

2019 

**NATIONAL 4-H CONGRESS**  
**DELEGATE HANDBOOK**



**GO BEYOND**



# BEYOND PREPARED

<b>ATLANTA WEATHER</b>	The weather in Atlanta in November is very unpredictable. It could be as warm as the mid 70's or as chilly as the 30's. Bring clothes that you can easily layer. Be sure to pack an umbrella and jacket. If it rains, you will need it going to and from the bus, on short trips outside the hotel, and some community service activities.												
<b>SMART PHONE APP</b>	National 4-H Congress encourages all participants to download the smart phone app starting the first of October. The app is available through WHOVA on iTunes Store. Once the app is installed, search for the event "National 4-H Congress."												
<b>SOCIAL MEDIA</b>	Delegates, parents, county Extension educators, and state 4-H faculty are encouraged to "friend" the National 4-H Congress Facebook page ( <a href="https://www.facebook.com/National4HCongress/">https://www.facebook.com/National4HCongress/</a> ), Instagram as well as follow the event on Twitter ( <a href="https://twitter.com/nat4hcongress">https://twitter.com/nat4hcongress</a> ). Throughout National 4-H Congress updates, highlights, and photos from the event will be posted. Delegates are also encouraged to post during breaks their POSITIVE experiences from workshops, general assemblies, and other events.												
<b>PIN EXCHANGE</b>	<p>A fun National 4-H Congress tradition is to trade state pins with those you meet. Delegates may bring pins and stickers from their home states to exchange with those from around the country. It is a great way to make new friends and go home with a souvenir from other states. You may want to bring a scarf or item on which to collect and display the pins. If you place pins on your nametag, be sure they do not cover your name. You will be able to exchange pins beginning Friday and continuing throughout the week as you make new friends and learn more about their states.</p> <p>There is no formal time to exchange pins, you are encouraged to carry them with you throughout your stay and exchange them at your discretion. Please do not bring any pins made of food, such as peanuts, due to allergies.</p>												
<b>SPENDING MONEY</b>	All meals are included in your registration fee with the exception of lunch on Saturday, Sunday and Monday. You will want to bring money for the following: snacks, souvenirs, the 4-H Mall, a Congress photo USB drive, shopping and tips. You will need money for meals while you are traveling and three lunches. It is recommended that you bring a minimum of \$125.												
<b>CONTINENTAL BREAKFAST</b>	<p>For the four mornings that you are at Congress, a <b>continental breakfast</b> will be served. It will include such items as cereal, doughnuts, fruit, juice, and milk. This is <b>designed to be a light meal</b>. If you want to start the day with a larger, hot breakfast, plan time to visit one of the hotel restaurants where you may purchase a hot meal from a menu with a wide variety of choices. There is a food court in the mall next to the hotel that offers a variety of fast food restaurants.</p> <p>Note: The food served is donated. Those with allergies may want to seek other options.</p>												
<b>TIPPING</b>	<p>Tipping is traditional when interacting with those who help make your travel experience more enjoyable. It is your way of saying "thank you" for the service provided. You should tip waiters, bell staff, doormen if they summon a taxi for you, and your taxi/limo driver. Suggested amounts are as follows:</p> <table> <tr> <td>Waiters/Waitresses:</td><td>18% to 20% of the total bill</td></tr> <tr> <td>Bell Staff:</td><td>At least \$1.00 per bag</td></tr> <tr> <td>Room Attendants (Maids):</td><td>\$2 per day or what you feel appropriate</td></tr> <tr> <td>Doorman:</td><td>Minimum of \$1-\$2 if he hails a cab for you</td></tr> <tr> <td>Taxi Driver:</td><td>Varies according to the length of the trip but usually \$1-\$2 is sufficient</td></tr> <tr> <td>Skycap:</td><td>\$1.00 per bag</td></tr> </table>	Waiters/Waitresses:	18% to 20% of the total bill	Bell Staff:	At least \$1.00 per bag	Room Attendants (Maids):	\$2 per day or what you feel appropriate	Doorman:	Minimum of \$1-\$2 if he hails a cab for you	Taxi Driver:	Varies according to the length of the trip but usually \$1-\$2 is sufficient	Skycap:	\$1.00 per bag
Waiters/Waitresses:	18% to 20% of the total bill												
Bell Staff:	At least \$1.00 per bag												
Room Attendants (Maids):	\$2 per day or what you feel appropriate												
Doorman:	Minimum of \$1-\$2 if he hails a cab for you												
Taxi Driver:	Varies according to the length of the trip but usually \$1-\$2 is sufficient												
Skycap:	\$1.00 per bag												

