

4-H KNOW YOUR GOVERNMENT CONFERENCE

STEERING COMMITTEE HANDBOOK



Empowering youth to be well-informed citizens who are actively engaged in their communities and the world.



University of Idaho
Extension



4-H KNOW YOUR GOVERNMENT STEERING COMMITTEE HANDBOOK

Revised June 2017

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KNOW YOUR GOVERNMENT CONFERENCE GOALS AND OBJECTIVES

4-H members who participate in the 4-H KYG Conference will:

- Become aware of and involved in government and citizenship activities at the local, state and national levels
- Become aware of and involved in other 4-H programs offered at the county, district, state and national levels.

This awareness will result in:

- Increased retention of pre-teen and older 4-H members
- Increased participation in Idaho 4-H Teen Programs

Delegates to the KYG Conference will participate in legislative, judicial and reporter workshops and:

- Learn how the state government decision-making process works
- Learn how teens can participate politically to influence state government
- Learn how the state judicial system works
- Learn what is involved in bringing a case to court
- Learn the relationship between the media/press and the making of public policy
- Observe the legislative process in action
- Meet and share ideas with legislators, judges and other elected officials
- Develop a positive attitude toward government and elected officials.



4-H KNOW YOUR GOVERNMENT CONFERENCE

President's Day Weekend – Boise, ID

SATURDAY

3:00 - 4:30	Registration
4:30 - 5:30	District Meetings
5:00 – 6:00	Adult Chaperone Orientation
5:30-6:30	Get ready for Dinner
6:30 - 8:30	Opening Dinner with Speaker
8:30-9:00	Change clothes for Evening Entertainment
9:00	4 th Year Steering Committee Interviews
9:00- 10:30	Evening Entertainment
10:30-11:30	Quiet time in Rooms
11:30	Lights Out

SUNDAY

8:00 - 9:00	Breakfast at Hotel
9:15 - 10:00	Speaker
10:00 - 10:15	Break – Setup for Orientation
10:15 - 11:30	Orientation for Legislative and Judicial delegates
11:30 - 12:00	Luncheon, at Hotel
12:15 - 1:30	Idaho 4-H Teen Officer Presentation
1:45 - 4:30	<i>Legislative Workshop, Capitol</i>
	<i>Judicial Workshop, Supreme Court Building</i>
5:00 - 7:00	District Dinner Options
7:30 - 8:00	District meetings at Hotel
7:30 – 8:45	3 rd Year SC Interviews
8:00 – 8:45	Teen Association Games
8:45 - 10:30	Evening Entertainment, Alternate Activities and Mock Trial Prep
10:30	Steering Committee Meeting
10:30 -11:00	Quiet time in Rooms
11:00	Lights Out

MONDAY

6:15 - 6:30	Steering Committee in Ballroom, ready for Breakfast
6:15 – 6:30	Delegates in Ballroom, ready for Breakfast
7:00 - 8:00	Breakfast with Legislators and Judges, Red Lion Hotel
8:30 - 12:00	Know Your Government Workshops
	<i>Legislative Delegates:</i>
	8:30 -10:15 Mock Legislative Floor Session
	10:30 – 11:40 Observe Legislature in Session
	<i>Judicial Delegates:</i>
	8:30-10:40 Mock Trial
	10:45 – 11:20 Mock Sentencing
11:45	District Pictures on Capitol steps
12:30 – 1:30	Lunch & Closing Session at Hotel, Evaluation and Announcement of New Steering Committee Members
2:00	Leave for Home



2018 4-H KNOW YOUR GOVERNMENT CONFERENCE TIMELINE, CONTACTS & FEES

- Oct 6 4-H Enrollments open in 4-H Online.
KYG application packets and Conference materials to counties.

- Nov 13 Delegates and chaperone APPLICATIONS due to county office. County offices please rank all applications.

- Dec 11 County selections due to KYG District Coordinator (alternates and delegates ranked).

- Dec 11 – 15 District KYG Coordinator will notify counties of delegates, chaperones and alternates selected. Counties need to notify accepted delegates and chaperones and alternates (see letter template) and send registration instructions.

- Dec 11 – Jan 8 REGISTRATION for KYG via 4-H Online note: youth and volunteers must be enrolled and active in order to register for the KYG Conference as delegates or chaperones. Steering Committee members, accepted delegates and chaperones will pay conference fees to county.

- By Jan 18 County fees due to District Coordinators

- By Jan 25 District registration fees paid in full to State Office. District KYG Coordinators will compile room assignment lists and email to *donna@uidaho.edu*

- Between Jan 8 – Feb 3
 Conduct Conference Orientation with delegates, chaperones and local KYG Steering Committee members at county/district level. Counties to be contacted by their District KYG Coordinator to help plan orientations.

- Feb. 17-19 Know Your Government Conference, Boise

KYG – District Coordinators/Contacts

State	Donna R. Gillespie, State Office	donna@uidaho.edu
Northern	Sharla Wilson, Kootenai County	swilson@uidaho.edu
Southern	Carrie Johnson, Canyon County	carriej@uidaho.edu
Central	Mashelle Barlow, Lincoln Co.	mbarlow@uidaho.edu
Eastern	Kandee Boice, Madison Co.	kboice@co.madison.id.us

2018 Conference Fees

Delegates	\$150.00 plus busing
Steering Committee	\$110.00 plus busing
Adult Chaperones	\$110.00 plus busing



2017-18 STEERING COMMITTEE MEMBERSHIP

Name of Event: Idaho 4-H Know Your Government Conference

Event Date: February 17-19, 2018– Boise, ID

Steering Committee Chair: Donna R. Gillespie

- Faculty Chair
- 4 district faculty/staff reps: rotational system (4 year term)
- 1 state office rep: logistical coordinator/liaison
- 2 volunteers: rotational system (2 year term)
- 24 youth
 - 4th year Positions (1 year term); 1-Justice; 1-Speaker of the House, 1-News Editor, 1-Video Producer
 - 3rd Year Positions (1 year term); 6-Judges; 6-Legislators; 8-Reporters

Members cannot serve 2 consecutive terms in the same position.

This committee membership includes subcommittee members.

