

May 23, 2011

To: All 4-H Agents

From: Mitchell Beaty  
Extension Area Specialist/4-H



Subject: 2012 Citizenship Washington Focus

Are you looking for an exciting cultural experience for teens in your county? **Citizenship Washington Focus 2012** might be just the thing! Our week for CWF is scheduled for June 2 –June 9, 2012. We will leave Tennessee on Saturday, June 2, spend the night in Virginia and arrive at the National 4-H Center on June 3. We will return to Tennessee on Saturday, June 9. We have 25 spaces available for this special one-of-a-kind experience. The spaces will be filled on a first-come first-serve basis.

#### Transportation

In order to cut costs, Alabama and Tennessee delegates will travel together. After registration is complete, delegates will be sent the travel schedule. It will include where delegates will meet the bus.

#### Registration and Cost

Agents will need to complete the attached registration form and mail it with the \$350 deposit for each delegate (4-H'er and adult). The form and monies both need to be received to ensure your county delegation is included. Please send these to the address below by September 1, 2011:

Tennessee CWF  
% Lela Moore  
205 Morgan Hall  
Knoxville, TN. 37996-4510

Once the Tennessee delegation has been finalized, the appropriate agents will be notified of acceptance. The agent will then be required to register their delegation in SUPER.

Deposits will be refunded in the event spaces are filled before an application is received. The cost of the nine day trip is estimated at \$1,300.00 per delegate. This is estimated because there are some variables associated with the cost. If we are able to provide this trip at a less costly rate, the final payment will be adjusted to reflect this. The cost includes program cost, food and lodging at the 4-H Center, en-route

lodging, tickets for an evening at the theater and insurance. The money may be paid in four installments as follows:

Payment #1	-	\$350	Due by September 1, 2011(Deposit)
Payment #2	-	\$350	Due by November 1, 2011
Payment #3	-	\$300	Due by January 1, 2012
Payment #4	-	\$300	Due by March 1, 2012 (Final Payment)

### **Refunds**

**All payments are non-refundable, but may be transferred to another delegate.** If a payment deadline passes and payment has not been made, the money is still due (even if the delegate cancels). It is very important that cancellations are made by deadlines so we do not have to pay for delegates who do not attend. Payments should be made payable to the **Tennessee 4-H Club Foundation, Inc.** and sent by a county Extension office check. Each delegate will be responsible for 5-6 meals (mostly en-route) on their own. Every attempt will be made to eat at economical places.

### **Recommendations on Delegates**

We suggest that you send delegates who have attended State 4-H Congress. We also see a great benefit in sending a county group of delegates consisting of four to six 4-H'ers and an adult leader. Please note this is a recommendation and not a requirement. **Delegates must, however, have completed the 9<sup>th</sup> grade to attend this event.**

### **Adult Leaders and Chaperones**

We encourage counties to send an adult leader(s) particularly with larger county delegations. However, understand that due to the high expense of this trip, the cost of an adult leader will **not** be covered by the State 4-H Office. This cost, which will be \$1,300 (the same as a delegate), will need to be either covered by the county, other sponsorship, or by the adult themselves.

### **Promoting this Event - Promotional Power Point**

A promotional power point presentation is available to aid in promoting CWF. It is designed to be used with groups such as Honor Clubs, All-Stars, or Sigma Lambda Chi. It can also be used in informing potential sponsors. If you need a copy, please let me know and a copy will be-mailed to you.

### **Brochure and Web Page**

A promotional brochure can be accessed from our CWF web page. This brochure can be printed and given to potential delegates in your county. It does a good job of highlighting the program. Our web page also has some photos and could create some interest as well. In order to access it, go to:

[http://uteasternregion.org/4h/Citizenship%20Washington%20Focus%20\(CWF\).htm](http://uteasternregion.org/4h/Citizenship%20Washington%20Focus%20(CWF).htm)

You can also access this page through the state 4-H web: [www.utextension.utk.edu/4H](http://www.utextension.utk.edu/4H).

If you have any further questions, please contact me at the UT Extension Eastern Region Office by phone (865-577-9963) or thru email at [mcbeaty@utk.edu](mailto:mcbeaty@utk.edu).

MCB/vry

Enclosure: Registration Form

