt Regency.

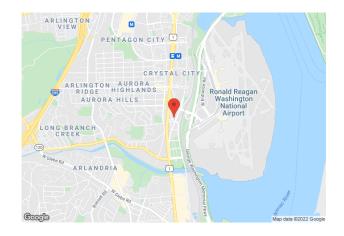


DIRECTIONS

The official address is:

Hyatt Regency Crystal City 2799 Richmond Highway Arlington, VA 22202

Load the hotel address in your favorite location app and follow the directions.



AIRPORTS

The Washington, D.C., metropolitan area is served by three major airports. Visitors to the District of Columbia may use any of the airports depending on their specific travel needs. Some airlines may offer better prices to/from one location than another. You may also find direct flights from one airport and not from another. Ronald Reagan National Airport (DCA) is the closest airport to the Conference hotel.

For more information about the three local airports, visit the following websites:

- Ronald Reagan National Airport (DCA):
 www.metwashairports.com/reagan/reagan.htm
- Dulles International Airport (IAD):
 www.metwashairports.com/dulles/dulles.htm
- Baltimore/Washington International Thurgood Marshall Airport (BWI): <u>www.bwiairport.com</u>

HOTEL SHUTTLES

Hyatt Regency Crystal City

Enjoy the courtesy Hyatt Airport Shuttle to and from Ronald Reagan National Airport (DCA). Terminal 1 pickup location is outside the main doors. Follow signs for Hotel Shuttle Pickup. Terminal 2 pickup locations are outside of Doors 4 and 7 on the baggage claim level. Follow signs for Hotel Shuttle Pickup.

The shuttle departs from the hotel front drive every 20 minutes on the hour from 4:20 a.m. - 12:40 a.m. seven days a week. The shuttle service will provide



you estimated times to and from the airport. Use the Track My Shuttle application to track the Hyatt shuttle for pick-up simply going to www.trackmyshuttle.com. When opening the link use HOTEL CODE: 2799

PARKING

Hyatt Regency Crystal City

Valet-only parking is \$45 per day, with unlimited in-and-out privileges. Clearance is 6'8" in the underground parking garage.

TAXIS

Taxis are readily available at all major airport, train and bus terminals. Estimated rates to and from the Conference hotel are as follows:

- Dulles International Airport/Northern Virginia: \$40-45
- Baltimore/Washington International Airport/Baltimore: \$65-70

METRO

The heart of Washington, D.C.'s public transportation is the Metrorail or Metrobus (or "Metro" by its nickname) system. It provides service to the entire metropolitan area and has numerous stations and bus stops within walking distance of museums, monuments and other places of interest. Metro is generally safe, clean and easy to use, and has reasonable fares.

Fares for Metro vary based on the service, ride length, day and time you ride. Trip Planner is the best way to calculate your fare.

SmarTrip cards are needed to ride Metrorail or Metrobus. SmarTrip plastic cards are available at Metrorail stations and mobile cards through the <u>SmarTrip App</u>. You may also put a SmarTrip card in your <u>Apple or Google Wallet</u> or buy SmarTrip cards <u>online</u> prior to your trip. This electronic card allows the user to add money with a credit or debit card for use throughout the week. You can find more information at <u>www.wmata.com/fares/smartrip</u>.

The Hyatt Regency Crystal City is a 10-minute walk to the Crystal City Metro Station (corner of S Bell Street and 18th St S). The Blue and Yellow lines are available at the Crystal City Metro Station.



You can also visit www.wmata.com for information about public transportation—including Metro Pocket Guides, Metrorail and Metrobus fares, station status, routes, and timetables. The trip planner allows you to enter where you are, where you'd like to go, and it shows you exactly how to get there. Additionally, the mobile app, DC Metro and Bus Transit, can be useful when navigating your trip via Metro. Other apps are available as well.

SHUTTLES

Most shuttle providers require reservations to be made 24 hours in advance of travel. A few options include:

- ABC Limo Service: <u>www.limowashington.com</u>
- GO! The Airport Shuttle: www.goairportshuttle.com

Accommodations

GUEST ROOMS

Youth delegates and adult chaperones have the option to select a single occupancy or double occupancy room (with roommate) at registration. Landgrant Colleges and Universities staff and volunteers and other Travel Groups are responsible for communicating their delegation's rooming assignments to the



Logistics Coordinator to ensure that their delegation's needs are met. Please note at registration if an ADA-compliant room is needed.

Adults may not be housed in sleeping accommodations with youths. Adult chaperones will be placed in rooms in close proximity to the youth delegates in their delegation.





GUEST ROOM AMENITIES

Hyatt Regency Crystal City

Room Amenities

MEALS & SNACKS

Delegates will be provided breakfast, lunch and dinner during Conference, with one exception noted below. Meals are often offered buffet style and will vary. Accommodations will be made for those who indicate a dietary restriction at registration. Cross contamination of foods is possible. If a delegate or chaperone has a severe food allergy, please indicate this on the registration form.

The following meals will **not** be provided:

• Monday, April 22 – Lunch and Dinner

The Land-grant College or University and other Travel Groups or individuals are responsible for the cost of lunch and dinner on Monday. Delegations may want to join with other delegations to have a fun meal together. We suggest that delegations make <u>dinner reservations</u> ahead of time to ensure availability for larger groups.

Snacks will be provided during National 4-H Conference. However, delegates may want to bring options from home or purchase food from the hotel, local restaurants or convenience stores to supplement.

TRANSPORTATION

The following transportation accommodations are included in the registration fee:

- Sunday, April 21: charter buses from Hyatt Regency Crystal City to/from Monument Tours.
- Monday, April 22: charter buses from Hyatt Regency Crystal City to USDA Headquarters for 4-H flag raising.
- Tuesday, April 23: charter buses to/from Hyatt Regency Crystal City to federal agency buildings and to lunch/career fair on the National Mall.



Delegations will be responsible for arranging transportation for the following transportation needs that are NOT included in the registration fee:

- Travel to/from home location to Hyatt Regency Crystal City.
- Monday, April 22: Travel from National Mall area to Hyatt Regency Crystal City after dinner.

Packing Information

WEATHER

Early spring weather in the Washington, D.C., metro area tends to be colder than most people expect. Late March to early April can be unpredictable and temperatures often fluctuate. The average high/low temperatures in April are:

April Average high: 67° F Average low: 45° F

SPENDING MONEY

Delegates should bring spending money for personal items, souvenirs, and meals and snacks not provided in the registration fee, which can be purchased from local vendors and at gift shops during off-site activities.

Check with your chaperone to learn whether lunch and dinner will be paid for by the Land-grant College or University and other Travel Groups or paid for by individual delegates on Monday, April 22. There may be a significant cost difference when comparing other areas to the D.C. metropolitan area. Meals can easily cost \$20 to \$30 for dinner—don't forget tips!

PACKING TIPS

With the unpredictability of weather in the Washington, D.C., area at this time of year, be sure you are ready for anything. Below are a few helpful tips:

 Bring your photo ID for entry into federal buildings for the Youth Perspective Briefing. Acceptable forms of ID include a driver's license or non-driver ID, passport, or state-issued ID card including a school ID or library card with photo.





