

**2015 National 4-H Congress**  
**Friday, November 27, 2015 – 6:30 p.m.**  
**Suggested State Meeting Agenda**

This may be the only time each day that the whole delegation is able to be together. It serves several purposes including communication about the next day's schedule, evaluation of the present day's experiences, a check on the health of delegates, and a chance for reminders and announcements.

<b>Call to Order</b>	<b>All should be present or accounted for before starting the state meeting.</b>
<b>Security and Health</b>	<ul style="list-style-type: none"> <li>• Review procedures to follow in the event of a health problem or emergency. Be sure delegates know the location of this information in their program book.</li> <li>• Be sure delegates know the location for the State to meet in the event of a hotel evacuation or other major emergency. Check the program book for the exact location and help youth orient themselves on where they are to meet outside the hotel. Discuss when and how to evacuate the hotel in case of fire.</li> <li>• Hotel security can be contacted for emergencies and non-emergencies.</li> <li>• Use the elevators (not the stairs), except in the case of fire.</li> <li>• Travel outside the hotel <b>in groups only</b>. Be sure to follow your state's protocol for leaving the hotel. Check with Concierge about safety of areas you plan to visit.</li> <li>• Lock valuables in your suitcase or the safe provided in your hotel room. Valuables and large amounts of cash may be placed in hotel safety deposit boxes. The number of hotel safety deposit boxes is limited.</li> <li>• Delegates should be reminded to not give money to or engage with persons on the streets. By helping, it attracts more attention to the group.</li> </ul>
<b>Reminders</b>	<ul style="list-style-type: none"> <li>• <b>DELEGATES ARE NOT ALLOWED TO CHANGE THEIR NAMETAG COLOR WITH OTHER DELEGATES!</b> Colors indicate where you are to be when – if you switch colors, we may not be able to locate you efficiently in case of an emergency.</li> <li>• <b>Delegates must wear official nametag around their neck at all Congress events</b> and at all other times, except when shopping outside the hotel (so delegates aren't targeted as out-of-towners.)</li> <li>• State suites and meeting rooms will be closed during Congress programs and at curfew.</li> <li>• No one should wear their Community Service T-shirts until Monday.</li> <li>• Moving 1000 delegates is a challenge. It is imperative that times be adhered to for assembling to board buses or walk to an event. Be patient and polite!</li> <li>• Courteous use of elevators means not tying them up by pushing multiple buttons unnecessarily. Do not overload the elevators with delegates. Pushing both the up and down elevator buttons actually messes with the computer and slows the elevator's movement. If you want to go down, <b>ONLY</b> push the Down button! Do not jump while riding the elevators.</li> <li>• Delegates should use the elevators, not the stairs, except in case of fire. However, for those housed on the lower portion of the hotel, it is recommended that you utilize the stairs as much as possible.</li> <li>• Be on time. It takes quite a while for all delegates to get to locations via the elevators, so plan to leave your room early. Doors open generally 15 minutes prior to program. Be in your seat at least 10 minutes early. Seats cannot be saved. Chaperones will help delegates locate available seating.</li> <li>• If it is time to get ready for an event and roommates are still sleeping, please wake them up.</li> <li>• Polite behavior at events includes responsiveness to speakers, no talking during programs, no leaving early. <b>Cell phones should be turned off or on silent</b> during general sessions, workshops, and banquets; <b>this includes text messaging services</b>. Those seen continually talking on a cell phone or texting will have their cellular device taken away until the end of the event.</li> <li>• Encourage everyone to read their official program very carefully. Remind delegates to carry their program booklet with them at all times.</li> </ul>

