



# *4-H Agent, Program Assistant, and Adult Volunteer Information Packet*

## **June 18 – 21, 2024**

If you are a person with a disability and desire any assistive devices, services, or other accommodations to participate in this activity, please contact the State 4-H Office, at 540-231-6372/TDD\* during business hours of 8 a.m. and 5 p.m. to discuss accommodations 5 days prior to the event. \*TDD number is (800) 828-1120



### **Virginia Cooperative Extension**

Virginia Tech • Virginia State University



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## **2024 CONGRESS LEADERSHIP TEAM**

Coordinator .....	Alyssa Walden
Co-coordinator .....	Chad Proudfoot
Administrative Assistant .....	Cheryl Cox
Congress Dean .....	India Pearson
Assistant Congress Dean.....	Kelly Mallory
Past Congress Dean .....	Jake Morgan
Dean of Women .....	Deborah Madden
Assistant Dean of Women.....	Ashley Craun/Megan Sheets
Dean of Men.....	<b>TDB – Northeast District</b>
Assistant Dean of Men .....	Sam Leech
Congress Elections Chair.....	Kim Monroe
Headquarters/Logistics.....	Chad Proudfoot
Assemblies .....	Tonya Price
4-H All-Stars .....	Glenda Snyder
Share-The-Fun .....	Hermon Maclin
Service Learning .....	Maribeth Martin
Competitions .....	MaryBeth Lerch, Katherine Carter
Programming.....	Sam Fisher
Volunteers .....	Chad Proudfoot
Workshops .....	Erika Bonnett, Dennis Donaldson
Multimedia Team.....	Brian Hairston, Lisa LaLiberty

<u>District Role</u>	<u>Advisor For Men</u>	<u>Advisor for Women</u>	<u>Elections Chair</u>
<b>Central</b>	Dillon Robinson	Kelsey Laubach	LK Mondrey
<b>Northeast</b>	<b>TBD</b>	Kim Monroe	Cathy Howland
<b>Northwest</b>	<b>TBD</b>	Jenny Thompson	Kim Mayo
<b>Southeast</b>	Isaiah Morton	Lara Edwards	Aaron Martin
<b>Southwest</b>	Bailey Robertson	Sarah Gardner	Ashley Clark

# **CONGRESS LEADERSHIP ROLES AND COMMITTEE STRUCTURE**

## **Congress Leadership Staff Roles**

The overall role of the Congress Leadership Staff (designated state office staff and field faculty assigned to leadership roles) is to coordinate the event, supervise delegates and adults, be responsible for their health, safety, and well-being, and respond to situations in which delegates or adults have not followed the Congress Code-of-Conduct.

The **Congress Coordinator(s)**, comprised of Virginia State 4-H Staff, is responsible for the programmatic functions of 4-H Congress.

- Provide input to State 4-H Cabinet on the educational significance of 4-H Congress and maintain fidelity to local and district programs
- Determine how the programmatic events at Congress exist as culminating events to local and district programs and interface with field staff regarding overall program suggestions and solutions
- Initiate the Congress Leadership Rotation Schedule in September and help fill roles via district directors at each 4-H District Meeting (initiate the request in the September quarterly 4-H Agent Meeting and finalize by the December quarterly 4-H Agent meeting)
- Interface and communicate consistently with the Congress Leadership Team through the Congress Dean
- Coordinate the process for registration, assigning duties, securing space, food and lodging, workshop presenters, speakers, service learning opportunities, competition needs, elections process, assemblies, and recreational activities/events.
- Review the prior budget and determine participant costs and adjustments for the current year.
- Communicate with All-Stars to plan events they sponsor.
- Provide forms and procedures for the Congress Headquarters Notebook to the Congress Dean related to the following activities/functions: accidents/illness, infirmary visits, delegate sign-out & early departure, lost meal tickets, lost room keys, lost and found items, health history forms/code of conduct forms, and state car usage.

The **Dean of Congress** working in collaboration and consultation with the **Congress Coordinator(s)** is responsible for decision-making for all issues related to delegate and adult Code of Conduct infractions and violations and is responsible for the management of and communication with Congress Leadership Staff and Congress Coordinator(s).

Specific responsibilities of the **Dean of Congress**:

### **Before Congress:**

- Develop a rotational schedule for Congress Headquarters for Congress Leadership Staff to provide daily support and send to State 4-H Office.
- Provide consistent communication with the field and Congress Coordinators on relevant updates before the event.

