

4-H Know Your Government Conference

ADULT CHAPERONE INFORMATION PACKET



February 17-19, 2018

Boise, Idaho

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

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**4-H KNOW YOUR GOVERNMENT
2018 CONFERENCE**

February 17-19, 2018
Boise, Idaho

Hello!

The KYG Conference is offered for 8th and 9th grade 4-H youth interested in learning more about our government and how it works. Highlights include a Mock Legislative Session or Mock Trial Activities; opportunities to meet and observe members of the legislature at work, meet state elected officials and members of the judiciary, and tour the Capitol. Chaperones play a vital role in the success of this conference!

To apply to be a KYG Conference Chaperone, complete the APPLICATION FORM in 4-H Online by November 13, 2017. If you are selected, you will need to pay the \$110 registration fee and attend the orientation meeting.

I hope to see you in Boise!

Donna R. Gillespie
Regional Youth Development Educator

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PURPOSE

The Know Your Government Conference is designed for 8th & 9th graders to:

- *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
- *Observe the legislative process in action
- *Meet and share ideas with legislators, judges and other elected officials
- *Have breakfast with legislators and judges
- *Meet youth from around the state.

Persons with disabilities who require alternative means for communication of program information or reasonable accommodations need to contact Donna R. Gillespie, by January 1 at 315 Falls Ave., CSI Campus, Evergreen Bldg., Twin Falls, ID 83301 or at donna@uidaho.edu



4-H KNOW YOUR GOVERNMENT CONFERENCE (KYG) ADULT CHAPERONE PACKET

ADULT CHAPERONE POSITION DESCRIPTION

Responsible to District KYG Coordinator and other KYG Steering Committee members

IDAHO 4-H KNOW YOUR GOVERNMENT CONFERENCE POLICIES

- Purpose:** Chaperone delegates to, during, and from the Know Your Government Conference
- Benefits:**
- Satisfaction seeing youth develop increased personal knowledge.
 - Retention of older 4-H members.
 - Increase own personal knowledge.
- Responsibilities:**
1. Attend county/district orientation session, review “Exploring Citizenship, My Government” project, help delegates with activities and completion of the project.
 2. Accompany delegates to and from the KYG Conference and along with other adults, supervise all delegates.
 3. Attend and participate fully in events with delegates and assist with activities if requested; including all district meetings.
 4. By your example, help delegates learn appropriate manners, behavior, and dress for semi-formal meals, meetings with elected officials, court appearances, and visits to the Capitol.
 5. Dress appropriately through the duration of the conference.
 6. Be familiar with conference policies, regulations, and daily schedule, and work with UI faculty/staff to enforce them, if necessary.” Keep eyes and ears open and help delegates get the most out of the conference.
 7. Assist youth delegates in completion of the required 4-H project.
 8. Assist and help plan follow-up activities after conference.
- Qualifications:** Be a certified 4-H Volunteer, applications approved by a County 4-H Professional and the District KYG Coordinator
Interest in Government and 4-H program
- Time Involved:** January – February 10-20 hours
February 3 days (attend KYG during President’s Day weekend)
March – May 10-20 hours
- Training Provided:** Orientation provided by KYG District Coordinators
- Support Provided:** Reduced Registration Fee



University of Idaho 4-H Youth Development and the Know Your Government Steering Committee want your weekend at the Know Your Government Conference to be filled with exciting experiences, new friendships and fun. To help make this happen, each participant is expected to be considerate of others, participate fully in the Conference program and observe the following rules and policies. You will want to be a positive representative of 4-H to the people you meet and with whom you interact.

ELIGIBILITY

Chaperones must be certified 4-H Volunteers. One adult chaperone is needed for every ten delegates, four from the Northern District, five from the Southern District, four from the Central District, and five from the Eastern District.

APPLICATION AND SELECTION

Complete application through 4-H Online by November 13. By December 11, a committee will review the applications (this may include an interview of the applicants) and select county chaperones and alternates. Accepted chaperones will need to register through 4-H Online to complete the registration process and, during the specified time, remit conference fees to the local UI Extension Office.

ORIENTATION

A face to face orientation will be held in the county or district. It is very important that all delegates, adult chaperones, and any alternates, that may still be selected, attend this orientation. You will receive important information about some of the activities at the conference and what activities will be done prior to and post-conference. Chaperones may be asked by the District KYG Coordinator to help with the orientations. In addition, chaperones will have the opportunity to participate in a Zoom online video orientation prior to the conference. More information about that online orientation will be forth coming.

COST

The chaperone registration fee is \$110.00 PLUS busing cost. Fees must be paid to the local UI Extension Office (by Jan. 8th). The registration fee includes t-shirt, lodging and all meals except Sunday dinner at the conference. You are responsible for paying for your transportation to the conference, meals enroute, Sunday dinner, and any incidentals. Sunday breakfast will be provided at the host hotel and included in the registration fee. Remember that it is the custom in our society to leave a 15% tip for waiters and waitresses when eating in a restaurant please include this when eating on your own.

