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Agent and Volunteer Handbook

Florida 4-H Congress

July 27-31, 2009
Gainesville, FL



Agent & Volunteer Handbook

Updated May, 2009



2009 Florida 4-H Congress Agent and Volunteer Handbook

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The Who, What, Why, When and Where

Who attends 4-H Congress?

The official delegation is composed of Florida 4-H members, 4-H adult leaders, and Extension agents who are registered for all or part of the week. 4-Hers must be 14 years of age or older as of September 1, 2008. Some events or activities may have other regulations. See the Events & Activities Handbook.

The opportunity to participate in five days of educational, recreational and community service workshops at Florida 4-H Congress makes it advantageous for teenagers not competing in events to also attend.

What is 4-H Congress?

Congress is divided into non-competitive and competitive sessions. The non-competitive portion is devoted to educational, recreational, and community service. The competitive portion of Congress allows senior district winners to compete against other district winners in a variety of events. County 4-H teams also compete with one another in judging team contests.

Each county sends two voting delegates to attend the State 4-H Council meetings. Also, interviews for State Awards and Scholarship applicants are conducted during this event.

When is 4-H Congress?

Florida 4-H Congress is held each year in the last full week of July.

Why attend 4-H Congress?

The developmental goals of Florida 4-H Congress are:

For youth:

- to develop self-esteem, a feeling of importance, confidence, and social competence.
- to help youth learn something new, to be challenged intellectually and to explore career education opportunities.
- to challenge youth to develop communication skills and to gain project knowledge.
- to enable youth to experience community service.
- to provide an opportunity for delegates to participate in the democratic process through campaigning for and electing State 4-H Officers.
- to provide recreational and social experiences for delegates to have fun and be interactive.
- to select winners in presentations and other activities through state contests.
- to provide recognition for project, activity, and scholarship winners.

For volunteers:

- to gain a better understanding of the 4-H program.
- to gain project knowledge.
- to network with others.
- to receive recognition for volunteer service.

Where do delegates stay during Congress?

County delegations will be housed in the Trusler and Simpson Dorm cluster with chaperones from their counties. 4-H State Officers and the Congress Planning Committee will be roomed with their county delegation. In addition, some counties may be staying in North Hall on campus due to construction and renovation taking place in Graham Hall.

An Overview of Congress 2008

Blast from the Past!

Dates : 2009 Florida 4-H Congress will be July 27 - 31

Fees: Congress fees for this year are listed below. All registered participants will receive a congress t-shirt.

Youth and Adult Fees

Monday – Friday	\$220.00
Monday – Wednesday	\$135.00
Wednesday – Friday	\$135.00
One Day Only	\$20.00

Program

Monday: Registration is from 10:00 am – 1:00 pm in Graham Hall. There are many things going on Monday afternoon beginning immediately after registration, so be sure to register as early as possible. All adults are required to attend the Adult Orientations as we are hosting two, therefore, everyone should be able to make it to one or the other. We will have an opening BBQ sponsored this year by the UF College of Agricultural and Life Sciences. At the end of the BBQ, we are getting a Congress Group Picture taken in the stadium at the North End Zone. Monday evening, Barrett Keene will be our keynote speaker.

Tuesday: Morning events for those not involved in demonstrations or Fashion Revue or Share the Fun include a leadership program by *Barrett Keene*. In the afternoon, participants will have fun at Florida 4-H's 100th Birthday Carnival. The day will end with the State 4-H Fashion Revue and Share the Fun Show in the Reitz Grand Ballroom.

Wednesday: We will continue Wednesday morning with dance workshops. In the afternoon the youth will participate in a centennial tree planting ceremony. The youth will have a couple hours of free time in the afternoon where they can swim at the dorm pool, play billiards, go bowling, etc. As always, the agents will be responsible for their youth during this time. County Night Out will take place on Wednesday again this year. Competitive Event Awards will be presented that evening, followed by the Air Band competition, all located at the Reitz Grand Ballroom.

Thursday: Program Area workshops will take place all day. The awards banquet will be held again this year on Thursday evening. Tickets will be available to guests at a cost of \$50 on a first-come, first serve basis.

Advance Science and Technology Track: The advanced Science and Technology Workshops will be open to the first 20 youth to register, and will be offered Tuesday, Wednesday, and Thursday. Youth will be able to register for tracks all week, or just a particular workshop that interests them. Participants will still participate in Congress evening activities. Workshops descriptions are available online.

Adult Roles and Responsibilities

County Extension Agents and Adult Volunteers set the climate for successful participation of youth and adult delegates in the Congress learning experience. They not only provide information and respond to health and safety concerns, but also counsel with delegates through county rallies, small groups and on an individual basis.

Responsibilities of all Registered Adults

- Model for youth proper behavior, dress, attitude and timeliness.
- Enforce the guidelines of the Congress Code of Conduct. Help all registered youth to realize when their behavior does not follow these guidelines. All adults have the right and responsibility to correct any youth at Congress.
- Immediately report to the Deans or Assistant Deans for Congress any behavior that requires a youth to appear before a review board (see the Code of Conduct on page 18 for specifics).
- Immediately report to the Deans or Assistant Deans for Congress or the Congress Information Desk any unsafe conditions that might be observed.
- Be attentive to anyone attending a Congress event who is not a registered participant or an invited guest. For security reasons, ask anyone without a nametag or guest pass to check in at the Congress Information Desk.
- During assemblies and workshops, monitor the behavior of all youth nearby. Encourage youth to behave appropriately. Model respectful behavior yourself.
- Adults and youth are required to follow the state event dress code. Ask youth to change clothes if they are not observing the dress code.
- Be respectful of all youth and adults in attendance at Congress
- Be in attendance at all events.
- Complete all assignments at Congress.

