

2010

Citizenship Washington Focus

Pre-Conference Materials



What to Expect During CWF

When you arrive at the National 4-H Youth Conference Center, you will be met by your Program Assistant, a college-age staff member. The Program Assistant (PA) will assist you in checking in, signing up for committees, and getting settled into your room. From registration on, you will be surrounded by fellow 4-H youth, volunteers and staff eager to learn and grow. In order to participate fully in workshops and events during the week, we suggest you work through the next few pages and become acquainted with the Citizenship Washington Focus program aspects, as well as highlighted areas of the United States government.

Dress Code

Throughout CWF 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 CWF 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 CWF 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 CWF program.
- Spaghetti strap clothing will not be allowed during the CWF program unless it is in the form of formal evening wear.
- Tank-Top/Sleeveless shirts must have straps wider than two fingers.
- Cropped shirts and extreme low-rise pants are not allowed.
- When visiting the National Cathedral shoulders must be covered.
- 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
- Shoes and shirts must be worn at all times.
- Please keep all clothing in good taste.

Suggested Dress Guidelines

Very Casual

Clothes that may get wet and dirty; must follow the above requirements

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

Dressy

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 CWF program. Each delegate and chaperone will receive CWF 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 Youth Conference Center. They will also function as identification with the CWF 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.*

Committees

Each delegate will choose one committee to serve on, as space is available. Committees conduct events and programs throughout the CWF program and serve to inform delegates of their citizenship. Each delegate will have a chance to choose a committee on the first day, as space is available.

Healthy Living

This committee will be in charge of the CWF Derby as well as daily health tips/updates. Delegates in this committee will also have the opportunity to create and run other health and fitness activities, and share information on healthy lifestyles with others. In this committee, delegates will learn useful skills such as leadership and working as a team.

Communications and Public Relations

This committee will produce the CWF newsletter and slideshow. Anyone interested in journalism or photography should consider this committee. Delegates will learn skills such as writing, proof reading, layout, photography, Microsoft PowerPoint and working as a team while adhering to tight deadlines.

Government

This committee will be in charge of the Congressional Assembly. Duties include writing bills to be discussed and executing the assembly. Members of this committee will serve as a Senator or Representative during the assembly. Delegates involved in this committee will learn the congressional process, leadership, speaking skills, parliamentary procedure and discuss other government – related topics.

Youth in Governance

This committee will lead the Youth in Governance Town Hall meeting and breakout groups. They will also brainstorm ways in which youth can get involved in their own community and share those ideas with the rest of the delegation. Delegates and this committee will learn skills such as how to have successful youth-adult-partnerships, leadership, planning an assembly or discussion and facilitating and participating in discussion on important topics.

Promotions and Event Planning

This committee will be in charge of overseeing and executing the talent show and auditions. This committee will learn how to put on an activity as well as promote an event. The delegates in this committee will learn organizational skills as well as promoting of events.

Workshops

Upon arrival on Sunday each delegate will be randomly assigned to a workshop group, which allows for a mixture of delegates from different states in each workshop. The workshops offered this year will include *The Citizenship Tool Box*, *Congressional Issues*, *Bill Writing and Strategy Workshops*.

CWF Events

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

Pin Trade & Get-Aquainted Social: Each Delegation should bring their trading items to this activity and take advantage of this time to get to know their fellow CWF participants. ~ **(Casual)**

The Derby: Delegates will take part in fun outdoor activities (weather permitting). Participants may get wet and/or dirty during these high-energy, high-fun activities. ~ **(Very 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, Thomas Jefferson, Franklin D. Roosevelt Memorials. Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine. ~ **(Casual)**

Mount Vernon: Take a walk through the original home of George and Martha Washington. The best strategy is to tour the mansion before visiting the outer buildings and the grounds. The area includes a gift shop, food court, and restaurant for lunch or just a break. Take your camera and be prepared to walk. www.mountvernon.org ~ **(Business Casual)**

Arlington National Cemetery: Visit the Kennedy Grave site, the Tomb of the Unknown, and changing of the guard. Be ready for the weather and a lot of walking. www.arlingtoncemetery.org ~ **(Business Casual)**

Capitol Hill Day: This time is for exploring the Capitol Hill area by taking tours and meeting Congresspersons. Any appointments to meet with Senators and House members are arranged by the delegation. Reserved tours can be scheduled by delegations before arriving. *For more information see the Capitol Hill section of this booklet.* ~ **(CWF polos and khakis)**

