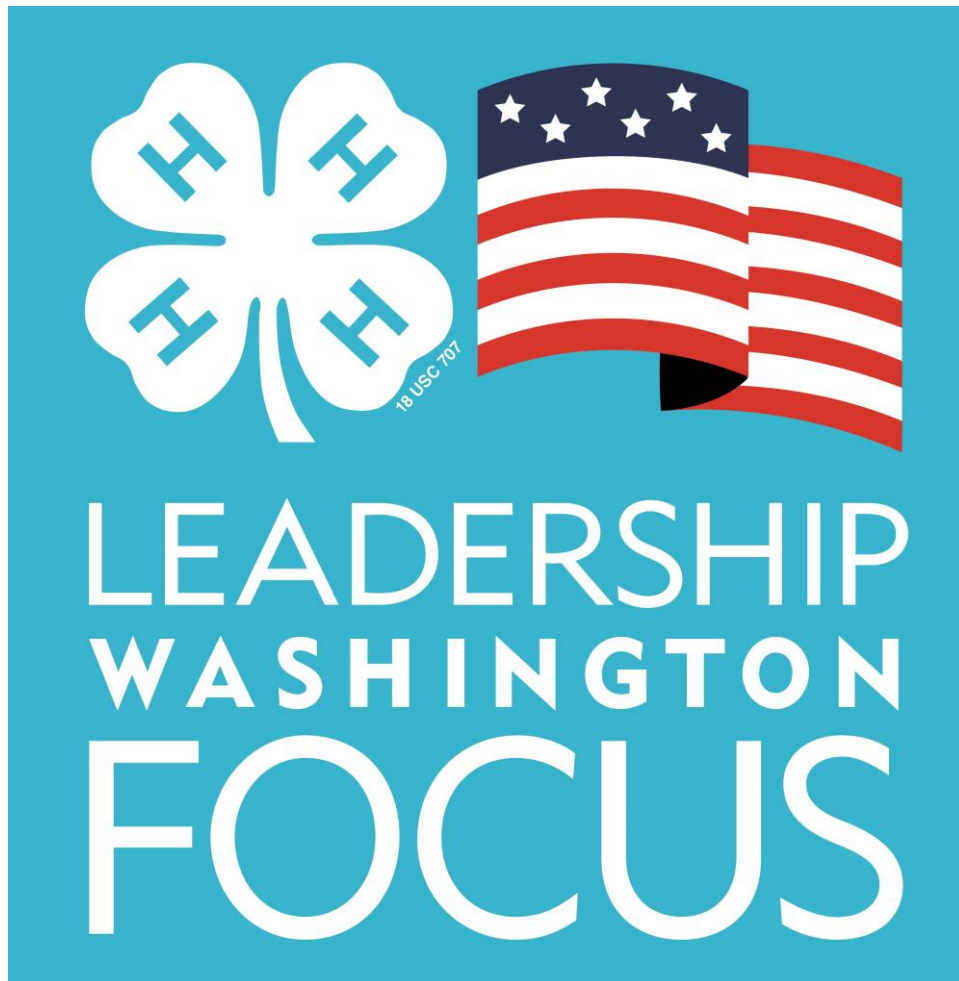


# COORDINATOR HANDBOOK



# INTRODUCTION

You and your young people are about to make history as participants of another year of Leadership Washington Focus! We anticipate an exciting summer—one week that both you and your delegation will remember for a lifetime. Get your young people excited to learn about leadership and how it has influenced our nation, while having fun and meeting new people from across the country. Your group will be a part of a new tradition of young people whose eyes are opened up to their own potential as leaders and citizens, in their club, their community, their country and their world!

At the National 4-H Conference Center, we realize that each delegation goes through different processes to plan and carry out their LWF trip. In order to promote and maintain a smooth program, we ask that a copy of this coordinator handbook be distributed to both the head chaperone(s) and the Delegation Coordinator. We will also be holding several opportunities for LWF Coordinators and chaperones to take part in teleconference calls during the spring so they can ask questions and receive more information about the program. We hope that this will help you prepare for a wonderful week at the National 4-H Conference Center and in Washington!

LWF provides opportunities for young people to:

- Strengthen communication, leadership, and other citizenship skills on a national level.
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.

