

Decision 2012 Elections & Political Parties



February 18-21, 2012
Red Lion Hotel, Olympia, WA

4-H KYG COORDINATOR PACKET

Dear Volunteer Conference Coordinator:

Thank you for becoming part of the Washington State 4-H Know Your Government Conference. This exciting annual event gives 4-H teens an opportunity to go to Olympia and learn firsthand about citizenship. This year's theme is "Decision 2012: Elections and Party Platforms". There are some changes this year with registration and other logistics, so I encourage you to read through this coordinator's packet thoroughly.

I cannot overemphasize the value of your county's pre-conference meetings to prepare youth for a successful 4-H KYG experience in Olympia. We have created a Curriculum Packet, which offers ideas and suggestions to help you with this job. It includes plans for four orientation meetings and one optional post conference meeting. Use the lessons and activities in their entirety or break them into segments that will work best for your group.

Selection of your county delegates is important, since the 4-H Know Your Government Conference is an intense, four-day experience. Your county may bring as many delegates as you like, but it is important that the youth are prepared for, and able to handle the responsibilities involved in being at a conference. Delegates must be in the 9th grade or above. Younger youth are NOT eligible to attend the conference, but may participate in county orientation/learning sessions and anticipate attending 4-H KYG in the future. In conjunction with the County Extension 4-H Youth Educator, County Coordinators will determine the eligibility requirements (i.e., attendance at all orientation meetings, participation in meetings, etc.).

Thank you for choosing to be an integral part of this learning experience. It is our hope that all delegates enjoy and grow from this year's conference. Please do not hesitate to contact me with any questions you may have.

See you in Olympia!



4-H Adolescent Leadership Specialist

jlklein@wsu.edu

509-358-7937



A GLIMPSE OF 4-H KYG

Know Your Government (KYG) is a hands-on learning conference focusing on a specific aspect of government. The conference topic and curriculum change yearly in order to keep it relevant to current events and issues. A Planning Committee, made up of volunteers and Washington State 4-H faculty, take charge of revising the curriculum and organizing the conference. If you **have any questions** about registration, accommodations, or curriculum, contact one of the committee members.

While at KYG, youth participants are engaged in a series of hands-on activities that generally lead to a large-group, culminating product on the final morning. Often, the conference agenda expects youth to assume roles/jobs in order to be fully engaged in their project. You are the key to their success through preparing, practicing, and helping them carefully select their responsibilities.

In order for a young person to register for KYG, he/she must contact their county Extension office and complete the required paperwork. There is a cost for registration and an additional cost for the hotel room, which is paid by each delegate and chaperone. Registration will not be online this year; you will submit hardcopy registration forms to Nancy Mordhorst at State 4-H Office WSU Pullman.

Because each year is different, it is **important to review the orientation curriculum** and take note of the specific learning objectives. These identify the skills that delegates will need in order to function effectively and confidently while at KYG. The curriculum includes suggested activities that you may incorporate to make the experience 'hands on' to assist the youth in developing life skills.

In preparation for KYG, youth participate in **county-run orientation sessions**. The Curriculum Packet outlines the learning objectives for each of these orientation sessions. All hand-outs may be photocopied. A County Coordinator typically manages those orientations, reviewing the activities outlined in the 4-H KYG Curriculum Packet.

During the Conference in Olympia, **County Meetings** are scheduled to take place as the end of each day, just before delegates go to their own rooms for the night. The purpose of the County Meetings is to find out what the delegates did and learned, go over the agenda for the next day, and make sure they get into their own rooms by lights out. This will be an opportunity for members of the Planning Committee to visit your delegation and answer any questions.

A unique aspect of the conference, is meeting with district Legislators. This year we will be hosting a **Legislative Dinner**. All members of the Washington State Legislature are invited to attend and are seated with delegates from their district. This is a time for legislators to learn about 4-H and for delegates to ask legislators about issues important to them and their area.

Thank you for joining the Know Your Government project. This is a long-standing conference, rich in curriculum and learning opportunities. **Please do not hesitate to contact the Planning Committee** for support and/or direction throughout your county orientations. Enjoy this series of activities and we'll see you in Olympia!

Sincerely,

4-H KYG Core Planning Committee

KYG CORE PLANNING COMMITTEE

Each committee member is responsible for a specific aspect of Know Your Government. If you have any questions, please contact the appropriate committee member.