- Bring your resume to the Youth Career Fair to receive resume writing tips.
- Bring pins to exchange during the Pin Swap activity.
- Bring games, cards, puzzles, etc. for break times.
- Bring an all-weather coat, medium-weight coat and/or raincoat and umbrella.
- Mix and match clothing pieces to create multiple outfits so you'll have what you need without over-packing.
- Bring comfortable shoes, particularly for activities on Sunday evening and Monday that require lots of walking.
- Plan ahead and pack properly. Know what you can pack in your carry-on and checked baggage before arriving at the airport.
 - Check with your airline for their carry-on and checked baggage policy, including number of pieces you can bring and size and weight limitations.
 - Make sure to pack confidential or critical items in your carry-on, such as laptops, tablets, medicine, glasses and contact lenses, credit or debit cards, or other items that would be problematic if lost in checked baggage.
 - What can I bring? <u>The Transportation Security Administration's</u> website has a helpful Travel Checklist.
 - Label the outside as well as the inside of your luggage and include a card with your name and address in case the outside tag gets torn off.
 - Make sure that your luggage is sturdy enough to withstand baggagehandling systems, and never check a bag that does not completely close.
 - o Never leave your items unattended at the airport.

RECEIVING PACKAGES AT THE HOTEL

If you forget an important item or need to receive a package to the Conference hotel for any reason, the postage must be prepaid and addressed as follows:

Receiver's Name
Sender's Company
National 4-H Conference
c/o Event Sales / Susan Stewart



Hyatt Regency Crystal City 2799 Richmond Highway Arlington, VA 22202

The Conference hotel has limited storage capabilities. Boxes must weigh no more than 50 pounds each and must be shipped to the hotel no earlier than April 16. Shipments received prior to this date may be refused or returned. Larger packages must arrive on the day of setup. For larger shipments, please check with our Logistics Coordinator.

The hotel adds a handling fee for deliveries and a storage fee after three days for pick-ups. Handling fees include \$7.00 per letter/envelope, \$10.00 per box/package and \$150 per pallet received. Storage fees include \$5.00 per day for letter/envelope, \$6.00 per day for box/package and \$75 per day for pallet.

All outbound packages must be packed with prepaid shipping labels. Shippers should inform the shipping company (FedEx, UPS, etc.) of the shipment.

ATTIRE GUIDELINES

National 4-H Conference is considered a "working Conference" for youth participants. In professional environments, proper dress is a matter of exercising good judgment. Appropriate choices for business casual/professional clothing, when required, is a skill that delegates should gain knowledge of and value its significance.

Participants should wear clothing suited for the activity you will participate in. Below is the type of attire associated with the various events at National 4-H Conference. Please use your best judgment. If you are unsure what to wear, contact your Land-grant College or University staff or volunteers and other Travel Groups for attire recommendations.

CASUAL	BUSINESS CASUAL	BUSINESS PROFESSIONAL
Roundtable Sessions Evening Entertainment 4-H Flag Raising Dance ("Party Attire")	Opening Assembly	Youth Perspective Briefing Career Fair Closing Assembly



Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic or any other degrading message that detrimentally impacts the dignity and respect of other Conference participants, is never acceptable.

Please note: Delegates receive a National 4-H Conference t-shirt in their welcome bag. Please wear this shirt to the 4-H Flag Raising Ceremony on Monday, April 22.

Conference Sessions & Activities

CHALLENGE QUESTION, ROUNDTABLES & YOUTH PERSPECTIVE BRIEFING

The challenge questions, roundtable sessions and Youth Perspective Briefings are a fundamental part of National 4-H Conference. The USDA-NIFA's Division of Youth and 4-H within the Institute of Youth, Family and Community partners with federal agencies and Congressional committees interested in hearing youth perspective on topics related to their work. Each federal partner provides a challenge question for youth to research, brainstorm and present on during Conference.

Youth delegates work together in groups, referred to as a roundtable, led by a collegiate facilitator to develop recommendations and present them to the federal partner during a 45-minute Youth Perspective Briefing. The roundtable experience provides young people an opportunity to think critically about current issues, investigate and discuss the agency's current efforts, provide a youth perspective, and recommend new ideas to bring about positive change.

At registration, delegates select the top three challenge question topics from the list below that they would like to work on at Conference. Only one challenge question will be assigned to each delegate using the top three choices selected at registration. If three preferences are not selected or no preference is selected, delegates are randomly assigned a topic.



Once registration closes and assignments are made, delegates are contacted via email by their roundtable's collegiate facilitator, who will lead that roundtable group prior to, during and after Conference. Emails will be sent to the youth delegate's email address provided at registration.

#	TOPIC	FEDERAL AGENCY	CHALLENGE QUESTION
1	National Service	AmeriCorps	Part 1: Reflect on you and your peers' understanding of national service. • What does national service mean to you? • How inclined might you be to serve a term with AmeriCorps after high school? • How would you present AmeriCorps information and opportunities to your friends and peers? Part 2: Using the background materials provided, develop a recruitment presentation
			that speaks to your peers about service opportunities with AmeriCorps. • What types of messaging and outreach methods might resonate most with Generation Z? • What about benefits and project types? Are there specific benefits that you believe are of most interest to your peers? • How can we make sure every high schooler considers a term of service with AmeriCorps alongside college, military service or other post-secondary options?
2	Paying for College	Consumer Financial Protection Bureau (CFPB)	If you were to serve as adviser to the Director of the Consumer Financial Protection Bureau (CFPB), what strategies would you recommend that the CFPB consider implementing to help ensure that young people in America make informed financial decisions paying for college and managing student loan debt? For example, what additional tools and resources could the CFPB create to help young people make better financial decisions? How can these resources be promoted to have maximum reach among students?
3	Children's Health and Climate Change	Environmental Protection Agency (EPA)	Climate change is a global issue that impacts all people, particularly children, in every region of the world through direct or indirect effects such as extreme temperatures, severe storms, floods, sea level rise, drought, air pollution, wildfires, vector-borne illness,

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			threats to clean water and food security,
			societal instability, and negative mental health outcomes. Addressing climate change will take a comprehensive approach that will require participation from everyone. Young people are and will continue to play a major role in finding solutions to climate issues. Questions 1. How is climate change impacting the health of children in rural and agricultural
			communities differently than children in urban communities? 2. What role can young people play in promoting the link between climate and children's health in rural communities? 3. How can agricultural practices be used or modified to address climate issues that will result in protecting children's environmental health? 4. What platforms, messengers, messages, and content would make the most impact among young people to spread awareness on how children's health is uniquely impacted by
			climate change?
4	Climate Change, Preparedness, Community Resilience	Federal Emergency Management Agency (FEMA)	Climate change represents a profound crisis for the nation as it makes natural disasters more frequent, more intense, and more destructive. In 2020 alone, across the U.S. there were 22 weather and climate disaster events, with total losses exceeding \$1 billion. The growing severity of disasters increases the time it takes for communities to recover — a process that can be further complicated by repeat events in areas already struggling to bounce back. These cascading and compounding impacts, propelled by climate change, pose the greatest risk to our communal and nationwide resilience (FEMA Strategic Plan). How can FEMA engage young people in its efforts to help communities prepare for climate-related disasters?
5	Civic Engagement	Institute of Museum and Library Services (IMLS)	Two of the most trusted institutions in the U.S. are libraries and museums. The Institute of Museum and Library Services (IMLS) is the federal agency that works with the thousands of them, providing project grants, expertise and partnerships with state agencies and other federal agencies. IMLS has long been involved with grassroots civic issues but shocked by the lack of civic knowledge of young people. Civics