Guidelines to Remember

- In the event of an emergency or problem situation, Deans and Assistant Deans are available in the dorms (in the evenings) or at the Congress Information desk on the 2nd floor. Adults should rely on these individuals for guidance and support.
- Educational programs are geared at the interests of the 4-H youth. Adults are encouraged to be attentive participants at all workshops and assemblies.
- Only Deans and Assistant Deans for Congress can excuse youth from scheduled Congress events. The exception to this is if a youth is sick or injured. Then the Deans or Assistant Deans should be immediately informed through the Congress Information Desk if the incident occurs during the day or through the floor chairperson if the incident occurs at night. There will be a nurse stationed in the Reitz Union. Deans will have access to her evening phone number.

Responsibilities of Adult in Charge of County Delegation

One adult per county will serve as coordinator of the county delegation. This person is selected by the county office.

Prior to Congress

- Provide leadership for selection of county delegation.
- Facilitate delegates' pre-registration, fees, participation forms, agent responsibility form and transportation.
- Provide orientation for county delegation. Establish standards and expectations for participation and conduct. Discuss with delegates the enclosed guidelines as well as the Code of Conduct.

- Monitor health conditions for all delegates. Be alert to pre-existing conditions.
- Encourage delegates with pre-existing conditions to wear ALERT TAGS.

During Congress

- Check in delegation and distribute all check-in materials to delegates.
- Make sure all your youth are accounted for at all times.
- Confirm that a Participation form is on file for each participant and with the agent or adult in charge during the event. **NO YOUTH WILL BE ALLOWED TO REMAIN ON SITE WITHOUT A PARTICIPATION FORM.**
- Counsel with delegates on a regular and continuous basis to help them achieve optimum benefit from planned educational programs, activities and the dormitory living experience.
- Help members reflect upon and evaluate their learning experiences.
- Monitor delegates' attendance at activities and counsel youth who fail to attend events.
- Monitor health and safety of delegates.
- Monitor prescription medications. Refrigeration, if needed, is available at the Graham Hall Desk.
- Report all injuries, regardless of seriousness, to the Deans for Congress at the Congress Information Desk.
- Register names of adults in your delegation who have professional/technical medical training (nurses, emt's, etc.) at the Congress Check-In.
- Take delegates to the Shands Hospital Emergency Room when medical treatment is required. But first, notify one of the Congress Deans. File an insurance claim form with the Congress Information Desk within 24 hours of the incident. If forms are not returned in a timely fashion, the expenses might not be covered. Returning the form to the Congress Information Desk is the responsibility of the Adult in Charge of the County Delegation.
- Counsel with delegates regarding appropriate dress, appearance and behavior. Violations should be addressed and resolved immediately by the adult(s) chaperoning the county delegation. Any behavior that requires youth to appear before the Congress review board must be reported to the Deans or Assistant Deans for Congress Immediately (see Code of Conduct for specifics)
- Provide leadership for setting standards of behavior for county delegations.
- Monitor that youth are always wearing their nametags and wristbands. Vouch for the identity of youth who need to replace their nametag or wristband.
- Check out delegation, ensuring that all keys are returned and no damage has been done to the rooms.

Responsibilities of Dormitory Floor Chairperson

An agent is designated by the State 4-H Office as chairman for each floor in the dormitory. The Floor Chairperson is responsible for all youth on their floor with the assistance of other chaperones on that floor. Since chaperones of opposite gender are not allowed in the dorms, some counties will not have chaperones to check youth in at night. Therefore it is crucial that the Floor Chairperson is accountable for all youth on their floor. There will always be additional chaperones on a floor to assist the Floor Chairperson and help insure the safety of all participants. Contact with the Deans for Congress after 11:00 p.m. is only done through the floor chair. This person will have a phone in her/his dorm room and a contact number for the Deans for Congress. This person can also serve as an adult in charge of the county delegation.

Responsibilities are:

- Coordinate with the other chaperones on the floor to ensure that all youth on the floor are accounted for.
- Coordinate evening check-in procedures for the floor with the female/male adult in charge for each county delegation on the floor. Report to the Dean for Congress **within 30 minutes** of curfew (this is VERY important so that the Deans have a chance at sleeping)!
- Serve as a communications link with the Deans for Congress regarding routine or emergency building maintenance, health care, or discipline concerns.
- Run the floor meeting on Monday and Thursday evening (see page 13-15 for an agenda).
- Collect delegate evaluations Thursday evening and turn them in to the Deans for Congress on Thursday evening.
- Check each room as county delegations check in and check out to insure that the rooms are clean and free of damage. Notify the female/male adult in charge for each county that their rooms have passed inspection and that they may check out.

- (See also “Dormitory Policies, Procedures and Security”)

Responsibilities of Chaperones in Dorms

All registered adults have a chaperoning responsibility in the dorms. Not all youth will have a registered adult of the same gender with them in the dorms. It is the responsibility of each adult to coordinate with the Floor Chairperson to ensure that all youth on their floor are accounted for each evening.

Upon Arrival at Congress

- Inspect dorm rooms to ensure that there is no pre-existing damage.
- Prevent Congress participants from switching assigned rooms.

At Congress Each Night

- Confirm that all delegates (youth and adults) are in their rooms by curfew.
- Counsel with delegates to ensure a safe and positive dormitory living experience.
- Monitor the health and safety of delegates.
- Ensure that all delegates attend the Monday and Thursday evening floor meetings.

At Congress Each Morning

- Confirm that youth are awake and able to participate in the day’s activities. If youth are ill and unable to leave the dorm, have the floor chair contact the Deans or Assistant Deans in their dorm room so that they will know to check on the youth throughout the day.
- Check to be sure youth are following dress code guidelines before they leave the dorms.
- Attend district meetings each morning and be sure that all youth are present. Review the day’s schedule with them to be sure they know where they need to be.