<p><i>Reminders - continued</i></p>	<ul style="list-style-type: none"> <li>• Damaged or missing hotel items will be billed to the state (and ultimately to you). Do NOT hang items on the sprinkler heads.</li> <li>• Breakfast will be light. If you want a big breakfast you will need to purchase it in the hotel restaurant or next door in the food court.</li> <li>• Remind delegates that the hotel will charge for the bottled water, phone calls made from the room, movies, etc.</li> <li>• Remind the group that it is their responsibility to keep the state suite/meeting room neat.</li> </ul>
<p><b>Review Friday Evening Schedule</b></p>	<ul style="list-style-type: none"> <li>• Review Friday evening's schedule in the program book. Be sure to cover the following: <ul style="list-style-type: none"> <li>➤ Review any schedule changes. <b>NOTE:</b> If any schedule changes are made, announcements will be placed in the state mailbox.</li> <li>➤ Delegates may exchange items from their home states throughout Congress. An ideal time will be during the Get Acquainted activity this evening.</li> <li>➤ If your State Photo is scheduled for Friday evening, discuss attire for the photo and when/where delegates should meet. If your scheduled time is during the Welcome Assembly or Get Acquainted activity, ask delegates to sit in the back so they may exit and return without disturbing the program.</li> </ul> </li> <li>• Discuss appropriate dress. Refer to the delegate handbook if there are questions. <b>NOTE:</b> Dress all Friday evening is "casual." Youth should be prepared to be active. <ul style="list-style-type: none"> <li>➤ Remind delegates that the following are <b>NOT</b> appropriate dress at any time during Congress: <ul style="list-style-type: none"> <li>○ Tube tops, halter tops, one-shoulder tops, strapless tops, tops with spaghetti straps, dresses/tops/pants/skirts that expose midriff, navel, back or cleavage.</li> <li>○ See through or muscle shirts.</li> <li>○ Clothing that advertises alcoholic beverages, tobacco products, or drugs.</li> <li>○ Clothing that has vulgar, obscene or offensive messages or images.</li> <li>○ Cut-offs, ripped jeans or other clothing with holes.</li> </ul> </li> <li>➤ Additional Appearance Guidelines for Congress Events <ul style="list-style-type: none"> <li>○ General appearance should be neat and clean.</li> <li>○ 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.</li> <li>○ <b>Hats and caps should not be worn during any Congress activities when inside buildings.</b> This applies to both men and women.</li> <li>○ Pajamas, sleepwear or outfits with visible undergarments are not appropriate dress for any Congress activity or outside sleeping rooms (this includes state meetings).</li> <li>○ Dress and appearance should not present health or safety hazards or cause disruption.</li> <li>○ Bare feet are not appropriate for any Congress activity including the dance. Conventional shoes or sandals are required.</li> </ul> </li> </ul> </li> <li>• Resolve time conflicts that delegates may have for Friday evening.</li> <li>• Re-establish time for late night meeting. <b>NOTE:</b> Friday's state meeting is at <b>11:00 p.m.</b></li> </ul>

**2015 National 4-H Congress**  
**Friday, November 27, 2015, 11:00 p.m.**  
**Suggested State Meeting Agenda**

<b>Call to Order</b>	<b>All should be present or accounted for before starting the state meeting.</b>
<b>Review the Next Day's Schedule</b>	<ul style="list-style-type: none"> <li>• Review special appointments or assignments with delegates.</li> <li>• Congress delegates have been divided into four groups (red, black, blue, green.) <b>The color on your nametag indicates to which of the large groups you belong.</b> Many Congress activities are handled by color group. Please be sure to follow your color group assignments throughout the program. Adult advisors should participate with their color group unless they have a special assignment or committee work.</li> <li>• Review Saturday's schedule in the program book. Be sure to cover the following: <ul style="list-style-type: none"> <li>➤ Review any schedule changes. <b>NOTE:</b> If any schedule changes are made, announcements will be placed in the state mailbox.</li> <li>➤ <b>Distribute Workshop tickets for Saturday according to color groups.</b> If you are not satisfied with the workshop ticket you have received, you may trade with another delegate in your same color group. Remember to note the color group of the ticket as well as the session name. Ask delegates to be prepared to give reports on their experiences from the Team Building and workshops on Saturday.</li> <li>➤ Lunch on Saturday will be at the delegate's own expense. Several low-cost eating establishments can be located in the Peachtree Center Mall. The mall can be reached by walking across the over street walk-way off the main lobby of the hotel. Remind delegates that they should go to lunch in <b>groups</b> and follow your state's protocol.</li> <li>➤ <b>The International Event on Saturday evening is a reception.</b> Discuss with delegates what happens at a reception. Table space is limited because people move from station to station and mingle to meet new people. Assure them there will be plenty of food. <b>Entertainment</b> will begin at approximately 8:00 p.m. The <b>Color Groups</b> are scheduled for different times to arrive at the event so everyone is not waiting in lines for food. Remind the delegates not to take the decorations. Photos may be taken, but ask the actors in costume first.</li> </ul> </li> <li>• Discuss appropriate dress. See the delegate handbook if there are questions. <b>NOTE:</b> Dress all day Saturday is "casual" <b>UNTIL</b> the evening reception, which is business casual. Youth should be prepared to be active in their workshops.</li> <li>• Resolve time conflicts that delegates may have for Saturday.</li> <li>• Re-establish time for next day's meeting. <b>NOTE:</b> Saturday's state meeting is at <b>10:45 p.m.</b></li> <li>• Collect any gift basket items that have not been turned in. Bring all items to Headquarters by noon on Saturday.</li> </ul>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• The hotel is sponsoring a "clean room" contest this year. The cleaning staff will be selecting the top four cleanest rooms during our state to receive \$100 for each room.</li> </ul>
<b>Review Day's Events (If time allows)</b>	<ul style="list-style-type: none"> <li>• Encourage delegates to reflect on their experiences that day. Ask if anyone would like to share a highlight from their day.</li> <li>• Encourage delegates to keep a journal or notes about their Congress experiences, the people they meet, and the things they did.</li> </ul>
<b>Clarify Curfew Time</b>	<ul style="list-style-type: none"> <li>• Remind the group that curfew will be enforced. <b>NOTE:</b> Curfew is at 11:30 pm on Friday, or immediately after state meeting ends. If state meeting does not end until after midnight, delegates need to be quiet and orderly as they return to their own rooms.</li> </ul>

