

STATE 4-H CONGRESSES 2011



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iLead...iServe...i4-H!

# 2011 Congress Staff Handbook

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### NOTE

Feel free to copy these pages to give to your members and volunteers. In addition to these pages, an individual registration form can be printed out from the on-line program. Please print this out and give to each participant to complete, so the data you enter into the on-line registration will be accurate.

# THE WHAT, WHEN, WHERE, WHY AND HOW OF STATE 4-H CONGRESS

## WHAT Is 4-H Congress?

Mississippi 4-H Congress is an annual state event designed to supplement our county 4-H programs. This event provides positive leadership and educational opportunities for senior 4-H members from across the state in an effort to develop these young people to their full potential to become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society.

2011 Congress officially begins on Wednesday morning, June 1<sup>st</sup> and ends Friday morning, June 3<sup>rd</sup>. The *official delegation* is made up of 4-H members, 4-H volunteer adult leaders, and extension agents/staff registered for the entire event. It is expected that all counties will be represented.

The annual event takes place on the campus of Mississippi State University.

## WHY Attend 4-H Congress?

The major purpose of Mississippi 4-H Congress is to:

- perpetuate the reputation of 4-H as a major statewide educational program;
- improve delegates' knowledge and skills through practical learning experiences, life skills training and leadership development opportunities;
- provide opportunities for delegates to participate in the democratic process through campaigning for and election of State 4-H Officers;
- provide recreational and social experiences for delegates;
- select winners in competitive state events;
- provide recognition for project work and competitive accomplishments.

## WHO Attends 4-H Congress?

### YOUTH DELEGATES

Any 4-H member between the ages of 14 and 19\* is eligible to attend 4-H Congress for the following activities:

- Winners from County contests in Visual Presentations, Judging and Miscellaneous Contests
- Leadership Team Activities
- Candidacy for State Council Offices
- Workshops and Service Projects

\*A 4-Her must be fourteen (14) years old on January 1, 2011 and must not have had his/her nineteenth birthday by January 1, 2011.

### 4-H ADULT LEADERS

Each county should bring a minimum of one adult leader per each group of eight youth members. When recruiting leaders, you should consider the male/female ratio of your delegations. During Congress, the leader is expected to assist in general supervision of the 4-H delegates and to serve on Congress committees. There is no maximum on the number of leaders a county can bring.

## EXTENSION AGENTS

The general policy for agent attendance is one agent per county. The selection of the agent to attend is a county staff decision with the approval of the R&E Center Head.

4-H Program Associates may attend Congress in place of, or in addition to, a professional staff member, with the approval of the respective R&E Center Head.

## 4-H ALL STARS/ALUMNI

Activities are planned for the 4-H All Stars to give them opportunities for fellowship, service and support of 4-H.

## HOUSING



County delegations (including any part-time participants) will be housed in residence halls with chaperones from their counties. Room assignments will be based on roommate preferences submitted on the on-line registration by May 10<sup>th</sup>.

Sessums and McKee halls (girls) and Hathorn and Cresswell halls (boys) will be used for Congress housing. Most rooms have two beds and will be occupied by two persons. A few single rooms are available and will be used as needed, or if requested. In assigning rooms, the 4-H staff will try to accommodate requests, but some shifting may have to be done because of space limitations and other reasons.

Upon arrival, each person will be given a room key and an access card to the residence hall assigned. The person to whom a key and card are given is responsible for them. **Lost keys and cards will result in the individual and/or the home county being charged a lost key fee of \$80 and lost card fee of \$10. These fees will be collected prior to departure from State 4-H Congress.**

## MEALS

A meal card and a list of campus dining establishments where they may be used will be included in the Congress Registration Packet. These meals include Wednesday Lunch, Wednesday Dinner, Thursday Breakfast, Thursday Lunch, Thursday Dinner and Friday Breakfast.

Please observe the time schedule for meals particularly in the Perry Cafeteria, as outlined in the Congress program. These times are by districts.

## Recruiting and Registration

### PRE-CONGRESS PUBLICITY

Several months before Congress, agents should inform 4-H leaders, members, and parents about the Congress experience — explaining the purpose and the highlights of Congress. An important point to make is that Congress provides 4-H members with experiences not available on the county level.

### RECRUITING

To maintain statewide visibility for the 4-H program and to make the experience cost effective, we encourage each county to bring a delegation to State 4-H Congress. We anticipate great "hands-on" learning opportunities. Keep in mind that this event requires a high degree of physical and mental activity on the part of the delegates.

### PRE-REGISTRATION

ALL delegates must be pre-registered on the web registration form by May 10, 2011.

--- PRE-REGISTRATION IS REQUIRED! ---

Registration will be done on-line and will utilize the 4-H Enrollment System for demographic information about the delegates. All delegates — 4-H members, volunteers and staff — must be enrolled on the enrollment system in order to come to Congress. FULL payment of registration fees must be paid by May 10<sup>th</sup>

## REGISTRATION DURING CONGRESS

Official registration for Congress will take place in the lobby of Hathorn Hall on Wednesday, June 1<sup>st</sup> from 8:30 am to 11:00 am. One agent or leader from each county must register for the total delegation (including youth, leaders and agents). The registration area will be set up by stations. To avoid confusion, please do not bring your youth delegates into the registration area. There will be a designated area for youth to gather during this time. Upon completion of the registration process, agents will receive county packets, room assignments, name tags, ribbons, programs, parking permits, T-shirts and any additional information or instructions as needed.

### Registration stations:

Station 1: Receiving area for poster entries, photography exhibits, insect collections, etc.

Station 2: Receipts

Station 3: County Packets

Station 3: Receiving area for Health Cards and Code of Conduct forms

Station 4: Housing

Station 5: T-shirts

As soon as a county has completed registration, they are expected to move out of the registration area.

## EARLY ARRIVALS

Early arrivals may register on Tuesday afternoon, May 31<sup>st</sup> from 3:00 pm until 7:00 pm in Bost Building B. This registration is designed for counties that will be coming early and need housing on Tuesday night. If this applies to your county, please register for three (3) nights lodging and pay an additional \$20 for each person. Please note on your hard copy registration form that you will be arriving early.

The 4-H Youth Leadership Team will also be arriving on Tuesday, May 31<sup>st</sup> for orientation activities. They will need to register on Tuesday afternoon and receive their housing assignments. *The Leadership Team members and their chaperones should be registered on the on-line registration program. If housing is needed for Tuesday night, please register for this. The additional cost will be waived as it is paid by the State 4-H Department (for the Leadership Team members and their chaperone only).*

## REGISTRATION COSTS

*Full-time registration will be \$100.00/person.* Each County should make county registration checks payable to Mississippi 4-H to cover ALL fees. Full-time registration fee covers the following:

- Dance
- Workshops
- 6 meals
- Congress T shirt
- Use of facilities at Mississippi State
- Entertainment and speakers
- 2 night's lodging in the residence hall

Registration fees will not be adjusted or refunded after May 10<sup>th</sup> except in cases of extreme emergency, such as illness or death. These cases will be reviewed individually upon receipt of a written request addressed to Dr. Susan Holder.

In addition to Congress registration fees, each county should send a separate check for \$5.00 to cover State 4-H Council Dues. This must be paid before county delegates can vote. This fee is automatically added to your county fees.

## PART-TIME REGISTRATION

**\*Part-time registration of youth delegates is discouraged.**

Counties with delegates who will not need lodging will need to register these delegates as full-time (without lodging) and encourage them to participate in all the activities and meals.

## General Delegate Orientation

Agents will need to provide delegates with a list of items to bring to Congress. Included in this list should be a pillow, sheets for a single bed or sleeping bag, towels and washcloths, soap, toiletries, necessary clothing, etc. Please note that **LINENS WILL NOT BE PROVIDED**. A blanket may be needed since the air-conditioning in the residence halls can get chilly. Refer to the information sheets on *What to Pack* and *Dress Code* found later in this handbook.