At Check-out

- Confirm that rooms of all delegates are clean and undamaged.

Responsibilities of Deans and Assistant Deans of Men and Women

Six county faculty are selected each year by the Assistant Dean for 4-H to serve as Deans and Assistant Deans of Men, Women, and Security at Congress. This is a two-year term in which the Assistant Deans will serve as Deans the following year. The Deans give primary leadership, convene all review boards, and are assisted by two Assistant Deans. They can be reached from 7:00 a.m. – 11:00 p.m. at the Congress Information Desk on the second floor lobby of the Reitz Union and from 11:00 p.m. – 7:00 a.m. through the floor chair except when evening assemblies are in alternate locations.

Prior to Congress

- Identify members of the Congress review board.
- Serve on the Congress Steering Committee.
- Communicate with your corresponding Youth Committee members to discuss roles and responsibilities.

At Congress

- Meet with State 4-H staff at agreed upon times to review and modify as necessary, program plans and operational details. Provide evaluation and other information that is useful in the conduct of the program and operations.
- Assist with the Monday afternoon orientation of all registered adults as scheduled in the Congress program.
- Counsel informally with adults in charge of county delegations regarding discipline problems that may occur. Decide if action of the Congress review board is needed. Convene and serve as members of Congress review board. After the board conducts “due process” procedures, counsel with the “adult in charge” regarding recommended actions. Record and report actions of panel to the Assistant Dean for 4-H within 24 hours.
- Inform District Extension Director on duty if an agent needs additional guidance in performing duties at Congress.

- Provide leadership for management of the dormitories including internal communications, reporting of maintenance problems, evening check-in and curfew, health emergencies and disciplinary concerns not being handled by “adults in charge”. Prevent changes to assigned rooms.
- Deans rotate monitoring the Congress Information Desk. They will address any concerns reported by room monitors of youth not attending scheduled events or of behavioral or dress code violations.
- Coordinate duties with corresponding Youth Planning Committee Members.

After Congress

- Provide a written report and recommendations useful to next year’s planning committee to the Assistant Dean for 4-H by early September.

Assistant Deans are assigned the additional responsibility of monitoring and recording all medical emergencies. Agents/adults in charge will report the name of the delegate treated, county, date/time and nature of emergency for each person treated at Shands Hospital. Insurance claim forms must be turned in by the agent in charge to the Congress Information Desk within 24 hours of the incident. Coordinate with the nurse at the Reitz Union to receive proper treatment and care.

Other Adult Assignments

There are additional assignments that adults may receive. Be sure to review these before registration, as you will be asked to indicate preferences for assignments. Every effort will be made to accommodate preferences.

Each day, many adult assignments need to be filled. Because we have fewer adults than assignments, each adult at Congress can expect to receive more than one assignment. Every adult will also have at least one security assignment during the week.

Responsibilities of Competitive Events Room Monitor

Adults are selected by the State 4-H Office to assist the specialist in conducting the competitive event. Adults are not placed in rooms in which youth from their county are competing.

- Pick up the competitive events packet at the Agent and Adult Orientation Meeting on Monday afternoon.
- Confirm that the room set-up is appropriate for competitive events and that an easel is provided (exception – public speaking and automotive driving).
- Introduce yourself to the judges and the specialist in charge. If there is no specialist present, you will perform the duties of the specialist as outlined here.
- Greet the competitors as they enter the room and inform the specialist when all competitors are present.
- Only participants, judges, specialists, and room monitors are allowed in the presentation room first. Parents who are registered guests will be permitted this year on a first-come, first-serve basis. Once all seats are filled, no additional parents can be permitted entry even if they are registered guests. It is the room monitor’s prerogative to rotate the parents in and out between demonstrations to ensure that each parent is able to view their child’s demonstration. If parents are waiting in the hallway to rotate in, they **MUST** remain quiet so as not to disrupt other demonstrations. Room monitors should ensure that guests are not disruptive.
- Inform the Congress Information Desk if any competitors are not present by 9:00 am
- Assist presenters as they set up their presentation materials. **ONLY the room monitor or specialist in charge may assist the presenter.**
- If the specialist does not do so, introduce the judges at the beginning of the competition.
- When the judges are ready, introduce the presenter at the start of the presentation.
- Do not allow anyone to enter or exit the room during a presentation and the question time following.
- Keep the official time for each presentation. You will be provided with a timer. It is **VERY** important that you give time warnings and keep the demonstrations on schedule. It is also important for the room monitor to minimize time between demonstrations.
- Inform the judges and specialist of the exact length of each presentation.

- **Ensure that only the judges ask questions of the presenter.** (Exception – in General Public Speaking, no questions are asked.)
- Allow adequate time for the judges to complete the score sheet before introducing the next presenter.
- In order for presenters to gain the maximum benefit from the competitive event program, they must remain in the competitive event room until all presentations, both individual and team, have been completed. **Only the Deans or Assistant Deans for Congress may grant permission for a competitor to leave the competitive event area early.**
- Competitive Events Awards will be given during the judges' deliberation during Share the Fun Wednesday night. **Instruct the youth to sit in the front, reserved rows to receive their awards.**
- After all presentations are completed, unless the specialist requests otherwise, the room monitor may leave the competitive area, leaving the room monitor packet with the specialist.

Responsibilities of Interview Room Monitor

Adults are selected by the State 4-H Office to assist the interviewers for scholarships and national awards trips. Adults are not placed in rooms in which youth from their county are competing.