Sub-Committee Membership:

- Judicial – two adults – Rotational system – 4 year term
- Legislative – two adults - Rotational system – 4 year term
- Reporter – two adults - Rotational system – 4 year term

Members cannot serve 2 consecutive terms

<u>4-Faculty/Staff</u>	<u>2-Volunteers</u>	<u>24-youth</u>		<u>State Office</u>
D I Coordinator Sharla Wilson (2017-18)	Kara Jenkins (2018-19)	News Editor Christin Wisniewski	Legislator Felipe Marques	Shana Codr
SD II Coordinator Carrie Johnson (2017-19)	Cricket Stirling (2017-18)	Video Producer Alyssa Hansten	Legislator Clayton Beene	
SD III Coordinator Mashelle Barlow (2017)		Speaker of House William Harrison	Legislator Macy Erickson	
D IV Coordinator Kandee Boice (2017-20)		Justice Kylee Chamberlain	Legislator Kayla Kimpel	
		Judge Jay Wilson	Reporter Hunter Squires	
		Judge Erin Olson	Reporter Rosie Garcia	
		Judge Kiara Whalen	Reporter Jacob Brewster	
		Judge Victoria Lebsack	Reporter Robbie Gonzales	
		Judge Rose Davies	Reporter Alyssa Murillo	
		Judge Alicia Easterday	Reporter Jessica Schroeder	
		Legislator Abigail Spencer	Reporter Renee Scott	
		Legislator Katelyn Oliverson	Reporter VACANT	

<u>Judicial</u>	<u>Legislative</u>	<u>Reporter</u>
Vacant (2017-18)	Vacant (2017-18)	Rosie Davids (2017-18)
Kristina M. Schindele (2017-20)	Jamie Hill (2017-20)	Erika Thiel (2017-20)



FACULTY/STAFF STEERING COMMITTEE MEMBER POSITION DESCRIPTIONS

DISTRICT COORDINATOR POSITION DESCRIPTION

Name of Event: _____ Idaho 4-H Know Your Government Conference _____

Event Date: _____ Annually on President's Weekend – Boise, ID _____

Steering Committee Chair: _____ Donna R. Gillespie _____

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff) and be at least 21 years of age.
- Four district coordinator positions (one per district) will be selected from submitted applications from current 4-H professionals (faculty and staff). Applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member to motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members within Idaho.
- Communicate with county Extension offices and assist them with promotion, registration and other needs for KYG. Encourage all youth participants to complete KYG projects.
- Ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend the KYG conference.
- Coordinate transportation and adult advisor selection for KYG conference and assign participants to hotel rooms.
- Coordinate and supervise district meetings at KYG conference.
- Mentor and support district 4th year Steering Committee youth in their assignments to assure a successful conference and positive experience for the youth. Collaborate with these youths to plan and carry out conference activities, which have been assigned to your district.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year. Collect and review the applications and make recommendations to the other KYG Steering Committee members for selection.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for three days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

District Coordinator Signature: _____ **Date** _____

FACULTY/STAFF STEERING COMMITTEE MEMBER ADDITIONAL RESPONSIBILITIES

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth. Collaborate with 3rd and 4th year Steering Committee youth from your district to plan and carry out conference activities, which have been assigned to your district.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members within district. Communicate with county Extension offices and assist them with promotion, registration and other needs for KYG.
- Contact and arrange for bussing as soon as possible, (additional information in the KYG Bus Arrangement document). It is important to have a copy of the bus company's Certificate of Insurance and any agreements or emails that document you arranged schedule and rate for the event. It is suggested to estimate bus needs based on the previous year's attendance at KYG from your area. Bus companies and drivers need to be aware that the buses are also used on Sunday and Monday to transport KYG participants and will need the maps and schedules provided. Bus companies are responsible for the driver's room reservations and expense. DCs should have bussing cost information to their county offices prior to KYG registration. Information will be shared annually about funds available from the 4-H Endowment for bus costs/district.
- Correspond with Counties regarding District guidelines for distribution of delegate slots above the minimum of two per county, selection of alternates, instructions for submitting forms and money, district due dates, etc. Coordinate selection of adult advisors, Extension staff or adult volunteer leaders, to meet district quota. Notify county offices of those who have been selected as delegates, alternates and adult advisors.
- Assign delegates and adults to hotel rooms, (additional information in the District Room Assignment document). There are up to 4 youth delegates per room and 2 adult chaperones per room, but never youth and adults together. Special requests for single rooms or other arrangements must be done at least 3 weeks prior to the conference. Steering Committee members are housed 2 per room, but never youth and adults together. If possible Steering Committee members serving in the same "track", legislators, judges, reporters, are housed together to facilitate schedules, never youth and adults together. There are some single rooms available for Steering Committee adults. All housing assignments will follow the UI 4-H YD Policies and Procedures.



- KYG Conference Orientation should include delegates, chaperones and Steering Committee members from your area, (additional information in the Orientation Guidelines document). Counties to be contacted by their District KYG Coordinator to help plan orientations; they will also include KYG Steering Committee members in this planning.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed. Assist Steering Committee youth members with district meetings and other responsibilities.
- Plan dinner on Sunday for district. Districts usually plan to go to one restaurant or an area where several fast food restaurants are close by. Plan to have delegates returned to hotel in time for any planned evening activities.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year. Collect applications and work with other Steering Committee members to schedule interviews for Sunday night utilizing the questions and judging matrix provided. Gather input from other Steering Committee members and if necessary from district adult chaperones to rank applicants in order of recommendation.
- Starting in 2017, it has been suggested that the District KYG Coordinators and other KYG Steering Committee members help plan meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- Starting in 2017, it has been suggested that each Steering Committee member fundraise for the KYG Conference, at least \$200 per person per year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area or county Mock Legislative Sessions, etc.



VOLUNTEER STEERING COMMITTEE MEMBER POSITION DESCRIPTION

Name of Event: Idaho 4-H Know Your Government Conference

Event Date: Annually on President's Weekend – Boise, ID

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Must be 21 years old and a certified 4-H volunteer.
- Two volunteer positions to be selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. Applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member, motivate, and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Help across district lines if needed.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members throughout Idaho.
- Encourage all youth participants to complete KYG projects.
- Work with District Coordinators to ensure that appropriate orientations and trainings are provided for all youth and adults before they attend the KYG conference.
- Mentor and support 4th year Steering Committee youth in their assignments to assure a successful conference and positive experience for the youth. Collaborate with these youths to plan and carry out conference activities, which have been assigned to the districts.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for three days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

Volunteer Signature: _____ **Date** _____

VOLUNTEER STEERING COMMITTEE MEMBER ADDITIONAL RESPONSIBILITIES

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members within district. Communicate with KYG District Coordinators and assist them with promotion, registration and other needs for KYG.
- Help with district busing and orientation as needed.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed. Assist Steering Committee youth members with district meetings and other responsibilities.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year. Work with other Steering Committee members to schedule interviews for Sunday night utilizing the questions and judging matrix provided.
- Starting in 2017, it has been suggested that the District KYG Coordinators and other KYG Steering Committee members help plan meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- Starting in 2017, it has been suggested that each Steering Committee member fundraise for the KYG Conference, at least \$200 per person per year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area or county Mock Legislative Sessions, etc.



