



National 4-H Conference

Washington, DC Area



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Conference Welcome

Welcome to the annual National 4-H Conference! You attend this conference upholding a tradition that began in 1927. Known then as the “National 4-H Club Camp”, delegates slept in tents on the grounds of the National Mall in front of the United States Department of Agriculture (USDA). Held annually, except for several years during World War II and in 2020 due to the COVID-19 pandemic, the camp recognized and developed junior leaders. Delegates attended training workshops, became acquainted with government and it was an opportunity for 4-H leaders to have their meeting.



The camp eventually moved from the National Mall to the National 4-H Youth Conference Center in 1959 and became the National 4-H Conference. The National 4-H Youth Conference was held at the National 4-H Youth Conference Center from 1959-2019. In 2020, the Conference Center closed its doors permanently. In 2021, the conference was held virtually. For the first time this year, the conference traditions will carry on in a hybrid format! Delegates will either participate in-person at a local Washington DC hotel conference center or virtually through an online platform.



Today, National 4-H Conference has remained true to its original intent while continuing to be future focused. In addition to engaging and developing current young leaders of this nation, the purpose of National 4-H Conference is to:

- **Engage 4-H youth in personal development experiences that will increase knowledge, resources, and skills;**
- **Present a youth voice about specific issues to a partnering federal agency affecting youth and communities nationwide; and**
- **Empower and mobilize 4-H youth to create positive social change in their communities in a meaningful and genuine way.**

This conference is an exciting educational, civic engagement, and leadership opportunity! As a 4-H member and youth delegate to this conference, you are an innovative and committed leader representing a vast organization with many different moving parts and a wide variety of programs.

Your experience at National 4-H Conference will mirror this extensive network bringing together the resources of the 4-H program – the U.S. Department of Agriculture, the land-grant university (LGU) system, Cooperative Extension, 4-H adult volunteers, 4-H youth and other affiliates – to learn and share information on current trends and/or issues relevant to 4-H and youth, building effective partnerships, creating innovative programs, expanding the use of technology, working with diverse groups, and impacting community needs.

4-H was founded on the merits of forward-thinking young people just like you ... 4-H'ers dedicated to the development of themselves and others. You are budding 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 communities.



Hybrid Conference

For the first time ever, the National 4-H Conference will be held in a hybrid format. The hybrid option will allow delegates to attend either in-person at the Hyatt Regency Crystal City hotel or attend virtually through an online conference platform. We hope the hybrid format provides land-grant universities (LGUs) the flexibility to choose what works best for their delegation and their local Covid-19 guidelines. Both in-person and virtual delegates will participate in engaging experiences including roundtable discussions, agency briefings, educational workshops, and entertainment activities.

In-person Delegates

Please review the following handbook sections - travel information, accommodations, packing information, pre- and post-conference preparation, conference sessions and activities, health & safety.

Virtual Delegates

Please review the following handbook sections – pre- and post-conference preparation, conference sessions and activities, and the virtual conference tips listed below.

Virtual Conference Tips

- Block off your calendar during conference sessions. Allow yourself to be fully engaged in the conference just as you would if you were attending in-person.
- Limit distractions - find a quiet place to participate in sessions and let family members know when you will be busy.
- Get comfortable with the conference platform ahead of time. Test your access, camera, audio, and microphone, and work out any glitches.
- Have a back-up plan and know who to contact if you have questions or connection problems.
- You will get as much out of the conference as you put in. Engage with the content and ask questions by unmuting yourself, typing into the chat box, or using hand gestures or emojis.
- Take notes – have a pen and notebook nearby so you can easily jot down notes while keeping your attention on the screen.
- Get moving – stand and stretch as needed and take advantage of breaks to get physical activity in.
- Plan out your meals and snacks around the conference sessions.
- Dress code – follow the same dress code as the in-person delegates provided on your agenda. A National 4-H Conference polo will be provided for you to wear for federal briefing presentations.
- Personal safety of each Conference participant is of utmost importance. Every delegate and chaperone is entitled to be safe emotionally, physically, and socially. If at any time you feel vulnerable in any of these ways, contact your LGU virtual chaperone or member of the Conference leadership team. You will be listened to and assisted in an appropriate manner.
- Contact your LGU virtual chaperone if you have any questions or issues.



Travel Information

About Washington, DC

Welcome to Washington, DC – our nation’s capital and the heart of the American experience. Unlike any other place in the world, Washington, DC’s storied history 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, DC also serves as the seat of government – where our elected leaders from the halls of Congress to the White House itself, work to provide for our future.

Located on the east bank of the Potomac River, Washington DC is a compact city bordered by the states of Maryland and Virginia. The Washington, DC metropolitan area, also known as the National Capital Region, consists of the District of Columbia and parts of the US States of Maryland, Virginia, and West Virginia. It is part of the larger Baltimore-Washington metropolitan area.