- Provide support and guidance into final Congress planning with State 4-H Cabinet by attending one day of the Spring Congress Shakedown meeting.
- Provide input into the registration and procedural process as necessary.
- Serve as liaison to the State 4-H Office through the development of the 4-H Congress program (i.e. phone calls, Zoom sessions) initiated through the State 4-H Office and by 4-H Congress Leadership Team as needed.

At Congress:

- Remain in and provide leadership from the State 4-H Congress Headquarters office (present daily); be prepared with an alternative plan of delegation as necessary.
- Communicate changes as they occur to the coordinator(s)/ designees.
- Coordinate and be responsible for nightly delegate check-in procedure with the assistance of Chaperones, District Advisors, and Deans of Men and Women.
- Be familiar with all forms and procedures in the Congress Headquarters Notebook related to the following activities/functions: accidents/illness, infirmary visits, delegate sign-out & early departure, lost meal tickets, lost room keys, lost and found items, health history forms/code of conduct, and state motor pool vehicle usage.
- Know and be able to implement the process for locating missing delegates and adults; have a communication system developed with designated fill-in folks across the day.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Coordinators with programmatic decisions that are made during Congress (e.g., programmatic changes due to severe weather, etc.).
- Responsible for final decisions related to disciplinary actions for Code of Conduct violations.

**The Assistant Dean of Congress** supports the Dean, serves in his/her absence, and is in a learning mode to serve as Dean the following year.

- Required to provide support (physical presence in the office) to the Congress Dean daily.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Know and be able to implement the process for locating missing delegates and adults.
- Assist Congress Dean with nightly delegate check-in procedure.

**The Past Dean of Congress** is an advisor and supports the current Dean of Congress.

- Ensure that dorm supervisors monitor all occupied floors of the dorm.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.

### **Deans of Men and Women**

- Responsible for implementing nightly delegate check-in procedures to ensure that all delegates are present.
- Provide support to the Congress Deans on a daily rotational basis as outlined by Congress Deans.
- Know and be able to implement the process for locating missing delegates and adults.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Dean with nightly delegate check-in procedure.
- Assist in resolving immediate behavioral and Code of Conduct issues and refer major issues of concern to the Congress Dean.
- Support the staffing of Congress Headquarters.

### **Assistant Deans of Men and Women**

- Support and shadow the Deans of Men and Women to be prepared to take over responsibilities the following year.
- Be familiar with Congress event locations and times and be prepared to direct delegates and adults to appropriate areas for information and assistance.
- Assist Congress Dean with nightly delegate check-in procedure.
- Support the staffing of Congress Headquarters.

### **State Elections Chair**

- Distribute Cabinet Applications to the 4-H listserv promptly and send a follow-up deadline reminder email to the 4-H listserv.
- Collect all paperwork and photos from those running for the Officer and Ambassador positions.
- Create the ballots for each district's elections and submit them to the State 4-H Office for printing three weeks before State 4-H Congress.
- Send a letter to candidates three weeks before Congress informing them of the election/campaign procedures and associated costs of serving on Cabinet.
- Create election posters for each officer position as well as for candidates running from each district to hang during Congress registration. These posters should be submitted to the State 4-H Office for approval four weeks before Congress so that they can be sent to the Virginia Tech Printing Department.
- Contact District Election Chairs two months before Congress regarding their responsibilities. Send a reminder email to election chairs two weeks before Congress.
- Arrange for the distribution of the ballots, pencils, etc. before the election to each District Election Chairs.
- Count ballots and certify results after voting. Inform Tonya Price of the results.

- Work with State 4-H Staff in settling disputes and/or problems that may arise regarding the election.

**District Advisors for Men/Women** are provided with a list of all of the adults and their room numbers who are serving as chaperones for the boys or girls in their district.

- Primary responsibility is to collect the nightly report forms from chaperones and submit them to the Dean of Men or Dean of Women (respectively) in a timely fashion.
- Assist in resolving immediate behavioral and Code of Conduct issues and refer major issues of concern to the Congress Dean.

**Chaperones** are responsible for conducting the nightly unit meetings and completing the delegate check-in paperwork at the end of each day. Chaperones submit these nightly report forms to District Advisors in a timely fashion.

- Can be paid or unpaid staff.
- Assist Congress Dean with nightly delegate check-in procedure.
- Refer behavioral issues to District Advisors and/or the Dean of Men or Women to be taken to the Congress Dean.

## **2024 Committee Descriptions**

### ***Headquarters/Logistics – Chad Proudfoot, India Pearson***

The Headquarters/Logistics committee will be responsible for the overall scheduling and logistics of conducting State 4-H Congress. The main committee members will be a part of the Congress Leadership team. Before the start of Congress, this committee will be responsible for reviewing Congress registrations to ensure all data has been entered, assigning lodging, creating and printing reports, health history forms, etc. During Congress, this committee will help other committees ensure they are prepared for their sections, help with set-up/tear-down, address emerging issues, and coordinate all evening paperwork.

