

# 4-H Know Your Government

## 4-H KYG DELEGATION LEADER PACKET

### Decision 2024 Elections & Political Parties “It’s Your Choice”

*Updated 12-11-23*



February 17-19, 2024  
Olympia, WA



*Dear KYG Conference Leadership:*

*Thank you for your involvement in the Washington State 4-H Know Your Government Program. This exciting annual event gives 4-H teens an opportunity to better understand our state government, visit Olympia, and learn firsthand about citizenship.*

*We cannot overemphasize the value of your county's pre-conference meetings to prepare youth for a successful 4-H KYG experience in Olympia. Please use the required Curriculum Packet, which offers ideas and suggestions to help you plan and deliver the four pre-conference orientation meetings. Use the lessons and activities in their entirety or break them into segments that will work best for your group. We are including again this year, a focus on intentional life skill development. Please emphasize these activities and reflections.*

*Your county may bring as many delegates as you like, but it is important that they are prepared for, and able to handle the responsibilities involved in being at a conference. Delegates must be in the 9<sup>th</sup> grade or above. Younger youth are NOT eligible to attend the conference but may participate in county orientation/learning sessions and anticipate attending 4-H KYG in the future. In conjunction with the County Extension 4-H Youth Educator, Delegate Leads (you) will determine the eligibility requirements (i.e., attendance at all orientation meetings, participation in meetings, etc.).*

*The Core Committee has worked hard to provide information to help you better understand the curriculum and conference. However, personal experience is always the best teacher. If you are new to 4-H KYG, or have not yet experienced a conference, some of this may be out of context for you. Please call a member of the core committee or other coordinators with any questions you have because we want you to have a positive experience.*

*Thank you for choosing to be an integral part of this learning experience. It is our hope that all delegates enjoy and grow from this year's conference. Please do not hesitate to contact us with any questions you may have.*

*See you in Olympia!*

*The KYG Core Planning Team*



## A GLIMPSE OF 4-H KYG

Know Your Government (KYG) is a hands-on learning conference focusing on a specific aspect of government. The conference topic and curriculum change yearly in order to keep it relevant to current events and issues. The KYG Planning Committee, made up of volunteers and Washington State 4-H faculty, prepares the curriculum and organizes the conference annually. If you **have any questions** about registration, accommodations, or curriculum, contact [dorothy.elsner@wsu.edu](mailto:dorothy.elsner@wsu.edu) or [bbrandt@wsu.edu](mailto:bbrandt@wsu.edu).

### Preparing for the Conference

In preparation for KYG, youth participate in **county-run orientation sessions** which you organize and deliver. The Curriculum Packet outlines the learning objectives for each of these orientation sessions. Any hand-outs may be photocopied. Because each year is different, it **is important to review the orientation curriculum** and take note of the specific learning objectives. These identify the skills that delegates will need in order to function effectively and confidently while at KYG. The curriculum includes suggested activities that you may incorporate to make the experience 'hands on' to assist the youth in developing life skills. Estimated times for activities have been suggested.

**In order to register** for KYG, individuals or groups must contact their county Extension office to enroll in 4-H and register for the conference. There is a cost for registration and an additional cost for the hotel room, which is paid by each delegate and chaperone.

### At the Conference

While at KYG, youth participants are engaged in a series of hands-on activities that generally lead to a large-group, culminating product. Often, the conference agenda expects delegates to assume roles/jobs to be fully engaged in their project. You are the key to their success through preparing, practicing, and helping them carefully select their responsibilities.

During the Conference in Olympia, **Delegation Meetings** are scheduled to take place at the end of each day, just before delegates go to their own rooms for the night. The purpose of the Delegation Meetings is a time for delegates to reflect and apply lessons from the day, go over the agenda for the next day, and make sure they get into their own rooms by lights out. This will also be an opportunity for members of the Planning Committee to visit your delegation and answer any questions.

In our effort to encourage Responsible Citizenship, students at the KYG Conference will participate in a **scheduled community service opportunity**. All details will be provided to you prior to the conference.



## KYG CORE PLANNING COMMITTEE

Each committee member is responsible for a specific aspect of Know Your Government. If you have any questions, please contact the appropriate committee member.