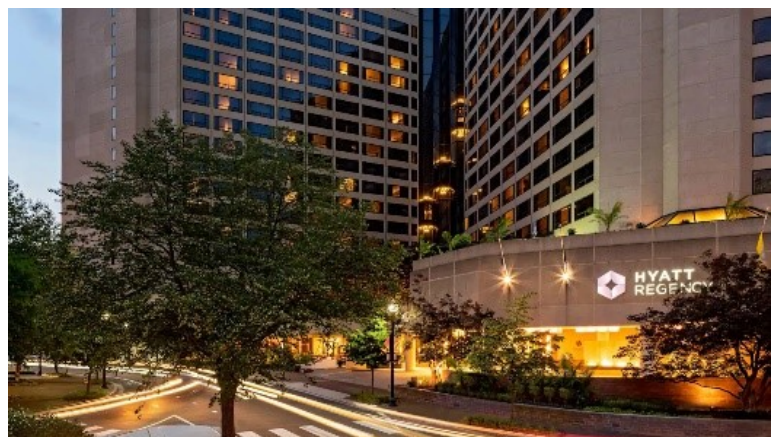
The District of Columbia is 67 square miles and is divided into 4 quadrants: Northwest, Southwest, Northeast, and Southeast. The U.S. Capitol building marks the center where the quadrants meet. Numbered streets run north and south. Lettered streets run east and west (there are no J, X, Y or Z streets), becoming two-syllable street names, then three-syllable street names as you travel farther out from the center. Avenues named for US states run diagonally, often meeting at traffic circles and squares.

Conference Location

The conference site location is at the Hyatt Regency Crystal City Hotel, 2799 Richmond Highway, Arlington, Virginia 22202.

The closest hotel to Reagan National Airport is also one of the largest hotels in Crystal City, Arlington’s premier neighborhood. Close to shops, restaurants, the Pentagon and most of all, a stones’ throw from The District of Columbia.

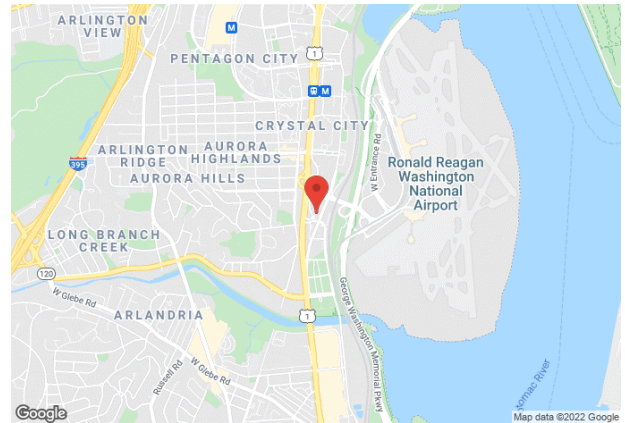
Once at the hotel, all your meetings, meals and social gatherings are just an elevator ride away from your guest room. Recently renovated, all Hyatt Standard guest rooms excel with 335 square feet, 47-inch televisions, workstations and some have great views of the airport and Potomac River.



Directions

Hyatt Regency Crystal City is in the Arlington, Virginia neighborhood of Crystal City. Load the hotel address in your favorite location app and follow the directions. The official address is:

Hyatt Regency Crystal City
2799 Richmond Highway
Arlington, VA 22202



Airports

The Washington, DC metropolitan area is served by three major airports. Visitors to the Washington, DC area 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. DCA is the closest to the Hyatt hotel and conference center.

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

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

Transportation

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

Hyatt Regency Crystal City Hotel Shuttle

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

Shuttle will depart from the hotel front drive every 20-minute on the hour from 4:20am – 12:40am 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 by downloading the link below. When opening the link be sure to use HOTEL CODE: 2799 <https://www.trackmyshuttle.com>



Taxis

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

- Dulles International Airport/Northern Virginia: \$40-45
- Baltimore/Washington International Airport/Baltimore: \$80

Shuttles

Most shuttle providers require reservations to be made 24 hours in advance of travel.

- ABC Limo Service: www.limowashington.com
- GO! The Airport Shuttle: www.goairportshuttle.com

Public Transportation

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

Smartcards are available at metro stations. You may also purchase your smartcards online prior to your trip. This electronic card allows the user to add money with a credit or debit card and use throughout the week. You can find more information about this here: <http://www.wmata.com/fares/smartrip/>

The following mobile app is very useful when navigating your trip via metro: DC Metro Transit – Free by Jazzmoon Studio. Other apps are available as well.