### ***Assemblies – Tonya Price***

The Assembly committee will work to prepare all Evening Assemblies. This committee will determine evening emcees, prepare and write scripts, prepare and plan rehearsals and work directly with Virginia Tech production. The Assembly committee will be responsible for stage set-up and overall evening theme and decorations. This team will also relay any specific needs to the headquarters/logistics committee to ensure that all needs are met.

### ***4-H All-Star – Glenda Snyder***

The 4-H All-Star committee will serve two purposes. The committee chair will serve as the coordinator between State 4-H Congress and the 4-H All-Star committee. This committee will ensure that the site is ready for the All-Star ceremony and coordinate the logistics with Headquarters/Logistics.

***Share-The-Fun – Hermon Maclin***

The Share-the-Fun committee will work to prepare the Thursday evening show. This committee will work to highlight youth and alumni from across the state. This committee will also work to create a fair and equitable way to highlight youth and alumni for the performance portion of the evening. This committee will need to work with Assemblies to create and write scripts and determine the evening emcee.

***Service Learning – Maribeth Martin***

The Community Service Committee will work to determine how to either create community service projects or create service learning opportunities. This committee will create opportunities for all Congress participants, youth and adults to participate during a set period during Congress.

***Competitions – MaryBeth Lerch; Katherine Carter***

The Competitions committee will work together to prepare and plan for Congress Competitions. This committee will be directed to determine how to incorporate Congress Competitions into the overall schedule. In addition, this committee will ensure that competition rules and guidelines are established and distributed to ensure proper entry during registration. This committee will also ensure all awards are ordered and ready for distribution, as well as prepare for award recognition during the Share-the-Fun show. The competition committee will work with the State 4-H Program leader to determine the amount of Congress incentives available to each district and a fair and equitable way to divide those incentives per district.

***Programming – Sam Fisher***

The Programming committee will be responsible for finding additional programming outside of competitions, workshops, and assemblies. This committee will determine the schedule's activities and programs for potential downtime. This committee will work with all committees to ensure that no conflicts exist with other programming and that activities and programs are planned to be inclusive of all 4-H programming.

***Volunteers – Chad Proudfoot***

The Volunteer committee works directly with volunteers through the other committees. This includes assigning volunteers to teams and preparing and conducting a volunteer orientation at the start of Congress. This committee works closely with other committees to ensure that all programming has adequate volunteers to host a successful event. Individual volunteer assignments are made by the committees overseeing the various tasks.

***Workshops – Erika Bonnett, Dennis Donaldson***

The Workshop Committee will determine how to solicit and conduct workshops during Congress. Workshops should be inclusive of all 4-H programming. This committee will determine speaker needs and relay the information to the Headquarters/Logistics team. The committee will determine what day work best for all attendees to participate in Congress workshops.



## **EXPECTATIONS OF ALL ADULT VOLUNTEERS AND PAID STAFF**

1. The minimum delegate/adult ratio at Congress is 10:1. In cases where units have no adult accompanying their delegation, ***it is the responsibility of that unit*** to recruit the assistance of an adult from a neighboring unit to supervise their delegation. Units should work with each other to ensure that every youth has an adult chaperone assigned – males for males and females for females. It is necessary to list the adult chaperone for every delegate on the electronic Congress Registration form. Please do not list a chaperone for a delegate without checking with that adult first! Find a chaperone from your district for male and female delegates, if possible. It will be necessary to assist with lodging assignments and management issues.
2. It is the responsibility of the 4-H Agent to make sure each Congress delegate is enrolled and active with 4-H Online and that all authorization forms are complete and up-to-date. If authorizations are not complete and up-to-date within 4-H Online, the 4-H Agent is responsible for working with the youth to become an enrolled 4-H member. Paper enrollment and registration papers **will not** be accepted. Please note that State 4-H Congress has its own Code of Conduct Form which must be completed as a part of the Congress registration process in 4-H Online
3. Agent/volunteer orientation is very important. Meetings will take place during the afternoon on Tuesday. Please check the schedule for specific times and locations. **All adults are expected to view the pre-recorded training videos and attend the mandatory sessions on Tuesday.** This session will review specific guidelines, schedules, volunteer assignments, and changes from the year before or since registration.
4. All adults at Congress share the following responsibilities:
  - **Model and enforce** the State 4-H Congress CHARACTER COUNTS! ® Expectations, Code of Conduct, and Dress Code with all Congress participants.
    - CHARACTER COUNTS! ®: The six pillars of character are trustworthiness, respect, responsibility, fairness, caring, and citizenship. They provide the foundation for which Virginia 4-H character is grounded. Each participant will be expected to use these six pillars to guide their thoughts and conduct throughout the week. As an adult at Congress, you will be provided with ribbons in your registration packet which mark the six pillars of character. We will be celebrating one or two pillars each day. As you encounter youth delegates that you believe exemplify those pillars in their actions, you will be able to celebrate this positivity by giving them a ribbon for that pillar to add to their nametag. If you run out of ribbons, please stop by Congress Headquarters to get more. The pillars we will celebrate each day are:
      - Tuesday, June 18 – Respect & Trustworthiness Day
      - Wednesday, June 19 – Caring & Responsibility Day
      - Thursday, June 20 - Citizenship Day
      - Friday, June 21 – Fairness Day
  - **Be concerned and take action as warranted** for the health, safety, and well-being of all Congress delegates.
  - **Serve as mentor** to all Congress delegates and assist in the supervision of the unit delegation.
  - **Ensure that all delegates** attend and participate in Congress events, activities, assemblies, etc.