Twilight Tattoo: This is presented by the United States Army Military District of Washington at Fort McNair in SW Washington, DC, home of the National War College. Members of the 3rd U.S. Infantry (The Old Guard), the U.S. Army Band "Pershing's Own," Fife and Drum Corps and the U.S. Army Drill Team will perform an hour-long sunset military pageant. www.mdw.army.mil/tlt/tlt.htm ~ **(CWF polos and khakis)**

CWF Talent Show: Watch or participate as CWF delegates show off their special talents. The show will be planned and run by delegates with the help of Program Assistants. Delegates wishing to participate should bring their own props, costumes, instruments, music, etc. ~ **(Casual)**

Washington National Cathedral: Enjoy a full tour of the world's 6th largest cathedral. There is a gift shop and plenty of beautiful photo opportunities. www.cathedral.org ~ **(Business Casual)**

Cultural Heritage Evening: The group coordinator arranges this evening. Typically a theater performance. *Event suggestions are listed in the Cultural Heritage section of this booklet.* ~ **(Dressy)**

Delegation Day: This is the delegations' time to explore downtown D.C. The CWF handbook will have maps and information for assistance and directions. Arranged tours can be made. *Refer to the*

Delegation Day section of this booklet for ideas and information. ~ (Casual)

Closing Ceremony: Watch the week in review slide show and hear the highlights of the week as the Program Assistants bring the week to a close. ~ **(Casual)**

Farewell Dance: Dance the night away with all your new friends as the CWF week comes to an end.
~ **(Casual)**

CWF 2010 Tentative Schedule of Events

	Activity	Dress Code	Location
Sunday			
3:00-5:00 p.m.	Check In/Registration	C	(JC Penney)
5:30-6:30 p.m.	Dinner	C	(Clover Café)
6:30-7:00 p.m.	Welcome to Washington	C	(Aiton)
7:00-7:30 p.m.	Bus Driver Meeting	C	(Schruben)
7:00-8:15 p.m.	Citizen Tool Box Workshop/Adult meeting	C	(Workshop)
8:20-9:15 p.m.	Committee Meeting	C	(Committee)
9:15-10:15p.m.	Pin Trade & Social	C	(Ohio)
10:15-10:45p.m.	Delegation Huddles	C	(Delegation)
11:00 p.m.	Curfew-In Your Own Room		
Monday			
7:00-8:00 a.m.	Breakfast	C	(Clover Café)
8:00 a.m.-12:00 p.m.	Mount Vernon	BC	
12:45-1:45 p.m.	Lunch	C	(Clover
Café)			
1:45-2:45	Congressional Issues Workshop	C	(Workshop)
2:50-4:25	Committee Meeting	C	(Committee)
4:30-5:00	Talent Show Auditions	C	(Aiton)
5:00-5:30	Keynote Speaker	C	(Aiton)
5:30-6:30 p.m.	Dinner	C	(Clover Café)
6:30-10:30 p.m.	Nightview of Washington D.C. (Big Three, WWII, Thomas Jefferson)	C	
10:30-11:00 p.m.	Delegation Huddles	C	(on bus)
11:00 p.m.	Curfew-In Your Own Room		
Tuesday			
7:00-8:00 a.m.	Breakfast	C	(Clover Café)
8:00-11:45 a.m.	Iwo Jima/Arlington/FDR	BC	
12:15-1:15 p.m.	Lunch	C	(Clover
Café)			
1:15-2:45 p.m.	Bill Writing Workshop/Adult Meeting		
2:50-4:00 p.m.	Committee Meeting (Government Committee creates final bills)	C	(Committee)
4:00-4:45 p.m.	Derby	VC	(Front Lawn)
5:00-6:15	Town Hall		
6:15-7:15 p.m.	Dinner	C	(Aiton)
7:15-9:15 p.m.	Action Plan	C	(Delegation)
9:15-10:00 p.m. (Delegation)	Capitol Hill Orientation		C
10:00-11:00 p.m.	Free Time	C	
11:00 p.m.	Curfew-In Your Own Room		
Wednesday			
7:00-8:00 a.m.	Breakfast	CWF	(Clover Café)
8:30 a.m.-6:30 p.m.	Capitol Hill Day	CWF	
	<i>*Arrangements made by group</i>		
	<i>*Lunch on your own</i>		