## PARKING

The parking situation on campus is critical and may cause some inconvenience during the week. Parking passes will be provided at registration. In most parking areas, a parking pass will allow you to park without being ticketed. However, these parking passes should not be abused. Please adhere to Campus parking regulations. Campus maps which show the location of parking lots will also be provided. The parking passes are available to agents and volunteers who bring cars to campus. **We strongly discourage 4-Hers from driving while on campus. 4-H and the University cannot be responsible for 4-Hers driving their own personal vehicles.** In the event a 4-Her must bring a vehicle to Congress, he or she must park the vehicle when they get to campus and give the keys to the agent. The 4-H member should also travel alone.

## Adult Responsibilities throughout Congress

Agents and leaders should monitor the conduct and welfare of their own delegates throughout the day and night. Counties will be billed for any damages incurred in rooms assigned to the county.

Each agent and volunteer leader attending 4-H Congress will also assume certain responsibilities on committees during Congress. The teamwork that everyone portrays in assuming these responsibilities will be reflected in the attitudes of our young people.

Congress is a time to celebrate learning and achievement and to put our best image on display. The agent is expected to meet with the 4-H delegates and adult volunteers as a county group each day. These county meetings provide an opportunity to guide and direct the delegation in all phases of the program.

The scheduling for county meetings is out-lined in the Congress agenda, but is flexible for counties to decide. However, county meetings should not be scheduled after curfew times.

It is the responsibility of the agents and adult volunteers to monitor the appropriate dress of delegates at all times.

Some simple courtesies need to be stressed to the 4-Hers. These are found on an information sheet later in this handbook in the section titled "SIMPLE COURTESIES."

## Share the Fun

Entries to Share the Fun Contest need to be sent to the State 4-H office on DVD by **May 10<sup>th</sup>**. These will be judged and the winners contacted prior to State Congress. Winners will be contacted directly by May 24<sup>th</sup> and given a choice:

- They may perform their talent act exactly as performed on the submitted DVD or
- They may be part of the Southern Sounds performance which would allow them more opportunity on stage and the potential to perform at future events

**Note:** Due to heightened security on campus all CDs used in the talent performance must be identifiable as purchased music (ex. Music from the public domain or music in it's original case not from a copy)

This contest format, *a change recommended by the Expressive Arts PPG and the 4-H Leadership Team*, will allow 4-Hers more time to practice for the Thursday night performance as well as free up more time to participate in other contests.

## Mississippi Showdown

The Mississippi Showdown event will be held at the MSU Sanderson Center from 10:00 pm until 12:00 am on Wednesday night, June 1<sup>st</sup>. It will consist of such activities as basketball, water polo and volleyball, instructional activities such as aerobics, and board games. Basketball and volleyball will be the only competitive event, and must be pre-registered using the on-line registration form.

The Showdown is one way to live out the 4-H pledge using our Health to promote better living through physical fitness.

Dr. John Long will be coordinating the Showdown event. Detailed information about this even can be found later in this handbook.

## Service Learning Project: House of Hope Mississippi



Mississippi 4-H is proud to offer programs and growth opportunities that put the heads, hearts, hands and health of Mississippi's youth to work learning and applying the essential elements of the 4-H program: belonging, mastery, independence and generosity.

The Service Learning Project for 2011 Congress will be collecting money to donate to help build **House of Hope Mississippi – A home for healing teens**. 4-Hers across the state are encouraged to collect money to bring to Congress to support this very worthwhile cause. This Service Learning Project will help build a full-time residential facility for troubled teenagers.

The mission of House of Hope Mississippi is to build a Christ-centered refuge for hurting teens. Through prayer and counseling, the House of Hope Mississippi will seek to bring about family reconciliation and restoration.

Encourage your fellow 4-Hers to collect money to bring to MSU during Congress! A single check from each county 4-H office made payable to Mississippi 4-H will be collected. Our goal is \$500 and donations will be charted throughout the week as we work together to reach our goal.

For more information on **House of Hope Mississippi** go to: <http://houseofhopems.org/counsel.html>

## Recognition of Winners

All First Place winners of the competitive events will be announced at the FRIDAY MORNING ASSEMBLY.

First Place winners will be recognized and invited to come to the stage for the presentation of their awards. Winners of each contest will be posted on the Winners' Boards in each of the residence halls following the event. The contestants should check these boards to see if they won an event. All first place winners will have reserved seating in the first few rows of the auditorium on Friday morning.

Others who will receive recognition during the Congress Awards program are as follows:

- The 2011-2012 State Leadership Team
- The 2012 National Conference Delegates
- The Donors who support our 4-H Program

## STATE 4-H CONGRESS GENERAL INFORMATION

### Insurance

Each 4-H member and volunteer attending Congress and paying required registration fees will be covered with sickness and accident insurance. PRE-EXISTING CONDITIONS ARE NOT COVERED. Medical attention for minor and ordinary ailments will be available at the MSU Student Health Center (Phone: 662-325-2431) and after 5:00 p.m. at the Oktibbeha County Hospital (Phone: 662-324-4565).

ALL ACCIDENTS AND ILLNESSES MUST BE REPORTED TO THE 4-H OFFICE, BOST EXTENSION CENTER ROOM 402 (662-325-3350). AFTER HOURS, CALL Susan Holder at 662-418-7507 or Larry Alexander at 662-418-0350

*The State 4-H Youth Development Office will assume NO responsibility for expenses not covered by this insurance.*

### Code of Conduct Forms

Each 4-H member must have two (2) Code of Conduct Forms, Form 807, signed by a parent or guardian and the 4-H member. The agent must keep one (1) copy and the second copy must be turned in on June 1<sup>st</sup> at registration. A copy of this form is included in the Form section of this handbook. This form is also available for ordering from the Extension Supply Office or can be downloaded from the MSUCares website: <http://msucares.com/pubs/forms/f0807.pdf>

**DO NOT SEND CODE OF CONDUCT FORMS WITH REGISTRATION. FORMS MUST BE TURNED IN THE FIRST DAY OF CONGRESS.**

### Health Cards

In order to receive treatment at the MSU Student Health Center and/or Oktibbeha County Hospital, you must submit a Form 696, "Health Card," for each 4-Her attending Congress. Each 4-H member must complete two (2) Health Cards; one for the agent to keep, and one to be turned in on Wednesday, June 1<sup>st</sup> at official registration. A copy of this form is included in the Form section of this handbook. This form is also available for ordering from the Extension Supply Office or can be downloaded from the MSUCares website: <http://msucares.com/pubs/forms/f0696.pdf>

**DO NOT SEND HEALTH CARD FORMS WITH REGISTRATION. FORMS MUST BE TURNED IN THE FIRST DAY OF CONGRESS.**

### Emergencies

In case of an emergency, call the State 4-H Office at 662-325-3350 during normal working hours (8:00 am - 5:00 pm). After 5:00 pm and before 8:00 am, call MSU Security at 662-325-2121. In case of serious illness or accident, delegate's parents will be notified immediately.

### County Boxes

All messages will be placed in County Boxes in Room 401 of the Bost Extension Center. Copies of Contestants' Form 166 and ribbons will be placed in the county boxes after the contests. Check your county box often.



## 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. Chaperones – 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 10<sup>th</sup>. (See section entitled *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," TWO (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," TWO (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 2011 4-H Project Handbook. These are to be turned in at the contest or mailed prior to the contest to Rhonda Kinard, Office Associate, Ag & Biological Engineering, P.O. Box 9632, MS State, MS 39762.
7. Registration Fees — Complete the on-line registration and print REGISTRATION SUMMARY. The ON-LINE SUMMARY HARD COPY & FEES are due in the State 4-H Office MAY 10<sup>th</sup>. Make check payable to Mississippi 4-H for total amount of fees.
8. Council Dues (\$5) - Mail \$5 check per county 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. One month prior to Congress, send a letter to all delegates with the following information:
  - a. Date and Place of Congress
  - b. Health Cards (2), Code of Conduct Forms (2)
  - c. Contest release forms, if applicable
  - d. Date and place of county delegation orientation meeting

10. County Orientation Meeting — At least two (2) weeks before Congress, hold a county delegate and parent orientation meeting to include the following:  
(This handbook may 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 10<sup>th</sup>.)
  - f. Collect Fees (if any)
  - g. Residence hall 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 the 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 HATHORN HALL LOBBY. THE REMAINDER OF THE DELEGATION SHOULD STAY IN THE ASSIGNED DESIGNATED AREA UNTIL REGISTRATION IS COMPLETE.