- **Participate** in assigned responsibilities. **Do not switch out responsibilities without notifying Congress Headquarters.**

## **ADULT VOLUNTEER POSITION DESCRIPTIONS**

The assistance of adult volunteers and agents at Congress is critical to its success. While at Congress, we depend on agents and adult volunteers to be responsible for jobs assigned by the State 4-H Office. This year, volunteer assignments are being handled differently.

Each adult attending State 4-H Congress is expected to volunteer daily to help ensure a positive experience for our youth delegates. The Volunteer Committee will be making assignments to help with these efforts. Unless the Volunteer Committee approves of a change, each adult is expected to perform their assignment(s) each day. Many tasks can be anticipated, while others occur on an “as needed” basis. We ask that each adult be flexible and willing to jump in wherever needed.

Adult volunteers must be at least 19 or older by January 1 of the current year. Virginia Cooperative Extension summer interns not meeting this age requirement may still attend 4-H Congress as a volunteer.

For 2024, the Volunteer Committee and Congress Leadership Team have identified broad categories to classify the multitude of volunteer duties that might occur at Congress. These categories will help target the specific volunteer assignments that adult volunteers/chaperones might be assigned to. Adults will be asked to indicate their order of preference for volunteer assignments throughout Congress. This will be requested on the Congress Registration Form.

### **Facilities Team**

Team members are responsible for helping with directional signage, supervision, and movement of Congress delegates and serving as staff for dances/evening activities.

### **Headquarters Team**

Team members will work with the Headquarters Committee and be called upon to answer questions, work with healthcare needs, and assist with the administration of Congress Headquarters. This will include staffing the headquarters during program functions and other events.

### **Operations Team**

Team members will serve as assembly ushers, workshop room monitors, assist with Congress photos, monitor district meetings/elections, and provide dorm supervision.

### **Program Team**

Team members will provide support for service learning activities and programmatic events such as the fun run and assist with refreshments.

# **4-H CONGRESS MANAGEMENT INFORMATION**

## **GENERAL INFORMATION**

1. **4-H delegates attending Congress are expected to participate in an orientation on the expectations and outcomes of Congress.** Congress can be an incentive for older 4-H members, offering expanded experiences beyond their local level. We would suggest that youth who are new to 4-H and wish to attend be oriented to and commit to the ideals, goals, and expectations of 4-H. This makes it easier for the youth to fit into the "4-H culture" that exists at Congress. It is also safer for you or the adult chaperoning that youth have behavioral expectations clearly outlined.
2. To provide a safe environment for Congress participants, we will have medical staff personnel on our Congress management team.

## **REGISTRATION**

1. Any Virginia 4-H member who will be at least 14 by September 30, 2024, may attend the 2024 Virginia 4-H Congress. Any youth who turned 19 on or before December 31, 2024, may not attend Congress as a delegate. Adult volunteers must be at least 19 or older by January 1 of the current year. Virginia Cooperative Extension summer interns not meeting this age requirement may still attend 4-H Congress as a volunteer.
2. Delegates, Volunteers, and Extension Faculty and Staff must register for Congress via 4-H Online. All delegates, volunteers, and Extension Faculty and Staff must be enrolled members within the 4-H Online system.
3. Delegates will be asked to select their top five (5) Educational Workshop selections during the registration process. Once workshop capacities are established and final workshop times are assigned, delegates will be placed in one of their selections. Best efforts will be made to get all delegates in their top choices, but final workshop assignments will depend on interest and participation in the particular workshop. Workshop assignments will be distributed in the Congress Welcome packets. Once workshops are assigned, there will be no changes in workshop assignments upon arrival at Congress.
4. Delegates who will be participating in state **competitions** are to mark their choice of competitive events within the 4-H Online registration. A list of competitive events is provided in this packet.
5. Be sure to have a copy of everyone's health form and code of conduct when traveling to and from Congress in the event of an emergency.
6. **REGISTRATION PROCESS FOR DELEGATES AND ADULTS:** Registration will be online only through 4-H Online. All participants must be enrolled 4-H members or adult volunteers. Registration is available through enrolled member family accounts at: <https://v2.4honline.com>. Registration will close at 11:59 PM on May 10<sup>th</sup>, 2024.