YOUTH STEERING COMMITTEE POSITION DESCRIPTION

Name of Event: Idaho 4-H Know Your Government Conference

Event Date: Annually on President's Weekend, Boise, ID

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Four youth positions (one per district preferred) to be filled by youth accepted for 4th year positions during the current conference year. Up to 20 youth positions to be filled by youth selected as 3rd year Steering Committee members during the current conference year, (6-Youth Judges, 6-Youth Legislators and 8-Reporters). This Position Description must be signed by the youth and parent/guardian and be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member, motivate, and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

GENERAL RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members throughout Idaho.
- Encourage all youth participants to complete KYG projects.
- Work with District Coordinators to ensure that appropriate orientations and trainings are provided for all youth and adults before they attend the KYG conference.
- Mentor and support other youth and adults in their assignments to assure a successful conference and positive experience for everyone. Collaborate with other youth and adults to plan and carry out conference activities, assigned to the districts.
- Serve as emcee for an activity/event at the conference.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

SPECIFIC RESPONSIBILITIES: (mark the position you have been accepted for_

___ Legislative – Speaker of the House (4th Yr.): work with the real Speaker of the House or Legislative Sub-Committee Chair to learn parliamentary procedure and duties. Preside over the Mock Legislative Session during the legislative workshop.

___ Legislative – Committee Chairman (3rd Yr.): write a bill to be considered during the Mock Legislative committee meeting. Conduct the committee meeting during the legislative workshop.

___ Judicial – Justice (4th Yr.): work with real Judges or Judicial Sub-Committee Chair to prepare KYG case. Preside over the Mock Trial activities during the judicial workshop and participate in the Sentencing Trial.



____Judicial – Judge (3rd Yr.): Review case material provided, assist with judicial workshop orientation, preside over a Mock Trial, and decide trial outcome.

____Reporter – News Editor (4th Yr.): Write news stories for and help produce the KYG newsletter

____Reporter – Video Producer (4th Yr.): Produce the KYG news video, YouTube videos,

____Reporter – Reporter Team (3rd Yr.): Participate in field trips and other scheduled activities of the reporter workshop. Write news stories for the KYG newsletter

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for four days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

Youth Signature: _____ **Date** _____

Parent’s Permission:

I support my son/daughter’s interest to serve on this committee. YES NO

Signature of Parent/Guardian: _____

Date _____

(This section to be completed by 4-H Professional)

I support this youth’s interest to serve on this committee. YES NO

Signature of 4-H Professional: _____

Date _____

Comments:

This Position Description must be completed, signed and submitted with a \$25.00 non-refundable deposit (will apply toward your KYG registration) payable to UI 4-H Youth Development, Mary E. Forney Hall, 875 Perimeter Drive MS 3015, Moscow, ID 83844-3015 before March 15th for applicant to be accepted on the current year KYG Steering Committee.

YOUTH STEERING COMMITTEE ADDITIONAL RESPONSIBILITIES

- Complete KYG project.
- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Publicize, promote and coordinate the KYG program for 8th and 9th grade members within district. Communicate with KYG District Coordinators and assist them with promotion, registration and other needs for KYG.
- Prepare for workshop role assigned.
- Prepare for Emcee assignment. If information is available ahead of time on guest you will be introducing, prepare and practice introduction.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed.
- Encourage youth to apply for 3rd and 4th year KYG positions for the following year. Work with other Steering Committee members to schedule interviews for Sunday night utilizing the questions and judging matrix provided.
- Starting in 2017, it has been suggested that the District KYG Coordinators and other KYG Steering Committee members help plan meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- Starting in 2017, it has been suggested that each Steering Committee member fundraise for the KYG Conference, at least \$200 per person per year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area or county Mock Legislative Sessions, etc.
- Serve as a role model for the other KYG youth by following KYG policies, and dressing and acting appropriately.
- Pick-up from person in charge, gifts which you will need to present to guests and helpers. Take gifts to workshop/event where you will present them.
- Conduct District Meetings Saturday and Sunday evenings.
- Write thank you notes to people who helped you prepare for and carry out your role.

WORKSHOPS - YOUTH LEADERSHIP ROLES

Speaker of the House

- Review the Legislative Branch Section in *Exploring Citizenship, My Government*.
- Obtain a copy of *Mason's Rules of Order*, and become familiar with the parliamentary procedure used in the Legislature.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- Read and become familiar with the bills to be considered in the Mock Committee Meetings.
- Meet with the Speaker of the House prior to the Conference.
- Assist Workshop Coordinator during orientation.
- Meet with Legislative Sub-committee Chair, legislators and lobbyists before delegates arrive at Capitol.
- Preside over the Floor Session:
 - Call the session to order.
 - Announce the first bill being considered.
 - Ask the sponsoring legislator to present the bill and speak on it.
 - Open debate and recognize those wishing to speak.
 - Consider motions, if made.
 - Close debate and call for the vote.
 - Announce results of the vote.
 - Ask for presentation of the next bill.
 - When all bills have been considered, adjourn the session.
- Present thank you gifts

Justice

- Work with Judicial Sub-Committee Chair to prepare KYG case.
- Preside over the Mock Trial activities during the judicial workshop and participate in the Sentencing Trial.
- Present thank you gifts

News Editor

- Write news stories for and help produce the KYG newsletter
- Assist with preparation of news releases, newsletter format, etc. as assigned.
- Review the News Media Section in *Exploring Citizenship, My Government*.
- Read and carry out assignments in Power of the Press project book.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- Read and become familiar with the bills that will be considered in the Mock Committee Meetings and the Mock Trial topic.
- Meet with Reporter Workshop Coordinators and reporters. Assist in development of news story assignments.
- Present thank you gifts

Video Producer

- Produce the KYG news video, YouTube videos,
- Review the News Media Section in *Exploring Citizenship, My Government*.
- Read and carry out assignments in Power of the Press project book.
- Present thank you gifts

Committee Chairman

- Review the Legislative Branch Section in *Exploring Citizenship, My Government*.
- Research ideas for legislative bill before the Summer Meeting. Select a topic at the meeting. Write the bill and submit it to the Legislative Sub-committee Chair by the end of Summer Meeting.
- Obtain a copy of *Mason's Rules of Order*, and become familiar with the parliamentary procedure used in the Legislature.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- If possible, meet with a local legislator and ask him/her to give you some pointers.
- Assist Legislative Sub-committee Chair and meet with delegate committee members during orientation.
- Meet with Legislative Sub-committee Chair, legislators and lobbyists before delegates arrive at Capitol.
- Conduct the Committee Meeting:
 - Call the meeting to order.
 - Announce the bill being considered.
 - Ask for testimony and recognize those wishing to speak.
 - Encourage discussion of bill.
 - Call for motions and votes.
 - Announce the results of votes.
 - Adjourn the meeting.
 - Present the bill in the Mock Floor Session.
 - If the Speaker of the House also serves as a Committee Chair, he/she needs to appoint someone from his/her committee to present the bill.
- Present thank you gifts

Judge

- Review Judicial Branch Section, in *Exploring Citizenship, My Government*.
- Review the information sent to you on jury trials, judges' duties, and the Mock Trial Preliminary Information.
- You might want to watch a court TV program to become somewhat familiar with the way a judge deals with objections, testimony, etc.
- If possible, meet with a local district or magistrate judge, or attorney.
- Meet with Judicial Sub-committee Chair Saturday morning and at the Ada County Courthouse on Monday morning.
- Assist Judicial Sub-committee Chair during orientation.