1. Turn in Poster Art, Dairy Poster, Photography exhibits and Insect Collections entries by Wednesday, June 1<sup>st</sup> before 11:00 am at the designated area in Hathorn Hall Lobby.
2. Pick-up County packets, room keys, access cards, and T-shirts for all delegates.
3. Check resident hall 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 RESIDENCE HALL ROOMS.
4. DISTRIBUTE KEYS AND UNLOAD AT RESIDENCE HALL. CAUTION 4-HERS 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 RESIDENCE HALL CHECKLISTS ON FRIDAY, June 3<sup>rd</sup> from 7:30 AM to 9:00 AM and from 11:30 AM to 2:30 PM, IN LOBBY OF HATHORN 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 participants and placements.

## 2011 STATE 4-H CONGRESS TENTATIVE AGENDA

**THEME: i lead . . . i serve . . . i 4-H**

Tuesday, May 31, 2011

3:00 pm — 7:00 pm    Registration for early arrivals – Bost B Lobby

7:00 pm — 10:00 pm    Youth Leadership Team Training – Bost B

### Wednesday, June 1<sup>st</sup>, 2011

|                     |  |                    |
|---------------------|--|--------------------|
| 8:30 am — 11:00 am  | Registration of County Delegations ( <b>Adults Only</b> ) .....      | Hathorn Lobby      |
| 9:00 am — 2:00 pm   | Share the Fun Practice .....   | Lee Auditorium     |
|                     | Welding Contest .....  | Ag Engineering     |
|                     | PowerPoint Contest .....   | Bost Theater       |
| 10:00 am — 10:30 am | Officer Candidates Meeting .....                                     | Hathorn Hall Lobby |
| 10:30 am — 11:00 am | Operations Committee Meeting .....                                   | Hathorn Hall Lobby |
| 11:00 am — 12:30 pm | Lunch .....  | Perry Cafeteria    |
|                     | Informal campaigning in front of residence halls and Perry Cafeteria |                    |
| 11:30 am — 12:15 pm | Adult orientation meeting .....                                      | Hathorn Hall Lobby |
| 12:30 pm — 1:30 pm  | Youth Delegate Orientation .....                                     | Lee Hall           |
|                     | Welcome to MSU   |                    |
| 2:00 pm             | Dispersal to Contest/Workshop from residence halls                   |                    |
| 2:30 pm — 5:30 pm   | Visual Presentation Contest  |                    |
| 2:30 pm — 5:30 pm   | Workshops  |                    |
| 5:00 pm — 7:00 pm   | Contest results due in Room 401 Bost                                 |                    |
| 5:30 pm — 7:00 pm   | Dinner .....   | Perry Cafeteria    |
|                     | Informal campaigning   |                    |
| 7:30 pm — 9:30 pm   | General Assembly .....   | Lee Hall           |
|                     | Speaker –John Paul Murphy  |                    |
|                     | Congress Political Rally – State and District Candidate Speeches     |                    |
|                     | All Star Tapping   |                    |
| 9:00 pm             | Election Committee Meeting .....                                     | Sanderson Center   |
|                     | Mississippi Showdown Committee Meeting .....                         | Sanderson Center   |
| 9:45 pm — 10:00 pm  | Voting by Districts .....  | Sanderson Center   |
| 10:00 pm — 12:00 am | Mississippi Showdown .....   | Sanderson Center   |
| 12:00 am — 12:30 pm | County meetings  |                    |
| 12:30 am            | In residence halls   |                    |
| 1:00 am             | Lights out   |                    |

**Thursday, June 2, 2011**

7:00 am — 8:00 am Breakfast.....Perry Cafeteria  
Voting.....in front of Perry  
8:45 am Disperse to Morning and All-day Contests/Workshops from residence halls  
9:00 am — 5:00 pm All-day Contests/Tracks/Share the Fun Practice in Lee Auditorium  
9:00 am — 11:00 am MVLA Choir rehearsal  
9:15 am — 12:00 pm Morning Contests  
9:30 am — 12:00 pm Morning Workshops  
11:00 am — 1:30 pm MVLA Board Meeting and Lunch  
11:00 am — 1:00 pm Lunch.....Perry Cafeteria  
1:30 pm Disperse to Afternoon Contests/Workshops from residence halls  
2:00 pm — 3:00 pm Mississippi Association of 4-H Volunteers General Meeting  
2:00 pm — 5:00 pm Afternoon Contests  
Afternoon Workshops  
3:00 pm — 4:00 pm Adult Reception sponsored by MVLA  
5:00 pm — 7:00 pm All Star Dinner – Orientation and Initiation  
5:30 pm — 7:15 pm Dinner.....Perry Cafeteria  
7:30 pm — 9:00 pm General Assembly ..... Lee Hall Auditorium  
Share the Fun Show  
Election Results  
9:00 pm — 11:30 pm Dance ..... Union Ballroom  
11:30 pm — 12:00 am County Meetings – County Staff  
12:15 am In Residence halls  
1:00 am Lights out

**Friday, June 3, 2011**

7:00 am — 9:00 am Breakfast.....Perry Cafeteria  
7:30 am — 2:30 pm Residence hall check-out, keys & access cards return .....Hathorn Lobby  
8:00 am — 9:00 am Practice for Officer Installation..... Lee Hall Stage  
First Place Winners report for seating  
9:00 am — 11:00 am General Assembly ..... Lee Hall Auditorium  
Awards Presentation — Youth Leadership Team members  
Announce 2011-2012 Youth Leadership Team  
Announce 2011-2013 4-H Shooting Sports Ambassador Team  
Announce 2012 National Conference Delegates  
Installation of State Council Officers  
Congress Slide Show  
Announcements  
Adjourn with 4-H Pledge  
11:00 am — 11:30 am Orientation & Photo Session for 2011-2012 YLT.....Lee Hall Steps South  
11:30 am — 1:00 pm Donor Reception (by Invitation Only)..... Union Ballroom

## CONGRESS 2011 — CONTEST SCHEDULE

WEDNESDAY, JUNE 1<sup>ST</sup>

9:00 AM — 2:30 PM

### COMPETITIVE ACTIVITIES

- 4-H Dairy Poster (*Junior and Senior*)/JOUSAN
- Insect Collection (*Senior Only*)/LAYTON
- Photography Exhibits/AG COM
- Poster Art (*Junior and Senior*)/ALEXANDER
- PowerPoint Presentations (*by appt*)/SMITH
- Share the Fun/MITCHELL
- Welding Contest/WARD

All exhibit entries  
must be turned in prior to 12:00 noon

WEDNESDAY, JUNE 1<sup>ST</sup>

2:30 PM — 5:30 PM

### VISUAL PRESENTATION CONTESTS

- Beef/JOUSAN
- Clothing/WALSH
- Conservation (*Forestry, Wildlife, Conservation of Soil and Water*)/HENDERSON
- Consumer Education/SHAFFETT
- Dairy Animals/Dairy Foods/JOUSAN
- Engineering (*Bicycle, Safety, Petroleum Power*)/WOOTEN
- Entomology/LAYTON
- Foods and Nutrition (*includes Preservation*)/FOUNTAIN
- Gardening / Horticulture/NAGEL
- Health/CLARY
- Other Projects (*any project with no contest*)/STATE 4-H STAFF
- Photography (*Pre-registration required*)/AG COM
- Plant and Soil Science/REGINELLI
- Sheep / Swine / Meat Goats/JOUSAN
- Veterinary Science and Pet Care/RAY & SEAL

THURSDAY, JUNE 2<sup>ND</sup>

9:15 am — 5:00 pm

### EDUCATIONAL CONTEST TRACKS

- Child Development
- Photography
- Wildlife Judging

THURSDAY, JUNE 2<sup>ND</sup>

9:15 am — 12:00 noon

### MORNING CONTESTS

- Automotive Driving\*/SCHMIDT
- Bicycle / ALEXANDER
- Career Pursuit / THREADGILL
- Clothing Selection / WALSH
- Computer / SMITH
- Consumer Judging / SHAFFETT
- Dairy Products Judging / JOUSAN
- Entomology Insect ID and Collection/LAYTON
- Forestry Judging \* / HENDERSON
- Horticulture Judging / NAGEL
- Interior Design / STOKES
- Meats Judging\* / JOUSAN
- Poultry Egg Preparation / THORNTON
- Public Speaking I & II / 4-H STAFF
- Tractor Driving\* / WARD

\*Since these contests may last longer than the time allotted, a 4-Her entering these contests will not be allowed to compete in a PM contest. These 4-Hers should plan to go to a Thursday afternoon workshop when finished with these contests.