- Pick up the interview packet at the Agent and Adult Orientation Meeting on Monday afternoon.
- Confirm that the room set-up is appropriate for interviews. Introduce yourself to the interviewers.
- When the interviewers are ready for each candidate, go to the holding room and call the individual to follow you to the interview room.
- Assist interviewers with timing. They are scheduled for 10 minute interviews with a 5 minute deliberation in between. **It is very important that we attempt to stay on schedule.** A time warning is appropriate.
- Do not allow interruptions to the interview room.
- **As youth exit the interview, remind them that they are required to sit at the reserved tables up front at Thursday night's banquet.**

Responsibilities of Interview Holding Room Monitor

One adult will be selected by the State 4-H Office to serve as the Interview Holding Room Monitor.

- Pick up the check-in sheets and packet at the Agent and Adult Orientation meeting on Monday afternoon
- Set up the check-in room.
- Have youth sign in for each interview as they arrive. They have been asked to report 30 minutes prior to their interview. Some youth who have multiple interviews may not have the opportunity to do this. Be sure to check the schedules.
- Allow youth to leave a bag with a change of clothes in the room. Inform them that they should not leave valuables behind and that they leave items behind at their own risk. Youth have been instructed to return for their bags during the dance.
- Interview Room Monitors will call the individuals interviewing, as they are ready for them.
- If youth are unable to be located, they may be in the State Council Meeting in the Auditorium, in the community service room or in a workshop room. Youth who are interviewing will not participate in the morning activities planned for Wednesday until their interview is complete.

Responsibilities of Program Area Workshop Room Monitor

One or more adults are selected by the State 4-H Office to serve as a room monitor. You may be designated as the coordinator, which means that you are responsible for picking up the packet. Room monitors may also need to coordinate transportation for their workshop if it is off-site.

Prior to the workshop

- Pick up packet from the Congress Information Desk on the second floor lobby of the Reitz Union 30 minutes prior to the workshop start time.
- Confirm that the workshop room is properly set-up and that the room temperature is satisfactory.

- Greet and introduce yourself to the workshop presenter. Review any introduction information with the presenter prior to the start of the workshop.
- Assist the presenter in preparing the room and materials for the workshop.
- At the beginning of the workshop, take roll to confirm that all youth are present.

If the workshop is taking place at the Reitz Union:

- Send a message to the Congress Information Desk if any youth are not present at the beginning of the workshop.

If the workshop is not taking place at the Reitz Union:

- Take roll before the youth board the bus or van. Inform the Congress Information Desk staff person at the departure area of the names of the youth who are not present.

During the workshop

- Introduce the workshop presenter.
- Assist the workshop presenter in distributing workshop materials and directing youth in activities.
- Monitor the behavior of all participants. If a youth is behaving in a manner that is distracting to the other participants or to the presenter, give him/her a verbal warning informing them of the proper, expected behavior. If the youth continues to be distracting, give him/her a second warning, again informing him/her of the proper behavior and informing the youth that he/she will be asked to leave the workshop if he/she continues to cause a disturbance. If the youth continues to be distracting, escort the youth to the Congress Information Desk and inform the assistant dean of the incident. If you are unable to leave the workshop, write an account of the disturbance on paper and ask another adult to escort the youth to the Congress Information Desk. If the workshop is taking place away from the Reitz Union, locate a telephone and call the Congress Information Desk so that the youth may speak to an Assistant Dean for Congress.
- Please model appropriate workshop behavior to participants.
- If there are any problems with the equipment or room environment, report the problem to the Congress Information Desk or to a representative of the building if the workshop is away from the Reitz Union.

At the end of the workshop

- Lead youth in thanking the workshop presenter(s)

Fashion Revue

- Some adults are assigned to assist Judy Butterfield with Fashion Revue. Please follow the schedule for Fashion Revue participants and check in with Judy Butterfield upon arrival. She will further direct you from there.

Alternate Dance Activities

- There are structured alternatives to the dances on most evenings to which adults are assigned. Please check the Congress program for specific locations. Adults responsible for the board game room or the community service room should pick up these materials at the Congress Information Desk prior to the activity.

State Council Meetings

- A few adults will be assigned to attend State Council Meetings in order to assist the State Council Advisor as needed.

Transportation

Unless it is indicated otherwise in the information packet picked up at the Adult Orientation, adults should use their own or their county vehicle to transport youth. If this is a problem, notify the Congress Information Desk immediately. Adults will not be reimbursed for mileage or gas unless specific arrangements are made with the State 4-H Office.

- Pick up the information packet at the Agent and Adult Orientation Meeting on Monday afternoon.
- Have your vehicle or the state vehicle provided (details will be in the information packet) parked at the pick-up point at least 15 minutes prior to departure time.

- Display the event name card found in your packet in your front window so it can be clearly seen by participants.
- As youth enter the vehicle, check off their name on the attendance list.
- If all youth are not in the vehicle at the designated departure time, wait 5 more minutes. If after 5 minutes, all youth are still not present, inform the Congress Information Desk staff person at the departure area of the names of the youth who are not present and then depart for your first destination.
- Every time the participants board the vehicle, confirm that all members of the group, including members who may have been transported at a later time, are present.
- **Ensure that all participants are seated and have their seat belt fastened before moving the vehicle.**
- Confirm the return location. Some vehicles will return participants to a different drop-off point than the pick-up point. Consult your packet for specific directions.
- You will serve as a chaperone to the workshop for which you are coordinating transportation even if the track does not require transportation on a particular day.

Security Assignments

Each adult will have at least one (probably more) security assignment during the week of Congress. Below you will find the descriptions of these assignments and the responsibilities of each.