Coupled with the subway is the Metro Bus system. Its hours and fares are similar to Metro's. While it's not as easy to navigate compared to the rail system, it does provide access to places around the city that don't have a subway station in close proximity. Bus stops are marked by red, white, and blue signs, and they typically have route and schedule information posted. <http://www.wmata.com/bus/?forcedesktop=1>

The Hyatt Regency Crystal City can be reached by bus from the Crystal City Metro subway station

- **To the Hyatt Regency Crystal City:** From the closest metro rail station, take the yellow or blue line heading toward Crystal City (Virginia side of the Potomac). Once you reach the Crystal City Station it is a 10-minute walk south along Richmond Hwy to the Hyatt.
- **From the Hyatt Regency Crystal City:** Walk north along Richmond Highway to the Crystal City Metro stop. It is a 10-minute walk. Stop to get a bite to eat or a cup of coffee before hopping the Metro to DC.

You can also visit www.wmata.com for information about public transportation—including bus and metro fares, routes, and timetables. The trip planner allows you to enter where you are, where you'd like to go, and it gives you exactly how to get there.



Accommodations

Guest Rooms

Hyatt Regency Crystal City is one of the premier hotels in the Arlington Virginia area.

Youth delegates will share a 335 square foot room with two double Hyatt Grand Beds, a sitting area with armchair and a spacious workstation. Two delegates of the same gender and similar age per hotel room (older youth delegates, 18 yrs. and older must be housed with other youth delegates of similar age). However, youth delegates may or may not be housed with others from their land grant university (LGU) delegation.



Delegation adult chaperones will share the two double bed rooms with another adult chaperone. Adult chaperone will be placed in rooms within close proximity to youth delegates of their LGU delegation. However, adult chaperones may or may not be housed with other adult chaperones from their LGU delegation. Hyatt offers room specially equipped for people with disabilities, please note a need in the registration form. Because there are several factors that go into the room arrangements – including maximizing guest room capacity and keeping youth delegates in close proximity to adult chaperones – no room requests are accepted.

Guest Room Amenities

- Private bath
- Front desk staff available to assist 24 hours of the day, seven days a week
- Pillow-top mattresses with down bedding
- Bluetooth alarm clock and speaker
- LG 47-inch high-definition TV
- Minifridge
- Complimentary coffee and tea
- Personal safe to fit a standard laptop
- Individual climate control
- Hair dryer, iron, and ironing board

Meals

While at National 4-H Conference, delegates will be provided full meal options for breakfast, lunch, and dinner. Meals are offered buffet style and served in the hotel's ballroom at specific mealtimes. Meals will vary. Vegetarian meals are available upon prior request, please indicate on your registration.

The following meals will not be provided:

- Wednesday, March 23 – Lunch & Dinner

Allergies

Meals will be buffet with choices. Cross contamination of foods is possible. If a delegate or chaperone has severe food allergy issues, please indicate on your registration. If you have any questions or concerns, contact Jeff Sallee at Jeffrey.Sallee@usda.gov at least 2 weeks prior to arrival. If needed, he will put you in direct contact with conference planning personnel.



Packing Information

Weather

Early spring weather in the Washington, DC metro area tends to be colder than most people expect. Late March to early April, can be unpredictable -- and very often rainy. Because National 4-H Conference occurs between two distinct seasons, Winter and Spring, it is especially hard to predict, and temperatures often fluctuate. The average high/low temperatures in March and April are:

March	Average high: 56° F	Average low: 39° F
April	Average high: 67° F	Average low: 48° F

Spending Money

Delegates may want to bring money for personal items, souvenirs, and snacks. Although beverage and snack breaks are sometimes provided during the evening as part of National 4-H Conference, delegates sometimes want to supplement meals/snacks with delivered food from local eating establishments and items from vending machines. There may be a significant cost difference when comparing other areas to the DC metropolitan area. Meals can easily cost more than \$12 for lunch and \$20 - \$30 for dinner—don't forget tips!

There are several opportunities for delegates to purchase items, including the purchase of books written by speakers; basic toiletry items, souvenirs, and clothing sold at hotel; local vendors and gift shops during off-site activities; as well as grocery stores, restaurants, and drugstores.

One day, delegates will be going to dinner in the DC area as a land-grant university delegation. The price of lunch and dinner will either be covered by the land-grant university delegation or the individual delegates. Check with your chaperone.

Packing Tips

With the unpredictability of weather in the Washington, DC area at this time of year, it can be a little tricky to pack light but make sure you are ready for anything. However, here are a few helpful tips:

- Bring an all-weather coat, like a trench coat, or 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. Thin sweaters, cardigans, ¾ and long-sleeved shirts, long sleeved t-shirts, and khakis are all great pieces to pack and are versatile enough to wear for workshops into the evening activities.
- BRING COMFORTABLE, WELL BROKEN IN SHOES: It is important to pack shoes that can be worn with multiple outfits and are comfortable, particularly on Wednesday. Wednesday's activities will require a good amount of walking, so delegates are strongly encouraged *not* to wear sandals, flip flops, or open toed shoes. Tennis shoes or other comfortable walking shoes are the most ideal.
- Business attire (including your conference polo) is expected on Briefing Day.