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4-H Teen Leadership
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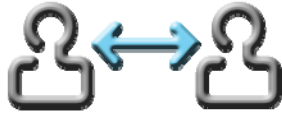
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Nancy Mordhorst
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Youth/Adult Partnerships

The 4-H Know Your Government program and its success are dependent on the talent offered by our many coordinators and chaperones throughout the state. Because of this, it is natural that the fostering of youth-adult partnerships is another objective of KYG. The excerpt below is taken from the WSU 4-H Youth Development Volunteer Training Module II: Positive Youth Development (page 217).

“Understanding youth/adult partnerships, youth empowerment, the benefits of planning with youth as partners, and adult leadership styles are beneficial for all adults that work with youth and who work on projects and events aimed at youth. The success of your 4-H programs will often hinge on the attitudes and beliefs you and your volunteers take towards young people. How you see them – as capable or incapable – will establish a precedent in all that you do in your program. There are many perceptions that adults have about the involvement of young people in programs designed for their benefit. These perceptions influence how we choose to involve them in decision-making processes . . .”

When developing a youth/adult partnership, the most effective way is to view **youth as resources**. This perspective acknowledges that adults and young people can share any leadership and decision-making roles involved. This may mean that both young people and adults need to learn the skills necessary for shared leadership. One of the key ways we can encourage this in 4-H is by considering youth as full partners and resources in our work – **adults and youth working together in all kinds of ways, from decision-making to program planning.** We want to view youth as resources to our programs and consider participation as part of their responsibility.

Adults play a key role in supporting youth involvement. This is not an opportunity for us to stand by and watch. We must be involved in creating safe spaces and structures that help youth in the process of becoming full partners. As we seek to build life skills through this 4-H program, please implement some of the following suggestions as you partner with your county delegates:

- Include the delegates in the implementation of this curriculum, allowing them to schedule and plan future meetings
- Ask for their assistance by having them lead discussions and/or facilitate the meetings
- Ask them to contact local speakers or develop a list of questions to ask experts

Try not to simply tell the delegates the point of the activity or lesson; use the “reflect and apply” questions to lead the delegates to discover it for themselves



HOW TO PREPARE

Aside from conducting the County Orientation sessions for your delegates, there are a few other tasks that need to be addressed.

1. Hotel Reservations

The hotel suggests making reservations for your delegation prior to January 13 to ensure space available to our group and secure the special rate being offered. *Red Lion Olympia* requires that each reservation be guaranteed by credit card for the amount of the first night's room and tax. Individual cancellations must be made at least forty-eight (48) hours prior to scheduled arrival to avoid forfeiture of deposits already received. Call the *Red Lion Olympia* at 1-866-896-4000 to make reservations and ask for the WSU 4-H Know Your Government group rate. The rate this year is \$105 for one to four teens sharing a room. For adults: single/double occupancy is \$105; triple/quad is \$120.00.

The hotel will NOT accept personal checks signed by parents who are not present or credit cards if the cardholder is not present. Often delegates pay a coordinator or county contact person for their rooms prior to the event and the entire bill is then paid by one person. Contact your county Extension office for further direction. The Planning Committee cannot guarantee your final room rate/billing. Please confirm that exact amount with the hotel upon making your reservation.

Due to the hotel's safety concerns, no more than four delegates are allowed to a room. If you are left with a room housing only 2 or 3, we encourage you to fill the room with delegates from neighboring counties. You may utilize the KYG Coordinator list serve for assistance here. Note that all rooms reserved for this event will be blocked from long-distance phone use, movies, and room service. Internet is available in the rooms; please set county guidelines for your delegation use.

2. Registration (See instructions below)

3. County Afternoon Out

During the conference, time is scheduled for your county to have some time together, exploring Olympia. This will be on Monday, February 20th from 11:30 am -4:30 pm. During this time you may have lunch at a nearby restaurant, meet with your legislators, tour the Capital or enjoy some recreation. Your county may want to participate in a scavenger hunt in Olympia, planned by the Conference Facilitators.

For more information about the Capital Tours go to <http://www.leg.wa.gov/legislature/Pages/visitingthelegislature.aspx>

Meeting with your legislators is REQUIRED this year . Often this one meeting has the most impact on the youth attending the conference! You may schedule an appointment during your 'County Afternoon Out' on Monday, February 20th or before or after the conference. You will need to submit your legislator meeting day and time with the planning committee, when you register your group. We realize that

many legislators may be attending the dinner, but a visit, for more in-depth discussion, will also be valuable. For information, go to: <http://www1.leg.wa.gov/legislature>.