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			is no longer taught in most schools, so museums and libraries have often worked to fill the gap, from developing educational programs about civics to hosting seminars about voting to even serving as polling places. How can museums and libraries better help young adults participate more in the civic life of their communities? What do young people think makes a good citizen, and how can IMLS help?
6	Building Youth Leadership Capacities	National Museum of American History, Smithsonian Institution (NMAH)	Several museums, as well as cultural and historical sites, charter some version of youth leadership councils. Much literature exists on how adult staff can best support young people in growing their advocacy skills and confidence through consulting practices. However, what if these organizations supported young people's problem-solving, leadership, and mentoring capacities? In other words, how can cultural and heritage sites, as well as any other interested organizations, create youth leadership councils that serve the growth of young people by letting young people steer, guide, and lead them rather than participate?
7	Youth Development Program Design	Peace Corps	Imagine you are a Peace Corps Volunteer assigned to work in the youth development sector and envision yourself in a rural community where access to education and opportunities for young people are limited. How would you design and implement a comprehensive project that empowers and supports local youths to foster their personal growth, education, community engagement and leadership skills? Consider the challenges you might face and how you would adapt your approach to effectively engage and inspire the young people in that community. Also, consider key developmental learning that young people need as they transition from adolescence to adulthood. What would be the main components of your youth project? What types of evidence-based activities would you include in the program to help young people reach different goals? How would your program look different from the current Peace Corps approach to youth development?
8	Youth Engagement in	Smithsonian Institution, Office	The Smithsonian is eagerly anticipating America's 250th Anniversary of the 1776
		of the Under	Declaration of Independence in 2026. We are

	Rural Communities	Secretary of Education (OUSE)	seeking to connect with communities across the U.S. states and territories to enable young people to share their stories about what makes their community meaningful. Hypothetically, if you were to develop a time capsule about your community to share with the Smithsonian, what about your community is most meaningful to you? What is in the time capsule (history topics, objects, and people), and how would you have the conversations around making that decision? How would you engage with different sectors in your community to tell that story? What would be the anticipated challenges? Please provide us with examples from 3-4 communities.
9	Supporting Connectiveness as a Protective Factor	Substance Abuse and Mental Health Services Administration (SAMHSA)	SAMHSA recognizes connectedness as a key protective factor, but we want to hear from young people on what it means to them. How might SAMHSA better support the concept of connectedness with young people in schools and communities to foster healthy relationships? Questions to think about for your briefing: What does connectedness "look like" to you? What is your team's idea on a blueprint for schools and communities to address this issue? What do adults need to know (that they maybe don't know) about how young people think about this topic?
10	Promoting Inclusive and Welcoming Communities	U.S. Department of Agriculture (USDA)	Imagine going to school and you are isolated and treated differently from those around you, simply because you come from a different faith tradition or identities than your peers. It might help to have the support of allies. An ally is someone who supports, respects and advocates for marginalized groups by working to eliminate oppressive attitudes, beliefs and actions in themselves and their communities. Faith-based or religious minorities may be subjected to alienation from within their communities due to real or perceived cultural and social differences. How can 4-H members become leaders to develop values and encourage skills that help foster a sense of belonging? How can young people help their communities become inclusive environments where all young people feel supported and welcomed?
11	Propensity for Military Service	U.S. Department of Defense (DOD)	Last year marked the 50th anniversary of an all-volunteer force. More than 15 million service members have enlisted, and today

			more than 2 million serve in uniform.
			Military service provides training and a career in more than 250 different occupational specialties, utilizes the most advanced technology in the world, offers a competitive salary, leadership opportunities, worldwide travel, tax-free allowances for food and housing, health care benefits, 30 days of annual paid vacation, retirement savings, education benefits for college, and friendships and bonds that last a lifetime.
			Extraordinary men and women stand up to defend our democracy and make the world more secure, but Service recruitment goals are not being met. The decision to serve in the military is deeply personal and multifaceted, and it's influenced by a unique combination of individual aspirations, societal values, economic considerations, and cultural influences. This complex interplay of factors contributes to the motivations and reasons to embark on a career in the military. Our Soldiers, Sailors, Marines, Airmen, Guardians and Coast Guardsmen are our country's greatest asset, and the strength of our All-Volunteer Force depends on qualified young people stepping up to seize the extraordinary opportunities that military service provides.
			What influences a young person's career path? What does a career in the military mean to you? How can the Department of Defense reach and excite young people about choosing a career in the military? What types of benefits, opportunities or experiences would motivate young people to choose a career in the military?
12	Ensuring Access and Success in Career Pathways	U.S. Department of Education (ED)	In our global economy, the need to strengthen the competitiveness of the American workforce is one of the urgent challenges we now face as a nation. How might we ensure that every learner is prepared for emerging, in-demand careers? Promoting access to career and technical education for all students has been a key purpose of the federal Carl D. Perkins legislation for more than 50 years. How might we ensure that every student, regardless of background or circumstance, is able to participate in high-

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			quality career pathways that advance their college and career readiness?
13	Messaging the Clean Energy Transition	U.S. Department of Energy (DOE)	The U.S. Department of Energy (DOE) is committed to building a clean energy economy that is safe, sustainable and equitable. Proper messaging of the pros and cons of all sources of clean energy is critical to realizing the full potential of America's energy resources and attracting young people to pursue careers in these fields. For some of the energy sources that may have complicated messaging (e.g., storage of spent nuclear fuel, sustainable use of biomass for aviation fuels), what can DOE do to reach all audiences and listen to their perspectives? How can DOE build relationships and trust with these audiences, especially young people?
14	Adolescent Health and Well Being	U.S. Department of Health and Human Services (HHS)	If you could convene a working group made up of adults and young people who are focused on improving adolescent health and well-being in your community, what issues would be most important for the group to address? Which people and organizations should be at the table and why? What ideas do you have for addressing the critical issues you identified? What opportunities and challenges do you foresee with addressing these issues? How could this working group use Take Action for Adolescents: A Call to Action for Adolescent Health and Well-Being and the accompanying Take Action Toolkit to make positive changes in your community, your county or your state?
15	What Makes You Feel Safe?	U.S. Department of Justice (DOJ)	What makes you feel safe in your schools and communities? What are your top five concerns right now (e.g., drug use, mental health, anxiety, bullying, violence, etc.)? Do you find that those concerns impact one group (e.g., Black, Latino, Tribal, LGBTQIA+, etc.) more than others? If yes, do you feel like your community or school supports all youths/students equally in addressing concerns like the one you have? Does your school/community have opportunities to involve you in planning or addressing those concerns? As a young person, what ideas do you have for making things better in these areas you are concerned about? What do you wish people knew that would help youths and