**Dinner on your own*

** A Union Station Voucher will be given to each participant for either lunch or dinner*

	7:00-9:00 p.m.	Twilight Tattoo/Air Force Band	CWF	(Fort McNair)
Tattoo)		(Weeks 3, 6 and 7 will go to the Air Force Memorial instead of Twilight		
	9:30-10:00 p.m.	Delegation Huddle	C	(on bus)
	10:00-11:00p.m.	Free time		
	11:00 p.m.	Curfew-In Your Own Room		
Thursday				
	7:00-8:00 a.m.	Breakfast		(Clover Café)
	8:30-9:30 a.m.	Strategy Workshop	C	(Workshop)
	9:30-11:45 a.m.	National Cathedral/Zoo		BC/C for Zoo
		(weeks not able to go to Cathedral, will go to Zoo)		
Café)	12:00- 1:00 p.m	Lunch	C	(Clover
	1:00- 2:30 p.m	Congressional Session	C	(Aiton)
	2:35 - 3:45 p.m.	Committee Meeting/Adult Meeting	C	
	(Committee)			
	3:45-5:00 p.m.	Free time	C	
	5:00-11:00 p.m.	Cultural Heritage Evening		D
		<i>*Arrangements made by group</i>		
		<i>*Dinner on your own</i>		
	11:00 p.m.	Curfew-In Your Own Room		
Friday				
	7:30-8:30 a.m.	Breakfast	C	(Clover Café)
	9:00 a.m.-5:00 p.m.	Delegation Day	C	
		<i>*Arrangements made by group</i>		
		<i>*Lunch on your own</i>		
	5:30-6:30 p.m.	Dinner	C	(Clover Café)
	6:30-7:15 p.m.	Delegation Wrap Up	C	(Delegation)
	7:30-8:30 p.m.	Talent Show	C	(Aiton)
	8:30-9:00 p.m.	Closing Ceremony	C	(Aiton)
	9:00-11:00 p.m.	Dance	C	(Ohio)
	11:00 p.m.	Curfew-In Your Own Room		
Saturday				
	7:00-9:00 a.m.	Breakfast	C	(Clover Café)
	9:00 a.m.	Check Out		

CWF 2010
Week 6--Fourth of July Week
Tentative Schedule of Events

	Activity	Dress Code	Location
Sunday			
Anytime after 3:00p.m.	Check In to rooms	C	(JC Penney)
	Delegation Day for Fourth of July!	C	
	Program Assistants will not be with your group until Monday morning!		
	Dinner on your own		
Monday			
7:00-9:00 a.m.	Breakfast	C	(Clover Café)
9:00-10:00a.m.	Orientation with your Program Assistant	C	
(Delegation)			
10:00-10:30	Welcome to Washington	C	(Aiton)
10:30-11:45	Citizenship Toolbox Workshop	C	(Workshop)
11:45-12:45	Committee Meeting	C	(Committee)
12:45-2:00	Lunch	C	(Clover Café)
2:00-3:30	Action Planning	C	(Delegation)
3:30-4:30	Pin Trade/Talent Show Auditions	C	(Ohio)
4:45-5:15	Keynote Speaker	C	(Aiton)
5:15-6:15	Dinner	C	(Clover Café)
6:15-10:30	Nightview	C	
	(Big Three, WWII, Jefferson)		
10:30-11:00	Delegation Huddle	C	
11:00	Curfew in your own room		
Tuesday			
7:00-8:00 a.m.	Breakfast	C	(Clover Café)
8:30-1:00p.m.	Iwo Jima/Arlington/FDR	BC	
1:00-2:15	Lunch	C	(Clover Café_
2:15-3:30	Committee/Adult Meeting	C	(Committee)
3:30-5:00 p.m.	Derby	VC	(Front Lawn)
5:15-6:30 p.m.	Congressional Issues Workshop	C	(Workshop)
6:30-7:30 p.m.	Dinner	C	(Clover Café)
7:30-8:00	Talent Show Auditions		
8:00-9:00 p.m.	Capitol Hill Orientation	C	(Delegation)
9:00-11:00 p.m.	Free Time	C	
11:00 p.m.	Curfew-In Your Own Room		
Wednesday			
7:00-8:00 a.m.	Breakfast	CWF	(Clover Café)
8:30 a.m.-6:30 p.m.	Capitol Hill Day	CWF	
	<i>*Arrangements made by group</i>		
	<i>*Lunch on your own</i>		
	<i>*Dinner on your own</i>		
	<i>* A Union Station Voucher will be given to each participant for either lunch or dinner</i>		
7:00-9:00 p.m.	Twilight Tattoo/Air Force Band	CWF	
	<i>(Weeks 6 and 7 will go to the Air Force Memorial instead of Twilight</i>		
<i>Tattoo)</i>			
9:00-9:30 p.m.	Delegation Huddle	C	(on bus)
9:30-11:00p.m.	Free Time		
11:00 p.m.	Curfew-In Your Own Room		