4. Cell Phone Etiquette

Delegates should be aware of cellular phone etiquette, knowing not to have phones in “ring mode” at anytime during KYG. We recommend that cell phones stay in the hotel rooms to be accessed at break times only. Cell phones will be confiscated if misused repeatedly. Delegates must review the Code of Conduct beforehand with their chaperones and fully understand the consequences regarding cell phone use.

5. Dress Code

Appropriate attire for Know Your Government is described below. Please review these guidelines carefully and help the delegates understand why this is important for KYG.

Business/Professional: Events: Legislative Dinner

For Girls -- Skirt or slacks with an appropriate blouse or shirt and dress shoes or boots. Dress denim and khakis are appropriate. No athletic/tennis shoes. Please, no hats other than those that respect religious or cultural tradition.

For Guys -- Slacks, shirts with ties, dress shoes or boots. Dress denim and khakis are appropriate. No athletic/tennis shoes. Please, no hats other than those that respect religious or cultural tradition.

Business Casual: Events: Breakout Sessions

For Girls & Guys – Slacks, khakis or nice jeans (no holes, no sagging – must be worn around the waist), buttoned shirt, polo shirt, or sweater. Girls may wear dresses or skirts. Please, no hats other than those that respect religious or cultural tradition.

Casual: Events: Talent Show, Dance, Game and Movie

For Girls & Guys—Jeans (no holes, no sagging – must be worn around the waist), khakis, capris. T-shirts, sweatshirts, or sweaters; clean tennis shoes; no short skirts, cutoffs or shorts, or flip flops/slippers.

DO NOT BRING:

Tube tops, halter tops, one-shoulder tops, strapless tops/spaghetti strap tops; anything that exposes midriff, navel, back, or cleavage; see through or muscle shirts; clothing that advertises alcoholic beverages, tobacco products, or drugs; clothing that has vulgar, obscene, or offensive messages or images; weapons, illegal substances.



FREQUENTLY ASKED QUESTIONS

What can we expect at the conference?

To paraphrase an old commercial, “This isn’t your father’s conference!” We have sessions, speakers, and hotel food but they aren’t what you expect, well, except the hotel food.

We call this a working conference. The curriculum helps you to prepare your delegation to jump feet first into the unknown. The more they are prepared, the better chance they have to practice the life skills in the safe environment of KYG. The conference is designed for the delegates to learn and improve throughout the weekend. We all know that a person learns more when they receive a white ribbon than a blue ribbon.

What happens at the chaperone meeting?

The chaperone meeting is held on the first night to share emergency numbers, find out county meeting rooms, review important rules, and answer questions.

What happens at the coordinator chat?

The coordinator chat is a time to provide feedback about the curriculum and the conference.

What happens during county meetings?

County meetings are an opportunity for your group to review the day and talk about the next day. CFs are assigned to visit your county meeting each night to get feedback and answer questions.

Most counties meet in one of their hotel rooms. Larger delegations can request the use of a meeting room. Be prepared to make this request or share the location of your county meeting at the Chaperone Meeting on Saturday night.

Why do we have to wait until the conference to find out the delegate’s role or committee assignment?

While every county has the same opportunity to prepare for the conference, we know that some county delegations are more prepared than others. To try to allow for this and give all delegates the opportunity for success at the conference; we don’t reveal assignments or roles prior to the conference.

Who is on the 4-H KYG Core planning team?

The team is a mix of state office staff and volunteers. We find volunteers who can concentrate on one of the following perspectives: curriculum, coordinators, and conference facilitators. Collegiates fulfill the role of mentoring the conference facilitators.

What does the 4-H KYG Core planning team do?

The planning team is responsible for the conference. They begin by determining the learning and life skills objectives for the conference and then create the conference agenda. Once the conference agenda is created, the curriculum is written to prepare the delegates to be successful at the conference.

The planning team also trains the county coordinators to help them be successful working with the teens. Finally, while your job is to capitalize on opportunities to build life skills in your delegates, one of our jobs on the Core Planning Team is to capitalize on opportunities to build life skills in our conference facilitators.

What do Conference Facilitators (CFs) do?

CFs run the KYG conference. They lead the sessions, introduce speakers, make announcements at meals, assist with challenge activities, and anything else to help the conference run smoothly.

How are CFs chosen?

The leaders at the conference are past KYG delegates that have chosen to improve their leadership skills. They fill out an application and the applications are reviewed by the planning team.

How are CFs prepared to lead at KYG?

We require our CFs to attend their county pre-conference meetings to get familiar with the curriculum. CFs also attend a weekend training in January to plan the content and develop the specific learning tools for the breakout sessions.