			adults work better together to solve these challenging issues?
16	Careers of the Future	U.S. Department of Labor (DOL)	The jobs most desired by workers and the skills valued by employers change over time as the world changes around us. To predict which jobs will increase in demand, The U.S. Department of Labor (DOL) looks at the education, training, interests, passions and professional values of our younger generations. We also make projections on the economic demand for workers in specific occupations in the future based on social, economic and technological trends. For example, labor statisticians predict there will be many more job openings for medical practitioners and eldercare professionals in the coming years as the average age of the total U.S. population increases.
			Rarely, however, do we get to ask a group of young leaders an open-ended question about the fields and careers that seem most promising and exciting to their generation. Using your lived experiences, research skills and unique insight as youth leaders, we challenge you to answer these questions: Towards what type of vocations do you and your peers gravitate? What career paths seem interesting and worthwhile? Why? What do you care about most in a job—wage, benefits, opportunities for promotion, friendly coworkers, remote and hybrid work options, organizational mission, team bonding, etc.? What sort of education and training (two-year degree, technical certificate, on-the-job training, high school diploma or equivalency, etc.) do you need to qualify for these jobs? What can DOL do to make these careers accessible to all Americans?
17	Mobility Safety Across the Country	U.S. Department of Transportation (DOT)	Nearly 43,000 people (drivers, passengers, pedestrians and bicyclists) were killed on America's roads in 2021. We tell everyone to be safe on the roads by following the speed limit, avoiding distractions, driving sober, wearing their seat belt and always paying attention to their surroundings, but people still make dangerous choices on the roads. Why do you think that is? What else do you think DOT should do to save lives? And, most importantly, what do you think the role is of young people in solving this problem, and how

			T
			can DOT involve young people more effectively?
18	4-H	U.S. House of Representatives Committee on Agriculture	Since 1902, 4-H has brought together young people from various backgrounds to help them better understand the agriculture industry, civic engagement and responsible leadership. As the average age of those involved in agriculture continues to increase, it is more important than ever before to ensure the next generation of agriculturists are prepared to feed the world. The House Committee on Agriculture is working on the next Farm Bill, and stakeholder feedback is vitally important to this process. We want to know: What impact has 4-H had on your passion for agriculture? Why is it important to continue supporting youth development organizations, like 4-H, that help engage young people in agriculture? How does 4-H help encourage youths to get involved in agriculture? How has 4-H influenced the way you see the future of agriculture? Which career opportunities has 4-H helped you discover? What skills has 4-H helped you develop that will make you a good community leader?
19	Rural and Agricultural Youth Development	U.S. Senate Committee on Agriculture, Nutrition and Forestry	According to the last census, 53% of counties across the U.S. are losing population as people are migrating from rural communities to urban areas. A recent USDA Economic Research Service report, titled "Rural America at a Glance 2023 Edition," stated that future population growth in nonmetro (rural) areas as a whole will depend upon retaining current residents and attracting newcomers. What can Congress do to make rural communities more attractive places for young adults to live? Agriculture is an important economic engine for many rural communities. With the average U.S. farmer today being over 57 years old, what holes are there in existing programs to support young and/or beginning farmers, and what else can Congress do to help build up the next generation of agriculturalists?
20	Sustaining an Inter- generational Environmental	White House Council on Environmental Quality	Whether you are growing up in a rural, suburban or urban community, what idea or ideas do you have to address environmental injustice in your community, and how can the

Justice	(CEQ)	Council on Environmental Quality and the
Movement		federal government support you in
		implementing this idea or ideas?

ASSEMBLIES & ENTERTAINMENT

The National 4-H Conference offers a range of events, including assemblies and entertainment to bring all delegates together. The Youth Leadership Team plays a key role in planning and facilitating these events. National 4-H Conference assemblies and entertainment include an opening ceremony and welcome, National Monuments Tour at Night, the Youth Career Fair, 4-H Flag Raising Ceremony, a closing celebration ceremony and dance, a potential visit from the U.S. Secretary of Agriculture, and much more.

YOUTH CAREER FAIR

The 4-H Youth Career Fair, being held in partnership with the Smithsonian Institution, provides delegates and collegiate facilitators access to a diverse range of opportunities, including volunteer, internship, fellowship, and careers across the federal government. Attendees will be introduced to a variety of future possibilities and jobs in the federal sector. This is a career education event including interactive, educational displays and meeting federal employees with "cool jobs." We encourage you to bring your resume to receive resume writing tips!

DELEGATION MEET-UPS

The National 4-H Conference schedule allows time for delegations to meet-up each evening. This time is intended for delegates to touch base with their chaperone, debrief about the day, share successes and challenges, and prepare for upcoming events. Chaperones are responsible for identifying a meet-up location and facilitating the meet-up discussions for the delegation.

EXPLORING D.C.

Delegations have the opportunity to explore and enjoy lunch and dinner in Washington, D.C., on Monday. Delegations also may choose to sightsee or arrange <u>visits to the U.S. Capitol</u> on Monday after the 4-H flag raising ceremony.



We encourage delegations to arrive a day early or stay a day late if they want to spend additional time exploring Washington, D.C.

The 2024 National 4-H Conference schedule of events includes a guided tour of the National Mall at night to explore popular monuments and memorials. Please consider this when planning your visit.

CONFERENCE AT A GLANCE

"Schedule subject to change."

Friday, April 19

4:00 PM	Registration & Hotel Check-in
6:00 PM	Secretary's Assembly & Dinner
8:00 PM	Break
8:30 PM	Welcome Activity
9:30 PM	Delegation Meet-Up
11:00 PM	Lights Out

Saturday, April 20

7:00 AM	Breakfast & Chaperone Orientation
8:00 AM	Roundtable Session 1
9:30 AM	Break
10:30 AM	Roundtable Session 2
12:00 PM	Lunch
1:00 PM	Roundtable Session 3
2:30 PM	Break
3:30 PM	Roundtable Session 4
5:30 PM	Delegation Meet-up
6:00 PM	Dinner
7:00 PM	Coyaba Dance Theater Performance
11:00 PM	Lights Out



Sunday, April 21

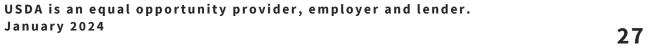
7:00 AM	Breakfast
8:00 AM	Roundtable Session 5
9:30 AM	Break
10:30 AM	Roundtable Session 6
12:00 PM	Lunch
1:00 PM	Roundtable Session 7
2:30 PM	Briefing Rehearsals for Roundtable Groups #1-10
	Break for Groups #11-20
3:30 PM	Briefing Rehearsals for Roundtable Groups #11-20
	Break for Groups #1-10
4:30 PM	Roundtable Session 8
5:30 PM	Delegation Meet-up
6:00 PM	Dinner
7:00 PM	Load Buses & National Monuments Tour at Night
11:00 PM	Lights Out

Monday, April 22

7:00 AM	Breakfast
8:00 AM	Load Buses
9:00 AM	4-H Flag Raising Ceremony at USDA Headquarters
10:00 AM	Capitol Hill Visits & Explore Washington, D.C.
	Lunch, Dinner & Transport Back to Hotel on Your Own
11:00 PM	Lights Out

Tuesday, April 23

7:00 AM	Breakfast & Chaperone Refresher
8:00 AM	Roundtable Session 9
9:00 AM	Load Buses
10:00 AM	Youth Perspective Briefings at Federal Agencies





USDA National Institute of Food and Agriculture U.S. DEPARTMENT OF AGRICULTURE

11:30 AM	Load Buses to National Mall
12:00 PM	Lunch
1:30 PM	Youth Career Fair
3:30 PM	Load Buses to Hotel
6:00 PM	Certificate Ceremony & Dinner
8:00 PM	Celebration & Dance
11:00 PM	Lights Out

Wednesday, April 24

7:00 AM Breakfast

11:00 AM Hotel Check-Out

RESOURCES

- Visit Washington DC www.washington.org
 - o Order Free Visitors Guide & Map www.washington.org/visitors-guide
 - o Restaurants <u>www.washington.org/find-dc-listings/restaurantts</u>
- Smithsonian (Museums & Zoo) www.si.edu
- National Park Service (Monuments & Memorials) www.nps.gov
- U.S. Capitol Visitor Center <u>www.visitthecapitol.gov</u>
- Arlington National Cemetery <u>www.arlingtoncemetery.mil</u>
- The John F. Kennedy Center for the Performing Arts <u>www.kennedy-center.org</u>
- The Library of Congress <u>www.loc.gov</u>
- The U.S. Botanic Garden <u>www.usbg.gov</u>
- For transportation information, see the Travel section of this handbook.