**2015 National 4-H Congress**  
**Saturday, November 28, 2015**  
**Suggested State Meeting Agenda**

<b>Call to Order</b>	<b>All should be present or accounted for before starting the state meeting.</b>
<b>Review the Next Day's Schedule</b>	<ul style="list-style-type: none"> <li>• Review special appointments and assignments delegates. <b>NOTE: The state flag bearer AND state delegate advisor will need to eat at 6:45 a.m. and be at orientation on Saturday morning at 7:15 a.m.</b> Ask if they will need a wake-up call. Stress importance of being on time. If they are not at the practice then someone not from your state will carry your flag. They should go dressed for the assembly (professional casual). These few youth will be given time following the session to change attire before workshops.</li> <li>• <b>Distribute Workshop tickets for Sunday according to color groups.</b> If you are not satisfied with the workshop ticket you have received, you may trade with another delegate in your same color group. Remember to note the color group of the ticket as well as the session name.</li> <li>• Answer questions about appropriate dress for all events. Come to the Inspirational Assembly dressed for the day's workshops; <b>casual attire is acceptable</b> because of the workshops. <b>Sunday evening is a dress-up event.</b></li> <li>• Lunch on Sunday will be either a state-planned event or on your own. Announce where the state delegation is going to lunch and where they will meet to depart for lunch.</li> <li>• Sunday evening event, "An Evening of Culture" will be held away from the hotel. Departure will be from the Grand Hall. Check the program for when your color group departs. The evening will include a scavenger hunt at the Atlanta History Center. There is walking both inside and outside the museum. Be sure to wear comfortable shoes.</li> <li>• Have delegates begin writing thank you notes to donors.</li> <li>• Resolve time conflicts that delegates may have for Sunday.</li> <li>• Re-establish time for next day's meeting. <b>NOTE: Sunday's state meeting is at 11:15 pm.</b></li> </ul>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Adult chaperones must attend a special breakfast and community service briefing at 7:00 on Sunday morning.</li> <li>• Have delegates write thank you notes. Discuss the importance of writing thank you notes to the many donors of National 4-H Congress. Each State Delegation Coordinator should have received a packet of thank you notes with instructions during registration. The State Delegation Coordinator will collect and review all thank you notes before turning them into Headquarters (Chicago Room) by 3:00 PM on Monday. The thank you notes will be bound and presented to each donor immediately following Congress.</li> </ul>
<b>Review Day's Events</b>	<ul style="list-style-type: none"> <li>• Encourage delegates to reflect on their experiences of the day.</li> <li>• As time allows, ask delegates to share a highlight of the day or something they learned.</li> </ul>
<b>Clarify Curfew Time</b>	<ul style="list-style-type: none"> <li>• Remind the group that curfew will be enforced. <b>NOTE: Curfew is at 11:30 pm or immediately after state meeting ends.</b> If state meeting does not end until after midnight, delegates need to be quiet and orderly as they return to their lodging rooms.</li> </ul>

