

EXTENSION AGENT TASKS/DEADLINES PRE-CONGRESS RESPONSIBILITIES

1. Hold county contests and select delegates from county contest winners - make sure contest participants are trained.
2. Chaperons - please bring at least one adult chaperon for boys and one for girls or make arrangements with another county to be certain your delegates are adequately chaperoned. Make these arrangements prior to leaving the county. (Ratio for this age youth is: maximum of 8 youth to 1 adult).
3. Transportation - make necessary arrangements. If traveling by bus, van or other rental vehicle, collision and comprehensive insurance should be secured from a private vendor. The State 4-H Office no longer provides this type of insurance.
4. Insurance - 4-Hers and volunteers will be covered by accident and medical insurance (included in the registration fee). Travel time to and from Congress will also be included in the coverage. The State 4-H Department is not responsible for medical charges that exceed what the insurance covers. This insurance coverage is secondary to the delegate's family insurance, but it will assure the delegate getting onto the emergency room or clinic.
5. Distribute delegate registration form to each delegate and have this form completed and returned to you in a timely manner so that you can complete the on-line registration by **May 1, 2009**. (See section on On-Line Registration later in this handbook.)
6. Forms - Complete the appropriate forms for each delegate or volunteer (*these should not be done until 30 days prior to the event and should not be mailed with registration materials*):
 - a. Form 166, "4-H Contest and Entry Form," one for each delegate for each contest entered. These will be turned in by the delegate at his/her specific contest.
 - b. Form 696, "Health Card," **2 FOR EACH DELEGATE** (one for you to keep and one to hand in at registration).
 - c. Form 807, "Parental Release and 4-H Code of Conduct Agreement," **2 FOR EACH DELEGATE** (one for you to keep and one to hand in at registration).
 - d. Contest Release Forms - the following contests require a release form: Automotive Driving and Tractor Driving. Refer to 2009 4-H Project Handbook. These are to be turned in at the contest or mailed prior to the contest to Rhonda Kinard in Ag and Biological Engineering at Box 9632.
7. Complete on-line registration and print **REGISTRATION SUMMARY. ON-LINE SUMMARY HARD COPY & FEES are due in the State 4-H Office MAY 1**. Make check for total amount of fees and payable to Mississippi 4-H.

8. Council Dues (\$5) - Mail \$5/per county check with registration. Make check payable to Mississippi 4-H. Please make this a separate check from the fees. This will assure your county youth delegates being able to vote in the State Council Officers election.
9. Send a letter to all delegates with the following information, prior to Congress:
 - Date and Place of Congress**
 - Health Cards (2), Code of Conduct Forms(2)**
 - Contest release forms, if applicable**
 - Date and place of county delegation orientation meeting**
10. County Orientation Meeting - At least 2 weeks before Congress, hold a county delegate and parent orientation meeting to include the following: (An Orientation DVD is available to show to your county delegation this should be used to help explain Congress.) This handbook can also be duplicated (all or in part) for distribution at this meeting
 - a. Congress agenda
 - b. Collection of Health Cards (2), Code of Conduct (2), and Contest Release forms, if applicable
 - c. Delegates' selection of workshops
 - d. Delegates' special assignments
Assembly program participants
 - e. Distribute information on candidates for State Council offices. (This will be mailed to counties by May 1.)
 - f. Collect Fees (if any)
 - g. Dormitory room assignments
 - h. Meal plans
 - i. 4-H Volunteer opportunities and assignments
 - j. What to Wear and What to Pack
 - k. What is expected of each delegate:
 - Be on time
 - Follow rules for dress and behavior (discuss *Dress Code* and *CHARACTER COUNTS! Guide for Behavior* and *Simple Courtesies*)
 - Attend meetings
11. 4-H Volunteers: Include in correspondence:
 - a. Dates, times, place and travel arrangements
 - b. Information about 4-H Volunteer Leaders meeting
 - c. Leaders' responsibilities

12. Collect Poster Art, Dairy Posters, Photography exhibits, and Insect collections from junior and senior 4-H members - judge and select winners (refer to Project Handbook for additional information).