Just as we don't expect the delegates to perform their role perfectly on the first day of the conference, we expect a few bumps in the road for our CFs. As is the case with your delegation, some are more natural at this work than others. We meet each one of them where they are in their leadership development and we help them improve. By the end of the conference, we hope they have learned new ways to lead.

Fundraising Ideas:

For ideas on fundraising go to: <http://www.fund-raising-ideas-center.com/fundraising-ideas.html>

Also, ask local service clubs such as Lions Club, for support; be sure to offer a presentation of what you learned when you get home.



COUNTY COORDINATOR JOB DESCRIPTION

DESCRIPTION OF JOB:

You will be teaching and guiding delegates through an educational orientation program designed to prepare them for full participation in the 4-H Know Your Government Conference. You will also guide delegates through the process of registration and other arrangements related to attending KYG.

DUTIES OF THE JOB:

- ✓ Recruit interested 4-H members.
- ✓ **Attend KYG Coordinator Training at 4-H State Forum, Oct. 15, Ellensburg, WA.**
- ✓ Plan and implement county orientation sessions for delegates. This will include making arrangements for a meeting facility and resource people.
- ✓ Work with your county 4-H Educator/Program Assistant in determining eligibility and participation requirements.
- ✓ Handle registration, travel, hotel, and additional chaperone arrangements.
- ✓ Be informed about the Know Your Government Conference's Code of Conduct, policies, and procedures. Communicate these policies to the delegates and manage the accountability of them. Coordinators will be contacted at any hour, day or night, if there is an infraction of the Code of Conduct.
- ✓ Make sure required ratio of adults to delegates (1 chaperone per 8 delegates) is followed.

QUALIFICATIONS:

- ✓ Not currently enrolled as a 4-H youth member of the 4-H program.
- ✓ Have attended at least one Know Your Government Conference, if possible.
- ✓ Demonstrate previous positive experience working with 4-H youth at a local and/or state 4-H event.
- ✓ Ability to work effectively with teenagers.
- ✓ Interest in or knowledge of our youth development through civic engagement
- ✓ Time available for orientation program and conference attendance.
- ✓ Must have passed an official State Patrol background check by the county Extension office. Coordinators should also be enrolled in 4-H.

RESPONSIBLE TO:

The Washington 4-H Adolescent Leadership Specialist, Jan Klein, who is responsible to the youth of Washington State 4-H program, County Faculty/Staff, and State 4-H Program Director.



CHAPERONE JOB DESCRIPTION

DESCRIPTION OF JOB:

You will supervise and assist 4-H youth as they participate and execute responsibilities associated with an approved 4-H event. You will also serve in a positive leadership role and assume responsibility for on-site event coordination of the delegation.

DUTIES OF THE JOB:

- ✓ Work with 4-H Educator and County Coordinator to become familiar with the conference.
- ✓ Meet and get acquainted with county 4-H delegates.
- ✓ Collect and review the Code of Conduct agreements with delegates. You will be contacted day or night if there are infractions of this code.
- ✓ Go over additional behavioral expectations you have for delegates.
- ✓ For chaperones transporting delegates, obtain and carry with you signed Registration/Parental Consent and Release forms (Form C).
- ✓ Keep copies of each of the following with you at the KYG Conference: Registration/Parental Consent and Release form (Form C), Health form (Form D), and Code of Conduct form (Form E).
- ✓ Attend the Chaperone Meeting at the beginning of the conference.
- ✓ Attend all conference sessions, assisting where needed.
- ✓ **Be with or know where your 4-H delegates are at all times.**
- ✓ Inform the KYG Planning Committee about problems with delegates as they arise.
- ✓ Be with your delegates at all times when off the hotel grounds.
- ✓ Provide counseling, care, and comfort to delegates as needed.
- ✓ Encourage delegates to make new friends and participate fully in all aspects of this conference.
- ✓ *Remember: you are a chaperone for ALL the delegates at the KYG Conference, not just the ones you bring from your county.*

QUALIFICATIONS:

- ✓ Must be at least 21 years of age
- ✓ Ability to work effectively with teenagers
- ✓ Interest in or knowledge of our political system
- ✓ Must have passed an official State Patrol background check by the county Extension office, and have completed 4-H leader enrollment.

RESPONSIBLE TO:

The Conference Chaperone will be responsible to their County Coordinator who is responsible to the Washington 4-H Adolescent Leadership Specialist, Jan Klein, who is responsible to the youth of Washington State 4-H program, County Faculty/Staff, State 4-H Program Coordinator, and State 4-H Program Director.