- Be mindful of what you can put in your luggage and how much you can tote on board an airplane. Here are a few tips to help you pack your luggage for airplane travel:
 - Observe carry-on limits: one carry-on bag and one personal item, such as a purse, briefcase, or laptop. The personal items must fit under the seat in front of you or in the overhead compartment.
 - Make sure to pack confidential or critical items in your carry-on, such as medicine, glasses and contact lenses, credit or debit cards, or other items that would be problematic if lost in checked baggage.
 - Watch what you put in your carry-on luggage: sharp objects, lighters, liquids over 3-ounces, cosmetic tools, etc. carry the potential of being confiscated. Visit the Transportation Security Administration's website for a full list of allowed and prohibited items.
<http://www.tsa.gov/travelers/airtravel/prohibited/permitted-prohibited-items.shtm>
 - Check with your airline for their checked baggage policy, including number of pieces you can bring and size and weight limitations.
 - Label the outside as well as the inside of your luggage, 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 baggage-handling systems, and never check a bag that does not completely close.
 - NEVER LEAVE YOUR SUITCASE UNATTENDED!

Packing Checklist

Clothing

The Conference agenda will outline times for casual, business casual, and business attire. A National 4-H Conference polo will be provided to wear for business attire, specifically briefing presentations. Also remember to bring pajamas, undergarments, nylons/socks, jacket/coat, and shoes—especially comfortable walking shoes. Pack light as closet space is limited.

Toiletries

- | | | |
|---------------------------|------------------|---------------------------|
| • toothbrush | • styling tools | • feminine items |
| • toothpaste/dental floss | • hair spray/gel | • shaving supplies |
| • shampoo/conditioner | • comb/brush | • contact lenses/solution |
| • soap | • deodorant | • vitamins/medication |
| • lotion | • cosmetics | • hand sanitizer |

Other

- | | | |
|---------------------------------------|---|--------------------------------|
| • photo ID | • camera/phone/laptop/tablet | • alarm clock, watch |
| • COVID-19 Vaccination Record | • backpack, bag, and/or purse | • prescription medication |
| • face masks | • Congressional names and phone numbers | • umbrella |
| • money for snacks, souvenirs, photos | • trading items from your state/territory for exchange with other states/territories* | • scarves/ties and accessories |
| • notebook/pens/pencils | | • sunglasses |
| | | • reusable water bottle |

*You will have the opportunity to exchange pins or other small items unique to your state/territory with other delegates. Participation is optional.



Dress Code

National 4-H Conference is a working, professional development conference. As in professional environments, where guidelines related to dress and grooming are maintained, National 4-H Conference has developed its own. Essentially, proper dress and grooming for an occasion is a matter of exercising good judgment. Dressing well for professional occasions is a skill that delegates should gain knowledge of and value its significance. The purpose of National 4-H Conference’s dress guidelines is to reinforce a fundamental real-world truth. It is hoped that adult chaperones, delegation coordinators and LGU 4-H Leaders encourage this important lesson.

General Guidelines

All clothing shall be neat, clean, acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events. Prohibited items include excessively tight clothing, bare feet, hats, and caps (indoors), clothing that expose bare midriffs, undergarments, or that are transparent (see-through), articles of clothing that display profanity, products or slogans that promote tobacco, alcohol, drugs, sex or in any other way suggestive or distracting. A delegation adult chaperone and/ or the National 4-H Conference leadership team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.

	Casual (Travel days, evening entertainment)	Business Casual (Assemblies, workshops, roundtable discussions)	Business (Briefing Presentations, legislative visits – including virtual)
He/Him/Him/Himself	Jeans, khakis, t-shirts, tennis shoes. Not appropriate: Pajamas, jeans or pants that are cutoff and/or worn with holes. Shoes with holes.	Slacks, button downs or polo shirts without ties, dress/career shoes, boots. Not appropriate: Athletic clothing or leggings, tennis shoes or flip flops.	A National 4-H Conference polo will be provided for business attire events. Polo can be worn with dress slacks, jacket or sweater, and dress/career shoes, boots. Not appropriate: Denim or athletic/tennis shoes or flip flops.
She/Her/Hers/Herself	Jeans, khakis, t-shirts, tennis shoes. Not appropriate: Pajamas, jeans or pants that are cutoff and/or worn with holes. Shoes with holes.	Skirts, slacks, appropriate blouse or shirt, dress/career shoes, boots. Not appropriate: Athletic clothing or leggings, tennis shoes or flip flops.	A National 4-H Conference polo will be provided for business attire events. Polo can be worn with dress slacks, skirt, jacket or sweater, dress/career shoes, boots. Not appropriate: Denim or athletic/tennis shoes or flip flops.