# BEYOND DRESSED FOR SUCCESS

Have you ever heard the saying “you only have one chance to make a good impression?” This is true at National 4-H Congress just like everywhere else and part of that impression is created on how you are dressed. Because each of us come from all areas of the United States, each of our dressing habits and patterns are different as well. It is the goal of National 4-H Congress for all delegates to be comfortable during the various activities and events, but also maintain a clean and respectable appearance.

The following chart will help you know what is appropriate for each of the week's activities. We want to make a positive impression on the people of Atlanta. Appropriate dress is critical. Please make note of the times that casual dress is appropriate.

	Casual	Business Casual	Dress-Up	Semi-formal
<b>For guys</b>	Jeans, khakis, t-shirts, tennis shoes. Does not include cut-offs or worn jeans with holes or ragged edges.	Slacks (creased jeans and khakis are appropriate), shirts without ties, dress shoes, or boots.  No athletic/tennis shoes or athletic clothing (basketball shorts, etc.)	Dress slacks with a shirt and tie, jacket or sweater, leather shoes, boots. No denim clothing or athletic shoes.	Slacks with a jacket, shirt, tie, leather shoes.
<b>For girls</b>	Same as for guys.	Skirts or slacks with an appropriate blouse or shirt. Dress denim (denim skirts and pressed creased jeans) and khakis are appropriate.  No athletic/tennis shoes or athletic clothing (yoga, leggings, etc.)	Dresses, suits with skirts or dress slacks, blouses, leather shoes. No denim clothing or athletic shoes.	Dresses from knee to floor length or pants suits appropriate for a prom or similar dress up activity. This could include a dressy outfit worn to an event at your church, synagogue, or mosque.
<b>Events this category of attire should be worn at:</b>	Friday <ul style="list-style-type: none"> <li>Dinner &amp; Get Acquainted Activity</li> </ul> Saturday: <ul style="list-style-type: none"> <li>Opening Event</li> <li>Team Building &amp; Workshops</li> </ul> Sunday <ul style="list-style-type: none"> <li>Workshops</li> <li>An Evening of Culture</li> </ul> Monday <ul style="list-style-type: none"> <li>Serving Learning Projects*</li> </ul> Tuesday <ul style="list-style-type: none"> <li>Closing Assembly</li> <li>Travel Home</li> </ul>	Saturday <ul style="list-style-type: none"> <li>International Event</li> </ul> Sunday <ul style="list-style-type: none"> <li>Assembly &amp; Inspirational Service</li> </ul>	Monday <ul style="list-style-type: none"> <li>Congress Gala &amp; Dance</li> </ul>	Monday <ul style="list-style-type: none"> <li>Congress Gala &amp; Dance</li> </ul>

\* Delegates will be asked to wear National 4-H Congress t-shirt and closed toed shoes. Bring outdoor weather gear and work gloves.

## LET'S TALK ABOUT THE CONGRESS GALA AND DRESS!

### Acceptable:

Party and prom dresses may be strapless, but must be appropriate.

### Not Acceptable

Backless, low-cut (front or back) outfits, outfits that expose midriff or navel, or dresses/skirts short in length (above the knees) are not appropriate.

**The state delegation coordinator and/or the Congress Design Team may ask any individual to modify their clothing selection if Congress standards of decency in appearance are not met.**

## ADDITIONAL APPEARANCE GUIDELINES

- General appearance should be neat and clean.
- A state delegation coordinator and/ or the Congress Design Team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.
- Hats and caps should not be worn during any Congress activities when inside buildings. This applies to both girls and guys.
- **Pajamas, sleepwear or outfits with visible undergarments are not appropriate dress for any Congress activity or outside sleeping rooms.**
- Dress and appearance should not present health or safety hazards or cause disruption.
- Bare feet are not appropriate for any Congress activity; conventional shoes or sandals are required.