7. **REGISTRATION PROCESS FOR FACULTY AND STAFF:** Faculty and Staff will need to register for Congress using 4-H Online as well. Each Extension Faculty/Staff member must create a personal member profile within 4-H Online to ensure they are properly enrolled. For more information, please see the tip sheet on [How VCE Faculty/Staff need to enroll](#). If you should have any problems or questions about this process, please contact a member of the 4-H Online Training Team.

**NO REGISTRATIONS will be accepted after May 10.**

8. **If participants give permission to be included in media, yes should be marked on the consent form within the 4-H Online registration system. If the participants do NOT wish to be photographed or videotaped, NO should be marked within the 4-H Online registration system.** For those who marked no, units will be asked to review the Congress slide show that might contain images of these individuals. We will remove those pictures before distributing the purchased Slideshow.
9. All youth and adult delegates will be responsible for their Congress registration payments.
- After the registration process each participant will receive an email confirmation that their registration has been submitted. Once the agent approves the registration, the participant will receive a second email with payment details and information. Payment can be made
    - A. Need-Based Scholarship – Youth may be requesting a need-based scholarship to State 4-H Congress. Scholarships will be determined after the registration deadline and applied directly to the youth's registration. If a youth has requested a need-based scholarship, then we are asking that they pay \$185 until a determination has been made. Scholarship applications will be reviewed at the State-level and the youth and unit office will be copied on the award notification email. If the youth is not approved for the need-based scholarship, unit offices will need to follow up to ensure the remaining \$100 is collected.
10. Dorm rooms will be assigned after registration forms are received. Delegates should indicate roommate preferences on the Congress registration form. Please let your 4-H'ers know that there will be **no room switches** after arrival at Congress without permission from their adult chaperone and clearing through Headquarters. Adult chaperones must immediately notify the Congress Headquarters of all room changes. Room switching makes finding people very difficult in emergencies. Each delegate will be supplied with a room sign to place on their door; all delegates will be required to post on Tuesday. Adults will also be supplied with a room sign of a different color to make it easy for youth to identify their rooms in case of an emergency and these should also be posted on Tuesday.
11. Please refer to your local Extension agent for a list of policies and guidelines about State 4-H Congress Competitions. Contact Mary Beth Lerch ([mblersch@vt.edu](mailto:mblersch@vt.edu), 703-792-4536) about issues related to Congress competitions. **Be sure to note special equipment (piano, CD player, etc.) requirements on your delegate's registration.** All requests will be considered and met where possible.
12. All **one-day delegates** participating in a competitive event must be registered for Congress using 4-H Online. This fee (\$65) covers one meal on competition day, insurance, a t-shirt, and registration. One-day delegates must arrange for their transportation and lodging if remaining in the area overnight.  
**NOTE:** All "one-day" delegates will receive an email before Congress with instructions on the location

and time of their competitive event, and a campus map. One-day delegates will receive a Parking Pass upon check-in for Congress Competitions. Delegates must report to the competition registration area to pick up their check-in packet and t-shirt and parking pass. Only one parking permit per competitor will be issued. Competitive event delegates are the only "**one day**" registrants allowed. All other Congress participants will be required to remain for the full event.

## **FEES**

1. Any enrolled senior 4-H member and adult volunteer leader may attend Congress, but all must be registered under one of the following categories. The full fee is \$285. Additional items, such as photos, slideshow, and Congress memorabilia will be available for purchase during the registration process.