In this handbook, we have combined all of the forms needed from each LWF delegate. These forms include a Health Information and Consent for Emergency Treatment form, the National 4-H Conference Center Code of Conduct, and the Media and Information Release form. They can also be found on our website at [www.4hlwf.com](http://www.4hlwf.com), under the registration tab. Please be sure to collect all these important forms from each delegate, you will need to submit the code of conduct and media release form to the Center. However, any and all of the health related forms must be kept with the head chaperone. You may use your own state health forms in lieu of the one we provide.

*\*\*Please make sure to read the entire handbook as a few details have changed this year. And if you have any questions, please do not hesitate to contact one of our friendly staff members. Thank you for your continued interest in the Leadership Washington Focus program!*

For information on all of the traditional and newly added LWF activities, see the details inside this handbook. We look forward to seeing you in Washington!

Sincerely,

Maria McNeely  
Director, Educational Programs  
301-961-2812  
[mmcneely@4hcenter.org](mailto:mmcneely@4hcenter.org)

Zach Hall  
Specialist, Educational Programs  
301-961-2964  
[zhall@4hcenter.org](mailto:zhall@4hcenter.org)

# PROGRAM OVERVIEW

Leadership Washington Focus (LWF) is a leadership program conducted by the National 4-H Council for middle school youth. During the summer, delegations of 10-13 year-olds from across the country attend this four-day program at the National 4-H Conference Center, just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote "Better Citizens Today, Better Leaders Tomorrow". Participants learn by attending breakout sessions, field trips, and social events.

## Program Objectives

1. Build confidence in participant's ability to motivate and direct others in meaningful action.
2. Develop an understanding of participant's own personal leadership style.
3. Practice effective communication with others through group discussion and public speaking.
4. Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
5. Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.

## Program Staff

National 4-H Council facilitates the Leadership Washington Focus program. Staff members are responsible for planning the program, distributing registration and group coordinator information, organizing logistics for workshops and field trips, and implementing and evaluating the program. During LWF, groups will interact with numerous members of the National 4-H Conference Center Staff and the LWF Program Assistants.

Program Assistants (PAs) play a key role in the implementation of the Leadership Washington Focus program. On campus, they greet visiting groups and orient them with The National 4-H Conference Center, lead breakout sessions and large group activities, arrange room set-ups and audiovisual equipment, and assist group chaperones and coordinators. Off campus, PAs aid groups by providing route information, interpretation of sites, and coordinating field trip logistics. All PAs are licensed and trained as District of Columbia Class B Tour Guides.

The Educational Programs Director and Specialist coordinate and execute the Leadership Washington Focus program by working with each group's coordinator, State Leaders, County Agents and volunteers from every state in the country to ensure that each LWF group has the best experience possible. They also train and manage 10-15 interns acting as a resource and mentor to the LWF Program Assistants who work directly with the youth.

# Program Participants

Youth ages 10 to 13 years old may participate in Leadership Washington Focus. Adult advisors accompanying LWF delegates are asked to participate in coordinator/chaperone meetings and may sit in on LWF breakout sessions and large group activities, but only as a silent observer. Adults may not bring their own children, unless the children are LWF delegates. National 4-H Council recommends that delegations include one adult for every 10 to 15 youth participants. *CHAPERONES MUST BE AT LEAST 19 YEARS OF AGE BY THE DATE THEIR PROGRAM BEGINS.* Each delegation *MUST* have an adult group coordinator.

## Dress Code

Throughout LWF program, participants will meet many people. Each delegate represents not only him or herself, but their family, county, state, peers, and 4-H. Clothing and grooming reflect upon the participants and what they represent. A dress code has been developed which describes the type of suggested dress for each LWF activity. It is the responsibility of each delegation to determine what is and is not appropriate for your specific delegation. The following categories have been established to correspond to activities outlined in the Tentative Program Itinerary posted on the LWF website.

### **Important Information** - *Pertains to ALL dress code categories*

- Shorts, skirts, and dresses must be a respectable length. Respectable length defined as: Being as long as or longer than the tips of the individual's fingers when arms are fully extended at their side.
- Tube top/strapless shirts will not be allowed during the LWF program.
- Cropped shirts and extreme low-rise pants are not allowed.
- Ripped clothing, cut-off shorts, T-shirts with offensive slogans or messages that are in bad taste, muscle shirts, and similar items are not allowed.
- No hats to be worn in buildings
- Shoes and shirts must be worn at all times.