13. News release: Furnish article to radio and newspaper.

14. **DEPARTURE CHECK:**

With youth and adults (30 minutes prior to leaving county)
Discuss: Code of Conduct and 4-Hers responsibilities

ARRIVAL CHECK:

Discuss arrival back home time.

15. Prior to leaving for 4-H Congress:

- a. Make sure all contest release forms are completed and 4-Hers have a copy
- b. Make sure all 4-Hers 166 forms are completed and arrangements made for 4-Hers to take Form 166 with them to contest.
- c. Make sure you have copies of Code of Conduct (2), Health Cards (2), and contest release forms (if applicable)
- d. Dairy Poster, Poster Art, Photography and Insect Collections entries
- e. Your copy of the rooming lists sent with registration
- f. Copy of agents' assignments (special assignments)
- g. List of any special 4-H assignments (officers, program participants, etc.)
- h. Make sure 4-Hers have all the necessary items for contest participation (posters, notes, props and supplies, clipboards, pencils, garments, at-home projects, etc.).

EXTENSION AGENT TASKS/DEADLINES DURING STATE CONGRESS RESPONSIBILITIES

REGISTRATION - ONE AGENT OR VOLUNTEER SHOULD REGISTER THE COUNTY DELEGATION IN RICE HALL LOBBY. THE REST OF THE DELEGATION SHOULD REMAIN OUTSIDE THE DORM UNTIL REGISTRATION IS COMPLETE.

1. Turn in Poster Art, Dairy Poster, Photography exhibits and Insect Collections entries by Wednesday, May 27 before 11:00 am in the designated area in Rice Lobby.
2. Pick-up County Packets, Room Keys, Access Cards, and T-Shirts for all delegates.
3. Check dormitory rooms for damages. Turn in Entry Room Check Report to State 4-H Office by Wednesday night. **EACH COUNTY IS RESPONSIBLE FOR CHECKING THEIR OWN DORM ROOMS.**
4. **DISTRIBUTE KEYS AND UNLOAD AT DORMITORY. CAUTION 4-H MEMBERS ABOUT LOSING KEYS WHICH WILL RESULT IN COUNTY BEING BILLED \$80 PER KEY AND \$10 PER ACCESS CARDS.**
5. Arrange for County Meeting every night to discuss agenda for next day.
 - a. Inform 4-Hers of their responsibilities
 - b. Discuss activities of the day and assignments for next day.
6. Make sure all 4-Hers and volunteer leaders know and carry out their assignments and responsibilities.
7. All adults should attend adult orientation meeting, Wednesday, for additional assignments and instructions.
8. **COUNTY BOXES:**

CHECK YOUR COUNTY BOX OFTEN FOR MESSAGES. BOXES ARE LOCATED IN ROOM 401 OF BOST EXTENSION CENTER. YOUR COPIES OF FORM 166 AND RIBBONS WILL BE PLACED IN YOUR COUNTY BOX. PLEASE PICK THEM UP BEFORE LEAVING CAMPUS.
9. Make final arrangements for departure from Congress.
 - a. Departure time and place
 - b. How luggage will be picked up on day of departure.
10. **TURN IN KEYS, ACCESS CARDS, and DORM CHECKLISTS ON FRIDAY, MAY 29 from 7:30 AM to 9:00 AM and from 11:30 AM to 2:30 PM, IN LOBBY OF RICE HALL.**

EXTENSION AGENT TASKS/DEADLINES AFTER STATE CONGRESS RESPONSIBILITIES

1. Publicity on participants (follow-up news releases) and publicity on winners.
2. Write thank you notes to volunteers and donors.
3. Write 4-Hers a follow-up letter with comments of praise and recognition.
4. Make notes for next year.
5. Make a record of participation and placings.
6. File necessary data and report for civil rights.