- Preside over the Mock Trial.
- Decide the outcome of the Trial.
- Participate in the Sentencing Hearing as assigned.
- Present thank you gifts

Reporter

- Choose or receive assignments of what KYG bill to write about and select other story assignments at the summer meeting.
- Participate in field trips and other scheduled activities of the reporter workshop.
- Write news stories for the KYG newsletter



LEGISLATIVE CO-CHAIR POSITION DESCRIPTION

Name of Event: _____ Idaho 4-H Know Your Government Conference _____

Event Date: _____ Annually President's Weekend – Boise, ID _____

Steering Committee Chair: _____ Donna R. Gillespie _____

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff), or a certified 4-H volunteer, and be at least 21 years of age.
- Two positions selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the legislative track at the conference.

RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with Speaker of the House, Legislators and Lobbyists as needed.
- Coordinate with committee chair/state office representative to request that Monday breakfast be put on the Legislative calendar.
- Work with teen committee chairs to write/select bills to be used in the mock committee meetings. Finalize at the summer meeting and report to Steering Committee. Mentor 4th year Speaker of the House for responsibilities.
- Recruit legislators and lobbyists to facilitate mock committee meetings at conference.
- During conference:
 - Saturday morning briefing with teen committee chairs
 - Sunday morning workshop
 - Sunday afternoon and mock committee preparation
 - Monday, coordinate mock committee with youth Speaker of the House
 - Monday, Capitol tour
- Additional duties as assigned by the KYG Steering Committee to assure a successful legislative track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for three days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

Legislative Co-Chair Signature: _____ **Date** _____

LEGISLATIVE CO-CHAIR ADDITIONAL RESPONSIBILITIES

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Working with the State 4-H Office representative:
 - Schedule use of Capitol Building; East and West Wings for Sunday.
 - Schedule use of Ada County Courthouse for Monday; arrange for an employee to unlock the building and arrange for security.
 - Put request that Monday breakfast be added to the Legislative calendar.
- Ask the Speaker of the House to meet with the delegate Speaker prior to the Conference.
- Arrange for legislators and lobbyists to facilitate the Mock Committee Meetings on Sunday afternoon.
- Work with Teen Committee Chairs to write/select bills at the Summer Meeting.
- Finalize bills for conference and send summaries and appropriate web links to Steering Committee chair before KYG application opens.
- Assign rooms, legislators, and lobbyists to bills.
- Prepare Committee Chairmen and Speaker of the House for their roles.
- Conduct orientation for delegates and adults in legislative track.
- Arrange for transportation for Committee Chairmen, Speaker and delegate Lobbyists to the Capitol.
- Supervise/assist with Committee Meetings as needed.
- Monday at Ada County Courthouse, conduct short introduction to Mock Floor Session and wrap up at conclusion.
- Confirm arrangements with speakers/workshop presenters and request bio information to use in introductions.
- Starting in 2017, it has been suggested that each Steering Committee member fundraise for the KYG Conference, at least \$200 per person per year.



JUDICIAL CO-CHAIR POSITION DESCRIPTION

Name of Event: _____ Idaho 4-H Know Your Government Conference _____

Event Date: _____ Annually President's Weekend – Boise, ID _____

Steering Committee Chair: _____ Donna R. Gillespie _____

PURPOSE: Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff), **or** a certified 4-H volunteer, and be at least 21 years of age.
- Two positions selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the judicial track at the conference.

RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with Marshalls, Law Clerks and Supreme Court Justice as needed.
- Select and revise Mock Trial as needed.
- Conduct, or recruit an attorney to conduct, an activity for the teen judges at the summer meeting.
- Prepare information for teen judges as needed. Mentor 4th year Justice.
- Recruit attorneys and judge to help with mock trails and sentencing at conference.
- During conference:
 - Saturday morning briefing with teen judges
 - Sunday morning workshop
 - Sunday afternoon tours, orientation and mock trial preparation
 - Monday mock trail coordination
 - Monday sentencing coordination
- Additional duties as assigned by the KYG Steering Committee to assure a successful judicial track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for three days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

Judicial Co-Chair Signature: _____ **Date** _____

JUDICIAL CO-CHAIR ADDITIONAL RESPONSIBILITIES

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Working with the State 4-H Office representative:
 - Schedule use of Supreme Court Building and UI Law and Justice Bldg. for Sunday. Request law clerks to lead tours and Supreme Court Justice to speak about the Idaho Court System.
 - Schedule use of Ada County Courthouse for Monday; arrange for an employee to unlock the building and arrange for security. Request one of the Marshalls to help with the workshop.
- Conduct, or recruit an attorney to conduct, an activity for the teen judges at the summer planning committee meeting.
- Working with Steering Committee members at the Summer Meeting, select and revise Mock Trial as needed.
- Send attorney information and copies of Mock Trial to Steering Committee Chair before KYG application opens.
- Recruit 10 attorneys to help with mock trial (two for each group).
- Recruit Judge to preside over mock sentencing hearing and meet with the 3rd year Judges and the 4th year Justice while the mock trial preparations are taking place.
- Recruit one or more attorneys to help with Sunday afternoon mock trial preparation.
- Prepare information for the 3rd year Judges and the 4th year Justice as needed and meet to prepare them for their roles.
- Conduct orientation for delegates and adults in judicial track
- Help delegates prepare for the mock trial – break into groups by the individual roles, have attorneys or adults work with each group of roles.
- Introduce the 3rd year Judges and the 4th year Justice to Sentencing Judge and have them meet with them. Pass out robes to the judges and discuss decision-making, avoiding evidence or difficult legal problems and briefly discuss evidence rulings.
- Introduce Marshalls to clerk/bailiffs to discuss their roles.
- Assure trials conclude in time for sentencing hearing.
- Recruit a judge, if possible, for Monday sentencing, select "Defendant" and victim from among the 3rd year Judges and the 4th year Justice.
- Coordinate with two attorneys - one prosecutor and one defendant's counsel. Allow victim and defendant to make statements.
- Do a formal sentencing ending with "defendant" being led off in handcuffs.
- Starting in 2017, it has been suggested that each Steering Committee member fundraise for the KYG Conference, at least \$200 per person per year.