## SUGGESTED DRESS GUIDELINES

**Casual** : Shorts of respectable length, jeans, T-shirts, and appropriate shirts

**Business Casual**: Ladies: Skirts, dresses, slacks, nice capri pants nice shirts. Gentlemen: Dress pants, slacks, polos or button-down shirts

**LWF**: LWF t-shirts and casual bottoms.

**Banquet**: Ladies: Skirts or slacks with nice dress shirts, dresses, or suits. Gentlemen: Dress pants, slacks, button shirts, and a tie. Jackets recommended.

## NAME BADGES

Name badges will be furnished by the LWF program. Each delegate and chaperone will receive LWF lanyard with a name badge. These **must** be worn at all times, with the participant name clearly visible. Name badges function as a meal ticket and identification for security purposes while at the National 4-H Conference Center. They will also function as identification with the LWF program and allow Program Assistants to find delegates in crowded areas.

*\*\*Chaperones concerned about delegate safety and anonymity when downtown (for example, on the metro) may instruct delegates to unclip their name badge so the delegate is still wearing the lanyard, but not the name card.*

## Breakout Sessions

Upon arrival on Monday each delegate will be randomly assigned to a breakout group, which allows for a mixture of delegates from different states in each group. The breakout sessions offered will include:

- WHAT IS A LEADER?
- HOW DO LEADERS WORK WITH OTHER LEADERS?
- HOW DO LEADERS COMMUNICATE WITH OTHERS?
- HOW DO LEADERS INFLUENCE OTHERS?
- HOW DO YOU LEAD?
- HOW DO LEADERS THINK CRITICALLY?
- HOW WILL YOU MAKE A DIFFERENCE?

## LWF Events

**Opening Ceremony:** This is a brief introduction to the LWF Program Assistants and State Delegations attending LWF for the week. ~ **(Casual)**

**Swap Shop:** A spin-off of the traditional 4-H Pin Trade, delegations will decorate clothes pins to represent their home state or region as well as bring items to swap with other delegates from across the country. Delegates should use this time to get to know their fellow LWF participants. ~ **(Casual)**

**Nightview of Washington D.C.:** Each delegation will be lead on a night tour of Washington D.C. by their Program Assistant(s). Delegations will stop at the White House, MLK, Lincoln and other Memorials. Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine. ~ **(Business Casual)**

**Team Challenge Activities:** Delegates will learn to collaborate with others in order to accomplish goals as a team. Each team delegate will explore how their contributions affect the entire team and how they can best tackle future obstacles with the help others. ~ **(Business Casual)**

**Speak Up! Speak Out!:** A deep dive into presentation skills and the importance of effective communication skills. Delegates will practice speaking up and speaking out after analyzing prominent leaders and how they were effective speakers. ~ **(Business Casual)**

**Leader Quest:** A capstone activity applying the delegates newly honed leadership skills. Delegates work together as leaders to prove that leadership is not a competition, but a quest. ~ **(Business Casual)**

**Leader's Ball:** Delegates will have the chance to share a formal catered dinner with their teammates as they close out the week's events. Following the dinner delegates will enjoy a carnival of fun activities to play the night away until Closing Ceremonies. ~ **(Banquet)**

**Closing Ceremony:** Delegates experience an old tradition made new again on the front lawn of the National 4-H Conference Center as the Program Assistants bring the week to a close with a special ceremony exclusively for LWF. ~ **(Casual)**

## LWF General Schedule Information

*All schedules for the LWF program are **TENTATIVE**, meaning they may change throughout the year, up to the date of your group's arrival.*

The registration/check-in times will always occur on Monday between 3:00 and 5:00 p.m. Groups may not register before this time. If your group needs to arrive early, please talk to the Sales and Planning department, and we will be happy to book additional rooms for your group. Check-out will occur on Friday between 9:00 a.m. and noon. If your group requires an earlier departure, please let your PA know when you arrive. Also, if you would like to stay longer than noon on Friday, please let the Sales and Planning department know when you register to attend.

To see the most up to date schedule, visit our website at [www.4hLWF.com](http://www.4hLWF.com) and click on the Planning Resources tab.