IMPORTANT DATES TO REMEMBER

October 15, 2011 Coordinator Training, State 4-H Forum in Ellensburg, WA.
For information go to: <http://4h.wsu.edu/conferences/Forum/index.htm>

December 1 Submit Coordinator Reply Form to Jan Klein, jklein@wsu.edu

This is how you will receive updates, information, and

😊 *Start early; Be ready!*

November-January County Orientation Meetings

December 10

1) Send invitation to Legislators for Legislative Dinner, Monday, February 20, 2011, 5:30 p.m.

For Monday or Tuesday, February 20 or 21st.

2) Schedule meetings with legislators;
Remember this is required this year!

Email is the preferred communication

January 3, 2012

KYG registration opens

Send registration to: Nancy Mordhorst, Program Coordinator
State 4-H Office WSU Pullman
323H Hulbert Hall PO Box 646248, Pullman, WA 99164-6248,
509-335-2981, FAX 509-335-2808, nancym@wsu.edu

January 13

Hotel reservations must be made to secure space available. Ask for the 4-H Know Your Government Conference room rate.

*Red Lion Hotel- Olympia, WA
2300 Evergreen Park Drive
Olympia, WA 98502 (360) 943-4000*

January 27th

Candidate Letter of Intent to Melissa Brown

melissa.j.brown@email.wsu.edu

Resolutions due to Sabrina Wood,

Roze2.4h@gmail.com

Day and time of legislative appointment to Marianne Walters

walters@olympus.net

Remember you cannot register before turning in your candidate's letter of intent, your county resolutions, and the date and time of your legislative visit.

January 31

Registration closes

February 18-21st KYG Conference in Olympia, All payment is due, Forms C and D must be turned in, at registration, for each person registered.



4-H Know Your Government 2012: Elections & Party Platforms *Tentative schedule*

Saturday

Afternoon Registration
Candidate meeting
Dinner :Intros, Welcome Speaker
Challenge Activity/Chaperone Meeting
Break to set up candidate stations
Session A (Introduce Candidates, Meet and Greet, Campaign Trail Search)
County Meeting

Sunday

Breakfast on your own
Session B (Divide into Committees)
Break
Session C (Campaigning)
Voting instructions, take down campaign posters
Lunch, announce top 10 candidates
Session D (Committee Work)
Break
Session E (Committee Work)
Break
Dinner and speaker
Dance
County Meeting

Monday

Breakfast on your own
Session F (Candidate speeches, narrow candidates using IRV, debate planks)
County Afternoon Out – Capital Tours/Meet with legislators/ Olympia Scavenger Hunt
Legislative dinner and speaker
Session G (Candidate Q&A session)
Break
Entertainment/Coordinator Chat
County Meetings

Tuesday

Breakfast provided
Session H (Nominate party candidate)
Appointments with legislators

DIRECTIONS TO RED LION HOTEL OLYMPIA
2300 Evergreen Park Drive
Olympia WA 98502
(360) 943-4000



Northbound or Southbound I-5:

Exit 104 to Highway 101. Take the **Crosby Blvd/Cooper Point Road** exit and turn **right** onto Cooper Point Road. Turn **right** at the first light on Evergreen Park Drive, in front of AM PM. Turn **right** at S. Evergreen Park Drive. Follow this around a bend about ½ mile and turn **right** into the Morris Business Park at Lakeridge Way, straight to the Red Lion Hotel Olympia.

From the Olympic Peninsula:

Take Highway 101, Olympia. Exit at **Crosby Blvd/Cooper Point Road** exit. Turn **left** over the freeway. Turn **right** at the light on Evergreen Park Drive, in front of AM PM. Turn **right** at S. Evergreen Park Drive. Follow this around a bend about ½ mile and turn **right** into the Morris Business Park at Lakeridge Way, straight to the Red Lion Hotel Olympia.



2012 4-H Know Your Government Registration Procedures **NEW**

1. Collect all county delegate and chaperone forms.
2. Make copies of forms needed for county and to turn in at conference registration
3. Mail registration **Form A** to: Or scan and email nancym@wsu.edu
Nancy Mordhorst, Program Coordinator
State 4-H Office WSU Pullman
323H Hulbert Hall PO Box 646248
Pullman, WA 99164-6248
509-335-2981, FAX 509-335-2808
4. County registration will not be complete until the submission of
 - a) Resolutions, one for each delegate up to 8 delegates, one for each eight topics identified in the KYG Curriculum, are submitted to Sabrina Wood- Roze2.4h@gmail.com.
 - b) County candidate letter of intent to Melissa Brown melissa.j.brown@email.wsu.edu
 - c) Day and time of legislative appointment to Marianne Walters walters@olympus.net

These **MUST** be received no later than **January 27th, 2012**.

