



Volunteer Leaders at Congress



State 4-H Congress is a very special event where memories are made that last a lifetime! We are pleased you have chosen to participate as a Volunteer at this year's event, and we look forward to working with you to make this a safe and meaningful learning experience full of fun and excitement for all of our delegates.

Expectations for Volunteers

It makes all our jobs easier if we have a clear understanding of what is expected of us. As volunteers, we will expect you to provide the following:

1. A sense of security and safety –know accident and illness policies and procedures, hotel fire escape routes, room safety precautions, etc.—and share them with delegates assigned to your group.
2. A source of information—always carry your program, and be as informed as possible about the day's activities.
3. A source of authority—you have the authority to correct any Congress delegate that is out of line (according to published rules and regulations), putting themselves or others in danger, or creating a scene in meetings or assemblies. This is especially true during assemblies and meals when delegates are making undue noise, and in the hotel when others are trying to sleep.
4. A role model for delegates—It is important that you set the example for behavior at Congress. Examples include following the rules in using the elevators, elevator etiquette, behavior at assemblies, attending all sessions, no hats or caps (males) inside buildings, appropriate dress, no chewing gum, wearing name tag, etc.

More specifically, we expect you to do the following:

- **Room Checks Nightly**—Make sure your assigned delegates are **in their own rooms at night at curfew, and up for breakfast the next morning.**
_These are two of the most important jobs you will do all week!
- **Visit with your County delegates to make sure they understand the program.**
- **Check in advance with 4-H Agent about visit to representatives on Monday afternoon.** If an appointment has been made for delegates to

visit with your representative or senator, prepare your delegates in advance. Make sure they know something to talk about that is of interest to the legislator. They also need to be prepared to talk about their 4-H projects, what is going on at Congress, etc. If no appointment is scheduled for your county delegation, work with your Extension Agent to see if you can set one up. Visits can only take place from 3:30 pm until 5:00 pm on Monday afternoon, and there is a chance that will not even be possible if they choose to go into session early that day. Also, remind delegates that security will be tight for all visits in the capitol. Metal detectors will be in use, and bags will be hand-searched. Carry as little as possible with you.

- **Attend the two special sessions for Volunteers on (1) Sunday afternoon at 4:30 pm, and (2) Monday morning at 9:00 am in the Davidson Room.**
- **Make plans for Monday evening dinner.** There is no scheduled dinner on Monday evening. Plan to go with your county delegation to a local restaurant, or join with another county so friends can be together. Let your group know the plan. No delegates should be running around alone. If there are counties without volunteers, invite their delegates to go with your group.
- **Be mindful of helping enforce the dress code.** Jeans are not acceptable at Congress during official activities. Sweaters are to be worn for all sessions except the Tuesday night dance and banquet. Send delegates back to change if they are inappropriately dressed for any official meeting. Name tags should be worn for all sessions, as they identify you as an official member of the 4-H delegation.
- **Attend as many Congress sessions as possible. Remember---you are the role model!** Some of you will have some additional specific assignments that will keep you from attending scheduled activities. We ask that you always just do the job you are assigned....and things will be great!
- **Be on time for all meetings and sessions.....and expect the same from your delegates.**
- **There is a special luncheon for volunteers on Monday. Delegates will attend either the Senator's or Representative's luncheons.**
- **On Tuesday, everyone will have lunch aboard the *General Jackson*.**
- **Remind delegates that NO food, drink, or gum of any kind is allowed in the War Memorial Auditorium (where assemblies are held). It will be confiscated!**

Additional Tips Learned from Experience (that makes life easier!)

- If your child is also attending Congress, DO NOT pack together! You WILL NOT be rooming together, and possibly will not even be on the same floor. It will be difficult for you to share shampoo or hair dryers, so pack and plan accordingly.
- Bring comfortable clothes for “after hours”...the time between when meetings are over and before curfew. We will all be patrolling the halls during this period, then doing room check at curfew, followed by more waiting and patrolling! Comfortable walking shoes, t-shirts, and sweat pants are very appropriate for these assignments!
- If you like/need in-between meal snacks, bring your own snacks....and encourage your kids to do so as well. While some items can be purchased in the hotel, they are very costly. Soft drinks will likely cost \$1.00-\$1.50 each, so a stop by your local market may be a good idea.
- Sleep all day before you arrive at Congress! The days are long, and the nights are short, when it comes to sleeping time! Be prepared!
- Take time to get to know the delegates from your county, as well as others from our Region. Be available if they have a problem they need to discuss, or just need someone to listen.
- Be careful to avoid situations that could lead to trouble—or the appearance of a compromising situation. Examples include being alone in a room with a delegate, regardless of sex; spending a great deal of time with one delegate; or inappropriate behavior with a delegate or another adult. These situations can create many problems for you, for the delegates involved, and for 4-H.

The Eastern Region Extension 4-H Staff greatly appreciates your service to 4-H, and your active involvement in our programs and activities. You are important to the success of the Congress experience, and we welcome your input and ideas that will make next year's event even better!

Thanks for your interest, your time, your involvement, and your support!