# PROGRAM COSTS

## PACKAGE PRICE:

Please find the cost of the program on our website at [www.4HLWF.com](http://www.4HLWF.com) or by contacting Jeunice Salita-Lim at [JSalita@4HCenter.org](mailto:JSalita@4HCenter.org) or 301-961-2892. Pricing includes meals, lodging and tuition outlined below:

## MEALS:

Monday: Dinner  
Tuesday: Breakfast, Lunch and Dinner  
Wednesday: Breakfast, Lunch and Dinner  
Thursday: Breakfast, Lunch and Banquet Dinner  
Friday: Breakfast

## LODGING:

Youth: 3 or 4 per room with private bath

Adults: 2 per room (in most cases) with private bath

## TUITION:

All program activity costs, including admission fees for site visits, logistical support, materials, and expenses incurred in the official program outline:

- Program Arrangements
- Curriculum Materials
- Admission to sites on LWF itinerary
- Program Assistant Team

## PAYMENT POLICY

Your group's bill must be paid in full at least thirty (30) days prior to your arrival at the National 4-H Center. Be sure to check with the Front Desk before checkout to pay for additional charges incurred during the program. The Group Coordinator is responsible for making sure delegates pay for phone calls or other personal expenses at the Front Desk prior to checkout. Please be advised that the advance invoice may not reflect all changes made after we receive your Change Form. Post-billing is available if valid purchase order is provided.

## EARLY ARRIVALS AND LATE DEPARTURES

Requests for early arrivals or late departures are accepted based on space availability. **Please submit requests as soon as possible.** You may also request additional meals. If you have questions about pricing or would like to request an early or late departure, or additional meal please contact: Jeunice Salita-Lim, Program Planner at 301-961-2892 or [jsalita@4HCenter.org](mailto:jsalita@4HCenter.org)

## BOXED BREAKFASTS FOR EARLY DEPARTURE

If you plan to depart from LWF late Friday evening or prior to breakfast on Saturday morning, boxed breakfasts may be arranged for your group at no extra charge. Boxed breakfasts may be picked up on Friday evening before 11:45 p.m. or after 5:00 am on Saturday morning by reporting to the Front Desk for assistance.

# TRANSPORTATION

Your group will need to arrange transportation for traveling for the initial arrival to and final departure from the National 4-H Conference Center. The National 4-H Conference Center will arrange all travel for field trips and appointments throughout the LWF program. Please contact our Sales and Planning department for suggestions of long distance travel providers from your home state to The National 4-H Center.

## *Location of the National 4-H Conference Center*

*7100 Connecticut Avenue*

*Chevy Chase, MD 20815*

## Directions

From the Capital Beltway (I-495):

- Take Exit 33 south to Connecticut Avenue (Highway 185) toward Chevy Chase.
- Proceed south on Connecticut Avenue for approximately one and one-half miles.
- The National 4-H Center is on the right at 7100 Connecticut Avenue, with a covered bus stop directly in front.

\*\*Please contact the 4-H Center or any of the people listed in this packet if you have any questions about directions.

## Arrival Information

Check in starts 3:00 p.m. on Monday. You will be welcomed upon arrival by a Program Assistant who will help you with registration and orientation. If you arrive prior to this time, you will be welcomed by a PA once registrations starts on Monday, not before.

**Dinner starts at 5:30 p.m. and the program begins promptly at 6:30 p.m.**

If you are delayed en route, please call the National 4-H Conference Center Front Desk at 301-961-2801. Arrangements will be made to orient your group to the program as quickly and smoothly as possible upon your arrival.



# Local Transportation

The Metro System:

(202) 637-7000

[www.wmata.com](http://www.wmata.com)

Washington's subway and transit system, the Washington Metro Area Transit Authority (WMATA), has a very good web page. It can give you specific travel times and costs to and from anywhere in the city.

Getting To the 4-H Center (from downtown) with Metro:

- The closest metro station is called **Friendship Heights**. It is on the **Red Line** in the direction of Shady Grove.
- Exit the station at **Wisconsin and Western Avenues**, not Jenifer Street.
- After you ascend the first escalator (the very long one) you will enter a round room. Continue straight ahead through towards the sign that says "ground transportation/buses" and up the second escalator that exits to the outside.
- There are 4 buses you can take to get to the National 4-H Center.
  - **Metro Bus L8** is white with red and blue stripes. These buses are located on Wisconsin Ave., which is to your left as you exit the escalator.
  - **Ride-On Buses 1 and 11** are white with blue stripes. They are located straight ahead, under the covering at the top of the escalator.
- The bus will go up Western Ave. and  $\frac{3}{4}$  of the way around Chevy Chase Circle and right onto Connecticut Ave. It will pass through two traffic lights, Bradley Avenue and Rosemary Avenue. Look for a stone church on the right and the 4-H Center will be directly across the street on the left. Pull the cord or press the button to signal the bus driver to stop.