5. You will need to make ONE registration payment for everyone in our county group. The 4-H Foundation can accept check, Visa, and MasterCard. You do not need to pay when you send in your registration forms but all payments **must** be received no later than the KYG Conference check-in on Saturday, **February 18, 2012**.
6. Please read the cancellation policy on bottom of the registration form.

If you have questions regarding registration contact:

Nancy Mordhorst 509-335-2981, FAX 509-335-2808, nancym@wsu.edu



KYG ESTIMATE OF EXPENSES

Lodging:

Youth Single/Double/Triple/Quad Occupancy: \$105.00 per room, per night plus tax

Adult: Single/Double Occupancy \$105.00 per room; Triple/Quad Occupancy: \$120.00 per room per night plus tax

Registration Fee:

Conference Registration Fee: \$120.00

Meals:

Meals included in cost of registration: Saturday dinner, Sunday lunch and dinner, Monday dinner, Tuesday breakfast. Monday lunch is County Afternoon Out, also allowing your delegation to eat lunch on their own at one of the many area restaurants or by ordering in.

Miscellaneous:

(Estimated cost; real totals should be discussed with your County Coordinators and parents)

T-Shirts – again this year, KYG T-Shirts will NOT be included in the registration fee. If delegates or chaperones are interested in purchasing one, indicate the size on your registration form and the \$15 fee will be added to your registration. Only a few will be available for purchase at the event (\$18).

Registration \$ 120

Hotel lodging \$ _____

T-Shirt \$ 15 KYG T-Shirt

Gas \$ _____ don't forget to budget for gas to help whoever is driving you

Spending Money \$ _____ this might be for meals when you're traveling or County Afternoon Out

\$ _____ Total **Expenses**

Due Dec. 1, 2011

County Coordinator Reply Form 2012 4-H Know Your Government

Please return this form by FAX or email to: **Jan Klein,**
4-H Adolescent Leadership Specialist

jklein@wsu.edu

Phone: 509-358-7937

Fax: 509-358-7869

Please return by December 1, 2012. Without this contact information, you will miss valuable updates and information from the planning committee.

| | |
|---|---------------------------------------|
| County Name | |
| Volunteer Coordinator Name(s) | |
| Coordinator Address | |
| City/State/Zip Code | |
| Home Phone Number | |
| Email Address | |
| A list serve is available as a resource to assist Coordinators and 4-H Staff with questions and ideas. Both must enroll. Please contact Jan Klein, jklein@wsu.edu , with questions. | County 4-H Educator's name and email: |

Due February 1, 2012

County Chaperone Reply Form
2012 4-H Know Your Government
(Submit only if chaperones are different than coordinator)

Please return this form by mail or email to: **Jan Klein,**

jklein@wsu.edu

Phone: 509-358-7937

Fax: 509-358-7869

Please return by February 1, 2012.

| | |
|--|---------------------------------------|
| County Name | |
| Chaperone Name(s) | |
| County | |
| Cell Phone Number | |
| Email Address | |
| A list serve is available as a resource to assist Coordinators, Chaperones and 4-H Staff with questions and ideas. Both must enroll. Please contact Jan Klein, jklein@wsu.edu , to sign up | County 4-H Educator's name and email: |

FORM A Due to your County by: _____



4-H Know Your Government Registration Form A

First Name: _____

Last Name: _____

Address: _____

City: _____ **Zip Code:** _____

Email: _____ **Telephone:** _____

Please check all that apply:

Adult Youth Delegate Chaperone Faculty/Staff
State Ambassador Conference Facilitator Planning Committee

Are you a current 4-H member? Yes No

What county do you live in? _____

Gender: Female Male **Legislative District:** _____

Grade (youth only): 9th 10th 11th 12th **Age (youth only):** _____

Do you want to buy a KYG 2012 T-Shirt (\$15.00, in addition to registration fee)

T-Shirt Size: Small Medium Large X-Large 2X-Large

Dietary Needs: Vegetarian Lactose Intolerant Gluten Free Other

Did you participate in the 2011 KYG? Yes No

How many years have you participated in the 4-H KYG Conference? _____

County Staff Signature Required Title

Refund/Cancellation Policy: Cancellations can be made until February 3, 2012 for full refund. The registration fee less \$50.00 will be refunded if you cancel prior to February 10, 2011. Substitutions are acceptable at any time.