CAPITOL HILL VISITS

Capitol Hill visits are **optional**, and each delegation is responsible for scheduling appointments with their respective legislators. Delegations should plan to visit Capitol Hill during the following dates/times:

- The day before (April 18) or the day after (April 25) National 4-H
 Conference
- Before registration and hotel check-in at 4 p.m. on April 19





- Following the 4-H flag raising ceremony on April 22
- After hotel check-out at 11 a.m. on April 24

If your delegation needs assistance setting up meetings with members of Congress, please contact Eliza Hernandez, ehernandez@fourhcouncil.edu, at National 4-H Council.

Visiting with your local legislators is an opportunity for delegations to educate members of Congress and their staff about the importance of 4-H programs in their states/territories and communities across the country. The meetings are a time to share with Congress how 4-H members are making contributions and helping to meet growing societal needs. Also, legislators are more effective at drafting, promoting and supporting legislation after hearing from their constituents about local issues. We hope you will join your colleagues in seizing this opportunity to build relationships with your elected officials and inform them about some of the remarkable programs in 4-H and the impacts 4-H members, educators and adult volunteers are making locally, nationally and globally.

Land-grant College or University 4-H programs are encouraged to turn to and develop a relationship with their Land-grant University's Office of Government Relations – specifically federal government relations staff members. These staff members typically offer support to university representatives who travel to Washington, D.C., to meet and communicate with members of Congress and other federal officials. Past delegations who have engaged their university's Office of Government Relations have reported on how helpful these offices were in assisting with preparations for their visit and often have provided additional experiences. Please utilize this vital resource representing the priorities and programs of the university and its dedication to the Land-grant mission!

EVALUATION SURVEYS

A third-party evaluation team will ask delegates to complete daily surveys and a final comprehensive evaluation survey. Your honest responses to the evaluation questions are appreciated and help to improve National 4-H Conference for future delegates. Surveys will be sent to the youth delegate's email address provided at registration.



Pre- and Post-Conference

PRE-CONFERENCE PREPARATION

Youths should prepare for Conference ahead of arrival by researching their roundtable topic, information about 4-H and the structure of the federal government.

Delegates receive information from their collegiate facilitator prior to National 4-H Conference about their roundtable topic. It is recommended to study and research the topic within your own state or territory so that each delegate brings their own perspective and can discuss the issue in relation to where they live.

Delegates are strongly encouraged to attend pre-Conference roundtable group meetings online, hosted by their collegiate facilitator in the month leading up to National 4-H Conference.

INFORMATION ABOUT 4-H

Delegates should be well informed about their local 4-H Program, local 4-H demographics, 4-H programming within the state/territory, the role of Cooperative Extension and the Land-grant College or University in 4-H, and most importantly, the basic history and structure of 4-H.

The following questions are suggested to help delegates prepare themselves for possible discussions and information sharing with federal partners, Congressional members and staff, and other guests. Delegates are encouraged to research information available on the internet or contact the appropriate local 4-H Program educator or office.

OVERVIEW OF THE 4-H YOUTH DEVELOPMENT PROGRAM

- How is 4-H unique in its structure? To which government agency does it belong?
- What is the role of the Land-grant College or University in 4-H? Is this a public or private entity?





- What is the role of the Division of Youth and 4-H and National Institute of Food and Agriculture at USDA? Are they public or private entities?
- What is the role of the National 4-H Council? Is this a public or private entity?
- What is the purpose of the National 4-H Conference?
- How many 4-H members are enrolled nationwide?
- How many adult volunteers support 4-H nationwide?

YOUR LOCAL 4-H PROGRAM

- With what Land-grant College or University is your local 4-H Program affiliated? Is it an 1862, 1890 or 1994 Land-grant College or University? Is there more than one (1) Land-grant College or University in your state or territory?
- What are popular 4-H projects in your county/parish? Your state or territory?
- Where does funding come from to operate the 4-H Program in your county/parish? Your state or territory?
- What is the largest source of funding for 4-H in your county/parish? State or territory?
- How many 4-H members are enrolled in your county/parish? Your state or territory?
- What is the age range for 4-H membership in your state or territory?
- In what grade(s) are most 4-H members in your county/parish? Your state or territory?
- What is the race and ethnicity makeup among 4-H members in your state or territory?
- Where do 4-H members in your state or territory live? What proportion lives in towns with less than 10,000 people? Towns and cities with 10,000 to 50,000 people? Suburbs of cities over 50,000? Cities of over 50,000?
- How many adult volunteers support 4-H in your county/parish? Your state or territory?
- Are there military installations in your state or territory that offer 4-H experiences? Who is your state or territory 4-H military liaison?

RESOURCES ABOUT THE U.S. GOVERNMENT

• The Government of the United States Organization Chart





- Branches of the U.S. Government
- <u>U.S. Department of Agriculture (USDA)</u>
 - o <u>Secretary of Agriculture</u>
 - o National Institute of Food and Agriculture (NIFA)
- USAJOBS
 - o Students & Recent Graduates
- <u>Vote.gov</u>

OTHER PREPARATION

It is also recommended that delegates:

- Meet with the other delegates from their Land-grant College or University and other Travel Groups in person or online.
- Meet with past delegates from your Land-grant College or University and other Travel Groups to discuss Conference expectations and activities.
- Talk with 4-H and non-4-H youths, volunteers and classmates to determine what issues are relevant to your community.

POST-CONFERENCE SUGGESTIONS

The work and spirit of National 4-H Conference should not end when you depart Washington, D.C. Think about how you can apply what you have learned and experienced at Conference back home. Here are a few suggestions to help harness your post-Conference enthusiasm and channel it into action. We want National 4-H Conference delegates to make a difference in their local communities.

- Give a presentation about your National 4-H Conference experience to other 4-H members. Encourage them to participate in the Conference in the future.
- Become an advocate for change in your community. You might choose the same issue as you discussed at Conference, or you might choose another topic you are passionate about.
- Develop a press release, blog post and/or report on your experience at National 4-H Conference for your community, school or local newspaper, or local federal agency public affairs office.
- Get involved by volunteering with local organizations who support causes you care about.





- Consider applying to be on the National 4-H Conference Youth Leadership Team (YLT) or Collegiate Facilitator Team in the future.
- Explore volunteer or career and intern opportunities with the federal government at <u>volunteer.gov</u> and <u>www.usajobs.gov</u>
- Spread the word on social media about your National 4-H Conference experience using #N4HC24.