*\*\*Most bus drivers in the area also know exactly where the 4-H Center is. When you get on the bus, you may want to tell him you are headed there and ask him to make a stop, this way you don't have as much pressure with locating the Center, which can come up very fast if you have never been there before.*

## MISCELLANEOUS SITES

*Ideas for those coming early to or leaving late from the LWF program*

Washington Nationals Baseball: 202-675-6287  
[www.nationals.com](http://www.nationals.com)

Baltimore Orioles Baseball: 410-685-9800  
[www.theorioles.com](http://www.theorioles.com)

D.C. United Men's Soccer 703-478-6600  
[www.dcunited.com](http://www.dcunited.com)

Washington Mystics Women's Basketball 202-432-7328  
[www.wnba.com/mystics](http://www.wnba.com/mystics)

Gettysburg National Military Park 717-334-1124  
[www.nps.gov/gett/](http://www.nps.gov/gett/) *Park grounds open daily from 6 a.m. to 10 p.m.*

Gettysburg National Military Park is open year-round. There is no fee for entrance to the park, National Cemetery, or park buildings. The Gettysburg National Cemetery is open at dawn and closes at sunset. Gettysburg is roughly an hour and 20 minutes north of Washington, D.C. on Route 15. *A battlefield guide can be booked for around \$100.*

Manassas National Battle Field Park 703 361-1339  
[www.nps.gov/mana](http://www.nps.gov/mana) *Open daily from 8 a.m. to 5 p.m.*

This battle field was the scene of two Civil War clashes in 1861 and 1862. Located 30 minutes from Washington in Manassas, VA. *Ages 16 and under free, 17 and over \$3.00.*

Monticello 434-984-9800  
[www.monticello.org](http://www.monticello.org) *Open daily from 8 a.m. to 5 p.m. during summer months*

The famous home of Thomas Jefferson is located 3 hours south-west of Washington, D.C. in Charlottesville, VA. Also located in Charlottesville is the University of Virginia. *Admission for student groups is \$8.00 per person.*

National Aquarium in Baltimore 410-576-3800  
[www.aqua.org](http://www.aqua.org)

*Open Friday from 9 a.m. to 8 p.m., Monday – Thursday and Saturday – Sunday from 9 a.m. to 5 p.m.*  
The National Aquarium is Baltimore's number 1 tourist attraction and home to more than 10,500 marine and freshwater animals. *Admission price for groups (15 or more) is \$10.75 per student and \$16.00 per adult. Book reservation in advance.*

King's Dominion 804-876-5561  
[www.kingsdominion.com](http://www.kingsdominion.com)

*Hours vary by date, check website for details*

Boasted as the largest amusement park on the east coast, King's Dominion is roughly an hour and a half south of Washington, D.C. Features 12 roller coasters and a 19 acre water park. *Group ticket rates are currently \$29.99 per person.*

Six Flags America  
[www.sixflags.com](http://www.sixflags.com)

301-249-1500 x3700

*Hours vary by date, check website for details*

Six Flags America for the Washington/Baltimore area features over 100 rides and attractions, including 8 roller coasters and a water park. Regular group rate is \$24 plus tax per person.

Shenandoah National Park  
[www.nps.gov/shen/](http://www.nps.gov/shen/)

540-999-3500

Conveniently located on approach to Washington D.C. from the west on I-66 or I-64, Shenandoah offers camping, hiking, picnic areas and beautiful scenery.

Blue Ridge Parkway  
[www.nps.gov/blri](http://www.nps.gov/blri)

828-298-0398

Connecting Great Smoky Mountain National Park and Shenandoah National Park, the Blue Ridge Parkway provides a scenic route to D.C. from the south. Includes hiking, camping and picnic areas.

Richmond, VA  
[www.ci.richmond.va.us](http://www.ci.richmond.va.us)

804-646-7000

Visit the capitol of the Confederacy and the heart of Virginia on your way to Washington. Located on I-95 and I-64, 120 miles south of Washington, D.C.

Williamsburg, VA  
[www.williamsburg.com](http://www.williamsburg.com)

Go back in time in colonial Williamsburg. Located 150 miles south of Washington, D.C.