Immunizations:

- My child is up-to-date on his/her immunizations and tetanus shots as required by Washington State law.
- My child has an immunization exemption on file with his/her school. I understand and accept the risks to my child from not being fully immunized.

Medication:

Medication is any substance a person takes to maintain and/or improve their health. This includes all prescription medication, as well as all over-the counter drugs that are potentially hazardous if misused (e.g., Tylenol, aspirin, cough medicine, cold tablets, vitamins & natural remedies. **All medications must be in their original containers.**

Prescriptions must have the teen's name and how the medication should be given printed on the prescription container. Please send only those medications that are necessary.

- This participant will not take any daily medications while attending the activities.
- This participant will be **self-administering** the following daily medication(s) while attending the activities.

Does the participant require reasonable accommodation for a disability in order to access or be part of the activities?

What Have We Forgotten to Ask? Please provide in the space below any additional information about the participant that you think important or that may affect his or her ability to fully participate in the program. *Attach additional information if needed.*

This health history is correct and accurately reflects the health status of the participant to whom it pertains. The person described has permission to participate in all program activities except as set forth by me and/or an examining physician. If you fail to advise WSU of a medical condition, risks to your child may increase. I understand the information on this form will be shared on a "need to know" basis with WSU staff and volunteers. I give permission to photocopy this form. In addition, the health care provider has permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with the program's staff about my child's health status.

I voluntarily sign this authorization in consideration for permission for my child to participate in **2012 4-H Know Your Government Conference**. I have read it, and I understand its content and significance.

Signature of Parent/Guardian
(For participant less than 18 years of age)

Date

Signature of Participant
(For participant 18 years of age or older)

Date

Parent/Guardians: Keep a copy for your records.

Form C, 2 pages
A copy must be kept turned in at KYG registration
2nd copy should travel with youth to and from 4-H KYG

Washington State University Extension 4-H---Emergency Medical Consent

In an emergency requiring medical attention or a situation reasonably believed to be an emergency by Washington State University (WSU) authorized agents including event staff; I authorize WSU and its authorized agents to obtain emergency medical care for my child. I will be responsible for any expenses incurred in so doing including but not limited to care by health care professionals, hospital care, and ambulance or other services. In addition, the health care provider has permission to obtain a copy of my child's health record from providers who treat my child and these providers may talk with the program's staff about my child's health status.

NOTE: Minors may consent to certain services in Washington.

I hold harmless and agree to indemnify Washington State University, its authorized agents and employees and the event staff from decisions to seek emergency treatment.

Health-Care Providers:

Name of participant's primary doctor(s): _____ Phone: _____

Name of dentist(s): _____ Phone: _____

Medical Alerts: _____
(severe allergies / life-threatening conditions / chronic illnesses)

Medical Insurance Information:

This participant is covered by family medical and/or hospital insurance Yes No

Primary Insurance Company _____ Policy Number _____

Subscriber _____ Insurance Company Phone Number (_____) _____

Name of another person to contact in case of emergency if you are not available:

Phone: (_____) _____ Relationship to participant: _____

ASSUMPTION OF RISK

I am the parent or guardian of the child (minor under the age of eighteen, or other person legally incompetent to contract, whose name is set forth on this form. I understand that there are risks in participating in recreational activities and educational workshops at the Washington State University (WSU) 4-H Know Your Government Conference.

Risks in participating in 4-H Know Your Government activities, including workshops, assemblies and Challenge activities, include but are not limited to: temporary or permanent muscle soreness, sprains, strains, cuts, abrasions, bruises, ligament and/or cartilage damage, orthopedic damage, head, neck or spinal injuries, eye damage, burns or death. I also recognize that there are both foreseeable and unforeseeable risks of injury or death that WSU cannot specifically anticipate and list here. Further, I recognize that the actions of other participants in the activity may cause harm or loss to my child or property.