Pre- and Post-Conference Preparation

Pre-Conference

National 4-H Conference is a working conference - and the work begins before delegates arrive. There are two areas delegates should be educated about to prepare for the conference: their round table topic and information about 4-H.

Round Table Topics

During the conference, youth delegates will develop a presentation on their findings/discussions to be shared with a federal agency's key decision makers.

Delegates need to study the information sent to them by National 4-H Conference about their round table topic. They can also research their topic within their state/territory. This preparation will allow them to jump into the topic discussion and bring perspective from their state/territory on their topic.

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 university (LGU) 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 agent 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 university in 4-H?
- What is the role of the Division of Youth & 4-H at USDA? Is this a public or private entity?
- 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 in the program nationwide?
- How many adult volunteers support 4-H nationally?

Your Local 4-H Program

- With what land-grant institution is your local 4-H program affiliated? Is it an 1862, 1890 or 1994 land-grant university? Is there more than one (1) land-grant institution in your state/territory?
- What are popular 4-H projects in your county? Your state/territory?
- Where does money come from to operate the 4-H program in your county? Your state/territory?
- What is the largest source of funding for 4-H in your county? State/territory?
- How many 4-H members are enrolled in your county? Your state/territory?



- What is the age range for 4-H membership in your state/territory?
- In what grade(s) are most 4-H members in your county? Your state/territory?
- What is the race/ethnicity mix among 4-H members in your state/territory?
- Where do 4-H members in your state/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? Your state/territory?
- Are there military installations in your state/territory that offer 4-H experiences? Who is your state/territory 4-H military liaison?

It is also recommended that delegates:

- Meet with the other delegates from their LGU in person or virtually.
- Meet with past delegates from your LGU to discuss conference expectations and activities.
- Talk with 4-H and non-4-H youth, volunteers, and classmates to determine what issues are relevant to your community.

Post-Conference

The work and spirit of National 4-H Conference should not end when you depart Washington, DC. How can you 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 club members. Get them involved in your plan and 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 the conference, or you might choose another topic you're passionate about.
- Develop a press release and report on your experience at National 4-H Conference to your community, school, local newspaper, or local federal agency 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 Roundtable Collegiate Facilitator Team in the future.
- Explore career and intern opportunities with the federal government at www.usajobs.gov



Conference Sessions & Activities

Roundtable Discussions & Agency Briefings

The Roundtables discussions are an integral part of National 4-H Conference. The Division of Youth & 4-H partners with federal agencies interested in hearing the youth perspective on issues youth are interested in. A recent example: youth delegates were interested in texting and driving prevention. The Division of Youth & 4-H partnered with the Department of Transportation for two roundtables. Delegates discussed their current efforts to prevent distracted driving and presented new ideas to the agency's decision makers at the federal office in Washington DC.

Before the conference begins, youth delegates give their preferences for topic areas and will work with their assigned group throughout the conference. The round tables are led by college age roundtable facilitators, most of whom are former 4-H'ers, who continue to provide support to 4-H and have a shared interest in the ideals of 4-H.

Youth delegates will explore current issues affecting youth, the role 4-H can play in addressing those issues and tell federal decision makers if their current efforts are effective. Each roundtable will focus on a specific issue and develop a presentation on their findings/discussions to be shared with key decision-policy makers. The roundtables give youth delegates an opportunity to think critically about current issues and a voice in how 4-H members across the country can engage to affect change and make a difference in that issue.

Workshops

The workshops offer delegates a professional development opportunity and are designed to provide youth delegates with tools to shape existing knowledge and to develop new competencies.

Day on the Town

Delegations will have the opportunity to do some sightseeing, experience the splendor of the Nation's Capital and enjoy a relaxing "day on the town". From national monuments, museums, theaters, restaurants, sporting events and shopping... there is something to see and do at just about every corner. Bus transportation will be provided to the National Mall. Return transportation will also be provided.

National 4-H Conference will be providing a narrated night monument tour for the delegates. Please consider this when planning other site seeing.

Although walking is the most effective way to get around the city there are alternative options to move about Washington, DC including the Metro rapid transit system, the DC Circulator bus service, shuttles, and sightseeing trolley tours.

For plans that include visits to museums or monuments, we recommend viewing the appropriate website for the most up-to-date information, open times, admission fees, and COVID-19 safety measures, etc. This is especially important since many sites in Washington are on varying schedules or access due to the pandemic.

- Smithsonian <http://www.si.edu/>
- National Park Service <http://www.nps.gov/nacc/index.htm>
- Visit Washington DC <https://washington.org/>



Legislative Visits (optional)

Legislative visits are optional and each LGU delegation is responsible for scheduling appointments with their respective legislators. Please keep in mind due to COVID-19 restrictions, the Capitol Visitors Center is closed and alternative methods, such as a virtual meeting, will be necessary. An alternate activity will be planned for delegations who are not scheduling legislative visits.