Virginia Beach, VA  
[www.vabeach.com](http://www.vabeach.com)

Virginia Beach is a very popular tourist destination and Virginia's largest city. It is accessible by interstate and located just east of Norfolk.

Ocean City, MD  
[www.ocean-city.com](http://www.ocean-city.com)

Ocean City is Maryland's number 1 beach destination. Located 2 1/2 hours east of Washington across the Bay Bridge.

Baltimore, MD  
[www.southbaltimore.com](http://www.southbaltimore.com)

Baltimore features many exciting attractions such as historic Ft. McHenry, the Inner Harbor, Federal Hill, National Aquarium, Science Center and sports team such as the Orioles and Ravens. Located 35 minutes northeast of Washington, D.C.

Philadelphia, PA  
[www.gophila.com](http://www.gophila.com)

Philadelphia is the second largest metropolitan area on the east coast, and includes many historical sites. Located 133 miles north of Washington, D.C.

New York City, NY  
[www.nycvisit.com](http://www.nycvisit.com)

Visit the Big Apple while you are on the east coast. New York is a four hour drive from Washington, D.C. and is second only to Washington in the amount of tourist. Located 224 miles northeast of Washington, D.C.

Annapolis, MD  
[www.ci.annapolis.md.us](http://www.ci.annapolis.md.us)

Annapolis is the capital of Maryland, home to the U.S. Naval Academy and is the "sailing capital of America." You can tour the Naval Academy or take a harbor cruise. Located 50 miles east of Washington, D.C.

## FIRST AID IDEAS

It is the suggestion of the LWF Staff that each delegation bring some first aid supplies with them. Basic first-aid supplies and toiletries are available at the Campus Shop. Store hours are posted on the shop door.

Supplies are also available off-site at the following locations:

- Brookville Pharmacy (will deliver) 7025 Brookville Rd., Chevy Chase, MD 20815 (301) 652-0600 Fax (301) 652-8261
- CVS Pharmacy (open 24 hours) 4555 Wisconsin Ave. (202) 537-1587
- CVS Pharmacy, 5013 Connecticut Ave. (202) 966-1815
- Hunter Medical Supply, Inc. (wheel chair rental/ other needs, will deliver) 8532 Dakota Dr. Gaithersburg, MD 20877 (301) 926-7192
- Suburban Hospital 8600 Old Georgetown Rd., Bethesda, MD (301) 896-7600
- Barwood Cab Service, transportation to any of the above places, (301) 984-1900

## EMERGENCY PROCEDURES

For more serious accidents or emergencies requiring an ambulance, call or send someone to the Front Desk in the J.C. Penney Lobby. The clerk on duty will then call the emergency vehicle. The Front Desk must be notified any time an ambulance is called. The clerk will call an ambulance. Be sure to give the exact location of the victim and ask someone to wait at the nearest entrance to help direct the ambulance to the correct site.

In case of a serious illness or health emergency, you can also **DIAL 911**, if the front desk has not already done so. This number will contact Montgomery County Emergency Services. An operator will answer and ask: Police, Fire, or Ambulance? Callers should respond appropriately. Callers will be transferred to the appropriate operator, who will ask about the nature of the emergency. The dispatcher will then send the proper response team: EMT, Ambulance, Rescue Squad, etc. Montgomery County has one of the best emergency response services in the U.S. There are three fire house/rescue/ambulance facilities within about 1.5 miles of the National 4-H Conference Center. Help will arrive within minutes following your call. In the meantime, stay calm, and keep the patient calm.

*Center Address: 7100 Connecticut Avenue, Chevy Chase MD 20815*

In the unlikely event of a disaster, both National 4-H Council and the District of Columbia Department of Transportation have strict guidelines and procedures. The LWF Staff are trained to know these guidelines and will have a copy with them. If you are interested in having a copy of these procedures, or sending one with your group leader, please contact us and we will provide one to you.

# GROUP COORDINATOR'S ROLES AND RESPONSIBILITIES

## Job Summary:

Group Coordinators are the primary contact with National 4-H Council staff prior to and during LWF. Group Coordinators are responsible for the conduct and discipline of the delegates, group behavior, logistical arrangements, delegating responsibility to adult advisors and committee members, and coordinating arrangements with the State 4-H Offices and National 4-H Council Staff.