### Items are not appropriate at National 4-H Congress:

- Tube tops, halter tops, one-shoulder tops, strapless tops, casual tops with spaghetti straps, dresses/ tops/ pants/ skirts that expose midriff, navel, back, or cleavage. However, see special note on previous page about semi-formal wear for the Congress Gala.
- See-through or muscle shirts.
- Clothing that advertises alcoholic beverages, tobacco products, or drugs.
- Clothing that has vulgar, obscene or offensive messages, or images.
- Cut-offs, ripped jeans, or other clothing with holes.



# BEYOND TRAVEL SAVVY

## SAFETY PRECAUTIONS

The National 4-H Congress staff goes to extraordinary means to ensure adequate plans are made for the safety of delegates. The following suggestions have been developed with help from local police and security at Congress venues.

<b>PHOTO IDENTIFICATIONS</b>	Be sure to keep your photo identification in a secure place as it is necessary for flight identification. Be sure it is not packed in your luggage.
<b>SECURING OF LUGGAGE</b>	<p>Do not allow strangers to handle your luggage. Remember - pack only what you can carry. Please go to <a href="http://tsa.gov">tsa.gov</a> to see the latest airport regulations for luggage and carry-on items.</p> <p>Be sure every piece of luggage has your name and state on it in two places. It must be accurate and easy to read. Pack as economically as possible. Bring clothes that mix and match well. Your state will tell you if there is a limit to the number of bags that you can bring. Never leave your suitcase unattended. Bags have a way of walking away when not attended. Always keep your valuables with you; do not pack them in your suitcase. <b>PACK ONLY WHAT YOU CAN CARRY OR ROLL!</b></p> <p>Check with your airline for luggage fee, size, and weight limitations for your luggage. If your luggage is oversized, you will have an additional charge for checking it.</p>
<b>AIRPORT SECURITY</b>	Many delegates will be flying into Atlanta. Airport check-in is changing daily. Pack everything possible into the luggage that you will check at the airport. Bags that you attempt to carry on will be scrutinized thoroughly. Items that have sharp points will be confiscated by airport security. This includes things as small as tweezers, nail clippers, and pocketknives. Do not embarrass yourself or your delegation by attempting to bring those with you through airport security. Any metal objects that you wear will slow the process down. You may want to put items such as big metal belt buckles in the suitcase that you check. Your positive, helpful attitude will make a tremendous impression on those you encounter and will make the job of security officers easier.
<b>STREET SAFETY</b>	<p>The Atlanta City Police and the City Ambassadors patrol the area around the hotel. The Ambassadors are there to answer your questions. They are easily identifiable. They wear white helmets and turquoise/red/white uniforms. They are your safest and most reliable source of information.</p> <p>As in any big city, you will encounter a number of panhandlers. They can be aggressive in asking you for money. Be courteous but it is suggested that you politely turn down their requests. Do not allow strangers to handle your luggage. Pack only what you can carry.</p> <p>Delegates are only allowed to leave the hotel in groups of four or more. Adult chaperones must be made aware of when you leave, where you are going, and when you plan to return. If you have a cell phone, give the adult chaperones your number or that of a member of your group.</p>
<b>HOTEL SAFETY</b>	Doors to sleeping rooms must always be locked. Doors that are propped make an easy target for thieves and other criminals. Even for short trips to adjoining rooms or to the closest ice machine, delegates must lock doors securely. Valuables must never be left in open view in your room. Each room has a safe for use. The hotel does have limited safety deposit boxes that can be secured at the front desk. Use the peep hole in the door to see who is there before opening it.

# BEYOND HEALTHY

The following guidelines have been issued by the Center for Disease Control.

*Individuals who currently have or have had the flu or flu-like symptoms in the 7 days prior to the event should not attend National 4-H Congress unless they have been fever-free (under 100°F) for over 24 hours.*

To avoid potential contamination, delegates and chaperones are encouraged to wash their hands and/ or use hand sanitizers on a regular basis. Coughs and sneezes should be directed into a tissue, handkerchief or the crook of your arm.

## General Healthy Tips

- Wash your hands or use hand sanitizer
- Stay hydrated
- Sneeze or cough into your sleeve (vampire sneeze)
- Be active

## Minor emergencies

- Locate your state chaperone immediately.
- Ask their help in coming up with the best solution.