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 social 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 in their communities, their country, and their world.

Each LGU delegation is responsible for scheduling appointments with their respective legislators. The preparation and activities planned for legislative visits by the LGU's 4-H program really shapes this experience for the youth delegates. This is an opportunity to underscore the 1) the connection among local, state, and federal governments, 2) the potential of all citizens to effect change; and 3) the valuable linkages between 4-H, the Cooperative Extension system, the Land-Grant University system, USDA, and the federal government. As a vital resource, LGU 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, DC 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. So, please utilize this vital resource representing the priorities and programs of the university and its dedication to the land grant mission!

It is important to remember you are representing 4-H and need to dress in appropriate attire for in-person and virtual visits.

Dinner Out and Conference Celebration

After your busy day touring the National Mall area, you will have the opportunity to enjoy a downtown DC restaurant for dinner. LGU delegations will choose a restaurant and make their own plans. The LGU or individuals are responsible for the cost. Several suggestions of varying price and cuisine will be provided to chaperones prior to the trip to DC. LGU delegations may want to join with other LGUs to have a fun meal together.

Return transportation to the Hyatt Hotel will be provided from downtown DC. The Youth Leadership Team is planning a celebration event at the Hyatt Hotel and Conference Center to close out the conference that evening.



Health & Safety

COVID-19 Protocols & Guidelines

The National 4-H Conference Planning Committee is committed to the safety and health of all youth and adults during the 2022 event as we continue to experience the COVID-19 pandemic. To maintain the highest level of health and safety, a set of COVID-19 protocols and guidelines have been established. These protocols and guidelines are NOT optional for any youth and adults attending the event. After reviewing the protocols and guidelines below, if a participant is not comfortable, or refuses to adhere to such, their in-person participation at National 4-H Conference may need to be reconsidered (or consider participating virtually).

Required protocols and guidelines as of January 28, 2022

- **All youth and adult delegates attending will be required to bring proof of a complete vaccination series to National 4-H Conference on March 19, 2022.** This request is in accordance with Mayor Bower's Order 2021-148 for participation in DC activities. Additional information can be found at <https://coronavirus.dc.gov/vaxdc>. A complete vaccination series includes either one dose for the J&J vaccine or two doses for the Pfizer and Moderna vaccines. One of the following options will demonstrate proof of vaccination: a physical Center for Disease Control (CDC) Vaccination Card, a digital copy/photo of a CDC Vaccination Card, or a COVID-19 Verification App such as VaxYes or CLEAR.
- Masks that cover the nose and mouth must be worn by youth and adult delegates during all National 4-H Conference. Exceptions include when (1) in hotel lodging rooms, (2) consuming food/drink or (3) participating in outdoor activities while maintaining 3' social distance. Delegates will be responsible for providing adequate masks for the duration of the conference.
- All attendees will be encouraged to wash their hands multiple times throughout the day as recommended by the CDC. It is suggested that delegates bring individual bottles of hand sanitizer to be used in addition to the sanitizer provided in all public areas of the hotel.
- Based on current CDC information and clinical expertise, older adults (65 and older) and people of any age who have underlying medical conditions might be at higher risk for severe illness from COVID-19. These individuals should consider implementing additional protective protocols. These decisions are the responsibility of the individual, who assume liability for their decisions.
- There will not be water stations in classrooms, as we have had in previous years. Please bring a sturdy reusable water bottle from home labeled with your name for easy identification through the week.
- All participants will be required to submit a form stating their agreement to abide by all protocols. Youth delegate agreements will also require the signature of their parent/guardian. Any individual who does not follow protocols will be sent home immediately at their own expense.
- **Based on any new directives or guidelines mandated or given by federal, state, and/or local government these guidelines may be updated prior or during the event.**
- These guidelines are determined by National 4-H Conference planning committee based current federal and local COVID-19 guidelines. LGU programs with more stringent rules for participation will provide their delegation any additional requirements. Those LGUs having additional rules for participation will be responsible for all enforced of the LGU delegation.



Prior to Leaving for National 4-H Conference

All participants are to self-monitor and NOT leave their home state/territory if they are showing any of the following symptoms at the time of the trip departure and/or on the two days prior.

- Fever (body temperature of 99.5° F/37.5° C or higher)
- New loss of taste or smell
- Chills
- Sore throat
- Cough
- Congestion or runny nose
- Shortness of breath or difficulty breathing
- Nausea or vomiting
- Fatigue or muscle and body aches
- Diarrhea
- Headache

If all precautions fail and a youth or adult delegate experiences COVID-19 symptoms, they will be isolated as a precaution and sent home as soon as possible. Their LGU will be responsible for arranging transportation home. The LGU 4-H program of the delegate will be responsible for all expenses related to arranging transportation, additional room charges for isolation, and supervision of the delegate until they can travel back home.