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## WHAT REALLY COUNTS

### What will help the teens get the most from this adventure?

To improve the leadership experience of your youth, we have adopted the premise and practices of the “How to Run a Structured Meeting: A Toolkit for Field-Trip Chaperones” developed by Brian Brandt, 4-H Professor with Washington State University Extension. From the research that Brian has collected, ***if the students are going to gain as much as possible from the learning experience, it is critical that pre-conference meetings include the following pieces:***

- Intentional focus on life skills development
- Reflection and application opportunities
- Structured group meetings

**The structured meeting** is to provide a consistent process for engaging youth in activities and discussions that will increase participation and a positive learning experience. By having a consistent meeting structure, youth become comfortable with the process and more engaged in the discussions. When running a youth meeting, resources that make conducting a meeting easier will ultimately lead to an increase in learning and make the chaperone’s role easier.

**This summary outlines components of each Pre-Meeting:** *Teambuilding, Content, Business*

#### Teambuilding or Community Builders

**Purpose:** fun activities to begin your meeting; help members to get to know each other better and feel comfortable with each other to foster a sense of group connection. Even if your members know each other already, these introductory activities set a great, relaxed, environment for learning and begin the process of creating a safe environment in which the group can learn to give and receive support.

#### Group Agreement

**Purpose:** To create a safe learning environment where groups work on behaviors that support success. The group will establish an agreed-upon code of behavior, which identifies what behavior the group individuals expect from each other in order to work together effectively and safely. This declaration of working rules or principles fully values each group member.

#### Learning Support: Life Skills, Experiential Education

**Purpose:** Improves learning and keeps the focus on life skill development. One role of the meeting facilitator or in this case the KYG County Coordinator is to create an atmosphere of learning. Practicing intentional life skill focus, experiential learning, Do-Reflect-Apply, and positive youth/adult partnerships will help create positive learning.

#### Content:

**Purpose:** to teach the civic learning material and other subject support material in the curriculum.

## Business:

**Purpose:** Business items include all the details of KYG: scheduling meetings, logistics, travel, locations, registrations and payment, etc.

## Compliments and Appreciations

**Purpose:** reinforce positive events and experiences and build a caring and supportive environment. Focus is on what each one does personally, and collectively, to help the group get along, produce the outcomes, and have a great experience. When chaperones and participants point out what is working well, group members notice and appreciate their strengths and positive contributions, which foster continued positive behavior. Chaperones should model this behavior by observing what the group does well and praising the group for their strengths and achievements, both big and small.

## Closing/Reflection

**Purpose:** Provides meeting closure and provides participants with an opportunity to reflect on their experiences from the day, as well as what they learned and what ideas they have for learning improvement. These reflection exercises are usually calm, relaxing activities that finish the day on a positive note. Reflection exercises should include: **What? So What? Now What?** to help group members make meaning out of direct experience.

**WHAT?** Describe an event or experience, for example,

*“WHAT happened in our meeting, or your interview, or researching on the internet today, or with your assigned life skill today?”*

**SO WHAT?** Highlight the meaning or impact of the experience, for example,

*“SO WHAT did you learn in that activity or about that life skill?”*

**NOW WHAT?** Connect the experience to a next step, for example,

*“NOW WHAT will you do with that learning or life skill? Where, how, when will you use it?”*

*“Do we really have to do everything in this curriculum?”*

The pre-conference curriculum is rich in resources and activities. It ensures your teens will have a great experience and be able to participate fully in the conference:

- Become familiar with the content of the civic focus for this year
- Learn and practice the skills outlined in the program goals/objectives
- Be prepared and confident to use the knowledge they have gained and skills they have learned at the conference on a new and more challenging project/problem
- Intentionally strengthen and practice the suggested life skills.



## YOUTH/ADULT PARTNERSHIPS

The 4-H Know Your Government program and its success are dependent on the talent offered by our many county coordinators, delegate leads and chaperones throughout the state. Because of this, it is natural that the fostering of youth-adult partnerships is another objective of KYG.

When developing a youth/adult partnership with delegates, the most effective way is to build the teen's strengths to be a contributor. This perspective acknowledges that adults and young people can share any leadership and decision-making roles involved. This may mean that both young people and adults need to learn the skills necessary for shared leadership. One of the best ways we can encourage this in 4-H is by considering youth as full partners and resources in our work – **adults and youth working together in all kinds of ways, from decision-making to program planning.** We want to view youth as resources in their programs and consider participation as part of their responsibility.