THURSDAY, JUNE 2<sup>ND</sup>

2:00 pm — 5:00 pm

### AFTERNOON CONTESTS

- Clothing Construction / WALSH
- Compact Tractor / SCHMIDT
- Dairy Bowl / JOUSAN
- Electric Energy / 4-H STAFF
- Livestock Bowl / JOUSAN
- Nutrition Extreme / FOUNTAIN
- Poultry Judging / THORNTON
- Robotics / SMITH
- Seed Identity and Quality / REGINELLI
- Small Engines / WOOTEN
- Veterinary Science Clinical Judging

FRIDAY, JUNE 3<sup>RD</sup>

9:00 am — 11:00 am

### LEE HALL AUDITORIUM

GENERAL ASSEMBLY  
AWARDS PROGRAM

## 2011 CONGRESS WORKSHOPS

WEDNESDAY, JUNE 1<sup>ST</sup>  
2:30 p.m. – 5:00 p.m.

### MODERN LINE DANCING

Facilitator — Tiffany Holder

This workshop will be fun and energetic. Don't expect to sit down for this one. You will be learning some of the most popular modern line dances such as Cha Cha Slide and Cupid Shuffle and some old favorites like the Cotton Eyed Joe and Electric Slide. You will be set to join in with the crowd at the dance once you've mastered these fun, easy dances. Please wear comfortable attire that you can move in. Also bring a water bottle if you desire.

### GET SET, GET READY, GET A JOB (50) MAX (REPEAT)

Facilitator — Leanne Long

Participants in this workshop will be engaged in a variety of hands-on activities that get the ready to land their first job or acquire a better job. Some of these fun activities may include interviewing skills, group interaction, interview etiquette which include proper dress, and other tips.

### THE MAGIC OF FOREST PRODUCTS (30) MAX (REPEAT)

Facilitator — David Jones

There are thousands of products that we get from trees and the wood they produce. Many of these products we rely on daily. This workshop will teach participants about several products that we use every day, and the magic that makes them so important and useful. Several hands-on demonstrations will occur, including testing the strength of boards, how plywood is made, and paper making.

THURSDAY, JUNE 2<sup>ND</sup>  
9:00 a.m. – 12:00 noon

### LATIN DANCING

Facilitator — Tiffany Holder

Have you ever wanted to move like those celebrities on Dancing with the Stars? Well here is your chance. Tiffany will teach you how to find your Latin rhythm and look great doing it. Get ready to salsa, cha cha and meringue your way around the dance floor. This workshop will be fun and energetic. Don't expect to sit down for this one. Please wear comfortable attire that you can move in. Also bring a water bottle if you desire.

### X THE TEXT

Facilitator — Fay Dexter

4-H'ers will learn the dangers of texting and driving. After viewing a video they will take a pledge to not text and drive. They will also sign a petition to send to the Senate to encourage a law against texting while driving.

### INTRODUCTION TO STICK (10) MAX & STRING

Facilitator — Dr. John Long

Participants will acquire the basic skills in this 4-H Shooting Sports discipline. You will be exposed to the different equipment needed to have a successful experience. You will also learn the commands of the sport and experiment with the techniques.

THURSDAY, JUNE 2<sup>ND</sup>  
2:00 p.m. – 5:00 p.m.

**BALLROOM/SWING DANCING**

Facilitator — Tiffany Holder

Have you ever wanted to move like those celebrities on Dancing with the Stars? Well here is your chance. Tiffany will teach you how to find the dancer within and look great doing it. Get ready to become a master of waltz, foxtrot, swing and others. This workshop will be fun and energetic. Don't expect to sit down for this one. Please wear comfortable attire that you can move in. Also bring a water bottle if you desire.

**X THE TEXT**

Facilitator — Fay Dexter

4-H'ers will learn the dangers of texting and driving. After viewing a video they will take a pledge to not text and drive. They will also sign a petition to send to the Senate to encourage a law against texting while driving.

**WELCOME TO THE REAL WORLD**

Facilitator — Fay Dexter

Welcome to the Real World is a program designed to help high school students learn about the financial obligations of adult life. Each student is given a booklet containing a scenario with an occupation, salary, and family situation. Based on the information in their booklet, they visit ten different stations such as Transportation, Housing, etc and pay monthly bills. If the student runs out of money, they must go to the Financial Counseling station to get help. The program is set up in a gymnasium or library and has parents or members of the community to represent the various stations. Depending on the number of students participating, it takes approximately forty five minutes to complete.

**ARE YOU GOING TO COLLEGE????**

Facilitator — Dan Coleman

## 2011 CONGRESS TOURS

WEDNESDAY, JUNE 1<sup>ST</sup>  
2:30 p.m. – 5:00 p.m.

### WILDLIFE & FISHERIES

(50) MAX

Facilitator — Steven Tucker

This tour will present the opportunity to get an overview of the rules for the facility and then explore the history of whitetail deer in Mississippi. You will also explore the pelts and skulls. Each pelt and skull has a story about the diet and the habitat for that animal. Then you will go down to the carnivore unit and talk about the bear and the past research that has occurred there. You will learn some important facts about the fisheries and aquaculture part of the department.

**CAVS** . . . CENTER FOR ADVANCE  
VEHICULAR SCIENCE (1 hour) (20) MAX

Facilitator — Max Rowland

Tours of the CAVS facility includes viewing and explanations of the various labs and working areas that support the research activities at CAVS.

You will start the tour in the lobby, proceeding downstairs to the laboratory area where you can explore the equipment used to do very high resolution analysis of materials and parts. Then you will move to the human factors labs where work is done to capture human motion in which human physical performance can be evaluated. The next stop on the tour will provide an opportunity to observe a driving simulator where the cognitive elements of human actions are explored.

You will visit a large bay area where examples of research activities can be seen, an electronics lab where systems are being developed, and a materials testing lab where samples of metals and other materials are put through rigorous physical stress to characterize their behavior.

The last stop will be a visit to the dynamometer.

THURSDAY, JUNE 2<sup>ND</sup>  
9:00 a.m. – 12:00 noon

### WILDLIFE & FISHERIES

(50) MAX

Facilitator — Steven Tucker

This tour will present the opportunity to get an overview of the rules for the facility and then explore the history of whitetail deer in Mississippi. You will also explore the pelts and skulls. Each pelt and skull has a story about the diet and the habitat for that animal. Then you will go down to the carnivore unit and talk about the bear and the past research that has occurred there. You will learn some important facts about the fisheries and aquaculture part of the department.

MSU DAIRY (1 hour)

(50) MAX

Facilitator — Donna Bland

This is your opportunity to tour the Mississippi State University Creamery and experience how cheese and ice cream is processed. The tour begins with a 25-minute "tour video" which shows the complete history of cheese-making at the University and how Mississippi State milk and ice cream are produced. The video will take you from milking the MSU dairy herd, to the production process involved at the creamery, to the finished dairy products being sold at the MAFES Sales Store. At the conclusion of the video, there is a short question and answer period after which you are welcome to go to the windows to view into the plant. You may see anything from watching large cheese slabs go through a "cheddaring" process inside one of the cheese vats to seeing ice cream being made. At the end of your tour you will be taken to the MAFES Sales Store to look over the different types of dairy products the creamery produces.

**CAVS . . . CENTER FOR ADVANCE (20) MAX**  
VEHICULAR SCIENCE (1 hour)

**Facilitator — Max Rowland**

Tours of the CAVS facility includes viewing and explanations of the various labs and working areas that support the research activities at CAVS.