### **Registration Structure and Fees:**

- ☘ Full Congress Registration - \$285/person
  - For both Youth and Adults
  - Includes
    - Lodging for Tuesday, Wednesday, and Thursday nights in Air-Conditioned Dorms (double occupancy)
    - 8 meals
      - Breakfast on Wednesday, Thursday, and Friday
      - Lunch on Wednesday and Thursday
      - Dinner on Tuesday, Wednesday, and Thursday
    - Congress T-Shirt
- ☘ One-day Competition Registration - \$65/person
  - For both Youth and Adults
  - Includes:
    - Congress T-Shirt
    - One meal (either lunch or dinner in Dietrick Hall or Wednesday evening).
      - Preference needs to be listed on the registration

☘ A La Carte Items

- Color Fun Run/Walk
  - \$15 to participate; proceeds will help support State 4-H Congress
- Digital 2024 Congress Slideshow - \$5
- Digital Congressional Delegation Photo - \$5
- Digital Unit Photos - \$5

**GENERAL SCHOLARSHIPS**

1. **First-time Delegate Scholarship** – The Virginia 4-H Foundation will provide each unit with one \$142.50 scholarship to be used for a 4-H member attending Congress for the first time. VCE employees may NOT use this scholarship.
2. **Adult Volunteer Leader Scholarship** - Each unit may send one volunteer leader to Congress with a \$285 scholarship courtesy of the State 4-H Office. VCE employees may NOT use this scholarship.
3. **Virginia 4-H Cabinet Officers/Ambassadors and Advisors** serving on the Congress Planning Team will receive \$75.00 scholarships. (Congress cost to the Cabinet member = \$210) Cabinet Members must register for Congress through their member profile within 4-H Online.
4. **Air Force Youth 4-H Event Scholarships** – The Air Force 4-H Military Partnership Outreach & Support Project for Virginia is providing a limited number of 4-H event scholarships for youth ages 5 to 18 of Army-Connected families living in Virginia. These scholars will be awarded on a first-come, first-served basis. Eligible youth may live on or near an installation or live in communities across the state. Scholarships awarded can be used to assist with the cost of participating in Virginia 4-H camping opportunities or State 4-H Congress. The youth's military parent must currently serve in one of the following: **Active Duty Air Force, Air Force Reserve, or Air National Guard**, at [lojones@vt.edu](mailto:lojones@vt.edu) or call 804-712-8467.
5. **Virginia Youth in Action Award Winner Scholarships** – The four winners of the Virginia Youth in Action Awards will receive a full scholarship (\$285.00). For 2024, those winners are Emma Lloyd, Treyvion Spruill, Elise Dearstyne, and Aditi Pesarakayala.

# STATE 4-H AREAS OF COMPETITION

**Held at State 4-H Congress; Congress registration (1 day or 4 days) required**

Egg Preparation Demonstration

Extemporaneous Speaking

Discussion Meet

*Rules can be found at: <https://www.vafb.com/membership-at-work/farmers-in-action/young-farmers>*

Fashion Revue-Constructed Garment

Fashion Revue- Purchased Garment

Presentation – Animal Science – Dairy/Livestock/Poultry/Horse/Camelid/Domestic Food or Fiber Animal

*Examples: How to Groom a Horse, Dairy Free Stall Barn Design, How to Shear an Alpaca*

Presentation – Animal Science – Pet

*Examples: Geckos, Dogs, Cats, Exotic animals*

Presentation – Careers, Entrepreneurship, & Economic Education

*Examples: How to Start Your Own Business, Careers that Interest Me, How to Budget Money*

Presentation – Citizenship and Leadership

*Examples: The History of the Constitution, How to Be a Good Citizen in My School, Parliamentary Procedure*

Presentation – Food Demonstration (includes food preparation)

*Examples: How to Make Chocolate Chip Cookies, How to Preserve Garden Vegetables*

Presentation – Food Knowledge

*Examples: How to Prevent Foodborne Illness, Cooking Methods for Beef, Gluten-Free Recipes*

Presentation – Home, Family & Personal Management

*Examples: How to Prepare Meals on a Budget, Furniture Upholstery, How to Manage Your Time More Efficiently*

Presentation – Natural Resources & Environmental Education –

*Examples: Forestry, Wildlife, Conservation, Fisheries, Recycling*

Presentation – Nutrition, Health, and/or Fitness

*Examples: How to Prepare to Run a 5K, Proper Tooth Care and Hygiene, Vitamins and Minerals*

Presentation – Outdoor Adventure, Sports & Recreation

*Examples: Fishing, Hunting, Trapping, How to Dribble a Basketball, Safety Gear for Rock Climbing*

Presentation – Communications & Performing Arts

*Examples: Ballet, Knowledge presentations about instruments (How to Care for your Violin), HAM radio, How to Give a Presentation*

Presentation – Plants, Soils, & Entomology

*Examples: The Importance of the Honey Bee, establishing a Community Garden, Amending Soil to Grow Fruit Trees, How to Grow a Plant from a Seed, Understanding Invasive Plant Species*