Adults play a key role in supporting teen involvement. This is not an opportunity for us to stand by and watch, nor should we assume teens need us to do everything on their behalf. We must be involved in creating safe spaces and structures that help teens in the process of becoming full partners. As we seek to build life skills through this 4-H program, please implement some of the following suggestions as you partner with your county delegates:

- Include the delegates in the implementation of this curriculum, allowing them to schedule and plan future meetings
- Ask for their assistance by having them lead discussions and/or facilitate the meetings
- Ask them to contact local speakers or develop a list of questions to ask experts

Try not to simply tell the delegates the point of the activity or lesson; use the “reflect and apply” questions to lead the delegates to discover it for themselves.



## FREQUENTLY ASKED QUESTIONS

### **What can we expect at the conference?**

We have sessions, speakers, and a hotel.

We call this a working conference. The more they are prepared, the better chance they have to practice their life skills in the safe environment of KYG. The conference is designed for the delegates to learn about a civic topic and improve their life skills throughout the weekend.

### **What happens at the Adult Resource meeting?**

The chaperone meeting is held on the first night to share emergency numbers, find out at Delegation meeting rooms, review important rules, hotel boundaries and answer questions. Meet other adults that are attending the conference.

### **What happens during Delegation (county) meetings?**

County meetings are an opportunity for your group to review the day and talk about the next day. Conference Facilitators or CFs are assigned to visit your county meeting each night to get feedback and answer questions. We will provide an agenda for you or a teen in your group to lead each evening meeting. They will reinforce many of the principles that you have already been practicing during your pre-conference county meetings.

Most counties meet in one of their hotel rooms. Larger delegations can request the use of a meeting room. Be prepared to make this request or share the location of your county meeting at the Adult Resource Meeting on Saturday night.

### **Who is on the 4-H KYG Core planning team?**

The team is a mix of staff and volunteers. Core team focuses on developing and supporting the curriculum, delegate leads / chaperones, and conference facilitators. The State KYG coordinator manages logistics of the conference.

### **What does the 4-H KYG Core planning team do?**

The planning team is responsible for the conference. They update the curriculum that you use, find the venue, build the schedule, design working groups, prepare Conference Facilitators so they can confidently facilitate the conference. The Planning team communicates with county delegations and state staff about the conference.



**What do Conference Facilitators (CFs) do?**

CFs plan the agendas for the breakout sessions and basically run the KYG conference. They lead the sessions, introduce speakers, make announcements at meals, assist with challenge activities and do anything else to help the conference run smoothly.

**How are CFs chosen?**

The leaders at the conference are past KYG delegates that have chosen to improve their leadership skills. They fill out an application and the applications are reviewed by the planning team. Application and selection is in the Fall. Please encourage youth in your delegation to apply next year.

**How are CFs prepared to lead at KYG?**

We encourage our CFs to attend their county pre-conference meetings to get familiar with the curriculum. CFs also attend zoom calls and a weekend training in January to plan the content and develop the specific learning tools for the breakout sessions.



## HOW TO PREPARE FOR THE TRIP

Aside from conducting the County Orientation sessions for your delegates, there are a few other tasks that need to be addressed.

### 1. Hotel Reservations

Each delegation will be making reservations for their attendees prior to February 1, 2024 to ensure space is available to our group and secure the special rate being offered. Individual cancellations must be made at least forty-eight (48) hours prior to scheduled arrival to avoid forfeiture of deposits already received. Call the **Double Tree Hotel 360-570-0555** to make reservations and ask for the WSU 4-H Know Your Government group rate. The rate this year is \$153 for one to four teens sharing a room. For adults: single/double occupancy is \$153. Remember, splitting \$153 is going to make the conference way more affordable. Youth and adults may not share rooms.

Due to the hotel's safety concerns, no more than four delegates are allowed to a room. If you are left with a room housing only 2 or 3, we encourage you to fill the room with delegates from other counties. Contact other coordinators or [dorothy.elsner@wsu.edu](mailto:dorothy.elsner@wsu.edu)

### 2. Registration

Registration is through 4honline. Registration will be open **ONLY** from December 11, 2023 to January 11, 2024. All youth attending need to be enrolled in 4-H Online first and then will be able to register under events in the 4honline platform. This is where the conference fee of \$ 260.00 will be paid. To simply this process please have each delegate and Adult Resource register and pay for themselves. The county can reimburse however they would like after they accept the registration on 4honline.

*Each county office will need to approve delegates attending on 4honline AFTER payment is made.*

### 5. Dress Code

Appropriate attire for Know Your Government is described below. Note each event's expected attire and what is appropriate. Please review these guidelines carefully and help the delegates understand why this is important for KYG.

