

# 4-H Know Your Government Conference

## *ADULT CHAPERONE INFORMATION PACKET*



February 15-17, 2020

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  
2020 CONFERENCE**

February 15-17, 2020  
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!

Registration for KYG will be open from Nov. 4th – Jan. 6th. There are a limited number of chaperone opportunities from each district, be sure to register as soon as possible to assure participation. After the close of registration, you will receive more details about the conference and information about your district/county orientation meeting.

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 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:** Orientations provided by KYG Steering Committee
- 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.

### REGISTRATION

In order to register for KYG the following items MUST happen:

- You must have enrolled (or re-enrolled) for the current 4-H year in 4-H Online.
- Any necessary enrollment fees must be paid to county office.
- You must be in an "Active" status to register for events.

Once all of those items have been completed, you can register for the event. Registration for KYG will be open from Nov. 4th – Jan. 6th. There will be items for registrants to download such as the conference schedule, bills, judicial items etc. During the registration process you will also be required to pay the \$110.00 registration fee. *\*Please note attending chaperones will automatically receive a \$75.00 scholarship from the State Volunteer Association for volunteering at this event.*

### ORIENTATION

An orientation will be held in the county (or district). It is very important that all delegates, chaperones and Steering Committee members attend this orientation. You will receive important information about some of the activities at the conference and the *KYG 4-H project requirements*. 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 and a face-to-face orientation upon arrival at the Conference, please plan to attend all of the orientations.

### COST

The chaperone registration fee is \$110.00, this also includes busing. Registration fees must be paid through the registration process. The registration fee includes t-shirt, lodging and all meals except Sunday dinner at the conference. You are responsible for meals enroute, Sunday dinner, and any incidentals. 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.

*\*Please note: Southern District youth and adult chaperones are expected to provide their own transportation to and from the KYG Conference but will be provided transportation during the Conference.*

### ACTIVITIES AND WORKSHOPS

- Chaperones are expected to participate fully at the conference and engage with the youth and KYG Steering 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 other chaperones, delegates and Steering Committee members to prepare the youth in the roles they 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 apply to serve on the KYG Steering Committees. Many counties also require project completion, or any scholarships awarded my 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 10:00-11:00 on Saturday night and 10:30-11:00 on Sunday. Lights out will be at 11:00 on Saturday and Sunday nights. 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, bussing will be provided for the Northern, Central and Eastern Districts. 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.

*\*Please note: Southern District youth and adult chaperones are expected to provide their own transportation to and from the KYG Conference but will be provided transportation during the Conference.*

#### 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 and 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 Donna R. Gillespie, 208-312-4109. 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. Prescription meds (with the exception of emergency/rescue medications) must be checked in to Medical Staff upon arrival.
- UI 4-H Youth Development Code of Conduct will be followed at all times. Possession or illegal use of drugs, tobacco, all nicotine products – including vaping, 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. The State 4-H Director will have the final authority in such decisions.

## CLOTHING

### **ALL YOUTH AND ADULTS ATTENDING KYG ARE EXPECTED TO ADHERE TO DRESS GUIDELINES THROUGHOUT 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.

**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.

## KNOW YOUR GOVERNMENT WORKSHOPS

On Sunday the **Mock Legislative Session** will give youth 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 youth in each committee will be selected to serve as secretary.

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

2020 bills include:

Bill 111:– Veteran Health Coverage

Bill 222:– The Usage of the Death Penalty

Bill 333:– The Requirement of Agricultural Education in Public High Schools

Bill 444:– Brain Death in the State of Idaho

Bill 555:– Raising Babies in Prison

Bill 777:– Euthanasia

In the **Judicial Workshop** youth 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** - accused of a crime and offers testimony in his/her own defense on the witness stand.

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

Chaperones may indicate which workshop they prefer to attend. Please register as soon as possible and indicate your choice so you can be assigned the position you are most interested in.

## 2020 4-H KNOW YOUR GOVERNMENT CONFERENCE



### SATURDAY, FEB. 15, 2020

|             |  |
|-------------|--|
| 3:00 - 4:30 | Registration   |
| 4:30 - 5:30 | District Meetings  |
| 4:45 - 5:30 | Adult Chaperone Orientation                              |
| 5:30 - 6:30 | Get ready for Dinner                                     |
| 6:30 - 8:30 | Opening Dinner and Speaker in Ballroom (Dress attire A*) |
| 8:30-9:00   | Change clothes while ballroom resets                     |
| 9:00- 10:00 | Evening Entertainment in Ballroom (Dress attire C*)      |
| 10:00       | Steering Committee Meeting                               |
| 10:00-11:00 | Quiet time in Rooms                                      |
| 11:00       | Lights Out   |

### SUNDAY, FEB. 16, 2020

|               |  |
|---------------|--|
| 8:00 - 9:00   | Breakfast at Hotel   |
| 9:15 - 10:00  | Speaker in Ballroom (Dress attire B* for day)                  |
| 10:00 - 10:15 | Break - ballroom setup for Orientation                         |
| 10:15 - 11:30 | Orientation for Legislative and Judicial Delegates             |
| 11:30 - 12:15 | Lunch in Ballroom  |
| 12:15 - 1:30  | Idaho 4-H Teen Officer Presentation                            |
| 1:00          | Legislator, Judge and Reporter SC applications due             |
| 1:30          | Busses load for Capitol & Supreme Court                        |
| 1:45 - 4:30   | Legislative Workshop, Capitol                                  |
|               | Judicial Workshop, Supreme Court Building                      |
| 5:00 - 7:00   | District Dinner (Dress attire C*)                              |
| 7:00 - 7:30   | District Meetings  |
| 7:30 - 7:45   | Interview Committee Orientation                                |
| 7:45 - 10:00  | Legislator, Judge and Reporter SC Interviews (Dress attire B*) |
| 8:00 - 8:45   | Idaho 4-H Teen Association Activity (Dress attire C*)          |
| 8:45 - 10:30  | Evening Entertainment; Game Room and Mock Trial Prep           |
| 10:30         | Steering Committee Meeting                                     |
| 10:30-11:00   | Quiet time in Rooms  |
| 11:00         | Lights Out   |

### MONDAY, FEB. 17, 2020

|              |   |
|--------------|---|
| 6:00 - 6:15  | Steering Committee in ballroom  |
| 6:15 - 6:30  | Delegates and Chaperones assemble in Ballroom (Dress attire B* for day) |
| 7:00 - 8:00  | Breakfast with Legislators and Judges in Ballroom                       |
| 8:30 - 11:45 | 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 in Ballroom; Introduce New SC (Dress attire C*) |
| 2:00         | Leave for home  |

\*Appropriate Clothing Category (see page 6 for description of categories)