REPORTER CO-CHAIR POSITION DESCRIPTION

Name of Event: Idaho 4-H Know Your Government Conference

Event Date: Annually President's Weekend – Boise, ID

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff), or a certified 4-H volunteer, and be at least 21 years of age.
- Two positions will be selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the reporter track at the conference.

RESPONSIBILITIES:

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with television, radio or other media organizations.
- Work with teen reporters to write/video articles to be used in print and electronic products. Strategize at the summer meeting and report to Steering Committee. Mentor 4th year News Editor and Video Producer youth.
- Arrange for equipment needs/hotel set-up for summer meeting and conference.
- During conference:
 - Saturday morning briefing with teen reporters
 - Sunday, completion of all print and electronic products
 - Sunday, arrange for printing of materials to be distributed on Monday
 - Monday, prepare and conduct closing session with delegates
- Additional duties as assigned by the KYG Steering Committee to assure a successful reporter track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Summer planning meeting for two days in June, KYG conference for three days in February and quarterly Zoom video conferences.

RESPONSIBLE TO: KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

Reporter Co-Chair Signature: _____ **Date** _____

REPORTER CO-CHAIR ADDITIONAL RESPONSIBILITIES

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Communicate with reporters and review sample story ideas at Summer Meeting.
- Arrange for speakers and field trips
- Arrange for computers for each reporter, printers and cameras.
- Develop masthead and template for newsletter.
- Working with the State 4-H Office Representative
 - Request any additional equipment, supplies or special set-up needed by hotel
 - Schedule use of public buildings, appointments with television, radio or other media organizations.
- Prepare tentative interview assignments.
- Transport reporters to assigned locations.
- Assist reporters with interviews and news stories as needed.
- Work with reporters to complete news stories.
- Facilitate showing of any videos or presentation of reports during Closing Session.
- Mentor Video Producer in production, editing and approval of any video produced during the year
- Assist with completion of all print and electronic products and arrange for printing of materials to be distributed on Monday
- Assist with posting of information on 4-H Web Page and Social Media as requested.

STEERING COMMITTEE CHAIR POSITION DESCRIPTION

STEERING COMMITTEE CHAIR ADDITIONAL RESPONSIBILITIES

- To be developed (Donna R. Gillespie)

STATE 4-H OFFICE REPRESENTATIVE POSITION DESCRIPTION

STATE 4-H OFFICE REPRESENTATIVE ADDITIONAL RESPONSIBILITIES

- To be developed (Shana Codr)

SPECIFIC ASSIGNEE RESPONSIBILITIES

These special assignments to be discussed and Steering Committee members assigned at the Summer Planning meeting.

Displays

Counties and districts are encouraged to bring displays to set up in the lobby area to share things in which 4-H'ers are involved.

- Contact counties/districts before the Conference to request/encourage displays.
- Notify the Conference Coordinator of the amount of space needed for displays (table, floor, easels, etc.).
- Supervise setting up of display on Saturday afternoon.
- Check displays Monday morning before VIP's arrive.
- Make sure displays are taken down and picked up before delegates leave Monday.

T-Shirts/Polos

- Generate design colors, theme and logo ideas along with decisions made by votes made at the Summer Planning meeting.
- Final logo and theme art work ready by October 1st to be used for KYG promotional materials and on all applications.
- Select a vendor for the t-shirts/polos, either working through the State 4-H Office, or locally, and finalize the artwork for shirts.
- Get t-shirt/polo sizes from State 4-H Office and order t-shirts.
- Arrange for pick-up or delivery.

Presenter Gifts

Each year thank you gifts are purchased/made to present to people who speak or help at the Conference.

- Come up with some suggestions for gifts, keeping in mind the amount budgeted for gifts and the numbers needed.
- Gifts are needed for Legislators and lobbyists who assist speakers, attorneys, etc. in addition, should include the KYG logo, year and conference theme and logo if possible.
- Each evening at the Steering Committee meetings (or just before the specific event), distribute gifts to the people who will be presenting them. It will generally be the responsibility of the Steering Committee member presiding (Emcee, committee chairperson, judge, etc.) to present them.
- Have extra gifts available at workshops and meetings for unexpected needs.

Table Decorations

- Arrange for and use same decorations for Saturday Banquet and Monday Legislative Breakfast.

Teen Opportunities

- Discuss Steering Committee requests at Summer Meeting and coordinate with the Idaho 4-H Teen Officer Advisor needs for this presentation at the Conference.

Speakers

- Discuss suggestions at Summer Meeting; consider the budget, Conference needs for Saturday night keynote speaker, Saturday night activity and Sunday morning motivational speaker.
- Working with the State 4-H Office representative, contact and contract Conference speaker.

Legislative Breakfast

- All legislators, judges from the Third and Fourth Judicial Districts, members of the Board of Education, some donors and other VIPs are invited to attend. The State 4-H Office sends letters of invitation to all of these people. District Coordinators facilitate personal invitations to legislators from their district and several judges from the list sent with the orientation materials.
- Guests are asked to respond to the Ada County Extension Office so that we can estimate the number who will be attending.
- Before the conference, check the legislative district flags or identifiers to see if repairs or replacements need to be made.
- Check with the State 4-H Office and/or the hotel on the layout of tables, chairs and head table. Make a chart showing the specific physical arrangement of dining area including all tables and chairs drawn in.
- Get a list from the State 4-H office of all KYG delegates, Steering Committee members, adult advisors, miscellaneous 4-H guests with their associated legislative districts, a list of those to be seated at the reserved table, and a list of all legislators, judges, attorneys and other invited guests.
- Delegates will be instructed to arrive and be seated between 6:15 and 6:30. Adults are asked to wait to be seated. If more guest show than seats are available, adults will be asked to sit in the overflow room provided.
- Allow spare seats in each legislative district grouping for VIP guests who show up at the last minute, but did not confirm their arrival earlier.
- Steering Committee youth will serve as ushers to seat the people prior to the breakfast. Seating arrangements charts and expectations to be reviewed at the Steering Committee meeting on Sunday evening so they quickly and efficiently seat everyone at the breakfast.
- Steering Committee adults will be stationed outside the doors to direct guests to the ballroom, hang coats and check off the names of the VIP's as they arrive.

Sunday Afternoon Snack

- Deliver to Supreme Court by 3:45 p.m. and City Hall by 3:30 p.m. Arrange for adults to setup, distribute, and clean up area.