#### ***Business Professional means:***

Suits, skirts, dresses, dress shirts with ties, slacks, khaki and dressy denim is acceptable.

Garments that are low cut in the front or back are not appropriate. Flimsy or see through items that reveal undergarments are not acceptable.

Dress shoes or boots

NO Short skirts or tunics with leggings.

NO athletic shoes

NO flip flops

NO hats other than those that respect religious tradition.

***Business Casual means:***

Suits, dresses, skirts, dressy denim, khaki slacks. Nice clean jeans or ok. Sweaters, Button up shirt or polo shirt.

***Casual means:***

Jeans OK, no designer rips or tears. Clean and worn around waist without sagging and revealing undergarments. T shirts/sweatshirts

**CLOTHES TO LEAVE AT HOME:**

T shirts/Sweatshirts/hats that have a message that is not 4-H related. Example; alcohol, drugs, weapons, vulgar, messages likely to be found offensive. If you think it might raise a question don't bring it.

Short skirts, dresses, (wearing them with leggings doesn't make them acceptable)

Ripped jeans.

Anything that exposes shoulder, midriff, back, navel or cleavage. This applies to formal wear as well.

Slippers for anywhere other than with your PJ's



## DELEGATE LEAD JOB DESCRIPTION

### DESCRIPTION OF JOB:

You will be teaching and guiding delegates through an educational orientation program designed to prepare them for full participation in the 4-H Know Your Government Conference. You will also guide delegates through the process of registration and other arrangements related to attending KYG. You will accompany and participate in all portions of the conference and communicate with the delegates families about the conference.

### DUTIES OF THE JOB:

- ✓ Recruit interested 4-H members.
- ✓ Plan and implement county orientation sessions for delegates. This will include making arrangements for a meeting facility and resource people.
- ✓ Work with your county 4-H Educator/County Coordinator in determining eligibility and participation requirements.
- ✓ Handle registration, travel, hotel, and additional chaperone arrangements.
- ✓ Be informed about the Know Your Government Conference's Code of Conduct, policies, and procedures. Communicate these policies to the delegates and manage accountability to them. Coordinators will be contacted at any hour, day or night, if there is an infraction of the Code of Conduct.
- ✓ Make sure the required ratio of adults to delegates (1 chaperone per 8 delegates) is followed.

### QUALIFICATIONS:

- ✓ Not currently enrolled as a 4-H youth member of the 4-H program.
- ✓ Be at least 21 years old.
- ✓ Currently enrolled as a 4-H Volunteer
- ✓ Demonstrate previous positive experience working with 4-H youth at a local and/or state 4-H event.
- ✓ Ability to work effectively with teenagers.
- ✓ Interest in or knowledge of our youth development through civic engagement
- ✓ Time available for orientation program and conference attendance.
- ✓ Must have passed a background check through the county Extension office.

**RESPONSIBLE TO:** To the youth of Washington State 4-H program, County Faculty/Staff, and State 4-H Program Director and Washington State University

# Delegate Leader Reply Form

## 4-H Know Your Government

Please return this form by mail or email to:

Dorothy Elsner  
11768 Westar lane Ste. A  
Burlington WA. 98233

OR

[dorothy.elsner@wsu.edu](mailto:dorothy.elsner@wsu.edu)

**Please return as soon as possible or by November 1. Without this contact information, you will miss valuable updates and information from the planning committee.**

County Name	
Delegation Leader Name(s)	
Coordinator Address	
City/State/Zip Code	
Home Phone Number	
Email Address	
This list will be available as a resource to assist Delegate Leads and 4-H Staff with questions and ideas.	County 4-H Educator's name and email:

Questions? Dorothy at 360-395-2360



## ADULT RESOURCE (AR) POSITION DESCRIPTION

### DESCRIPTION OF JOB:

You will supervise and assist 4-H youth as they participate and execute responsibilities associated with an approved 4-H event. You will also serve in a positive leadership role and assume responsibility for on-site event coordination of the delegation.