## Major emergencies

- Use the closest phone to call for help.
- In the hotel dial 55 or 0, outside the hotel dial 911.
- Call your state coordinator or ask someone to call for you.
- Call Congress Headquarters located in the Chicago Room at the hotel. Phone: 404-577-1234

## Major Catastrophes

In case of a major catastrophe, all Congress delegates will meet at a designated gathering point. These gathering points are specified in the National 4-H Congress Program. The state delegation coordinator will take roll to ensure that the entire delegation is present. The group will then be escorted to a designated safe location. Parents will be briefed by their delegation's state 4-H office.

# BEYOND ENGAGED

## NAMETAGS

Nametags are for safety. Be supportive of this effort and cooperate by wearing it. It is used to identify you as a member of our group. If you don't have it with you, you will be asked to go back to your room to get it. Nametags should not be worn offsite unless it is a Congress event. Lost nametags and holders will be replaced for \$2. Wear it at ALL times except when you go off-site. The nametag identifies your color group for the week; this is pre-assigned and cannot be changed and should NOT be traded. If you collect pins and stickers, **please don't put them on the nametag covering your name.**

On Monday afternoon, optional tours will be offered. Your state will handle registration. The tours will provide you the opportunity to see a variety of points of interest in the city. Extra tickets (if available) can be purchased in Congress Headquarters during the event.

## OPTIONAL CONGRESS TOURS

- Tour #1:** Hairy Apes (Zoo)
- Tour #2:** Hall of College Football Fame
- Tour #3:** Headline News and Landmarks
- Tour #4:** Heroes of the City
- Tour #5:** Hotlanta's World Class Attractions
- Tour #6:** Georgia Aquarium

Find details for all tours on the Congress website – [national4-hcongress.com](http://national4-hcongress.com)

<b>CURFEWS</b>	Times for state meetings and curfews will be listed in your official Congress program. If you are out of your room after that curfew, you must have an adult with you. Hotel security helps enforce curfews.
<b>APPROPRIATE CONDUCT</b>	Delegates must be considerate of other guests in the hotel during Congress. Noise in the halls and rooms must be kept at a minimum. Please limit talking to quiet conversational levels. Other guests may be trying to sleep. This is especially critical as you go back to your rooms each evening after your state meeting. Groups that make too much noise will be asked to locate another hotel and move to it. Running in the halls and standing on both internal and external balconies are prohibited. Girls and guys may not visit in lodging rooms. Visiting must be done in lobbies and other common gathering areas. Remember that all delegates have signed a code of conduct that must be followed. Delegates cannot go out on hotel balconies/overhangs. Texting and cell phones should not be used during any workshop or main session.
<b>HOTEL ROOM HINTS</b>	<ul style="list-style-type: none"> <li>• Housekeeping cannot move your personal items off the bed or floor. If items are thrown around the room, it will not be cleaned.</li> <li>• Leave dirty towels in the bathtub or on the bathroom floor.</li> <li>• The bottled water found in your hotel room <b>is not complimentary</b>. Do not use it unless you expect to pay for it. The same applies for in-room movies.</li> <li>• Do NOT use the fire sprinklers for hanging items.</li> </ul>
<b>CONGRESS DIGITAL SCRAPBOOK</b>	A flash drive of photos commemorating this year's Congress will be available for \$20. Payment and orders will be taken while you are at Congress. Flash drives may be ordered in Congress Headquarters. The flash drive will be mailed to your home around three months after Congress.
<b>DONOR GIFT BASKETS</b>	Each state is asked to bring at least 15 items representing their state to be placed in gift baskets delivered throughout the Atlanta area to donors and sponsors of National 4-H Congress. The items should be tasteful and representative of both the state and the 4-H program. No alcohol, tobacco, or pharmaceuticals (drugs) are allowed. All items need to be turned in by Saturday at 12 noon to the National 4-H Congress Headquarters. Check with your state 4-H office to find out if you need to bring these items.
<b>EXPRESSIONS OF APPRECIATION</b>	<p>Delegates are well-known for the excellent way in which they express appreciation to all who help make Congress happen. The list includes donors, presenters, volunteers, parents, and Extension professionals. While you are at National 4-H Congress, you will receive a list of donors and supporters to whom you need to express your thanks. This year we will be gathering all delegate thank you notes at Congress and having them bound in book form to be presented to donors. You will receive stationery for your notes when you arrive in Atlanta. Notes should be hand-written legibly and free of grammatical errors. You will be given some suggestions to help you.</p> <p>When you get back home, remember to thank your local Extension staff and parents for the support and encouragement that they have given you. Some states may request that you also write thank you notes to state trip donors.</p> <p>While in the hotel, please remember to let those who serve you know that you appreciate their hard work.</p>