Photography

- Arrange for a photographer(s) to take casual pictures at breakfast and the group pictures at the Capitol.
- Coordinate group pictures taken by district at the Capitol

Evening Activities

These activities offer delegates an opportunity to relax, get to know other delegates and use up excess energy. Saturday evening activities are usually get-acquainted games and mixers. Sunday evening usually includes a combination of planned activities, usually a dance in the ballroom and games in another.

- Steering Committee members brainstorm ideas and suggest a general plan for activities each evening. Specific games can be decided upon closer to the event.
- Request/arrange for any supplies, equipment, set-up needed.
- Make sure everything is ready.
- Supervise/facilitate activities as needed.

Emcee Orientation

- Arrange for Steering Committee youth members to be assigned to each of the following opportunities.
- The opportunity to be the Monday Legislative Breakfast speaker will be open to 4th Year youth who have submitted an application
 - Saturday PM - Before Dinner (General Conference Welcome & Introduce Keynote Speaker)
 - Saturday PM - American Pledge
 - Saturday PM - 4-H Pledge
 - Saturday PM - After Dinner (Thank Speaker and Evening Instructions)
 - Sunday AM – General Conference (Welcome & Introduce Motivational Speaker)
 - Sunday AM - American Pledge
 - Sunday AM – 4-H Pledge
 - Sunday AM - After Speaker (Thank Speaker and Day Instructions)
 - Sunday AM – Legislative Orientation (4th year Legislative introduces Co-chairs)
 - Sunday AM – Judicial Orientation (4th year Judge introduces Co-chairs)
 - Sunday After Lunch– Introduce Teen Officers
 - Sunday PM – Legislative Mock Committee (3rd year Legislators introduce dignitaries)
 - Sunday PM – Judicial Workshop (3rd year Judges introduce dignitaries)
 - Sunday Evening - Introduce Teen Officers & Evening Instructions
 - Monday AM - Breakfast - General Conference Welcome & Introduce Dignitaries
 - Monday AM - American Pledges
 - Monday AM – 4-H Pledges
 - Monday AM – Response4-H Experience/Benefits
 - Monday AM - Breakfast - Thank Attendees and Day Instructions

- Monday AM - Legislative Program
- Monday AM – Judicial Program
- Monday Lunch – Announcements and Farewell (Reporters)
- Create a list of speakers and other VIPS to be introduced. Collect basic contact information and share with assigned youth.
- Conduct training and practice session during Saturday committee meeting prior to KYG Conference beginning.

Evaluation

- Develop/revise and arrange for survey tool to complete evaluations.
- Arrange for KYG Steering Committee members or Teen Association Officers to help with facilitation of evaluations.
- Review and compile evaluation results and share with KYG Steering Committee
- Facilitate use of evaluation materials in scholarly products

Closing and Steering Committee Member Announcement

- Working with the Steering Committee Reporters determine schedule and program.
- Complete evaluation
- Announce members of the next year’s KYG Steering Committee, present new members with copy of the KYG Steering Committee Handbook

FUND RAISING BY THE STEERING COMMITTEE

Know your Government Conference Steering Committee Fundraising Guidelines

As a member of the KYG Steering Committee, you know the importance of the KYG experience and how it strengthens the connection between youth and politics, government and judicial processes. By participating in judicial, legislative and/or reporter opportunities, you understand the importance of the KYG experience for others. While conference attendees pay for their own fees, we rely on donations from business and individuals to help keep costs at a minimum for those who attend and to continue the KYG Conference for many more years.

KYG Steering Committee members are being asked to fundraise for the KYG Conference. It is suggested each Steering Committee member raise \$200 per year. This is not a requirement for committee membership. Here are a few suggestions and guidelines to help you.

- A letter and donation form will be provided from UI 4-H Youth Development which includes details to help you with specifics about donation. These materials are meant to be used as handouts; when talking to potential donors use your own words and experiences.
- Before you start looking for donors, visit your local UI Extension office and talk to 4-H Professionals about their ideas. They will know who is currently donating to the local 4-H program and if they should or should not be contacted again, they will be able to give you names and contact information of who might be interested in donating and can make copies of the letters and donations forms you might need. Some local contacts might include:
 - Elected officials; county commissioners, judges, law enforcement, etc...
 - Local lawyers, city councilmen and others who are involved in judicial and legislative matters
 - KYG alumni; could include young adults who attended and adults who might have served on a past KYG committee or attended as chaperones
 - Service and civic clubs; Rotary, Kiwanis, Elks, etc...



- Approach donors face-to-face; the Steering Committee’s responsibility is to contact local individuals, clubs and business, not large corporate donors. If you find a large donor who needs more information, contact Donna R. Gillespie at donna@uidaho.edu and she will put them in touch with the UI CALS Development Office.
- Develop your own “Elevator Speech” to share with potential donors. What your role is at the KYG Conference, how your experience as an important team member of the Steering Committee has influenced you, why you want other youth to have these experiences. Share the KYG mission; “Empowering youth to be well-informed citizens who are actively engaged in their communities and the world.” General information about your total 4-H experience is also valuable to share.
- Donors can go to the website listed in the letter to give, can mail in their payment using the donation form or give the money to you. Any funds collected by you personally need to be sent, with the completed donation form, within three days, to the address listed. It is crucial that you have an accurate record of any funds you receive and when they were mailed to Moscow.
- If you have any questions, please contact Donna R. Gillespie at 208-312-4109 or donna@uidaho.edu .



4-H Youth Development

Mary Forney Hall Rm 206
875 Perimeter Drive MS 3015
Moscow, ID 83844-3015

Phone: 208-885-6321

Fax: 208-885-4637

fourh@uidaho.edu

www.uidaho.edu/4h

December 22, 2016

Dear 4-H Youth Program Supporter:

This February, youth throughout the state will participate in the 29th "Idaho 4-H Know Your Government" (KYG) conference, held in Boise. KYG is an extensive, three-day conference that our Steering Committee has been hard at work preparing for.

The 4-H Know Your Government Project and Conference strengthens the connection between youth and our political, government, and judicial processes through education, experience, application and inspiration. Approximately 160 youth are expected to attend this year, and will have the opportunity to do the following:

- Attend judicial workshops
- Participate in a mock trial and sentencing
- Be assigned as legislators or lobbyists who will work on bills and conduct a mock legislative session

Actual judges and legislators will guide the youth as they learn the various processes. On the final day of the conference, delegates will have the opportunity to meet and visit with their representatives, senators, and judges during breakfast.

While conference attendees pay for their own fees, we rely on donations from business and individuals to help keep costs at a minimum for those who attend, as finances can sometimes be a barrier to participation. **Can we count on you to make a gift to support this important program?**

University of Idaho Extension 4-H Youth Development is a 501(c)(3) organization, making all donations tax-deductible. Donations may be given to the individual representing KYG, mailed to the University of Idaho Extension 4-H Youth Development Office with the enclosed form, or made online at www.uidaho.edu/giving. You will receive a mailed receipt, and donors will be recognized in printed programs, donor reports, and other publications about the KYG program. If you have questions, do not hesitate to contact me at the state office.