PARENT OR GUARDIAN'S RELEASE OF CLAIMS AND LIABILITY

I release, the state of Washington, the Regents of WSU, WSU, any subdivision or unit of WSU, its officers, employees, and agents, from any and all liability, claims, costs, expenses, injuries and/or losses to person or property, which I may sustain and/or sustain as a result of death or injury of my child, as a result of or connected with participation in the above event. My child's participation includes, but is not limited to, travel to and from the event in a private or public vehicle, any activity connected with the event itself, and use of state equipment or facilities for the event whether on or off WSU property **I have carefully read this document, understand its contents and am fully informed about this program and circumstances. I am aware that this document is a contract with WSU and the program sponsors. I sign it freely and voluntarily.**

Signature of Parent / Guardian: _____ Date: _____

Parent / Guardian (please print): _____

Witness Signature: _____ Date: _____

Witness Name (please print): _____

Adult RELEASE OF CLAIMS AND LIABILITY

Signature of Adult Participant: _____ Date: _____

Adult Participant (please print): _____

Witness Signature: _____ Date: _____

Witness Name (please print): _____

I understand that, unless noted below; photos, video, or audio recordings made of me at 4-H events may be used by WSU Extension, and Washington State 4-H, without compensation, to promote the 4-H Youth Development Program. I understand that my name may be revealed in descriptive text or commentary.

NO Permission ____ **Yes with this condition:**

**I understand that participants at 4-H events and activities may be asked to complete an evaluation. Completion of the evaluation is optional.*

4-H Know Your Government CODE OF CONDUCT OUTLINE

(Please keep this page for your records; you do not need to turn in this page)

The Washington State 4-H Code of Conduct is designed to ensure the safety of the 4-H member and to encourage conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this event. Participants are asked to consider both their underlying attitudes and effects of their behavior in representing themselves, their communities, and the 4-H Program.

Program participants and chaperones are expected to abide by the stated rules for this event:

- ◆ Fully participate in all scheduled activities. Inform your chaperone if you are ill.
- ◆ Conduct yourself in a courteous manner, being respectful to all speakers, adults, roommates, hotel guests and other delegates. Use appropriate language, exhibit good sportsmanship, and act as a positive role model.
- ◆ Turn cell phones off or leave in hotel room during scheduled assemblies & breakout sessions.
- ◆ Be in your own room, observing the 'lights out' time noted on the schedule, and remain in your room/dorm all night.
- ◆ Display of overly affectionate attention between participants is prohibited.
- ◆ Do not tamper with or damage room furnishings, furniture, equipment, etc. Room occupant are responsible for damage or misconduct. Falsely pulling a fire alarm is a crime.
- ◆ Participants may not drive a car after their arrival at event.
- ◆ Abide by the dress code. If you choose to dress inappropriately, you will be asked to change. By planning ahead and packing appropriately, you will save yourself the inconvenience of changing your attire to ensure that you are contributing to a pleasant conference atmosphere.

The following dress code will be enforced for all individuals, including chaperones:

1. Clothing: 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.
2. Professional attire is strongly encouraged at this event at all the meetings.
3. Articles of clothing which display profanity, products, or slogans which promote tobacco, alcohol, drugs, sex, or advertise gang symbols or affiliation are prohibited.
4. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Halter tops, tube shirts, and spaghetti straps are not appropriate.

The following behaviors will not be tolerated:

- ◆ The possession or use of alcohol, illegal drugs, tobacco products, stolen goods, weapons & fireworks.
- ◆ Females in male rooms, males in female rooms.
- ◆ Sexual, physical, or verbal abuse. Pornography.

Form D
A copy must be kept turned in at KYG registration
2nd copy should stay with your county delegation

4-H TEEN CONFERENCE - INFRACTION PENALTIES

Conduct not in keeping with the Washington State 4-H Youth Development standards will not be tolerated. Violation of items listed above will result in consequences to the participant. Law enforcement may be called and illegal behaviors may result in citations or arrest.

Consequences may include removal, at the individuals' expense and without refund, from participation in the event; restitution or repayment of damages; sanctions on participation in future local, state, regional, or national 4-H events; forfeiture of financial support for this event; removal from offices held in 4-H; and/or loss of status as a member in good standing, and the privileges associated with that good member status.

We understand the reason for this agreement is to ensure the safety of the 4-H member and to ensure conduct and behavior that will result in each participant receiving the full benefit of enjoyment and educational experience from this event. It is not intended to place undue restrictions upon participants.

~~~~~  
For Youth

***I have read the Code of Conduct and agree to abide by it.***

Date \_\_\_\_\_ Youth participant signature \_\_\_\_\_

I understand that I am responsible for my child or ward's behavior. I give my permission to the staff in charge to administer the code. I understand that if my child or ward is sent home, it will be my responsibility and at my own expense, and that conference fee will not be returned.

I, \_\_\_\_\_, have read the Code of Conduct.  
(Name of Parent/Guardian – please print)

Parent/Guardian signature \_\_\_\_\_

For Chaperones

***I have read the Code of Conduct and agree to abide by it.***

Date \_\_\_\_\_ Chaperone signature \_\_\_\_\_