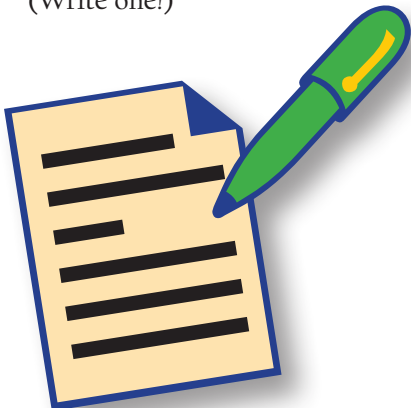
# The Seven Steps to a Great Thank-You Note

## Why should you write a thank-you note?

- » To show appreciation for someone supporting you
- » To acknowledge a gift, donation or service
- » To provide recognition to someone who has done a good deed

## When should you write a thank-you note?

- » After receiving any type of gift
- » After attending a job interview
- » After someone donates to a cause in your name
- » After someone goes above and beyond the expected
- » After someone writes a letter of recommendation for you
- » After someone helps you with a project or endeavor
- » If you want to make a good impression
- » If you are unsure of whether or not to write a thank-you note (Write one!)



## How should you write a thank-you note?

A good thank-you note has seven main components:

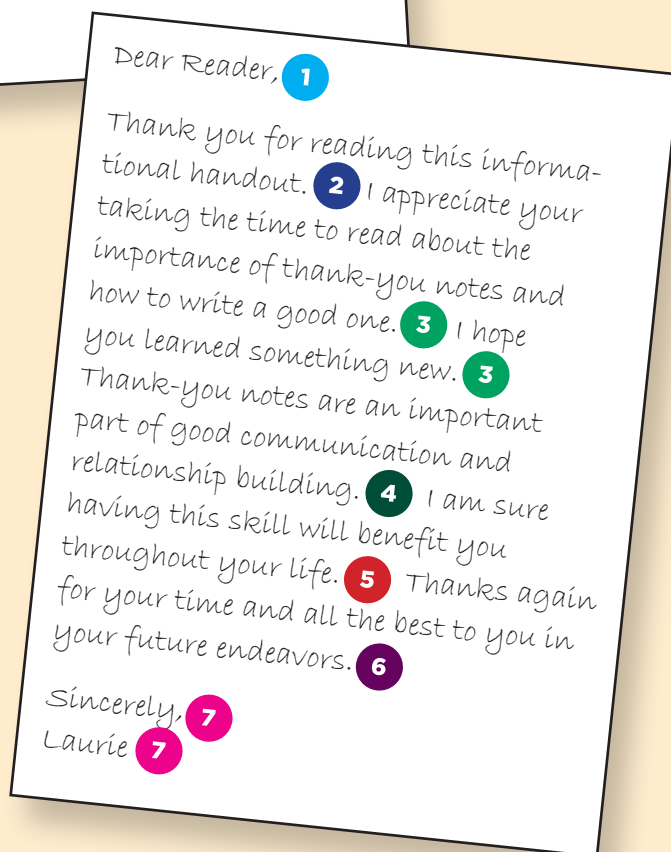
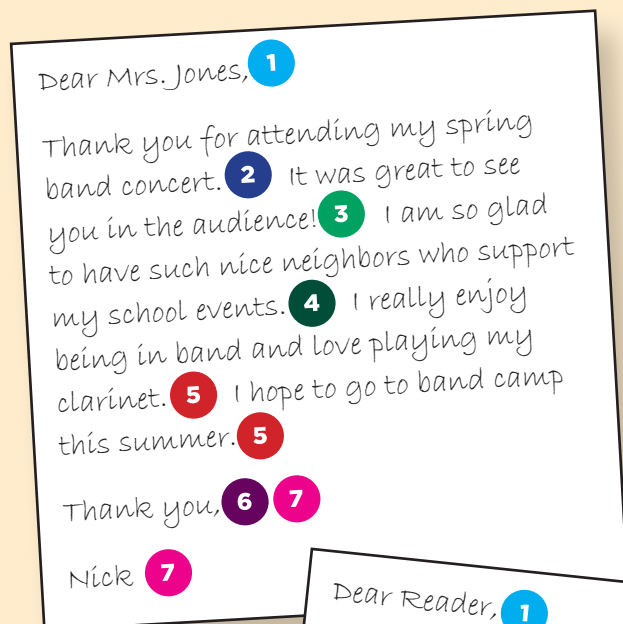