### DUTIES OF THE JOB:

- ✓ Work with 4-H Educator, County Coordinator and Delegate Lead or Delegation Coordinator to become familiar with the conference.
- ✓ Meet and get acquainted with county 4-H delegates.
- ✓ **Attend county pre-conference sessions.**
- ✓ Collect and review the Code of Conduct agreements with delegates. You will be contacted day or night if there are infractions of this code.
- ✓ Go over additional behavioral expectations you have for delegates.
- ✓ For chaperones transporting delegates, obtain and carry with you signed Registration/Parental Consent and Release forms
- ✓ Attend the Chaperone Meeting at the beginning of the conference.
- ✓ Attend all conference sessions, assisting where needed.
- ✓ **Be with or know where your 4-H delegates are at all times.**
- ✓ Inform the KYG Planning Committee about problems with delegates as they arise.
- ✓ Be with your delegates at all times when off the hotel grounds.
- ✓ Provide counseling, care, and comfort to delegates as needed.
- ✓ Encourage delegates to make new friends and participate fully in all aspects of this conference.

### QUALIFICATIONS:

- ✓ Must be at least 21 years of age
- ✓ Ability to work effectively with teenagers
- ✓ Interest in or knowledge of our political system
- ✓ Must have passed an official background check through the county Extension office, and have completed 4-H leader enrollment.

### RESPONSIBLE TO:

All **Adult Resources** (AR) will be responsible to their Delegate Leader who is responsible to the youth of Washington State 4-H program, County Faculty/Staff, State 4-H Program Coordinator, and State 4-H Program Director and Washington State University



## IMPORTANT DATES TO REMEMBER

**November-January** County Meetings

**December 11, 2023** 4honline registration open

**January 11, 2024** [KYG registration on 4honline CLOSES](#)

**January 15th, 2024** Double Tree Room reservations CLOSES

**February 17-19, 2024** KYG Conference in Olympia.



## KYG ESTIMATE OF EXPENSES

Many 4-H County Councils can support funding state events. Ask them.

### Lodging:

Youth Single/Double/Triple/Quad Occupancy: \$153.00 per night plus + tax

Adult: Single/Double/Triple/Quad Occupancy: \$153.00 per night +tax

### Registration Fee:

Conference Registration Fee: \$260.00

### Meals:

Meals included in cost of registration: Saturday dinner, Sunday breakfast and dinner and Monday breakfast and lunch, **Sunday lunch is delegation afternoon out** in Olympia , allowing your delegation to eat lunch on their own at one of the many area restaurants or by ordering in.

### Miscellaneous:

*(Estimated cost; real totals should be discussed with your County Coordinators and parents)*

T-Shirts –this year, KYG T-Shirts **WILL** be optional. Information for ordering will be provided in January. Delegates and chaperones should indicate their size on the registration form. KYG T-Shirts will be worn during the community service activities.

Registration \$260.00/ person

Hotel lodging \$153.00/night *(remember that you can room 4 youth in a room at \$38.25/night)*

Estimated Hotel Tax: \$ 20.00/ night

Optional KYG T-Shirts \$ 15.00

Gas \$ \_\_\_\_ don't forget to budget for gas to help whoever is driving you

Spending Money \$ \_\_\_\_ this might be for traveling meals and County Afternoon Out

\$ \_\_\_\_ Total Expenses





October 2, 2023

Dear School Administrator and Faculty:

I am writing to inform you of an educational opportunity made available to one of your students on February 17-19<sup>th</sup>, 2024. The Washington State University Extension 4-H Youth Development will be hosting the civic education **2024 4-H Know Your Government Conference: "Elections 2024: It's Your Choice,"** in Olympia, Washington.

This year, participants will explore political parties and the nomination process. During pre-conference orientation, participants will learn about different political parties, the nomination process, the development of resolutions that support planks that make up a party platform. At the conference in February, delegates will nominate a KYG party candidate and finalize a KYG party platform to share with legislators at the Legislative Dinner on the final evening of the conference.

They will also gain valuable experience working as part of a team. The youth delegates will have participated in a series of pre-conference meetings to hone their skills so when they get to the conference, they will be prepared to practice and apply those skills, while working with other delegates they haven't met. Even more important than this, they will have an experience that is similar (not necessarily identical) to those of other delegates. These similar experiences will provide a common foundation for all delegates, regardless of geographic, political, or other differences.

Delegates will also actively participate in a dinner with their state legislators and are encouraged to tour the state capitol. Our 4-H curriculum is revised each year to reflect current policies and the most accurate information possible.

\_\_\_\_\_ has been chosen for participation in this event through a county selection process. Your cooperation is needed to allow this 4-H youth to attend.

It is my hope that you will excuse \_\_\_\_\_ from class(es), on **Friday, February 16th, 2024**, to travel and participate in the WSU 4-H Know Your Government Conference.