Health & Safety

CODE OF CONDUCT

Everyone in the delegation – including youths, their parent or guardian, Landgrant College and University staff and volunteers, and other Travel Groups – must fill out the <u>Registration Form</u> certifying that they have read, understand and agree to adhere to the National 4-H Conference Code of Conduct.

The following Ground Rules apply to all National 4-H Conference participants, which states:

- 1. **Create a Welcoming Environment for All.** Encourage everyone to fully participate in National 4-H Conference. Recognize all people have skills and talents that can help others and improve the community. Though we will not always agree, we must disagree respectfully. When we disagree, try to understand why.
- 2. Bring Your Best Self. Respect and follow the rules, policies and guidelines that relate to National 4-H Conference. Conduct yourself in a manner that reflects honesty, integrity, self-control and self-direction. Accept the results and outcomes of the Youth Perspective Briefing with grace and empathy for other participants. Accept the opinions of evaluators. Be open to new ideas, suggestions and opinions of others.
- 3. **Obey the Law.** Commit no illegal acts. Do not possess or use illegal drugs, tobacco products, firearms, weapons or any harmful object with the intent to hurt others at any time. Do not attend National 4-H Conference activities under the influence of alcohol or controlled substances.



- 4. **Honor Diversity Yours and Others'.** Respect and uphold the rights and dignity of all staff, volunteers and youths who participate in National 4-H Conference.
- 5. **Create a Safe Environment.** Do not carelessly or intentionally harm youths or adults in any way (verbally, mentally, physically or emotionally). Refrain from romantic displays and sexual activities either in public or private situations. Be kind and compassionate towards others. Do not insult or put down other participants. Harassment, bullying and other exclusionary behavior aren't acceptable. Be considerate and courteous of all youths and adults and their property.
 - a. Youths must stay in the designated hotel room assigned to them and may not go to the hotel rooms of others, including adults or youths.
 - b. Report any and all accidents, physical or verbal abuse or unsafe conditions that threaten the emotional or physical well-being of others or yourself to your adult chaperones and/or Land-grant College or University State Coordinators and other Travel Groups as soon as possible.
- 6. **Be a Team Player.** Work cooperatively with all youths and adults involved in National 4-H Conference activities. Be responsive to the reasonable requests of the person in charge. Respect the integrity of the group and the group's decisions.
- 7. **Participate Fully.** Participate in all of the planned activities, be on time and follow through on assigned tasks/responsibilities (including the completion of required research or work assignments) in a manner that ensures the safety, well-being and quality of the educational experience for self and others. Have fun!
- 8. Watch What You Wear. Use your best judgment. Wear clothing suited for the activity you will participate in. Clothing promoting alcohol and other intoxicants, or displaying messages that are racist, sexist, homophobic, or any other degrading message that detrimentally impacts the dignity and respect of other Conference participants, is never acceptable. If you are unsure about what is appropriate, contact your Land-grant College and



University staff or volunteers and other Travel Groups in charge in advance.

9. **Be a Positive Role Model.** Act in a mature, responsible manner, recognizing you are role models for others, and that you are representing yourself, the affiliated Land-grant College or University and other Travel Groups, and the 4-H Youth Development Program. Be responsible for your behavior, use positive and affirming language, and uphold exemplary standards of conduct at all National 4-H Conference activities.

CURFEW

Delegates must be considerate of other Conference delegates and other hotel guests who may be trying to wind down and sleep after a long day. Quiet is especially important after 9 p.m. as we share the hotel with other guests not involved with National 4-H Conference. Noise in the halls and rooms must be kept to a minimum. Talking must be kept to quiet conversational levels. Quiet time must be completely observed in the hotel from 11:30 p.m. to 6:30 a.m.

Beginning at 11 p.m., all delegates must be in their sleeping room. Delegates out of their room after curfew must be accompanied by an adult chaperone. Please do not leave the hotel property alone and always have permission and be with your adult chaperone.

CONSEQUENCES

Land-grant Colleges and Universities and other Travel Groups, in consultation with USDA-NIFA and the Conference Logistics Coordinator, if applicable, reserve the right to dismiss or remove any National 4-H Conference participant that does not adhere to the rules and procedures as outlined in this document. Any of the following consequences may be used, depending on the severity of the situation:

- 1. Participant may receive a verbal warning.
- 2. Participant may remain at the event/activity but may possibly be barred from a future event.
- 3. Participant may be asked to leave the event/activity. If a youth is asked to leave, the Land-grant College or University staff and/or volunteers and



- other Travel Groups must notify the parent or guardian(s) as well as arrange their escort home.
- 4. Participant may be alerted to local law enforcement if comprising the safety of others or conducting unlawful activity.

DISCIPLINARY PROCEDURE

Since the nature of offensive behavior may range from minor infractions to serious violations, the disciplinary action should reflect an appropriate consequence. All corrective actions taken are intended to serve a restorative purpose rather than a punitive measure. Land-grant Colleges and Universities and other Travel Groups should have a disciplinary procedure in place that includes documentation, corrective action or termination from National 4-H Conference, and the appeal process (if any).

MEDICAL CARE

Delegation chaperones should have access to any information necessary, such as the <u>Medical Information and Release Form</u>, to ensure that appropriate medical care is provided to those in their care. If an emergency situation arises, such as injuries (e.g., broken bones or sprains), respiratory distress, vomiting and/or diarrhea, falls, cuts/bleeding, or poisoning, chaperones are responsible for seeking medical assistance for those in their delegation.

PHARMACY & FIRST AID

The hotel front desk may have a limited supply of over-the-counter medications and basic medical supplies (bandages, antibacterial wipes, etc.). The following is a list of the closest pharmacies:

CVS - Store #2149 2400 Richmond Highway Arlington, VA 22202 Phone: (703) 418-0813 CVS Health Hub-Store # 2750 (Contains a Minute Clinic) 1201 South Hayes Street, Suite C Arlington, VA 22202 Phone: (703) 418-3790

HEALTH & MEDICAL EMERGENCIES

The safety and health of delegates is always of utmost priority. In case of a major catastrophe, all participants will meet at a designated gathering point.

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These gathering points are identified by delegation chaperones for their respective delegation. Each delegation will take roll to ensure that the entire group is present. The group will then be escorted to Airport Plaza 1, located on S Clark Street across from the hotel. Chaperones are responsible for informing parents and legal guardians about emergency situations.

During health and medical emergency situations, call 911. It is important to remember to:

- Remain calm. Do not panic.
- Your priority is to protect your life and the lives of those in your delegation.
- Be alert and aware.
- Remain flexible as needs may change.
- Report anyone or anything unusual, suspicious or hazardous to the Front Desk of the hotel either in person or by dialing 0 from the hotel phone.
- Call 911 from your cell phone.

CIVIL RIGHTS

In support of USDA's <u>core values</u> and commitment to diversity, equity, inclusion and accessibility, the National 4-H Conference program seeks to actively engage the many communities, identities, races, ethnicities, backgrounds, abilities, cultures and beliefs of the American people, with particular emphasis on historically underserved communities in 4-H.