You will start the tour in the lobby, proceeding downstairs to the laboratory area where you can explore the equipment used to do very high resolution analysis of materials and parts. Then you will move to the human factors labs where work is done to capture human motion in which human physical performance can be evaluated. The next stop on the tour will provide an opportunity to observe a driving simulator where the cognitive elements of human actions are explored.

You will visit a large bay area where examples of research activities can be seen, an electronics lab where systems are being developed, and a materials testing lab where samples of metals and other materials are put through rigorous physical stress to characterize their behavior.

The last stop will be a visit to the dynamometer.

**FOREST PRODUCTS LAB (40) MAX**

**Facilitator — David Jones**

This is an excellent opportunity to experience the magic of wood products and witness firsthand how it is processed. (2 groups at 1 hr each)

**THURSDAY, JUNE 2<sup>ND</sup>**  
**2:00 p.m. – 5:00 p.m.**

**WILDLIFE & FISHERIES (50) MAX**

**Facilitator — Steven Tucker**

This tour will present the opportunity to get an overview of the rules for the facility and then explore the history of whitetail deer in Mississippi. You will also explore the pelts and skulls. Each pelt and skull has a story about the diet and the habitat for that animal. Then you will go down to the carnivore unit and talk about the bear and the past research that has occurred there. You will learn some important facts about the fisheries and aquaculture part of the department.

**COLLEGE OF VETERINARY MEDICINE**

**Facilitator — Susan Seal**

This tour will present the chance to explore the College of Veterinary Medicine's large and small animal hospitals and the multi-disciplinary lab.

**CAVS . . . CENTER FOR ADVANCE (20) MAX**  
VEHICULAR SCIENCE (1 hour)

**Facilitator — Max Rowland**

Tours of the CAVS facility includes viewing and explanations of the various labs and working areas that support the research activities at CAVS.

You will start the tour in the lobby, proceeding downstairs to the laboratory area where you can explore the equipment used to do very high resolution analysis of materials and parts. Then you will move to the human factors labs where work is done to capture human motion in which human physical performance can be evaluated. The next stop on the tour will provide an opportunity to observe a driving simulator where the cognitive elements of human actions are explored.

You will visit a large bay area where examples of research activities can be seen, an electronics lab where systems are being developed, and a materials testing lab where samples of metals and other materials are put through rigorous physical stress to characterize their behavior.

The last stop will be a visit to the dynamometer.

**FOREST PRODUCTS LAB (40) MAX**

**Facilitator — David Jones**

This is an excellent opportunity to experience the magic of wood products and witness firsthand how it is processed. (2 groups at 1 hr each)

## SIMPLE COURTESIES

### *Assemblies and Workshops*

- ✿ Arrive on time for all assemblies, take your seat in the designated area, and stay in your seat until the assembly adjourns. Turn off electronic devices, mute cell phone(s) and refrain from text messaging.
- ✿ Arrive on time for all workshops and participate fully in the sessions.
- ✿ Do not take food or drinks into assemblies or workshops.
- ✿ Give the speaker/presenter your undivided attention.
- ✿ Treat assembly speakers with respect. Think about how you would want to be treated if you were on the stage. Stay in your seat, applaud at appropriate times, and listen.
- ✿ Do not congregate at entrances or stage areas.
- ✿ All agents/volunteers/program assistants must maintain order during all assemblies, and meetings, not only for their county delegation, but for every 4-Her.

### *While In Your Residence Hall*

- ✿ You will live in the room assigned to you at registration.
- ✿ Do not move furniture from one room to another.
- ✿ You will be financially responsible for damage to your room. The damages will be assessed and the county will be sent a bill, but the individuals assigned to the room will be billed by the county in order to pay for these damages.
- ✿ We may share residence hall space with other groups and students with very different schedules. Talk quietly in residence halls and rooms and avoid any conduct that may annoy others.
- ✿ Keep your room neat and orderly at all times.
- ✿ Make your own bed each morning!!!
- ✿ For your privacy, window shades should be drawn when lights are on in the rooms.
- ✿ Care for your valuables.
- ✿ Keep the restrooms clean.
- ✿ In case of disturbance in the residence hall, report to your agent or leader.
- ✿ Be in your own room at the hour set as curfew. Observe "lights out" at designated times. Delegates are not allowed out of the residence hall room past curfew unless an agent is with them. This means: no pizza runs, phone calls, drink machines, etc.
- ✿ DO NOT throw anything out of residence hall windows or from balconies, or tamper with smoke alarms. These are serious safety violations which can result in expulsion from campus.
- ✿ Keep your room door locked. Keep your room key(s) and access card with you at all times. If you lose one or both of them, you will be charged \$80 for the room key and \$10 for the access card.
- ✿ DO NOT remove window screens. Violators will be billed for a replacement(s).

### *When You Are On Campus*

- ✿ Smoking is not permitted.
- ✿ As always at 4-H events, no alcohol or other drugs are allowed. Violators will be referred to their agent and/or parents. All participants will be required to abide by the Code of Conduct for 4-H Events (Form 807) he/she signed prior to leaving their home.
- ✿ Permission to leave campus may be granted only for emergencies.
- ✿ Respect university property as if it were your own.
- ✿ Campaign litter must be picked up and put in trash cans.

*He who sows courtesy reaps friendship . . . ~~Anonymous*

# CHARACTER COUNTS! sm Guide for Behavior

## RESPECT

- Treat everyone with respect by being polite
- Respect the individuality of others
- Be accepting of individual differences
- Judge people on their merit, not on their race, religion, nationality, gender, physical or mental condition, social or economic status or any other improper factor

## CARING

- Show you care about others through kindness, caring, generosity, and compassion
- Live by the “GOLDEN RULE” . . . treating others the way you want them to treat you
- Think what every decision, word, or action will do to other people

## TRUSTWORTHINESS

- *Honesty* - be open and direct, be sincere, return things you find
- *Promise-keeping* - keep your word, make only promises you plan to keep, return what you borrow, be someone others can trust
- *Loyalty* - keep private information private, stand up for, support, and protect your family, friends, teachers, employers, school, community and country
- *Integrity* - stand up for your beliefs - right and wrong, say no to social pressure on things you think are wrong, have courage to do the right thing - “walk your talk”

## RESPONSIBILITY

- Be accountable, use self-restraint, and pursue excellence
- Think before you act
- Consider the consequences on yourself and others
- Accept responsibility for your actions or lack of action
- Be reliable, always perform your duties
- Set a good example in what you say and do
- Take the initiative to make your school, organization, neighborhood, or home better for yourself and others
- Do your best, make everything you do worthy of your pride
- Stick to it, meet your responsibilities even when it is difficult to do
- Keep a calendar of things-to-do notes
- Finish your work before you play

## FAIRNESS

- Be fair to everyone
- Listen to others- try to understand what they feel and say
- Use the same rules for everyone
- Correct your mistakes
- Think before you decide

## CITIZENSHIP

- Obey the laws and rules, at home, at school, and wherever you are
- Do your share, stay informed, vote, protect your family and community, report crime and wrongdoing
- Be charitable and altruistic

# 2011 State 4-H Congress - Appropriate Dress

Promote a positive image of 4-H by encouraging your delegates to wear clothing that will identify them as successful young people. Participants are required to wear name tags at all times. The chart below will help you know what is appropriate for each activity during State 4-H Congress. Appropriate dress is critical because we want to make a positive impression for 4-H at all times; Green/white clothing or display of 4-H emblem on clothing is encouraged at all functions.

| DAY       | ACTIVITY                                       | APPROPRIATE DRESS   |
|-----------|--|---|
| Wednesday | Lunch Gathering                                | Casual  |
| Wednesday | Youth Assembly                                 | Dress appropriate for your competition/ workshop - may be professional or snappy casual                         |
| Wednesday | Contests/Workshops                             | Dress appropriate for your competition/ workshop - may be professional or snappy casual                         |
| Wednesday | Night Assembly                                 | Casual<br><i>Candidates for office should be professionally dressed for their speeches</i>                      |
| Wednesday | Mississippi Showdown                           | Active Casual, rubber soled athletic shoes<br>Conservative swimwear for water events<br>(No bikinis or Speedos) |
| Thursday  | Contests/Workshops                             | Dress appropriate for your competition/workshop   |
| Thursday  | Dinner, Assembly and Dance/Optional Activities | Casual with Congress T-shirt  |
| Friday    | Closing Assembly                               | Snappy Casual/Professional  |
| Friday    | Donor Reception                                | Professional  |

Active Casual: Gym shorts/pants, T-shirts, athletic shoes, appropriate swimwear.