Following the completion of the week, it is your responsibility to publicize your group's participation in LWF. This program provides an excellent way to give visibility to your group. Press releases are a great way for your delegation to gain exposure in your community or state and in educating the public about the program. Designate a chaperone or delegate to take black-and-white photos during LWF to use with press releases and news stories. Former participants may also assist in promoting LWF by presenting programs to area clubs, telling others about LWF, and promoting their back-home action projects.

## Prior to LWF:

- Read the Group Coordinator's Handbook thoroughly!
- Complete Checklist in the Pre-Arrival Information Section.
- Plan and conduct Delegate (Youth) Orientation.
- Orient adult advisors.
- Coordinate Pin Trade items for your delegation.

## Suggested Agenda to Use for Your Adult Advisor (Chaperone) Orientation:

- Begin with an icebreaker.
- Review program objectives
- Review delegates' LWF program schedule
- Review LWF program content
- Review Adult Advisor job summary and Roles & Responsibilities
  - Clarify and reinforce dress code and enforce all code of conduct policies
- Review Helpful Hints for your week in the nation's capital

# ADULT ADVISOR (CHAPERONE) ROLES AND RESPONSIBILITIES

## Job Summary:

The Adult Advisors are to work with the Group Coordinator to carry out the duties necessary for a successful group experience at LWF. These duties include monitoring conduct and enforcing the discipline of delegates as well as working in cooperation with the LWF Staff at The National 4-H Center.

## Roles & Responsibilities:

- Play a primary role in enforcing delegates' compliance with Code of Conduct rules and Dress Code.
- Discuss the standards of behavior you expect from your group. How will they dress? How will they act? How will you communicate expectations to the delegates? What are the consequences of misconduct? How will you, the adult team, lay the ground rules?
- Serve as a role model for LWF youth delegates. This includes Maintaining a good sense of humor and staying positive.
- Help the Program staff move the group efficiently, keep track of delegates, and provide other assistance as needed on field trips.
- Assist with registration of delegates upon arrival.
- Attend and participate in adult meetings
- Assist lead chaperone in delegation huddles.
- Help the lead chaperone carry out group responsibilities.
- Work with delegates to ensure an enjoyable learning experience.
- Encourage delegates to continue thinking about ways to use the LWF experience and information to strengthen 4-H programs back home.
- Keep delegates quiet and in their room after 11pm (Conference Center curfew)
- Monitor the health of delegates and carry basic first aid supplies and emergency medical consent forms.

*\*\*An adult must stay with any delegate who is sick and must remain at the 4-H Center while the group is off campus. National 4-H Council cannot assume any responsibility for delegates left unaccompanied when they are ill.*

# PARENT/GUARDIAN ORIENTATION

## Suggested Agenda to Use for Parent/Guardian Orientation:

- Review the LWF Schedule.
- Distribute and review the Participation Forms.
  - Ask the Parents/Guardians to review this document with their delegates. Parents and delegates must sign the forms and return them to the Group Coordinator.
  - Be certain that parents understand the program is strenuous and requires that each delegate be healthy. Parents should realistically evaluate the delegate's health and complete, sign and return 2 signed originals of the form to the Group Coordinator. One of these forms is to be kept by the Group Coordinator and the other is to remain with the delegate, especially when he or she is off campus.
  - Parents must give written permission, as provided for in the Health Form for emergency medical treatment. **HOSPITALS WILL NOT TREAT MINORS WITHOUT PARENTAL CONSENT.**
- Review delegate cancellation policy on the National 4-H Conference Center Contract. (See Terms & Conditions section.)

*\*\* It is essential that the Group Coordinator be aware of any existing health challenges, such as asthma, diabetes or any conditions that might require special arrangements. Group Coordinator must inform chaperones of these challenges. The National 4-H Conference Center must also be notified, prior to group's arrival, of any special dietary needs your delegates may have (e.g., vegetarians).*

## HELPFUL HINTS

### Things to remember when packing:

- Comfortable walking shoes for casual days
- Comfortable dress shoes for field trips and business casual days
- Light clothes (weather will be HOT and HUMID!)
- Pen and paper for breakout sessions and activities
- A camera and plenty of batteries and/or memory
- An umbrella or rain gear
- Personal spending money

### WEATHER:

Washington, D.C. is very warm and humid in the summer. Daytime temperatures ranging from the high 80's to mid-90's are typical. You will be spending a great deal of time walking outdoors during the LWF program, so planning your wardrobe accordingly and drinking plenty of healthy liquids will help make your stay more pleasant. During the warm months, thunder storms and rain showers are also common, so pack a few items to prepare for those times as well.