Security roles at the beginning and during assemblies

- Members of Security for each event will assume their security role 30 minutes prior to the start of the event.
- Nametag and dress code check at the ballroom – 8 adults will monitor youth and adults entering the ballroom at the east doors to ensure that they are dressed appropriately for the event and that they have their nametag. Politely insist that any youth or adults not following the dress code or not having a nametag report to the Congress Information Desk. The assistant deans and District Extension Directors will guide them in properly preparing for the event. Guests must have a pass for that day's program – NO GUESTS WILL BE PERMITTED INTO THE DANCES.
- Additional security – 2 adults will monitor outside the west ballroom doors to ensure that no one enters the ballroom through these doors.
- One adult will remain at the west ballroom doors and one adult will remain at the east ballroom doors to monitor the entrance of other individuals to the assembly.
- All adults present should monitor the behavior of the youth present to ensure that they are not being disturbing to assembly participants. Any youth repeatedly exhibiting distracting behavior should be escorted to the Congress Information Desk.

Security roles during dances

- 2 adults will monitor the north and south ballroom doors to insure that all individuals entering have a nametag and wristband. NO GUESTS WILL BE PERMITTED INTO THE DANCES.
- 4 adults will rotate 2 at a time walking the dance floor to ensure that youth are behaving in an appropriate manner (i.e. public displays of affection, dancing too closely or too suggestively). If, after being verbally warned, a youth continues to exhibit inappropriate behavior, he/she should be escorted to the Congress Information Desk. There will also be one contact person from the Events Staff assigned to handle communication with the DJ. Assist staff member in ensuring that all communication with DJ goes through this person first.
- 2 adults will monitor the first floor east exit doors, the first floor west exit doors and the ground floor east exit doors to insure that youth do not leave the building. Youth wishing to order a pizza can do so by campus phones located inside the Reitz Union.
- 1 adult will monitor each alternative activity room on the 2nd floor of the Reitz.
- 2 adults will monitor the arcade and bowling alley.

Morning Dress Code Checks

- Nametag, wristband and dress code check at the dormitory – 2 adults will monitor youth and adults leaving the dormitory area to ensure that they are dressed appropriately for the event and that they have their nametag and wristband. This will, hopefully, prevent youth from having to return to the dorms for these reasons.

Facilities Watch

- We will have one male and female adult present at the dorms at all times in order to ensure that youth are not in the dorms during the day.
- Adults having this assignment will take shifts so that they do not miss meals, but they will miss some parts of the Congress programming.

Parking

The University Traffic and Parking Division exercises strict traffic and parking control procedures throughout the campus. Campus guests and faculty are subject to these rules and regulations. If you park illegally or abuse loading and unloading privileges, you may get a ticket even if you are driving a county vehicle.

- There are 3 ways to park on campus:
 1. A state or county yellow tag on vehicle
 2. A University of Florida parking decal
 3. A temporary decal acquired from Transportation and Parking Services
- If you or your county does not have one of the first two options, then **PRIOR TO COMING TO CHECK-IN**, you **MUST** stop at Transportation and Parking Services and purchase a decal for the number of days you will be on campus. The cost is \$2 per day, so if your county is staying all week, you will need \$10.
- For registration on Monday, park in dorm area parking lot, located behind the dorms (enter from Museum Road).
- Each Congress driver will be issued a map with parking information.
- Parking citations issued to Congress participants will be the responsibility of the violator and must be reconciled prior to leaving Congress. The brochure outlines procedures for handling parking violations.
- Guests will **NOT** be given parking passes. Guests attending events between the daytime hours of 7:30 and 4:30 will have to pay to park in the visitor garage at the Reitz Union.

Health Care

Shands Teaching Hospital and Clinics, Inc., at the University of Florida will serve as the emergency health care facility for all 4-H Congress delegates.

Shands Emergency Room

Phone: 395 - 0050

Location: On Archer Road, eastside of Shands Hospital, signs marked entrance.

Hours: Open 24 hours **Note** Treatment of a non-emergency nature (sick call) is most convenient for emergency staff to handle from 7:00 a.m. to 8:00 p.m. Also – we have a nurse on standby at the Reitz Union 24 hours a day to handle non-emergency situations. Please use this resource before going to the ER.

Ambulance Service

Dial 911 (9-911 on-campus) for ambulance service, which is provided by Alachua County Emergency Medical Service. Insurance claim forms for ambulance service are available at the Shands Emergency Room desk.

First Aid

First aid kits are available at the Congress Information Desk and the Graham Hall Desk. These kits are equipped to handle simple cuts, bruises, etc.

Insurance

The American Income Life Company, Special Risks Division, is the carrier for 4-H in Florida. Claim forms and policy numbers are on file at the Shands Emergency Room desk. The patient and group leader (agent / volunteer) must sign the claim form. A physician signs if available. Return form to the Congress Assistant Dean of Men or Women or the Congress Information Desk **within 24 hours of the incident**. If forms are not returned in a timely fashion, the expenses might not be covered. **Returning the form to the Congress Information Desk is the responsibility of the Adult in Charge of the County Delegation.**

Dormitory Policies, Procedures and Security

The dormitory provides a location for several important components of the total Congress learning experience. The dormitory is a home base for the week, where participants can rest, relax, and review the day's activities. Participants need adequate time for rest and relaxation so that active participation in the planned program can be maintained throughout the week. Dormitory policies are formulated to remind all participants to respect these needs of others and to also respect the facilities.

The dormitory also provides a location where all registered participants can be accounted for on a daily basis. Curfew and evening check-in are provided to be sure that everyone is accounted for and safe. Adults in charge should remind participants that these safeguards are in place because we cannot guarantee that the campus or surrounding community is safe at all times.