Hotel Precautions

The sanitizing stations all over the public areas of the hotel will be checked and refreshed as needed.

- High touch points in the hotel are cleaned frequently.
- Meals that have previously been self-serve buffets will be modified with a server at each station with protective shields between the server and the guest. All condiments will be in individual packets.
- Elevator capacities will be limited. It will be critical that youth delegates comply with those limits.

Any person who chooses to drop out at the last minute because they refuse to adhere by the vaccination policy will NOT receive a refund. Any person who must drop out at the last minute due to a diagnosis of COVID-19 will receive at 50% refund of their registration fee upon submission of a doctor's note.

Pharmacy and Medical Supplies

The hotel front desk may have a limited supply of over-the-counter medications and basic medical supplies (band-aids, creams, etc.). However, prescription medications, select medical supplies and equipment are only available at several local pharmacies. Following is a listing of the closest pharmacies and medical supply providers:

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

Scotaround Mobility Solutions
Toll Free Phone: 1-888-441-7575
Website: <http://www.cityscotourtours.com/washington.htm>

Personal Safety

Personal safety of each Conference participant is of utmost importance. Every delegate and chaperone is entitled to be safe emotionally, physically, and socially. If at any time you feel vulnerable in any of these ways, contact a chaperone or member of the Conference leadership team. You will be listened to and assisted in an appropriate manner. Don't be hesitant to bring concerning situations to our attention.



General Safety

Delegation adult chaperones must know where youth delegates are at all times in case of an emergency. Youth delegates and adults are expected to attend all conference activities. Youth delegates must remain at the hotel or assigned event area throughout the conference. In addition, delegation adult chaperones that need to leave the campus or conference events—for example, if they need to accompany an injured youth to the hospital—must notify the National 4-H Conference staff as well as identify another eligible adult chaperone who will serve as chaperone for their youth delegates. A delegation should not leave the hotel without notifying Conference staff.

On-Site

- Delegation adult chaperones will be given nametags for each member of the LGU's delegation at registration. Nametags are used to identify you as a part of National 4-H Conference. Delegates must wear it at all times to Conference events, activities, and workshops. If you don't have your nametag, you will be asked to go back to your room to get it. Nametags not only help us to know who you are, but also keep out those who don't belong.
- Keep doors to hotel room locked securely at all times. Even short trips to neighboring rooms or lobby can be an easy target for theft of personal property.
- Valuables should never be left in open view in your room and valuables should be kept in the safe provided in your hotel room. The National 4-H Conference management cannot be responsible for the loss of personal property.

Off-Site

- As with any large city, normal safety precautions should be taken as you travel the Washington, DC metropolitan area. The well-trodden sections of Washington, DC that boast of museums, shopping, hotels, and restaurants are patrolled by local police officer and/or uniformed or undercover FBI, NSA, CIA, Secret Service, Park Police, Capitol Police, Metro Police.
- That being said, normal precautions should be taken. Secure your purse, wallet, and phone, and stay in well-lit, heavy traveled areas. In and around downtown Washington, DC, you may encounter a number of panhandlers just waiting to appeal to the generosity of visitors. They can be aggressive in asking you for money. It is suggested that you remain courteous but politely turn down their requests. If you encounter any issues while off-site, dial 911 for any emergencies, and report any accidents or crimes immediately.
- During National 4-H Conference, delegates will be visiting several national landmarks and federal buildings in which they will need to pass through security screening. Please keep this in mind as you carry items – along with souvenirs purchased – when you are visiting museums and federal buildings. Most security measures prohibit large purses or backpacks, so keep this in mind as well. Additionally, it is important that delegates remember to bring their photo identification and COVID-19 Vaccination Record – particularly when visiting DC museums, buildings, and restaurants. You can visit <http://www.aoc.gov/> for information regarding prohibited items on Capitol Hill and <https://coronavirus.dc.gov/vaxdc> for vaccination requirements.

Quiet Hours & 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 9:00pm 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 whole facility from 11:30pm – 6:30am.

Beginning at 10:30pm, 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 or be with your adult chaperone.

Emergency Procedures

Minor Emergencies

- Locate your LGU chaperone immediately.
- Ask their help in coming up with the best solution.

Major Emergencies

- Use the closest phone to call for help.
- In the hotel dial 0, outside the hotel or using your cell phone dial 911.
- Call your LGU chaperone or ask someone to call for you.
- Contact National 4-H Conference Headquarters.

Major Catastrophes

In case of a major catastrophe, all delegates will meet at a designated gathering point. These gathering points are specified by each LGU. The LGU delegation chaperone will take roll to ensure that the entire delegation is present. The group will then be escorted to a designated safe location.