### SPENDING MONEY:

You may want to allow a little extra money for souvenirs. In addition, the 4-H Center has a Campus Shop where you may purchase postcards, stamps, memorabilia and personal items. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

### T-SHIRTS

Smithsonian	\$25.00
Campus Shop at 4-H Center	\$12.00
Street Vendors	\$5.00 - \$10.00

### CORRESPONDENCE

It is important that the name of your delegation and dates of your stay appear on all correspondence. This helps us direct your mail correctly if it should arrive before or after you do. If you would like to receive mail during your stay, please be sure to have friends and families address it properly.

*Example:*

Suzy Jones  
Iowa-Central LWF Delegation  
June 9-14, 2025  
c/o National 4-H Conference Center  
7100 Connecticut Avenue  
Chevy Chase, MD 20815

### TELEPHONE CALLS

The telephone number at The National 4-H Center is (301) 961-2800. This number connects callers to the Automated Attendant, which is answered 24 hours a day, 7 days a week. To reach The National 4-H Center Front Desk, you may call (301) 961-2801. We suggest providing this number to family and friends to reach you initially, until you are settled and can give them the direct extension to your room.

If your friends or family call, they may have to identify your state delegation, so be sure they know this information. Many times callers will have to leave a message, because you will be off campus or attending meetings. Please be sure to periodically check for messages at the Front Desk and on your voice-mail so you can return calls to family members promptly.



# DO YOU KNOW SOMEONE WHO WOULD MAKE A GOOD PROGRAM ASSISTANT?

**Job Summary:** A National 4-H Council Program Assistant will become a licensed Class B Tour Guide for the District of Columbia metro area and will facilitate National 4-H Council's educational curricula to groups of youth from across the country. These job functions are accomplished in collaboration with each group's coordinator as well as Council program staff and planning staff. National 4-H Council programs are intense and exciting learning experiences for youth and adults from all over the United States and the world. Program Assistants make these programs successful by using their skills and knowledge to help the participants have the most educational and fun experience possible in Washington DC and at the National 4-H Conference Center. The hours of a Program Assistant are very long, usually between 70-80 hours a week, and often include evenings, weekends and holidays.

Program Assistants for the Leadership Washington Focus (LWF) programs must be able to successfully fulfill the requirements of the D.C. Tour Guide License. **Applicants must:**

- Have experience in leadership roles, public speaking, and presenting
- Be flexible and work well under pressure and with others
- Be at least 18 years old and no older than 25
- Have at least a high school diploma or equivalent, with education beyond high school preferred. Courses in political science, communications, history, and education preferred
- Be a citizen of the United States
- Be able to read, write and speak the English language
- Pass a satisfactory background check
- Successfully complete the tour guide exam and meet medical and physical requirements of DCRA

## Specific LWF P.A. Roles

**TOUR GUIDE:** Program Assistants lead trips into the Washington, D.C. metropolitan area, and provide commentary on points of interest throughout the city, so that participants learn from these educational opportunities. PA's are the primary liaison between the National 4-H Conference Center and each group during their stay at the National 4-H Conference Center.

**PROGRAM FACILITATOR:** Program Assistants lead educational workshops conducted at the National 4-H Conference Center. This role may include checking the arrangements for room-set-up, audio-visual, entertainment, speakers, transportation, field trips, workshops, recreation, and developing specific curriculum for ongoing programs. PA's facilitate educational curriculum focusing on civic engagement and citizenship. PA's must also meet with adult and group leaders where they assist and orient groups as they arrive, help to provide recreational and other free-time activities for participants, facilitate workshops, and other program needs.

## Terms of Employment

The agreed upon salary is \$300 per week plus room and board. PA's are required to reside in provided housing, at The National 4-H Conference Center, Gertrude Warren Hall, group housing. Dates of employment are May-August. Travel to and from Washington is at the PA's own expense.

**For an application or additional information contact:**

**ZACH HALL**

Specialist, Educational Programs  
National 4-H Conference Center

**Phone:** 301-961- 2964

**Fax:** 301-961-2922

**E-mail:** ZHall@4HCenter.org