Thursday				
	7:00-8:00 a.m.	Breakfast	C	(Clover Café)
	8:15-9:30	Town Hall	BC	(Aiton)
	9:45- 11:45	National Cathedral	BC	
	12:00- 1:00 p.m	Lunch		C (Clover
Café)	1:00- 2:30 p.m	Bill Writing Workshop	C	(Workshop)
	2:35-3:45	Committee Meeting (Government Committee writes final bills)	BC	(Committee)
	3:45-5:00 p.m.	Free time	C	
	5:00-11:00 p.m.	Cultural Heritage Evening <i>*Arrangements made by group</i> <i>*Dinner on your own</i>		D
	11:00 p.m.	Curfew-In Your Own Room		
Friday				
	7:00-8:00 a.m.	Breakfast	C	(Clover Café)
	8:00 a.m.-12:00 p.m.	Mount Vernon	C	
	12:45-1:45	Lunch	C	(Clover Cafe
	1:45-2:30	Strategy Workshop	C	(Workshop)
	2:30-4:00	Congressional Session	C	(Aiton)
	4:15-5:30	Committee/Adult Meeting	C	(Committee)
	5:30-6:30 p.m.	Dinner	C	(Clover Café)
	6:30-7:15 p.m.	Delegation Wrap Up	C	(Delegation)
	7:30-8:30 p.m.	Talent Show	C	(Aiton)
	8:30-9:00 p.m.	Closing Ceremony	C	(Aiton)
	9:00-11:00 p.m.	Dance	C	(Ohio)
	11:00 p.m.	Curfew-In Your Own Room		
Saturday				
	7:00-9:00 a.m.	Breakfast	C	(Clover Café)
	9:00 a.m.	Check Out		

Capitol Hill Orientation

On Wednesday, our delegation will travel to Capitol Hill to meet with our state Senator and/or Representative. Each state has two Senators.

Visiting Members of Congress

Members of Congress appreciate the opportunity to learn more about the concerns of youth. The visits give your group an opportunity to get to know them and their concerns and to learn more about the legislative process. They are in Washington to represent you and it is important to be considerate of their position and time. They and their staff members are accustomed to filling the needs of visitors and can be helpful in many ways. Designate one person as the spokesperson to introduce the group. As soon as the group is settled, the spokesperson should make an introductory statement, identify the group and the purpose of the visit. Be sure to keep the visit friendly and within time limits.

Delegations will have the opportunity to select their issues and organize their approach the evening prior to Capitol Hill Day. It is important for your legislators to be aware of what important issues are of concern to you and to the community in which you live. Think of an effective and brief way to communicate this. One method could be a folder or notebook of newspaper clippings, letters, photos, and other documentation of programs. Potential subjects for discussion with members of Congress are:

- Inquire about issues discussed at your CWF workshops.
- Identify issues or concerns that directly influence your community or state. Find out the opinions of local citizens before arriving in Washington. Ask for the legislators' opinions and share your own.
- In what community service activities are you and your group involved?
- How do you and your community benefit from local, state and federal government programs?

Helpful Hints

Things to remember when packing:

- Comfortable walking shoes for casual days
- Comfortable dress shoes for Capitol Hill day
- Light clothes (weather will be HOT and HUMID!)
- Pen and paper for committees
- A camera and plenty of film or memory cards
- An umbrella or rain gear
- Items to trade with other delegates
- Personal spending money (Traveler's Checks or Check cards recommended)
- Props or musical instrument for talent show.

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 CWF 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.

Trade Items:

Many delegates bring items to trade with participants from other states. Your Group Coordinator will have a few Ohio pins for you to trade. *Handmade items often are the most sought after. Pins and stickers are also very popular.* Delegates can **be creative** and find trading items that represent their hometown. Everyone should bring his or her items to the Get-Acquainted Social on Sunday evening.

Spending Money:

You will be responsible for purchasing at least three meals on your own during CWF. You may also 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. We suggest budgeting about \$20-25 a day, which would be a total of \$120-150 for the week. Of course, some people will spend more and others will spend much less. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

T-Shirts

Hard Rock Café or Smithsonian	\$25.00
Campus Shop at 4-H Center	\$12.00
Street Vendors	\$10.00 – 15.00

Film

Smithsonian	\$10.00
Campus Shop at 4-H Center	\$ 8.75
Street Vendor	\$12.00

Lunch

Hard Rock Cafe	\$14.00 – 20.00
Union Station	\$ 7.00 – 12.00
Smithsonian	\$ 7.00 -- 12.00
McDonald's	\$ 7.00 – 10.00