Presentation – Shooting Education

*Examples: Understanding Shooting Disciplines, Precision and Accuracy for Hitting the Target, Safety Whistle Commands on the Archery Line*

Presentation – Science, Technology, Engineering, Math (STEM Topics)

*Examples: Minecraft, Coding, Web Page Design, Gravity, The Importance of the Triangle in Designing Structures, How to Use a 3D Printer, How to Create Effective PowerPoint Presentations*

Presentation – Visual & Creative & Constructive Arts

*Examples: Tie Dye, Friendship Bracelets, How to Make Paper, Duct Tape Art, How to Compose a Photo, Architecture Styles, How to Use a DSLR camera*

Public Speaking

Radio Spot/4-H Promotion

Science Fair Presentation & Display Experiments, Research

Share the Fun – Combination

Share the Fun – Dance

Share the Fun - Drama

Share the Fun – Instrumental

Share the Fun – Variety

Share the Fun – Vocal

Table Setting



## **2024 State 4-H Congress Competition Policies and Guidelines**

1. Participants have a responsibility to review the rules, resource documents, and score sheets with their local 4-H Agent.
2. State contests will use the rules, score sheets, etc. posted only on the competition's web page listed above, regardless of how qualifying county and district contests are run. Local units and districts are encouraged to adopt and abide by the state rules out of fairness to youth participants. For contests in which there is a national event, contestants should check the national rules for any differences at that level of competition.
3. 4-H Congress (and therefore state-level competition at Congress) participation is limited to senior age 4-H youth, those ages 14-19 as of September 30 of the 4-H year. Mixed-age acts that competed at the unit or district level will be ineligible at the state level. (Example: four young people in a Share-the-Fun act where at least one is age 13 or less would not qualify.)
4. All Congress competitors must have participated in a qualifying event whether at the unit or district level, depending on the local situation. All units and districts are encouraged to hold contests before Congress.
5. A list of sample topics is provided for additional information only. Participants are not limited to subjects but do have to fit into one of the above categories. Contestants should be prepared to show judges the connection/correlation to the category area. Judges' or contest managers' decisions are final.
6. Competition scoring will follow the Danish Awards System (Blue: 90-100; Red: 75-89; White: 74 and below). Overall high score blue ribbon winner in each category will receive a medal. Modifications have been made for competition categories where the total score is greater than 100 points.
7. A 4-H member can participate in only one competitive event during Congress even if he/she qualified in more than one contest at previous levels of competition. It is difficult when youth are assigned to multiple competitive event locations and difficult to arrange the scheduling of two competitions to accommodate one individual at two different events.
8. At 4-H Congress, the Share-the-Fun contests have limits on the number of acts each unit can send. Each unit may send one act per Share-the-Fun category.
9. A unit may send more than one participant in all competition categories except Share-The-Fun. For example, a unit may send more than one 4-Her to compete in public speaking, fashion revue, presentations, etc. Check specific team contest rules for the number of teams and the number of participants on a team allowed in state competitions.
10. The genre of presentations, demonstrations, public speaking, STF acts, fashion review garments, etc. must remain consistent between unit/district and state competitions. Improvements based on input provided by the last judging panel can be incorporated, but the genre of the work cannot be changed.
11. Once a youth is the overall state winner in a competition category, he/she cannot compete in that category again at the state level. For instance, if a youth is the overall winner in vocal, he/she cannot compete in vocal again but could compete in another category such as instrumental, variety, forestry, or foods, etc. State medal winners should not repurpose their act to try to fit into another category in another year.

12. State competition contestants are encouraged to attend 4-H Congress, but are not required to. Competitors may register as one-day participants to compete. Pre-registration is required; see Congress information for deadlines.

## **Educational Workshops**

*Wednesday– June 19*

Delegates will be asked to select their top five (5) Educational Workshop selections during registration. Once workshop capacities are established and final workshop times are assigned, delegates will be placed in one of their selections. Best efforts will be made to get all delegates in their top choices, but final workshop assignments will depend on interest and participation in the particular workshop. Workshop assignments will be distributed in the Congress Welcome packets. Once workshops are assigned, there will be no changes in workshop assignments upon arrival at Congress.

Workshop choices will be available at least 2 weeks before the opening of Congress Registration on April 1, 2024.