Dormitory Policies

- All youth and adults must be in the dormitory on or before the announced curfew.
- Emergency and other special exceptions preventing youth or adults from observing curfew must be cleared with the Deans for Congress before curfew.
- Participants will maintain their personal belongings in an orderly fashion.
- Participants will not handle or discharge fire extinguishers except for their intended use.
- Participants will maintain quiet hours from curfew until dawn.
- Participants will vacate the dormitory and/or hotel each morning to participate in scheduled events.
- If participants are ill and remain in the dormitory, the adult in charge will notify the appropriate Congress Dean so the youth can be checked on throughout the day.
- Participants may not return to the dormitory without being escorted by an adult.
- There will be one adult stationed in the dormitories at all times. Youth will have a building key and their comings and goings will be closely monitored. Keys will not permit building access after curfew.
- There will not be adults stationed at the hotel at all times. Youth staying at the hotel must come to campus every morning and if illness or other situation arises, it will be dealt with accordingly.

Evening Check-In Procedures

- Chaperones will survey to confirm the presence of each registered person and report status to the floor chairperson. Information about maintenance and other needs can also be reported at this time.
- Floor chairpersons will communicate status of floor check-in and other needs to the Dean for Congress **within 30 minutes** of curfew. (This is VERY important so Deans have a chance for sleep!)
- Should anyone not be accounted for, deans will provide leadership for necessary follow-up procedures. State 4-H faculty will be in the dorm area at curfew and "on call" during the evening. A District Extension Director is "on call" each evening. Contact the Deans for Congress to reach these individuals.

Evening Dormitory Security

- Dormitory Hall doors will remain open until curfew. All dormitory hall doors will then be locked at the announced curfew. Entrance to the dormitory after curfew can be made through the Graham lobby door. The Deans for Congress or the security attendant will have the key.

- University Police Department officers will be on duty from curfew till dawn to control exit and entry within the dormitory complex.

Telephone Messages

- Message number: (352) 392 - 6021 (Graham Hall)
- Congress Information Desk: (352) 392- 2151 Ext. 1809
- State 4-H Office: (352) 846 - 0996

Incoming telephone calls for adult and youth participants will be received by the desk attendant in the Graham Hall Lobby. Check the message board (located at the Congress Information Desk, second floor lobby at the Reitz Union) daily for messages. Messages will only be delivered if it is an emergency.

Meal Service

Lunches will be “on your own.” Gator Dining can be used, but participants will need to pay. The Reitz Union food court is another option.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	None	7:00 –8:00 am Gator Dining	7:00 –8:00 am Gator Dining	6:30 – 7:30 am Gator Dining	None
Lunch	On your own	On your own	On your own	Gator Dining	None
Supper	Barbecue	Gator Dining	County Night Out	Banquet	None

Policies regarding food in the dormitory:

- Participants can bring food into the dormitory.
- Electrical appliances to prepare food and beverages can be used in the kitchen area only.
- Food deliveries must arrive at the dormitory prior to the announced curfew. **Any deliveries arriving at or after curfew must be paid for by the person ordering but will not be received by the person ordering.** (The person ordering will be required to leave the money for the delivery with the Deans for Congress. When the food arrives, the delivery person will be paid but the food **will not** be brought to the person ordering.) There are no exceptions.
- Participants will be responsible for maintaining cleanliness when food products are consumed in the dorm. Pizza boxes must be thrown out.

Floor Meeting Agendas

Monday Evening

Gather all participants staying on the floor. Review the following information and help participants understand their many roles and responsibilities at Congress. Ask the youth and adults to quickly introduce themselves. Have an adult contact the Congress Deans to confirm that all participants are present.

Schedule

- Review the schedule for the week. Help youth understand the expectations of when and where they are to be places. Stress that youth may not sleep in, must go to events, and should not stay up all night talking. If they choose to stay up all night, they will still be expected to actively participate in all sessions the next day. They will not be permitted to go back to the dorms during the day.
- Distribute to youth their personalized schedule form copied from that day’s delegate orientation. Explain how they can check their program to know the location of their workshop or where to go for transportation to their workshop.
- Help the youth understand the meal schedule and make sure everyone knows where the Gator Dining Center is located. Explain that their nametag and wristband are their entry ticket for a meal.

Dormitory Living (Same applies for hotel)

- Boys are not allowed in the girl's dorm and girls are not allowed in the boy's dorm. Adults are also required to follow these guidelines. Youth should show respect for adults by not entering an adult room without knocking.
- Youth are not allowed to change the room they were assigned at check-in.
- Inform the youth of what will happen if they are not in their own room on their assigned floor at curfew.
Procedure: When the deans are notified that a person is missing, a quick search around the dorm area will be conducted. If the youth is not found, the UF Police Department will be notified immediately. If a person is found to be breaking curfew and the UF Police Department is notified, the person will be brought before the Discipline Review Board. Emergency and other special exceptions preventing youth or adults from observing curfew must be cleared with the male/female in charge of the county delegation, the floor chair **and** the deans **before** curfew.
- Delivered food must arrive 30 minutes prior to curfew. Any food delivered after curfew will be paid for by the delegate ordering but will not be received by the delegate ordering.
- Discuss with the youth courteous dormitory behavior. Discuss the effects of slamming doors and yelling in the halls. They will need to allocate more time for showering since there is a community bathroom.
- The air conditioner is old and water-cooled. If youth open their windows, water will form on the walls and floor damaging their belongings.
- There is a pool connected to the Graham Dormitory Complex. Youth may only use the pool during unscheduled times in the Congress schedule. Youth must inform an adult from their county delegation that they are using the pool and they may not swim alone.
- There is an alligator in the pond outside Graham Hall. While they are encouraged to observe the alligator, remind them that it is a federal offense to feed or molest the alligator in any way. If they feed the alligator it will lose its fear of people and have to be destroyed. An alligator in Lake Alice was destroyed one year for that reason.
- Review the safety procedures. Youth should always lock their doors even when going down the hall and should never walk alone.