Casual: Jeans, khakis, T-shirts, tennis shoes.

Snappy Casual: **Girls** - skirts or slacks with an appropriate blouse or shirt, leather shoes.

**Guys** - slacks, shirts without ties, closed-toe shoes.

Professional: **Girls** - school dress, pantsuit, suit, dress slacks with coordinating top, leather shoes.

**Guys** - dress slacks with a shirt and tie, sports coat if available, closed toe shoes.

No denim clothing or tennis shoes.

## PLEASE DO NOT WEAR:

Jogging clothes, cut-off or worn jeans with holes, halter tops, tank tops, spandex, or any clothing with inappropriate or unsuitable graphics or slogans. **NOTE: When in doubt about attire, 4-Hers should check with their County 4-H Agent.**

# PACKING FOR STATE 4-H CONGRESS



Following is a general list of items to pack when living away from home in a campus residence hall.

## PERSONAL CLOTHING

- appropriate dress for contest and/or workshops and other activities
- shoes, socks, etc.
- sleepwear, undergarments, shower shoes/flip-flops
- swimwear (optional)
- athletic shoes for Mississippi Showdown



## LINENS

- linens or sleeping bag
- pillow
- towel, washcloth
- blanket

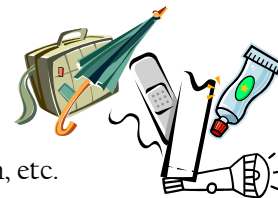
## CONTEST EQUIPMENT

- visual presentation (posters, supplies, etc.)
- clothing contest garments
- judging supplies (paper, pencil, etc.)
- plastic garbage bag for protection in case of rain
- workshop supplies (if needed)
- permission forms for contests, if applicable (ex.: automotive driving, tractor driving, etc.)
- contest supplies, pencils, clipboard, etc.



## PERSONAL CARE

- hair care (shampoo, styling gel, brush/comb, etc.)
- toiletries such as soap, deodorant, lotion, sunscreen, q-tips, etc.
- teeth care such as toothpaste, toothbrush, dental floss, mouthwash, etc.



## OPTIONAL ITEMS

- camera and film or throw-away camera(s)
- flashlight with new batteries
- medication
- personal first aid kit (band-aids, antibacterial ointment, mosquito bite itch relief cream, etc.)
- small sewing kit
- umbrella or rain gear



## APPLICATION TO RUN FOR OFFICE

1. All candidates seeking an office on the State 4-H Council must have submitted an application to the State 4-H Office by APRIL 1, 2011. The information and application is on the 4-H website at: [http://msucares.com/4h\\_youth/4hleadership/council\\_officers.html](http://msucares.com/4h_youth/4hleadership/council_officers.html).
2. Each applicant's information will be sent to the counties prior to State Congress and should be distributed to all delegates who will attend. The County 4-H staff will be responsible for sharing this information.

## CAMPAIGNING

1. *“Meet Your Candidates”* campaigning will be done on Wednesday, June 1<sup>st</sup> at the following times and locations: from 10:30 am until 12:30 pm at the residents' halls; from 10:30 am until 12:30 pm and from 5:00 pm until 7:00 pm in front of Perry Cafeteria. At these times, candidates will be available to shake hands, hand out campaign literature and discuss their candidacy with voters.
2. Each candidate may exhibit only one poster no larger than 22” x 28” at the *“Meet Your Candidates”* event at 5:00 pm – 7:00 pm in front of the cafeteria on Wednesday, June 1<sup>st</sup>.
3. The poster may be placed on an easel or stand brought by the candidate. Candidates must remove their posters and clean up all trash by 7:15 pm, Wednesday, June 1<sup>st</sup>.
4. Candidates cannot post anything on the inside or outside of the residence halls during their campaigns at State 4-H Congress. The only place a candidate can post anything is their individual doors to their rooms in the residence halls.
5. Candidates are to clean up after any campaigning - pick up all trash on the grounds inside and outside.
6. Candidates should campaign on their own merits. Distasteful or negative comments (put-downs) about another candidate, whether implied or stated, are unacceptable and could result in disqualification. Candidates may also be disqualified if they throw items into the audience from the stage.
7. All campaigning will be at the expense of the candidate.
8. Campaigning may not be done in the area of the polls.

## SPEECHES

1. Campaign speeches will be given at the General Assembly the night of Wednesday, June 1<sup>st</sup>, 2011 in Lee Hall. Candidates should arrive 15 minutes prior to the start of assembly (7:15 pm) to be seated in the reserved seating area.
2. All candidates including District Vice-president candidates will make speeches at the Wednesday night General Assembly.
3. Professional dress is required:
  - Boys: Nice slacks and shirt with tie; jacket is optional.
  - Girls: Business suit (pants or skirt) or dress.
4. Speeches will be time limited:
  - President – 3 minutes
  - Other officer candidates – 2 minutes
5. Speeches should be professional in nature with NO theatrics, props (hats, wigs, shoes, bikes, etc.), extra people, audience distractions, and loud noises and shouting.
6. THESE RULES WILL BE STRICTLY ENFORCED. The campaigning, speeches and the entire election process should be professional, respectful and serious.

## ELECTIONS

1. **VOTER ELIGIBILITY:** All 4-Hers can vote in the election provided their county has paid the **\$5.00** Council dues. These dues are to be sent with Congress registration fees (separate check) by May 10, 2011. Eligible counties will be listed on District sign-in lists.
2. Voting will be held **Wednesday night**, following the General Assembly in the Sanderson Center. The voting process will be as follows:
  - District tables will be set for each district with “election commissioners” manning the tables.
  - Delegates will sign-in with the “election commissioner.”
  - Delegates will be given a ballot to mark and will put it into a ballot box provided at the district table.
3. A second ballot, if needed, will be voted on **Thursday morning from 7:00 am unto 8:00 am in front of Perry Cafeteria.**
4. Final results will be announced on **Thursday night**, June 2<sup>nd</sup> during General Assembly in the Lee Hall Auditorium.
5. An Orientation Meeting and Installation Practice for all newly elected officers will be held on **Friday, June 3<sup>rd</sup> at 8:00 am on the stage in Lee Hall Auditorium.**
6. Pictures of the newly elected State Council officers will be made following the awards program on **Friday morning.**



1. Go to the *Extension Intranet*. Choose **4-H Resources**, and then click on *4-H Congress Registration*. Enter your pin number when prompted to do so.
2. When you get to the **Main Menu** screen, click on *Reports* and choose *Print Registration Form*.
3. Print enough forms for your delegates - youth and adult or make copies. Distribute these forms to the delegates for completion. This should be done at least one week before the May 10<sup>th</sup> Registration deadline.
4. Using the completed delegate registration forms input the data as follows:
  - a. Return to *Main Menu* and choose *Data Entry* and then click *Enter/Edit Participants*.
  - b. On the *Enter Participant* screen, type the first letter of the delegate's last name - all the names (in your county's 4-H enrollment system) beginning with that letter will appear on the pull-down screen. Select the one wanted. The demographic information in the 4-H enrollment system will appear for that delegate.
  - c. Complete the rest of the *Enter Participant* screen as follows:
    - (1) Registration Type — Full.
    - (2) Special Accommodations — check any special needs here.
    - (3) Roommate Preference — type last names or first letter of the last name to get a pull-down menu of last names beginning with that letter. (Roommates must be from the same county for this to work.)
    - (4) Number Nights Lodging — enter a 1 or 2 or 3 in this box.
    - (5) If the Delegate (including youth delegate and adult chaperone) will attend the Leadership Team Training on Tuesday\*, CHECK the box.
    - (6) Enter Emergency Contact Information
    - (7) Enter T-Shirt size.
    - (8) Click on *Register* and follow the directions below to register delegate for events.