- 1 A greeting to the thank-you note recipient (Dear . . .)
- 2 The specific reason you are thanking them (Mention what they bought, gave or did. This is always important to do first.)
- 3 The reason why you appreciate them (They supported you, were thoughtful and gave a gift, went out of their way to help you out or other reasons.)
- 4 How you plan to use the gift or why the gift or act of service was important to you (You will use it to save for college; you really enjoy playing the game; you can't wait to go shopping with the gift card; you know you have a great chance at the scholarship because of the letter of recommendation — or other ways.)
- 5 A comment or detail about yourself, an update on your life or a positive comment (This is a great time to share news on your life or to add a positive remark about the recipient.)
- 6 A repeat of your thank-you (You may leave this out if you sign "with thanks" at your closing.)
- 7 A closing and signature of your name (With thanks, Name or Sincerely, Name)

# The Seven Steps to a Great Thank-You Note



## More Thank-You Note Examples...



## Your note should be:

- » Hand written in blue or black ink
- » Neat and legible
- » On a note card or good quality paper (Lined paper or index cards are not a good choice.)
- » Personalized to the situation

**TIP:** In the case of a job interview, you may send a thank-you note in email form if the employer will be reaching a decision quickly. The key is to make it personal.

## ACKNOWLEDGMENTS

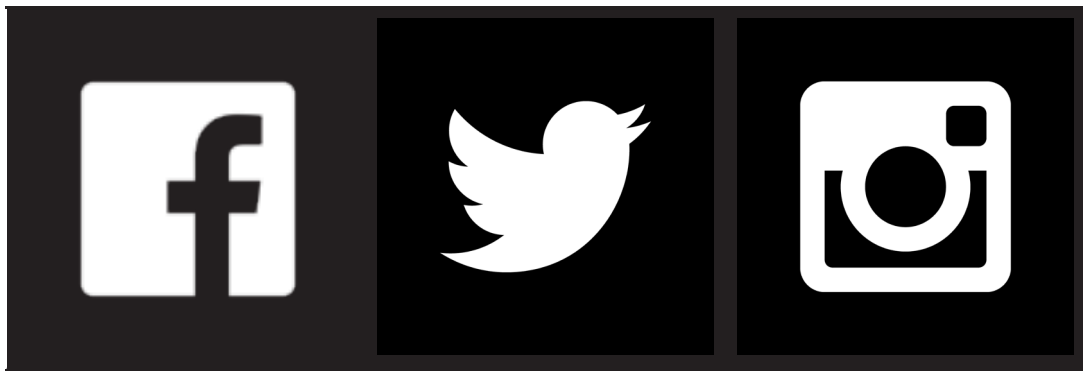
Aspects of the steps taken from “6 Steps to Writing a Thank You Note – Holiday Edition,” Dec. 16, 2010, Dale Carnegie Training. New York. Retrieved from <http://blog.dalecarnegie.com/teammemberengagement/6-steps-to-writing-a-thank-you-note-holiday-edition/>

Created by: Laurie Rivetto, 4-H Educator, MSU Extension Wayne County 4-H, 2013

## MICHIGAN STATE UNIVERSITY | Extension

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Thomas G. Coon, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707. Produced by ANR Communications. 1P-Web-9:2013-PA

National 4-H Congress Online at:  
**[national4-hcongress.com](http://national4-hcongress.com)**  
or on social media at



2019 marks the 99th National 4-H Congress. It is an opportunity for the Cooperative Extension System to recognize our nation's brightest and best young people. The program is designed to help you continue your development as the leaders of this millennium. We hope that the skills and knowledge gained during your experience in Atlanta will empower you to return to your community and "Make the Best Better."

4-H, The Youth Development Program of the Cooperative Extension System, prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.