Expectations of Delegates for appearance and behavior

- Review the proper behavior that is expected of all Congress delegates. Please note that delegates are advised to be respectful of adults just as adults are advised to be respectful of youth. Also discuss that they are representing 4-H while they are here. They should consider themselves an ambassador and conduct themselves appropriately at all times.
- Remind the youth of the NEWLY IMPLEMENTED STATE EVENT dress code. Show them where the dress code is displayed in the hallway. If they do not meet the dress code they will be asked to change. If they refuse to wear clothes that meet the dress code they may be sent home. Also remind youth that while flip flops are permitted this year with casual wear, there are several activities to which they must wear tennis shoes.
- Remind the youth that they must wear their nametag and wristband to enter any Congress event. If they forget their nametag they will be sent back to their room to get it. If they lose their nametag or wristband they will have to go to the Congress Information Desk, show a picture ID and pay \$10.00 to have it replaced. If they do not have a picture ID they will have to ask their agent in charge of the county delegation to verify their identity.
- Youth should remember to turn off cell phones during planned Congress events.

Items not permitted at Congress

- Remind the youth of items not permitted at Congress. Ask youth to turn in the following items if they have them: electronic beepers or phones to be plugged in to a jack. Give these to the Congress Deans. They will be locked up and returned on Friday morning at check out. Any youth possessing tobacco, alcoholic beverages, illegal drugs or narcotics, firearms or other weapons will be required to appear before the Review Board.
- Youth are not allowed to drive while at Congress. Any youth who drove a vehicle to Congress must give the car keys to the Agent in Charge of the County Delegation.

Thursday Evening

- Check out bags can be collected at the Union Thursday evening.
- Pick up Congress evaluations from Congress Headquarters before proceeding to the dorm. Distribute evaluations. Encourage youth and adults to take time in completing the forms. Their ideas will be considered for the next Congress. Floor chairs need to give the completed forms to the Congress Deans Thursday evening.
- Explain the check out procedures: Youth must clean their room and empty all trash down the trash chute. Once the room is empty, youth should notify the female/male in charge of the county delegation so the room can be checked. At that time youth should turn in all room keys. Anyone not cleaning their room or if a key is lost it will cause their county to be fined.

Check-out Procedures

- Youth and adult delegates should remove all of their personal belongings from their assigned room.
- The room should then be cleaned and returned to the condition it was in when the delegate checked-in.
- The female/male adult in charge then checks each room and collects the keys.
- Floor chairs then check each room and alert the adult in charge of that delegation that they are cleared for checkout.
- Once the adult in charge of the county delegation has all room keys and tickets for her/his delegation, the county can check out. The adult in charge should proceed to the Graham Hall Library and collect checkout bags if they were not picked up Thursday evening. Keys must be turned in at the Graham Hall Lobby
- All counties must be checked out by 10:00 a.m.

Guidelines for Behavior during Congress

Assemblies and Workshops

- Delegates are expected to attend and actively participate in all scheduled events.
- Arrive on time for all assemblies, take your seat in the designated area (when applicable), and stay in your seat until the assembly adjourns.
- Arrive on time for all workshops and participate fully in sessions.
- Food and drinks are not to be taken into assemblies.
- Give the speaker / presenter your undivided attention.
- Treat speakers with respect. Think about how you would want to be treated if you were on the stage. Stay in your seat, applaud at appropriate times, and listen.
- Take your seats quickly so that entrances are not blocked.
- Turn off cell phones.
- Remove hats while in assemblies and workshops.

Expectations in dorm rooms

- Changing room assignments is not allowed. Stay in the room assigned to you at Congress check-in.
- Boys are not allowed in the girls' dorm and girls are not allowed in the boys' dorm for any reason. There are no exceptions.
- Talk quietly in dorm halls and rooms and avoid any conduct that may annoy others.
- Care for your valuables.
- Keep the restrooms clean.
- Be in your own room at curfew. Observe "lights out" at designated times.
- DO NOT throw anything out dormitory windows or tamper with smoke alarms.
- You will be financially responsible for damage to your room.
- Keep your room door locked and your keys with you at all times. If they are lost, you will be charged \$30.00 for a room key.

On-campus behavior

- As always at 4-H events, no alcoholic beverages, tobacco or illegal drugs are allowed. Violators will be called before the Review Board and subject to the penalties outlined in the Code of Conduct form signed prior to leaving home.
- Respect university property as if it were your own.
- Keep the campus clean.
- Use the buddy system when walking around campus. Never walk alone. “Emergency Blue Lights” are located throughout campus should you need them for immediate emergency service from campus security.
- Permission to leave campus (except for County Night Out and scheduled events) can be granted only by the Deans and Assistant Deans for Congress. An adult must accompany youth leaving campus.
- Represent 4-H proudly by following the dress code. Follow guidelines described in the Congress Dress Code.
- Always wear your Congress nametag and wristband so you can be identified as a registered delegate and admitted to scheduled events and meals. Replacement nametags and wristbands will cost \$10.00 each.
- Electronic pagers/ beepers and phones to be plugged into jacks will be confiscated and not returned until Congress checkout.

4-H Review Board Procedures

Purposes

The 4-H Review Board exists for two primary purposes:

1. To determine whether an alleged offense actually occurred; and
2. If it occurred, what disciplinary action should be taken.

In serving these two purposes, Extension professionals must assure that the rights of the young person accused are observed.

Rights of the Accused

1. To be informed of the offense with which one is charged;
2. To have an opportunity to face and cross-examine the accuser; and
3. To have an opportunity to respond to the charges and to present evidence in one’s own behalf.