ACTIVITIES AND WORKSHOPS

- Chaperones are expected to participate fully at the conference, and engage with the youth and KYG Planning Committee.
- Attendance at all scheduled events is required. Be prompt in attendance and courteous to all others including guest speakers.
- Chaperones will be assigned to either a legislative or judicial workshop. It is especially helpful for you to work with county/district 4-H Professionals and delegates to prepare for roles the youth will have during the conference.
- Name badges are important for gaining admittance to KYG Conference events, identification and to help you get acquainted. Wear your badge at all times.

4-H PROJECT COMPLETION

Youth Delegates attending the Know Your Government Conference are required to complete the Exploring Citizenship, My Government 4-H project in order to return for additional years of KYG or application to serve on the KYG Steering Committees. Many counties also require project completion or any scholarships awarded may need to be repaid to the county.

Delegates are encouraged 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. Adult chaperones should also be familiar with project materials and requirements so they can help youth complete projects. More information about the 4-H project will be included during the orientation session with emphasis about the importance of completing the project while the Legislature is in session. Project completion tip sheets, flow charts and project materials are located on the 4-H website or from your local 4-H Professionals.

HOTEL/HOUSING AND MEALS

- All Conference delegates and adults will stay at the Red Lion Boise Downtowner. Chaperones will be assigned to rooms by district, two persons per room. 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 allowed. 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. Chaperones 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.

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 COURTHOUSES

- Advisors and 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

- Conference participants (delegates and chaperones) may not leave the conference during the weekend without approval by a conference adult (District Coordinator or KYG Steering Committee Adult). If delegates wish to meet a relative or friend, they must make arrangements ahead of time and bring written permission from their parent/guardian with name and contact information of the person they are meeting.
- NO cell phones or electronic or handheld devices (i.e. iPod, laptop, MP3, PSP, Gameboy) may be used (with the exception of when appropriate for photographs), including text messaging, during the conference, except 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 KYG Steering Committee member. District meetings will be held each evening. At this time any questions or problems will be addressed. Adult Chaperones are also expected to follow these guidelines.
- Medical staff will be available to handle illnesses or other minor medical problems.
- UI 4-H Youth Development Code of Conduct will 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 Idaho KYG Conference.
- Cost of damage or theft of any property used during the conference will be 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 may be considered grounds for dismissal from Conference, forfeiture of fees and prompt return home at parent's expense. Examples of infractions that may cause you to be sent home are: leaving the Conference facilities without permission, being in the room of the opposite sex without an adult present, participate in inappropriate sexual behavior, out of your room after curfew without permission or bullying others.
- These policies are intended 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 UI Extension policies.

CLOTHING - Appropriate category is designated on Tentative Agenda, see page 6

**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 are 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 skin tight 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 home town and 4-H, but presenting yourself to the larger community and we know that because of who you are, you will do that well.

KNOW YOUR GOVERNMENT WORKSHOPS

On Sunday the **Mock Legislative Session** will give you the opportunity to try out the roles of legislator or lobbyist.

Legislators will discuss bills in legislative committees and debate the bills on the floor of the Legislature. A legislator in each committee and in the floor session will be selected to serve as secretary.

Lobbyists will prepare and give testimony pro and con on the bills during the committee meetings.

Each legislator and lobbyist will select a committee which will be discussing a specific bill. 2017 bills are:

Bill 111:– A Sugar Ban in School Vending Machines

Bill 222:– Lowering the Age to Obtain a Driver’s Permit and License

Bill 333:– Death and Dignity Act

Bill 444:– Prohibition of School Uniforms

Bill 555:– Prohibition of Dyed Diesel Roads

Bill 777:– Providing Alternate Languages for Standardized Testing

In the **Judicial Workshop** you will learn about the Idaho Court System, explore how the law affects teenagers and participate in a mock trial. Each delegate will have the opportunity to play one of the following roles:

Prosecuting Attorney – presents the case for the state against the defendant.

Defense Attorney - presents the case for the defendant.

Witnesses – supply the facts in the case by testifying on the witness stand.

Defendant – is accused of a crime and offers testimony in his/her own defense.

Clerk/Bailiff – aides the judge in conducting the trial. Watches over the defendant. Calls the court to order and swears in the witnesses.

Delegates may indicate which workshop they prefer to attend and what role they prefer to play in the legislative and judicial workshops. Delegates who have not attended the KYG Conference are encouraged to participate in the legislative workshop the first year. Delegates who attended in 2016 must choose the workshop (judicial or legislative) they did not attend last year. Please indicate a first and second choice of roles on the application form. Approximately 60 delegates may attend the Judicial workshop, with approximately 85 assigned as legislators and 14 as lobbyists.



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