## **4-H AGENT'S CONGRESS CHECKLIST**

### **Preparation and Recruitment**

1. **Advertise** State 4-H Congress via your 4-H newsletter, newspaper, social media outlets, etc.
2. Identify and **recruit** delegates and volunteers. Use the Information packet and the 2024 Congress website to help.
3. Ensure that every delegate has a **chaperone** of the appropriate gender assigned to him or her and that the adult chaperone-to-delegate ratio is a minimum of 10:1. If utilizing a chaperone from another unit, **ASK** permission before listing them to ensure ratios are met and they are capable of assuming this responsibility. Make sure the chaperone's name is listed on the registration.
4. Select a 4-H leader who will receive the **volunteer scholarship** and be sure to designate that via email to [waldenaw@vt.edu](mailto:waldenaw@vt.edu)
5. Send an email to [waldenaw@vt.edu](mailto:waldenaw@vt.edu) confirming the youth delegate that will receive **the first-time delegate scholarship**.
6. Advise if any delegates are receiving other scholarships through the district.
7. Identify delegates who wish to participate in 4-H **competitions**. Competition Areas, Policies, and Guidelines are included in this packet.
8. Please encourage your top 4-H'ers to apply for **State 4-H Ambassadors & Cabinet Officer** positions. These are important and fulfilling roles in state 4-H teen leadership. The *Responsibilities, Requirements, and Election Procedures for the Virginia 4-H Cabinet* packet can be found on the 2024 Congress website.
9. As part of the 4-H Congress Opening Assembly, we are asking each unit to submit **various pictures from their unit for an opening slideshow. These photos can include competitions, service learning, pieces of training, education programs, camp, etc. Make sure that those appearing in the photographs have signed a media release form. Photos should be uploaded to 4-H Online as part of the 4-H Agent's Congress registration. Be sure to save your photos with your unit name included.**

## **Registration**

1. **Provide a 4-H Congress information packet** to all delegates and adult volunteers. Information packets are found on the 4-H Congress website <http://www.ext.vt.edu/topics/4h-youth/state-congress/index.html>. **Delegates** and adults need to complete their enrollment directly in the 4-H Online system.
2. **Registration** of Congress participants must be completed no later than **May 10**. See registration details in the Congress management section of this packet.

## **Unit Delegate Orientation**

1. Schedule unit orientation session(s) prior to Congress. Please don't allow your delegation to come unprepared – provide an orientation. Suggested topics to cover include:
  - a. Review the **Congress mission**
  - b. Review the **Congress schedule**
  - c. Review and discuss **CHARACTER COUNTS! ® at Congress** and the **Code of Conduct**
  - d. Review **Dress Code**. Be sure to pack appropriate clothing for all Congress activities
  - e. Discuss **travel arrangements**
2. Remind delegates that there is to be **no switching of rooms** once they arrive at Congress without permission from their adult chaperone. Adult chaperones must immediately notify the Congress Headquarters of all room changes. Room switching fouls up rosters and makes finding people very difficult in emergencies. Delegates must post a room sign on their door by Tuesday evening.
3. All Congress participants are expected to **bring bed linens, towels, and toiletries** from home. We will be staying in an air-conditioned dorm.
4. Advise delegates that they will need to **bring money** if desired for souvenirs. Large sums of cash are not necessary or recommended.
5. Review **campaign speeches** and other campaign material of any candidates from your unit who are running for State 4-H Cabinet.
6. Encourage delegates to bring and use a personal water bottle. There will not be bottled water available at the volume in the past, delegates will be expected to use their own water bottles. **NOTE: Water bottles are not allowed to be filled in the dining hall! New filling stations have been installed inside and outside at various locations across campus.**
7. Remind delegates that suggestive dancing is NOT appropriate at 4-H Congress.
8. Remind everyone to be respectful by not using/turning off cell phones at assemblies and workshops.

## **Upon Arrival in Blacksburg**

1. **Check-in** – June 18, 1:00 PM – 3:30 PM Adult and teen participants will arrive on campus. All youth delegates and adult chaperones will proceed to West Ambler Johnson lobby to check in to receive their registration packets and dorm room assignments. Delegates who leave before the conclusion of Congress must checkout through Congress Headquarters.
2. **Meals** will be provided in a campus dining hall beginning with breakfast on Wednesday. Tuesday's dinner will be a picnic catered meal by an outside provider. Lodging will be in West Ambler Johnson. Congress Headquarters will be in the West Ambler Johnson lobby.
3. 4-H members and volunteers driving **cars** to Congress must park in designated lots. Parking instructions will be provided in a final Congress information email; permits may be picked up at check-in. VCE employees attending Congress are responsible for purchasing their own parking passes. All vehicles must display parking permits while on campus to avoid getting ticketed. Directions are posted on the Congress website.
4. 4-H members are not to drive during the week. Note that this is mentioned in the Code of Conduct.