You can save this data and return to the delegate later, if preferred. To return to this delegate's screen, again type the first letter of the last name to get the names beginning with that letter and choose the one you want.

\*Leadership Team members and their chaperons may need lodging on Tuesday night. Please reserve them a room for Tuesday night. The county will not be charged for the rooms needed on Tuesday night if *Leadership Team Training Attendance* is selected on the registration form.

#### REGISTER DELEGATE FOR EVENTS

On the *Enter Registration for Events* screen, choose *Search* and find the events the delegate has selected. This will include contests, workshops, Mississippi Showdown, volunteer leader activities, leadership team training and the All Star Dinner.

#### Important Notes about Registration

- ✧ PowerPoint Presentations must be entered by preferred time. These are in increments of (1-1/2) hours for PowerPoint Presentations.
- ✧ Mississippi Showdown Registration: Everyone may register for this event; however, if a delegate wants to play basketball or volleyball, they must register for these events under MS Showdown Basketball or MS Showdown Volleyball. Others will register under MS Showdown – Non-comp events.

### **Important Notes about Registration** *(continued)*

- ✧ If serving as chaperone, Volunteers should register for the following activities:
  - ◆ All Star Dinner (if applicable)
  - ◆ Mississippi Showdown
  - ◆ Leadership Team Training (if applicable)
- ✧ When finished entering the delegate's events, click *Save* and return to the *Main Menu*. Enter another delegate and repeat this process until you have entered all of your delegates.
- ✧ Members must be registered as full time delegates — no part-time — pay registration fee of \$60 even if they are not registered for lodging.

### **STAFF REGISTRATION**

Return to the *Enter Participant* screen and type in information about the staff member and it should automatically click on *Staff* in the *Participant Type* box.

\*Part-time Registration — **Designed for VOLUNTEERS and STAFF ONLY** who will attend Congress less than full time.

Volunteers and staff may register with options for no lodging. Meals are not provided in registration. Meals may be purchased as needed at Perry Cafeteria or other dining establishments on or off campus.



DO NOT MAIL WORKSHEET. KEEP FOR YOUR RECORDS OR DISCARD.

| Prefix         | Name          | Last Name | Suffix         | Shirt Size     | Prior Years Attended |
|----------------|---------------|-----------|----------------|----------------|----------------------|
| Preferred Name | Date of Birth | School    | E-Mail Address |                |                      |
| Address        | City          | State     | Zip            | Nights Lodging | Roommate Preference  |

Tuesday, May 31<sup>st</sup> 7:00 PM — Tuesday, May 31<sup>st</sup> 10:00 PM

- Leadership Team Training

Wednesday, June 1<sup>st</sup> 9:00 AM — Wednesday, June 1<sup>st</sup> 2:00 PM

- Welding

Wednesday, June 1<sup>st</sup> 9:00 AM — Wednesday, June 1<sup>st</sup> 2:00 PM

- Share the Fun Rehearsal

Wednesday, June 1<sup>st</sup> 9:00 AM — Wednesday, June 1<sup>st</sup> 10:30 AM

- PowerPoint Presentations

Wednesday, June 1<sup>st</sup> 10:30 AM — Wednesday, June 1<sup>st</sup> 12:00 PM

- PowerPoint Presentations

Wednesday, June 1<sup>st</sup> 12:00 PM — Wednesday, June 1<sup>st</sup> 1:30 PM

- PowerPoint Presentations

Wednesday, June 1<sup>st</sup> 1:30 PM — Wednesday, June 1<sup>st</sup> 2:30 PM

- PowerPoint Presentations

Wednesday, June 1<sup>st</sup> 2:30 PM. – 5:00 PM

- Modern Line Dancing
- Get Set, Get Ready, Get a Job (Wednesday Afternoon) Repeated
- The Magic of Forest Products Repeat

CONGRESS WORKSHEET (*continued*)

Wednesday, June 1<sup>ST</sup> 2:30 PM. – 5:00 PM

- Wildlife & Fisheries Tour
- Center for Advance Vehicular Science Tour (1 hour) Repeated
  - 2:30 – 3:30
  - 3:30 – 4:30

Wednesday, June 1<sup>st</sup> 10:00 PM — Thursday, June 2<sup>nd</sup> 12:00 AM

- MS Showdown

Thursday, June 2<sup>nd</sup> 9:00 AM. – 12:00 noon

- Latin Dancing
- X THE TEXT (Thursday Morning/Afternoon)
- Introduction to Stick & String (Thursday Morning)

Thursday, June 2<sup>nd</sup> 9:00 AM. – 12:00 noon

- Wildlife & Fisheries Tour
- MSU Dairy Tour (1 hour) Repeated
  - 9:00 – 10:00
  - 10:00 – 11:0
  - 11:00 – 12:00
- Center for Advance Vehicular Science Tour (1 hour) Repeated
  - 9:00 – 10:00
  - 10:00 – 11:0
  - 11:00 – 12:00
- Forest Products Lab (2 Groups) 1 hr each
  - Group 1 9:00 – 10:00
  - Group 2 9:00 – 10:00
  - Group 1 10:00 – 11:00
  - Group 2 10:00 – 11:00

Thursday, June 2<sup>nd</sup> 9:00 AM — Thursday, June 2<sup>nd</sup> 11:00 AM

- MVLA Choir Rehearsal

Thursday, June 2<sup>nd</sup> 11:00 AM — Thursday, June 2<sup>nd</sup> 1:00 PM

- MVLA Board Meeting and Lunch

Thursday, June 2<sup>nd</sup> 2:00 PM — Thursday, June 2<sup>nd</sup> – 5:00 PM

- Ballroom/Swing Dancing
- X THE TEXT
- Welcome to the Real World (Thursday Afternoon)
- Are You Going to College???

CONGRESS WORKSHEET (*continued*)

Thursday, June 2<sup>nd</sup> 2:00 PM — Thursday, June 2<sup>nd</sup> – 5:00 PM

- Wildlife & Fisheries Tour
- College of Veterinary Medicine Tour
- Center for Advance Vehicular Science Tour (2 groups) 1 hour each
  - Group 1 9:00 – 10:00
  - Group 2 9:00 – 10:00
  - Group 1 10:00 – 11:00
  - Group 2 10:00 – 11:00
- Forest Product Lab Tour (2 Groups) 1 hr each
  - Group 1 9:00 – 10:00
  - Group 2 9:00 – 10:00
  - Group 1 10:00 – 11:00
  - Group 2 10:00 – 11:00

Thursday, June 2<sup>nd</sup> 2:00 PM — Thursday, June 2<sup>nd</sup> 3:00 PM

- MVLA General Meeting

Thursday, June 2<sup>nd</sup> 5:00 PM — Thursday, June 2<sup>nd</sup> 7:00 PM

- All Star Dinner – Orientation and Initiation



**WHEN:** Wednesday, June 1<sup>st</sup> 10:00 PM — 12:00 AM

**WHERE:** Sanderson Center, MSU Campus

**WHAT:** Lots of activities and fun — 4-H will have the entire Sanderson Center to enjoy for the evening. Some of the activities will include:

|                                  |                      |
|----------------------------------|----------------------|
| Basketball                       | Walleyball           |
| Volleyball                       | Badminton            |
| Racquetball                      | Handball             |
| Climbing Wall                    | Aerobics Instruction |
| Swimming                         | Water Polo           |
| Board Games – Chess and Checkers |                      |

**\*\*This year the activities will be non-competitive, but pick-up games in basketball and volleyball will have referees available to officiate.**

**WHAT TO WEAR:** Comfortable casual clothes such as shorts, T-shirt, etc.

Athletic shoes with rubber soles are a must! (Anyone without these will not be allowed on the courts.)

Conservative swimwear for water activities – NO bikinis for girls and no speedos for guys!

**CONGRESS NAME TAG MUST BE WORN TO ENTER  
THE SANDERSON CENTER  
THIS WILL BE CHECKED**

**OTHER OPTIONS:** Concession stand is available for purchasing snacks – bring some change for the machines!

Lounge areas will be open to visit with friends.