Setting Up the Congress Review Board

1. In accordance with the Congress Code of Conduct, the 4-H Congress Deans and Assistant Deans will appoint a Review Board at the beginning of Congress.

The review board shall consist of the following members:

- At least one Extension Agent
- Up to two other adults, including Volunteer Leaders
- Two 4-H members
- A State 4-H Faculty member may sit in if it is requested or deemed advisable
- The appropriate Congress Dean (depending on the gender and home county of the accused) shall act as

Chairperson

2. The Board may be convened:
 - A. At the direction of the Extension professionals in charge or
 - B. At the request of the affected 4-H’er.

Orienting the Parties

The Extension member of the Board:

1. Informs the panel and the accused of the *Purposes* set out above.
2. Advises the Board members and the accused of the offense charged.
3. Insures that persons not essential to the proceeding are excluded. Witnesses are to be present in the hearing room only during their own testimony.

Conducting the Hearing

The Extension person in charge should:

1. Direct everyone present to treat the matter as confidential.
2. Permit the accused to make an opening statement.
3. Permit the accuser to make an opening statement.
4. Permit either party to present testimony of witnesses and to subject each other's witnesses to cross-examination.
5. Permit the Board members to question the parties and to call for additional information from the parties.

Note: Witnesses (persons other than the accused or Board members) should be in the room **only** when they are being questioned.

Reaching a Determination

1. When the parties have completed their cases and the Board has no further questions, the Board should excuse all others so that deliberations can begin.
2. The Board then determines by discussion and votes on each of the following points separately:
 - A. Whether the accused actually committed the offense(s) charged.
 - B. What is the appropriate disciplinary measure within the limits set in Sections II and V of the Code of Conduct.
3. The Board then calls in the accused and the Extension member of the Board announces the Board's decision.
4. If the decision is not favorable to the accused, he/she should be advised that, in accordance with Section IX of the Code of Conduct, an appeal may be filed through the County Extension Office.

Role of the Chairperson of the Congress Review Board

1. Chairs the Board and is responsible for maintaining an atmosphere of order, objectivity, and fairness. The fact that all direct participants already subscribe to the 4-H Pledge should clearly eliminate any need for swearing of witnesses.
2. Keeps the proceedings informal but serious.
3. Ensures that sufficient questions are asked to give the Board members enough information to make findings and recommendations which are responsive to the charge.
4. Participates in deliberations but votes only to break tie.
5. Announces the decision to the 4-H'er.

Code of Conduct

Standards of conduct are established and should be reviewed by the "adult in charge" with all participants at the beginning of the week. Participants are expected to understand, respect and act in accord with these standards as they support the goal of maintaining the health, safety and well-being of all Congress participants while also ensuring that all participants can benefit from their planned teaching and learning responsibilities.

I. Standards

- A. Delegates are expected to participate in all components of the planned program.
- B. Delegates are expected to be responsive to the reasonable requests of the adults in charge.
- C. Delegates will be respectful of their need for personal safety and the safety of others.
- D. The possession or use of alcoholic beverages, drugs, narcotics, firearms and/or other weapons and tobacco or tobacco products is strictly prohibited at all times.
- E. The malicious destruction or theft of personal, University or 4-H property is unacceptable behavior.
- F. Gambling for money is not permitted.
- G. Delegates will remain on the campus at all times unless they have been granted permission to leave by the adult in charge and are accompanied by an adult.
- H. Visitation by non-registered persons is discouraged. Adults in charge should be notified if guests are expected.
- I. Delegates will leave the University campus in as good or better condition as it was upon arrival.

- II. 4-H'ers accused of any of the following will be required to appear before a review board:
- A. Possession or use of illegal drugs or alcoholic beverages.
 - B. Theft, misuse or abuse of public or personal property.
 - C. Sexual misconduct.
 - D. Possession of weapons, firearms or fireworks.
 - E. Unauthorized absence from the premises of the event.
 - F. Physical assault.
- III. If the accused 4-H'er is found in violation of the offenses listed in section II above, his/her parents will be notified, the 4-H'er will be sent home immediately at parent's expense, and be suspended from participation in district, state, national and international 4-H activities for a period of up to 12 months.
- IV. 4-H'ers accused of any of the following may be required to appear before the review board:
- A. Breaking curfew or disturbing the peace.
 - B. Unexcused absence from the activities of the event.
 - C. Unauthorized use of vehicles during the event.
 - D. Use of abusive language.
 - E. Violation of the dress code.
- V. If the accused 4-H'er is found in violation of the offenses listed in section IV above and receives discipline issued by the review board, his/her parents will be notified and the 4-H'er may be sent home immediately at the parent's expense and may be suspended from participating in district, state, national, and international 4-H activities for up to 6 months.
- VI. Realizing these guidelines are not "all inclusive" the Extension Service reserves the right to make adjustments to these policies.
- VII. NOTIFICATION PROCEDURES: If a 4-H'er is found in violation of the Code of Conduct and is to be sent home, the person in charge of the event will notify the appropriate County Extension Director.
- VII. CONGRESS REVIEW BOARD: Will be appointed at the beginning of Congress by the Congress Deans. See page 25 for Review Board Procedures.
- VIII. APPEAL PROCEDURES: If a 4-H'er wishes to appeal the decision of the review board, he/she must appeal in writing through their County Extension Office. Appeals must be filed within 30 days following notification of punishment. As necessary, the Assistant Dean of 4-H shall appoint an appeal board no sooner than 30 days following the date of the 4-H'ers request.

The appeal board shall consist of a county extension agent, volunteer leader, three 4-H members and the Assistant Dean, 4-H chairman (or designate).