Please consider supporting this important 4-H program emphasizing life skills, citizenship, and leadership for Idaho's youth and tomorrow's leaders.

Sincerely,


Jim Lindstrom, EdD
State Program Director



Thank You for Conference Donors

Starting in 2017 and in partnership with the CALS Development office, there is a new process for the Steering Committee to thank those who donate to the KYG Conference. They are also thanked through the CALS Development office. Original cards will be printed in the reporter room at KYG on Sunday, including some candid shots of the conference and maybe the group photo from the previous year. The Steering Committee will sign them at the Steering Committee meeting on Sunday night. The donors who attend breakfast will be personally thanked and the card presented by Steering Committee youth. Any other thank yous will be mailed immediately after the conference. We will receive a complete donor list from the CALS Development office no later than the first day of KYG so we will have the current info. We will not be requiring all KYG delegates to write thank yous on Sunday night at the Conference, the Steering Committee is taking on this responsibility. We are asking the District Coordinators to establish a process to make sure that people from their areas are getting thank yous to their individual scholarship sponsors, 4-H Leader Councils, etc. These can either be done at a pre-conference orientation, at the Conference or post-conference.

3rd and 4th Year Steering Committee Youth Interview Process

In 2017, the KYG Steering Committee members provided new opportunities to make the interview and selection process for 3rd year and 4th year members more consistent and to incorporate a more professional interview process. New applications and position descriptions are written and included in this Handbook. An interview score card, interview questions and guidelines for the interview committees were developed. Interview committees will consist of two adults and two youth, each representing different districts, and will interview youth randomly selected from the pool of candidates. With consistent questions, a uniform scoring matrix and impartial committees, the goal of a professional interview process will be met. The interview questions will only be available to the interview committees and the youth candidates during the interview process.

KYG STEERING COMMITTEE YOUTH INTERVIEW COMMITTEE

Committee Positons

Saturday Evening – 9:00-10:00 PM

4th Year Interview Committee

Steering Committee Chair: _____
Steering Committee District Coordinator: _____
Steering Committee 3rd Year Youth: _____
Steering Committee 4th Year Youth: _____

Sunday Evening – 7:30-8:45 PM

3rd Year Interview Committee

Northern District

District Coordinator: _____
Adult Chaperone _____

3rd Year Legislative Youth: _____
 3rd Year Judicial Youth: _____

Southern District

District Coordinator: _____
 Adult Chaperone _____
 3rd Year Legislative Youth: _____
 3rd Year Judicial Youth: _____

Central District

District Coordinator: _____
 Adult Chaperone _____
 3rd Year Legislative Youth: _____
 3rd Year Judicial Youth: _____

Eastern District

District Coordinator: _____
 Adult Chaperone _____
 3rd Year Legislative Youth: _____
 3rd Year Judicial Youth: _____

KYG STEERING COMMITTEE YOUTH INTERVIEW COMMITTEE
Committee Assignments

Interview Committee - A

Northern District Coordinator _____
 Southern District Adult Chaperone _____
 Central District 3rd Year Legislative Youth _____
 Eastern District 3rd Year Judicial Youth _____

Interview Committee - B

Southern District Coordinator _____
 Central District Adult Chaperone _____
 Eastern District 3rd Year Legislative Youth _____
 Northern District 3rd Year Judicial Youth _____

Interview Committee - C

Central District Coordinator _____
 Eastern District Adult Chaperone _____
 Northern District 3rd Year Legislative Youth _____
 Southern District 3rd Year Judicial Youth _____

Interview Committee - D

Eastern District Coordinator _____
 Northern District Adult Chaperone _____
 Southern District 3rd Year Legislative Youth _____
 Central District 3rd Year Judicial Youth _____

**KYG STEERING COMMITTEE YOUTH INTERVIEW SCORE SHEET
2018-19 Committee Positons**

NAME: _____

DISTRICT: _____ COUNTY: _____

POSITION SEEKING: 4th Year _____

(Information from application):

Speaker of the House ___ Justice ___ News Editor ___ Video Producer ___

3rd Year _____

(Information from application):

Committee Chair ___ Judge ___ Reporter ___ No Preference ___

Number of years Interview Candidate has attended the KYG Conference (counting current year):

1 _____ 2 _____ 3 _____

This Section to be completed by KYG District Coordinators: Write the appropriate rating in the "Score" column. Make comments to help applicants improve interview skills.

Evaluation Criteria (Place a check in the appropriate box)	Poor	Fair	Good	Very Good	Excellent	Comments
Conference Performance 20 points possible						
Behavior during conference sessions, meetings and free time.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Leadership shown and engagement with others in a positive manner.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	

	Total Score (20 possible)
--	----------------------------------

This Section to be completed by KYG Interview Committee Members: Write the appropriate rating in the "Score" column. Make comments to help applicants improve interview skills.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
Application 20 points possible							
Completion of all sections, neat and understandable.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Committee participation and description.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Understanding of Position 20 points possible							
Shows understanding of responsibilities through KYG experience.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Willingness to dedicate time and resources needed.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Interview Presence 20 points possible							
Neatly groomed; attire suitable for position.	1-2	3-4	5-6	7 - 8	9 - 10		
Clarity of expression, eye contact, posture.	1-2	3-4	5-6	7 - 8	9 - 10		
Speech is clear and words are pronounced correctly.	1-2	3-4	5-6	7 - 8	9 - 10		
Friendly, poised, personable.	1-2	3-4	5-6	7 - 8	9 - 10		
Questions 20 points possible							
Questions on application are answered completely and appropriately.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Interview questions are answered completely and appropriately.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
							Total Score (100 possible)

Interview Committee Recommendation:

Candidate not acceptable for Steering Committee ____

4th Year Candidate recommended for (rank all that apply):

Speaker of House ____ Justice ____ News Editor ____ Video Producer ____

3rd Year Candidate recommended for (rank all that apply):

Committee Chair ____ Judge ____ Reporter ____

2018-19 Steering Committee Placement: Position _____

4-H Know Your Government Project Completion

The KYG Steering Committee is committed to support and encourage Conference participants to complete the corresponding 4-H project for their role at the Conference.