Parents will be briefed by their delegation's LGU 4-H office.

National 4-H Conference cannot know when or where a disaster may take place, who may be present or absent from the scene, or the nature or exact scale of the crisis. It is important to remember to:

- Remain calm. Do not panic.
- Your priority is to protect your life and the lives of other guests.
- Be alert and aware.
- Remain flexible as needs may change.
- Report anyone or anything unusual, suspicious, or hazardous to the 4-H Conference Headquarters or the Front Desk either in person or by phone. If Conference staff or hotel personnel cannot be located, then call 911 from cell phone or dial 0 from hotel phone.



Communications during Conference

Participants may be contacted day and night at (703) 418-1234. Voice mail is available in each sleeping room. The National 4-H Conference Office will serve as the central calling point for program information during the Conference. The office is located in the Board Room at Hyatt Regency Crystal City 703-418-1234 and ask the operator to connect you with the Board Room.

Shipment of Packages for Guest

Package Handling Any package being shipped to the Hyatt Regency Crystal City must be prepaid and addressed as follows. Hyatt Crystal City will add a handling fee of \$7.00 per package and/or envelope.

Receiver's Name
National 4-H Conference
Sender's Name c/o Event Sales / Event Planning Manager
Hyatt Regency Crystal City
2799 Richmond Highway
Arlington, VA 22202



Appendix

Health & Medical Emergency Form

A health and medical emergency form for the National 4-H Conference will be provided to you by your LGU. Please fill out, sign, and turn in to your chaperone as requested by them.

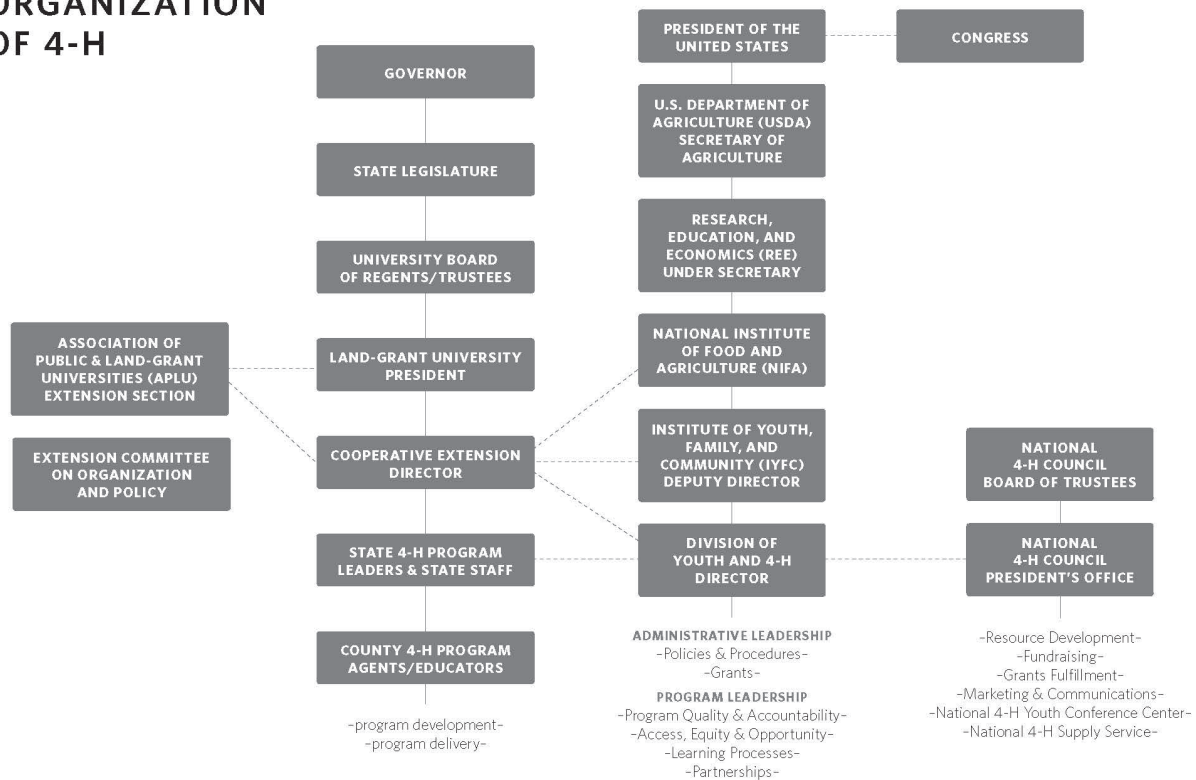
4-H Code of Conduct

The Code of Conduct for the National 4-H Conference will be provided to you by your LGU. Please review, sign, and turn in to your chaperone as requested by them.

Organization of 4-H



ORGANIZATION OF 4-H



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Hyatt Regency Hotel Conference Center Map

