



## CWF: Presidential Inauguration 2017 FAQ

### *How do I find a delegation?*

CWF: PI is a trip to be organized by your club, county or state 4-H program. Reach out to your local or state 4-H office for details about their CWF: PI 2017 delegation plans.

### *How do I coordinate a delegation?*

#### Step 1: Gather a delegation

A **delegation** is a group of 5 or more people consisting of at least 1 adult and 4 youth from a club, county, region, district, or state.

A **delegate** is a youth participant. The curriculum is designed for 4-H'ers in high school. Any member looking to extend their 4-H experience outside of their home community would make an excellent delegate at CWF:PI.

A **chaperone** is an adult volunteer, sponsor, or 4-H professional attending the trip to support this once in a lifetime experience for the delegates. We recommend a ratio of 1 chaperone for every 10 delegates.

A **coordinator** is you, the great individual that will facilitate trip details with the National 4-H Conference Center and the delegation.

#### Step 2: Register your delegation

Visit our website at [www.4HCWF.org](http://www.4HCWF.org) to register your delegation. Registration is open from November 3, 2015-June 30, 2016. To reserve your delegation's spot, you should register early.

Once you have registered, the CWF Sales Manager will contact you and provide a contract. Your signed contract and 25% deposit are due within two weeks. If the contract is not returned within two weeks, your reservation will be forfeited.

**Important Dates:**

- Registration will be accepted until June 30, 2016.
- All contracts are due two weeks after receiving your contract from your Sales Manager.
- Payment in full is due July 20, 2016. Due to the nature of this special event space is limited and we anticipate that we will sell out. Therefore no refunds will be given if your group cancels or reduces its numbers after this date.
  
- All gender counts and shirt sizes are due to your conference service manager, due by September 1, 2016

Step 3: Fundraising

See summer CWF program website for fundraising ideas

Step 4: Prepare for Washington D.C.

Delegate Packing List and Orientation PowerPoint *Coming Soon!*

***How much does Citizenship Washington Focus: Presidential Inauguration 2017 cost? Is tax included in this price?***

\$816. Yes, tax is included.

***Do I need to provide transportation?***

You must arrange transportation to Washington, D.C. Transportation within the city during the trip is provided. Pickups at the airport, bus stations, and train stations on program start and end dates are included.

***Will there be additional expenses?***

The only additional expenses would be if you are interested in purchasing souvenirs at the National 4-H Conference Center or in Washington D.C. All meals and lodging during the program are included!