Pre-Conference

- Enhance the information about the 4-H project on 4-H Online so youth and adult registrants know more about the project and requirements (like there is one required with the Conference!)
- Encourage delegates to acquire a copy of the project materials before they go the Conference; these could be provided through their local counties and/or at their orientation sessions
- Include information about the 4-H project and requirements in the delegate and chaperone packets, there is currently no project information included (this is a huge problem that needs changed)
- Include more information about the actual 4-H project during the orientation sessions; this would include displays and presentations from returning youth (3rd and 4th year Steering Committee if available); emphasize the importance of completing the project while the Legislature is in session and why, and share tip sheets and flow charts on how to complete the project
- Post tip sheets and flow charts on how to complete the project with project materials on the State 4-H website

Conference

- Include project completion information in the agenda for the District Meetings
- Include a reminder for delegates to complete the required 4-H project during at least one general session of KYG; suggested to also include during the “Opportunities” part of the schedule so State 4-H Teen Officers could relate experiences; most will have attended at least one year of KYG
- Steering Committee provide a nice poster for the display area that includes information about project completion, some how-to information and also the benefits of completion

Post Conference

District Coordinators will develop a plan which best fits their area on how to follow up with delegates. Some suggestions include:

- Identify district-wide or county based KYG certified 4-H volunteer/adult mentors to work directly with youth on project completion. Could be a volunteer who specifically leads only KYG projects, one with past KYG chaperone experience, young adult volunteer who has attended as a delegate or someone just interested and willing to help with the project. District Coordinators will support them.
- Encouraging district-wide or county based “project completion” sessions to work on the actual 4-H project, complete oral presentations and displays
- Steering Committee will schedule and host open ZOOM sessions for youth or adult volunteers to attend and have questions answered about the 4-H project

KNOW YOUR GOVERNMENT POLICIES

Clothing

Youth and adults are expected to adhere to dress guidelines through the duration of the conference

Category A

Semi-Formal - Dresses, dressy blouses and skirts (knee-length or longer when seated), or dress pants, shirts and ties. Semi-formal means no denim; bared midriffs and shirttails tucked in. No flip-flops or sport shoes

Category B

Business Attire - Dresses, skirts (knee length or longer when seated), slacks with nice blouses/shirts or sweaters, nice dress jeans (black Wranglers) are allowed but no blue denim. Closed toe shoes, hard-soled.

Category C

Casual Attire – Includes jeans, sweatshirts or t-shirts. Please no inappropriate images or sayings. No sweats, no shorts, no tank tops, and no low-cut shirts. Spandex type materials and skintight jeans are not appropriate.

- Sleepwear is to be worn only in individual hotel rooms, not in public areas (halls, meeting rooms, lobby).
- You will need a warm coat and comfortable shoes for walking. You will not only be representing your hometown and 4-H, but also presenting yourself to the larger community and we know that because of who you are, you will do that well.

Housing and Meals

All Conference delegates and adults will stay at the Red Lion Boise Downtowner. Delegates will be assigned to rooms by district, four persons per room. There are two beds in each room. If you prefer to not share a bed, please bring a sleeping bag. Most Conference events will take place at the Red Lion Boise Downtowner, the Capitol, and the Ada County Courthouse.

- Five special meals are planned: Saturday dinner, Sunday breakfast, Sunday lunch, the Monday breakfast with Your Legislators and Judges, and Monday lunch. Sunday evening each District will have the opportunity to make their own plans for dinner.
- Room assignments must be kept. Changes are not permitted. If there are issues with rooming (adult or youth), please work with Donna R. Gillespie (208-312-4109), do not contact or approach hotel staff to make your own rooming changes. In case of emergency, we must know where you are.
- Leave valuables at home. Doors lock automatically, but even locked doors do not always prevent losses.



- Show courtesy for the rights of other people staying in the hotel by keeping the volume level of voices, radios, TVs, etc. down so that they cannot be heard outside the room.
- Quiet time in rooms is from 10:30-11:30 on Saturday night and 10:30-11:00 on Sunday. Lights out will be at 11:30 on Saturday night and 11:00 p.m. on Sunday. Delegates must be in their own rooms by these times.

Travel Arrangements

The KYG Steering Committee will be working together to plan transportation to the Conference. Delegates should plan to arrive between 3:00 and 4:30 p.m. on Saturday and will be able to leave for home by 2:00 p.m. on Monday.

School Absence

The KYG Conference, scheduled for President's Day weekend, is a holiday for many school districts. If your school will be in session on February 20, or you need an extra day for travel, your parents will need to request that you be excused. If you have any problems, contact your District Coordinator for a letter provided by Dr. Jim Lindstrom at the UI 4-H Youth Development Office.

Information for Families

Conference Headquarters: Red Lion Hotel Downtowner, 1800 Fairview Avenue, Boise, Idaho 83702, (208) 344-7691.

Insurance

Delegates and chaperones are covered by health and accident insurance from the time they leave home until they return. In the event of injury, the insurance company (American Income Life) must be notified within 20 days. State 4-H Office staff will have information on filing claims.

Capitol and Court Houses

- Delegates are expected to behave in a respectful, courteous manner and stay within the workshop areas while in these buildings. Special permission has been granted to use these buildings during the weekend and Holiday.
- Elevators in the Capitol Annex are for the legislators' use only. Please do not use them.



ADDITIONAL INFORMATION

Delegates may not leave the conference during the weekend without approval by the Steering Committee Chair. If they wish to meet a relative or friend, they must make arrangements ahead of time, bring written permission from their parent/guardian with name and contact information of the person you are meeting.

NO cell phone, electronic or handheld devices (i.e. iPod, laptop, MP3, PSP, Gameboy) may be used (with the exception of appropriate for photographs), including text messaging during the conference. The exception is after 6:00 a.m. until the start of the first session and after 10:30 p.m. until lights out. In the event of misuse or violation of this policy, cell phones or electronic devices may be confiscated until the end of the conference. If an emergency arises, contact your adult chaperone or an adult Know Your Government Steering Committee member. District meetings will be held each evening. At this time any questions or problems will be addressed.

Medical staff will be available to handle illnesses or other minor medical issues.

University of Idaho 4-H Youth Development Code of Conduct is to be followed at all times. Possession or illegal use of drugs, tobacco or alcohol, firearms or explosives of any kind are prohibited at any time during the Idaho Know Your Government Conference.

Cost of damage, liability or theft of any property used during the conference is directly billed to the individual responsible (or to his/her parents) or to the group with which he/she is associated if an individual cannot be identified.

Disregarding any of these policies is grounds for dismissal from this conference, forfeiture of fees and prompt return home at parent's expense. Examples of infractions that may cause dismissal: leaving the conference facilities without permission; being in the room of the opposite sex without an adult present; participate in inappropriate sexual behavior; being out of your room after curfew without permission; bullying others.

These policies are to assist in providing for the health, safety and social well-being of everyone attending Idaho 4-H Know Your Government Conference. Should a situation arise that is not covered by this list, the Know Your Government Steering Committee will handle it in a manner consistent with University Extension policies,