The National 4-H Conference program seeks new and innovative ways to diversify our attendance base, to create inclusive environments and experiences, and to eliminate barriers to inclusion for all who want to participate. We recognize that the full potential of young adults in 4-H cannot be achieved unless we welcome and embrace the full spectrum of an increasingly diverse and multi-cultural American public. At USDA, we are recommitting ourselves to the values of equity, inclusion and equal opportunity for each other and those we serve.

In accordance with federal law and USDA civil rights regulations and policies, USDA is prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a



public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity.

REPORTING DISCRIMINATION

To file a program discrimination complaint, a complainant should complete a Form AD 3027, <u>USDA Program Discrimination Complaint Form (PDF, 462 KB)</u>, which can be obtained online, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 (PDF, 462 KB) form or letter must be submitted to USDA by:

Mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW Washington, D.C. 20250-9410

Fax: (202) 690-7442

Email: program.intake@usda.gov

ACCESSIBILITY

USDA is committed to creating inclusive environments where individuals with disabilities can quickly and easily request and obtain reasonable accommodation. If you need a reasonable accommodation to participate in this event, please contact Maurice Smith, National Program Leader, at Maurice.Smith2@usda.gov no later than March 15.

Examples of reasonable accommodations include readers and sign language interpreters, travel-related accommodations such as larger hotel rooms, a motorized scooter to help navigate the hotel or other facility, or modified work schedule. Language access services, such as interpretation or translation of vital information, will be provided free of charge to limited English proficient individuals upon request. If you need interpretation or translation services please visit NIFA language services or contact Lois Tuttle, Equal Opportunity Specialist, at Lois.Tuttle@usda.gov or (443) 386-9488 no later than March 15.



EXECUTIVE ORDER 13988

Executive Order 13988 titled <u>Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation</u> prohibits gender-based or sexual orientation harassment or violence of any kind. Incidences of sexual harassment or bullying are to be addressed promptly. See "Reporting Discrimination" section in the Appendix.

HARASSMENT

It is important that National 4-H Conference participants know how to report harassing conduct they may witness or experience. It is also important to know you must refrain from harassing, bullying, intimidating or behaving unprofessionally against other Land-grant College and University staff and volunteers and other Travel Groups, youths, USDA-NIFA staff, federal partners or non-profit organizations involved with National 4-H Conference.

Harassing conduct cannot be corrected if a supervisor, manager or other USDA official does not become aware of it. Any participant in National 4-H Conference who has been subjected to harassing conduct is encouraged to inform the person(s) responsible for the conduct that it is unwelcome and offensive and request it cease. If the conduct continues, is severe, or if the person is uncomfortable addressing the responsible person(s) about the conduct, the person is encouraged to report the matter to:

- i. The Land-grant College or University staff and volunteers and other Travel Groups of the youth engaging in the misconduct if the alleged harasser is from a Land-grant College or University and other Travel Groups delegation. If the alleged harasser is an adult, contact the Land-grant College or University State Coordinator and other Travel Groups coordinator. A USDA-NIFA staff member will be able to provide this information to you.
- ii. The Division Director of the Division of Youth and 4-H if the alleged harasser is a USDA employee, the Conference Logistics Coordinator, hotel staff or other person involved in National 4-H Conference events and activities. See the "Contact Information" section in the Appendix for contact information.





iii. If anyone believes they are a victim of a criminal offense, they may contact local law enforcement at 911, which will determine whether the offense requires other civil authorities to be notified.

Appendix

NATIONAL 4-H CONFERENCE WEBSITE & RESOURCES

www.nifa.usda.gov/national-4-h-Conference

www.nifa.usda.gov/national-4-h-Conference-resources

CONTACT INFORMATION

Reasonable Accommodations

The designated individual to submit reasonable accommodation requests to:

Maurice Smith, National Program Leader, <u>Maurice.Smith2@usda.gov</u>

Division of Youth and 4-H Staff

The staff of the Division of Youth and 4-H at USDA-NIFA include:

- Manoharan Muthusamy, Acting Division Director,
 Manoharan.Muthusamy@usda.gov, (816) 702-9676
- Annie Ceccarini, National Program Leader, <u>Annie.Ceccarini@usda.gov</u>
- Jeff Sallee, National Program Leader, Jeffrey.Sallee@usda.gov
- Maurice Smith, National Program Leader, Maurice.Smith2@usda.gov
- Bonita Williams, National Program Leader, <u>Bonita.Williams@usda.gov</u>
- Chris Petty, Program Specialist, <u>Christopher.Petty@usda.gov</u>
- Andrea Wikiera, Program Specialist, Andrea.Wikiera@usda.gov
- Akelia Lewis, Program Assistant, <u>Akelia.Lewis@usda.gov</u>

Conference Logistics Partner

The staff of the Conference Logistics Coordinator include:





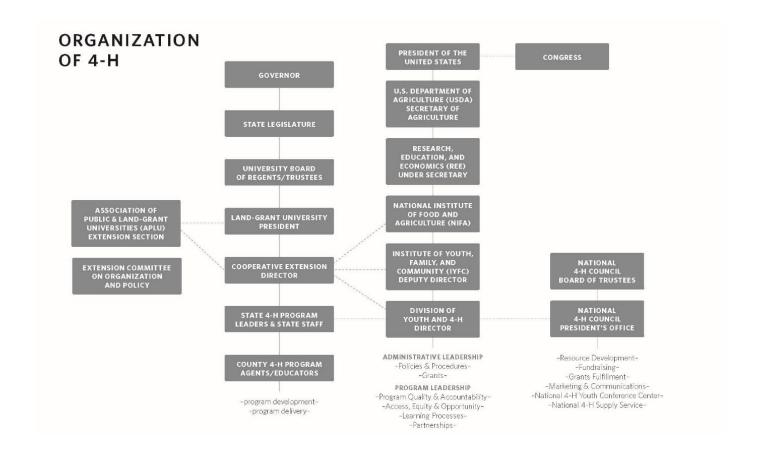
- Susan Stewart, S. Stewart & Associates, <u>susan@sstewartmeetings.com</u>, (770) 619-1232
- Ged Matthews, S. Stewart & Associates, ged@sstewartmeetings.com, (770) 619-1232

4-H State Leader Directory

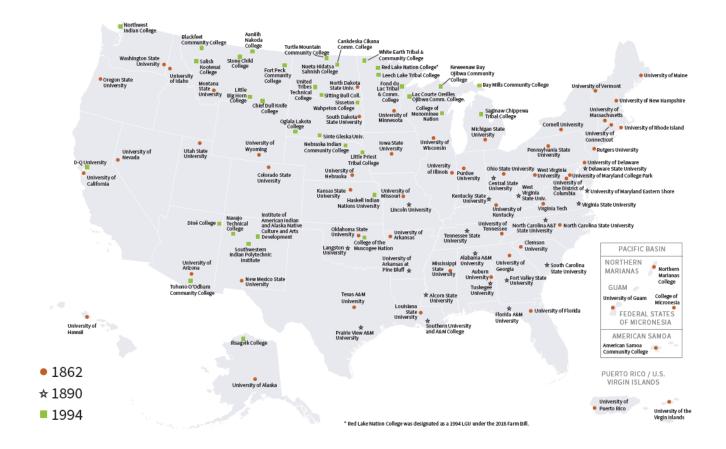
www.nifa.usda.gov/4-h-state-leaders-directory