**HOW TO REGISTER:** Delegates will be entered into the on-line registration so we will know how many will be at this event; also to assist us in knowing where you are during this time. Everyone should choose this event unless the agents choosing an alternative activity for Wednesday night.

*If you are attending this event, you will not be allowed to leave unless your agent or other adult is with you.*



# APPENDIX



# 4-H General Rules and Release



Activity: \_\_\_\_\_

Inclusive Dates: \_\_\_\_\_

## Rules for Conduct 4-H Activities

*Each participant must read and strive to live up to a 4-H Code of Conduct and obey the rules listed below and all directives given by Extension Service and 4-H leaders, officials, and personnel. As examples, but without limiting such rules and directives that may be applicable to a given type, time, or location, each participant must observe the following rules:*

1. Attend and actively participate in programs outlined for the activity.
2. Show respect for the equipment, property, and facilities, and assume financial responsibility for damages caused by participant.
3. Observe hours of curfew and remain in his/her own room during curfew hours.
4. Refrain from entering rooms assigned to those of the opposite sex (In other words, boys cannot go into girls' rooms and girls cannot go into boys' rooms.) unless accompanied by an authorized adult Extension Service worker or adult 4-H leader (adult meaning over 21 years of age).
5. Do not leave the activity area without permission from adult Extension Service worker or adult 4-H leader.
6. Do not use, possess, or distribute alcohol or other drugs at any time during the inclusive times and dates of participation in the activity.
7. Do not use tobacco in vehicles at any time during the inclusive times and dates of participation in the activity.
8. Do not use tobacco during any scheduled 4-H meeting or other activity events.
9. Observe dress codes stated by Extension Service worker or 4-H leader.
10. Observe good manners and grooming.
11. Observe all other rules and requirements identified by the Extension Service worker or the 4-H leader.
12. Be responsible for his/her conduct and polite and respectful in conduct, behavior, and language toward all Extension and 4-H personnel and all other participants. (as stated in 4-H Code on Conduct as printed on back of this form)

These rules are only examples of expected conduct.

This is to certify that I \_\_\_\_\_ (name of 4-H member) understand these rules and that failure to comply can result in my being sent home from the activity at my own expense and/or being declared ineligible to participate in future 4-H activities.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 4-H Member

\_\_\_\_\_  
County

I certify that I understand my child named above is required to comply with the above rules and that failure to do so can result in his/her being sent home at my expense and/or being disqualified from participation in future 4-H activities, whether in a leadership role or otherwise.

I hereby grant permission for my child named above to participate in the above 4-H activity.

We agree to indemnify and hold Mississippi State University, the Mississippi State University Extension Service, and its employees and volunteers harmless from liability for any injury or damage suffered by me or my child resulting from his/her participation in this activity and while he/she is being transported to, during, or from this activity.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Route or Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Route or Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(over)



## CODE OF CONDUCT *for* 4-H Events

A primary goal of the 4-H program is to build character in youth through participation in 4-H. The 4-H program promotes the CHARACTER COUNTS!<sup>SM</sup> six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and citizenship. The following Code of Conduct is designed to assure that the 4-H program provides a positive environment for all individuals to develop character:

### Trustworthiness

- I will be worthy of trust, honor, and confidence.
- I will keep my commitments by attending all sessions of the planned event. If I am not feeling well or have a scheduled conflict, I will inform my chaperon or a person in charge.
- I will be in the assigned area (dorms, buildings, etc.) at all times.
- I will be a model of integrity by doing the right thing even when the cost is high.
- I will be honest in all my activities. 4-H does not permit dishonesty by lying, deception, or omission.

### Caring

- I will be caring in my relationships with others.
- I will help members in my group have a pleasant experience by striving to include all participants.
- I will be kind and show compassion for others.
- I will treat others the way I want to be treated.
- I will show appreciation for the efforts of others.

### Citizenship

- I will be a contributing and law-abiding citizen.
- I will follow the hours and room rules established for the event.
- I will not possess, distribute, or use alcohol, drugs, or tobacco products.
- I will be respectful to the environment and contribute to the greater good.

### Responsibility

- I will be responsible, accountable and self-disciplined in the pursuit of excellence.
- I will live up to high expectations so I can be proud of my work and conduct.
- I will be on time to all program events.
- I will be accountable by accepting responsibility for my choices and actions.
- I will be responsible for any damage, theft, or misconduct in which I participate.

### Fairness

- I will be just, fair, and open.
- I will participate in events fairly by following the rules and by not taking advantage of others.

### Respect

- I will show respect, courtesy, and consideration to everyone, including myself.
- I will dress appropriately and tastefully at all events.
- I will act and speak respectfully. I will not use vulgar or abusive language.
- I will treat program areas, lodging areas and transportation vehicles with respect.
- I will appreciate diversity in skill, gender, ethnicity, and ability. 4-H does not permit statements or acts of prejudice.

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## PHOTOGRAPH RELEASE

\_\_\_\_\_  
Subject Name

\_\_\_\_\_  
Date

*I permit Mississippi State University Extension Service to photograph my child and/or me and use those photographs for educational and publicity purposes. I release Mississippi State University and the Mississippi State University Extension Service from any claims that might arise from use of these photographs.*

\_\_\_\_\_  
Signature of Subject (if 18 or over)

\_\_\_\_\_  
Parent/Guardian (if subject is under 18)

If subject is under 18, a parent or guardian must write the child's name as the subject and grant permission by signing on the appropriate line.

### Form 807

Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, group affiliation, age, disability, or veteran status. (POD-9-05)



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**EXTENSION SERVICE**

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Discrimination based upon race, color, religion, sex, national origin, age, disability, or veteran status  
Is a violation of federal and state law and MSU policy and will not be tolerated. Discrimination based upon  
Sexual orientation or group affiliation is a violation of MSU policy and will not be tolerated.



4. **Diabetes, arthritis, kidney or bladder disease.**  Yes  No

If yes please explain:

5. **Stomach or intestinal problems.**  Yes  No

Ulcers, gall bladder or liver, jaundice, hernia, colitis. If yes please explain:

6. **Skin disease.**  Yes  No

If yes please explain:

7. **Any infectious disease or contact with infectious disease in the past month.**  Yes  No

If yes please explain:

8. **Impaired sight or hearing.**  Yes  No

If yes please explain:

9. **Allergies or hay fever.**  Yes  No

If yes please explain:

10. **Allergy to medicines.**  Yes  No

Penicillin, sulfates, tetanus. If yes please explain:

11. Allergy to foods.  Yes  No

If yes please explain:

12. Under on-going care of a physician for chronic or recurring problem (name and number of physician).  Yes  No

If yes please explain:

13. Recent surgical operations, accidents, or injuries in the past 6 months.  Yes  No

If yes please explain:

14. Medications you are currently taking (list name and dosage).  Yes  No

If yes please explain:

15. Date of last flu shot: \_\_\_\_\_ 16. Date of last MMR vaccination: \_\_\_\_\_

17. Date of last tetanus: \_\_\_\_\_ 18. Date of last chicken pox vaccination: \_\_\_\_\_

19. List any special needs or concerns: \_\_\_\_\_

\_\_\_\_\_

I affirm that the individual named above can safely participate in a Mississippi 4-H event/activity and that he or she has no contagious or communicable diseases. He or she has had no major illnesses within 30 days prior to departure. In case of emergency while participating, permission is given for appropriate medical personnel and/or licensed physicians to provide medical treatment. If necessary, given apparent medical condition, permission is given to transport participant by ambulance, aid car, or program vehicle, to a medical facility for evaluation and treatment. Further, I assume all financial obligations incurred if not covered by insurance.

I have carefully read this document, understand its contents and am fully informed about the activities/events scheduled that may involve certain risks associated with physical activity or potential harm, including recreational games/activities and travel by motor vehicle to off-site educational and leisure activities.

Participant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Youth (under age 18) must have signature of parent/guardian.



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**Form 696**

Extension Service of Mississippi State University, cooperating with U.S. Department of Agriculture. Published in furtherance of Acts of Congress, May 8 and June 30, 1914. MELISSA J. MIXON, Interim Director

**POD 06-10**



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