If you need more information about the specific program or have questions regarding the educational value of such an experience, please feel free to contact Dorothy Elsner, State 4-H KYG Coordinator at 360-630-4032, or Mark Heitstuman at (509) 243-2009.

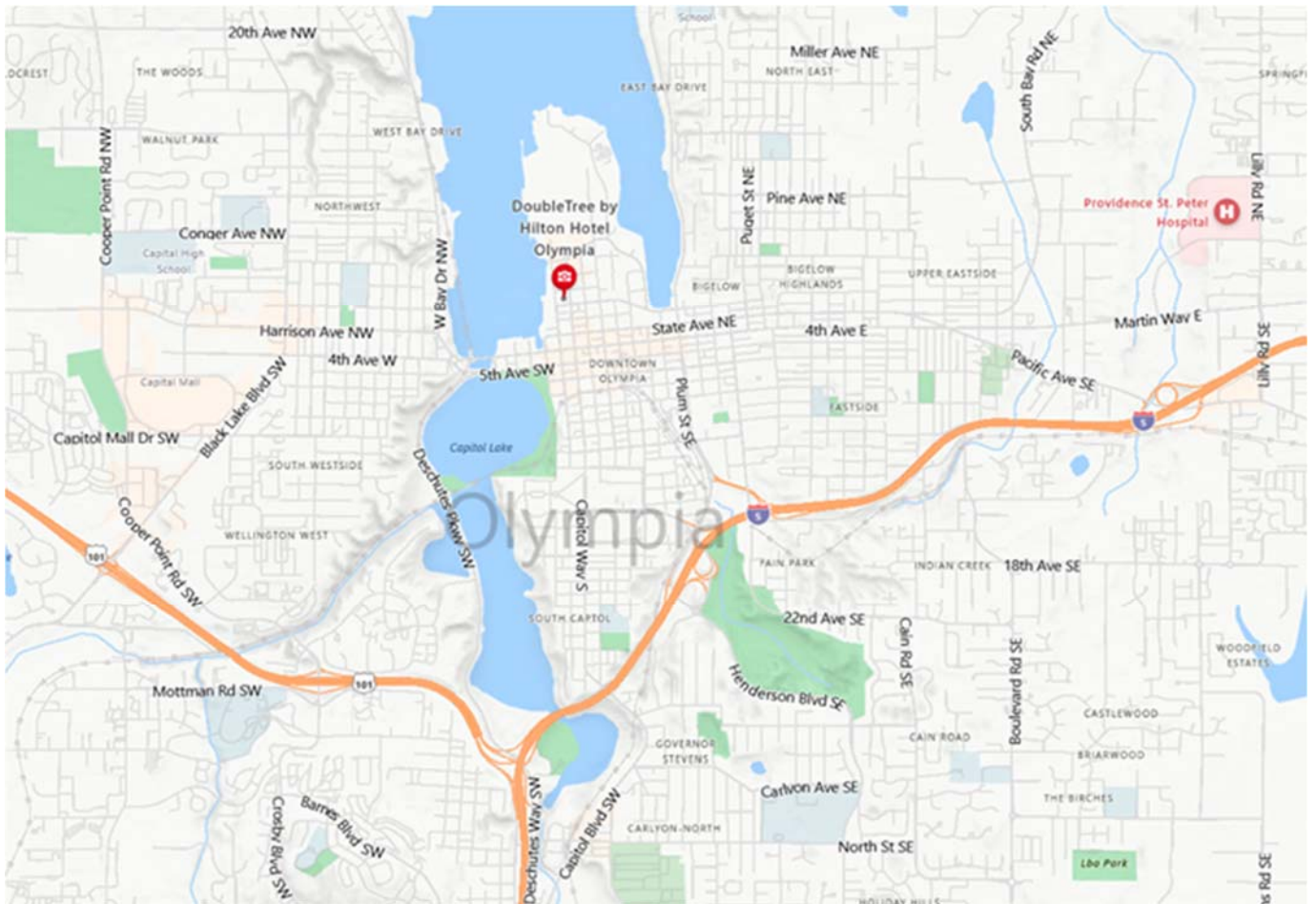
Sincerely,

*Mark D. Heitstuman*

Mark Heitstuman  
Interim Washington State University 4-H Program Director

Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office.

## Double Tree Hotel in Olympia



## Double Tree Hilton in Olympia

415 Capitol Way North, Olympia WA