ORGANIZATION OF 4-H



LAND-GRANT COLLEGES AND UNIVERSITIES MAP





LAND-GRANT COLLEGES AND UNIVERSITIES (1862, 1890, 1994)

ALABAMA

Alabama A&M University, Normal Auburn University, Auburn Tuskegee University, Tuskegee

ALASKA

Ilisagvik College, Barrow University of Alaska, Fairbanks

AMERICAN SAMOA

American Samoa Community College, Pago Pago

ARIZONA

Diné College, Tsaile University of Arizona, Tuscon Tohono O'odham Community College, Sells

ARKANSAS

University of Arkansas, Fayetteville University of Arkansas at Pine Bluff, Pine Bluff

CALIFORNIA

University of California System-Oakland as Headquarters, Oakland

COLORADO

Colorado State University, Fort Collins

CONNECTICUT

University of Connecticut, Storrs

DELAWARE

Delaware State University, Dover University of Delaware, Newark

DISTRICT OF COLUMBIA

University of the District of Columbia, Washington

FLORIDA

Florida A&M University, Tallahassee University of Florida, Gainesville

GEORGIA

Fort Valley State University, Fort Valley University of Georgia, Athens

GUAM

University of Guam, Mangilao

HAWAII

University of Hawaii, Honolulu

IDAHO

University of Idaho, Moscow

ILLINOIS

University of Illinois, Urbana

INDIANA

Purdue University, West Lafayette

IOWA

Iowa State University, Ames

KANSAS

Haskell Indian Nations University, Lawrence Kansas State University, Manhattan

KENTUCKY

Kentucky State University, Frankfort University of Kentucky, Lexington

LOUISIANA

Louisiana State University, Baton Rouge Southern University and A&M College, Baton Rouge

MAINE

University of Maine, Orono

MARYLAND

University of Maryland, College Park University of Maryland Eastern Shore, Princess Anne

MASSACHUSETTS

University of Massachusetts, Amherst



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MICHIGAN

Bay Mills Community College, Brimely Keweenaw Bay Ojibwa Community College, Baraga

Michigan State University, East Lansing Saginaw Chippewa Tribal College, Mount Pleasant

MICRONESIA

College of Micronesia, Kolonia, Pohnpei

MINNESOTA

Fond du Lac Tribal & Community College, Cloquet

Leech Lake Tribal College, Cass Lake Red Lake Nation College, Red Lake University of Minnesota, St. Paul White Earth Tribal and Community College, Mahnomen

MISSISSIPPI

Alcorn State University, Lorman Mississippi State University, Starkville

MISSOURI

Lincoln University, Jefferson City University of Missouri, Columbia

MONTANA

Blackfeet Community College, Browning Chief Dull Knife College, Lame Deer Aaniiih Nakoda College, Harlem Fort Peck Community College, Poplar Little Big Horn College, Crow Agency Montana State University, Bozeman Salish Kootenai College, Pablo Stone Child College, Box Elder

NEBRASKA

Little Priest Tribal College, Winnebago Nebraska Indian Community College, Winnebago University of Nebraska, Lincoln

NEVADA

University of Nevada, Reno

NEW HAMPSHIRE

University of New Hampshire, Durham

NEW JERSEY

Rutgers University, New Brunswick

NEW MEXICO

Navajo Technical University, Crownpoint Institute of American Indian and Alaska Native Culture and Arts Development, Santa Fe

New Mexico State University, Las Cruces Southwestern Indian Polytechnic Institute, Albuquerque

NEW YORK

Cornell University, Ithaca

NORTH CAROLINA

North Carolina A&T State University, Greensboro North Carolina State University, Raleigh

NORTH DAKOTA

Cankdeska Cikana Community College, Fort Totten

Nueta Hidatsu Sahnish College, New Town North Dakota State University, Fargo Sitting Bull College, Fort Yates Turtle Mountain Community College, Belcourt

United Tribes Technical College, Bismarck

NORTHERN MARIANAS

Northern Marianas College, Saipan

OHIO

Central State University, Wilberforce Ohio State University, Columbus

OKLAHOMA

College of the Muscogee Nation, Okmulgee Langston University, Langston Oklahoma State University, Stillwater

OREGON

Oregon State University, Corvallis

PENNSYLVANIA

Pennsylvania State University, University Park

PUERTO RICO

University of Puerto Rico, Mayaguez

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SOUTH CAROLINA

Clemson University, Clemson South Carolina State University, Orangeburg

SOUTH DAKOTA

Oglala Lakota College, Kyle Sinte Gleska University, Rosebud Sisseton Wahpeton Community College, Sisseton South Dakota State University, Brookings

TENNESSEE

Tennessee State University, Nashville University of Tennessee, Knoxville

TEXAS

Prairie View A&M University, Prairie View Texas A&M University, College Station

UTAH

Utah State University, Logan

VERMONT

University of Vermont, Burlington

RHODE ISLAND

University of Rhode Island, Kingston

VIRGIN ISLANDS

University of the Virgin Islands, St. Croix

VIRGINIA

Virginia Tech, Blacksburg Virginia State University, Petersburg

WASHINGTON

Northwest Indian College, Bellingham Washington State University, Pullman

WEST VIRGINIA

West Virginia State University, Institute West Virginia University, Morgantown

WISCONSIN

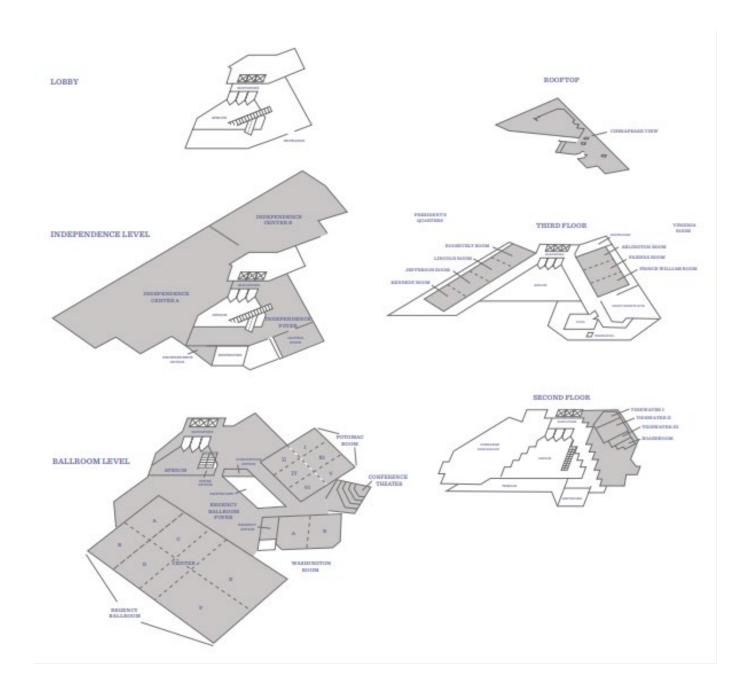
College of Menominee Nation, Keshena Lac Courte Oreilles Ojibwa Community College, Hayward University of Wisconsin, Madison

WYOMING

University of Wyoming, Laramie



HYATT REGENCY CRYSTAL CITY CONFERENCE CENTER MAP





METRO SYSTEM MAP