**2015 National 4-H Congress**  
**Sunday, November 29, 2015**  
**Suggested State Meeting Agenda**

<b>Call to Order</b>	<b>All should be present or accounted for before starting the state meeting.</b>
<b>Review the Next Day's Schedule</b>	<ul style="list-style-type: none"> <li>• Review any schedule changes. NOTE: If any schedule changes are made, announcements will be placed in the state mailbox.</li> <li>• Review special delegate appointments and assignments.</li> <li>• Monday breakfast will start at 7:00 a.m. and will include an orientation for community service. All delegates and adults should be at breakfast between 7:00 a.m. and 7:15 a.m.</li> <li>• Community Service - <b>Remind delegates and adults that switching locations is not allowed for risk management purposes.</b> Buses will load from breakfast.</li> <li>• Optional tours will depart at 1:30 on Monday. You must be on time! Pre-purchased tickets are required. Check in Headquarters (Chicago Room) if you want to buy, sell or trade a ticket. There are no refunds on tickets.</li> <li>• At Congress Gala, each state will have assigned tables and seats; please do not rearrange the seating order.</li> <li>• Answer questions about appropriate dress for all events. Review the appropriate dress guidelines in the handbook. If in doubt, check with your state advisor/chaperone. <ul style="list-style-type: none"> <li>➢ Dress for the Community Service activities is casual. Please wear your 4-H Congress T-shirt for the Community Service Activity.</li> <li>➢ Dress for the Congress Gala and Dance on Monday night is semi-formal or formal (prom dress.)</li> </ul> </li> <li>• Resolve time conflicts that delegates may have for Monday.</li> <li>• Re-establish time for next day's meeting. <b>NOTE:</b> Monday's state meeting is at 11:45 p.m.</li> <li>• Continue working on Thank You notes.</li> </ul>
<b>Congress Gala</b>	<ul style="list-style-type: none"> <li>• Gala will start at 6:30 p.m.</li> <li>• Gala will include a dance afterwards.</li> <li>• It is permissible for delegates to change to casual attire for the dance. Shoes must be worn at the dance.</li> </ul>
<b>Announcements</b>	<ul style="list-style-type: none"> <li>• Continue writing thank you notes to the national donors. Discuss the importance of acknowledging their support of the program. The State Delegation Coordinator should bring all thank you notes to Headquarters by 3:00 p.m. on Monday.</li> </ul>
<b>Review Day's Events</b>	<ul style="list-style-type: none"> <li>• Encourage delegates to reflect on their experiences of the day.</li> <li>• If time allows, ask delegates to share a highlight of the day.</li> </ul>
<b>Clarify Curfew Time</b>	<ul style="list-style-type: none"> <li>• Remind the group that curfew will be enforced. <b>NOTE:</b> Curfew is at 11:45 p.m., delegates need to be quiet and orderly as they return to their lodging rooms.</li> </ul>

**Finish, collect, review, and bring your state's Thank You notes to Headquarters by 3:00 PM on Monday!**

**2015 National 4-H Congress  
Monday, November 30, 2015  
Suggested State Meeting Agenda**

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<b><i>Call to Order</i></b>	<b>All should be present or accounted for before starting the state meeting.</b>
<b><i>Review the Next Day's Schedule</i></b>	<ul style="list-style-type: none"><li>• Review any schedule changes.</li><li>• Review special assignments that delegates may have for Tuesday.</li><li>• Answer questions about appropriate dress for all events. <b>NOTE:</b> Dress all day Tuesday is determined by state for travel home.</li><li>• Remind delegates of the time of departure and where they are to meet to depart for home.</li><li>• Remind delegates of when and where to store their luggage for departure (Grand Hall).</li><li>• Remind delegates to check their rooms carefully for all belongings. If they have items in the room safe or hotel safe deposit box, they need to be sure to take them when they depart.</li><li>• Remind delegates to pay for any individual charges they may have made to the room (phone calls, bottled water, etc.). Room charges can be reviewed on the TV in the room.</li></ul>
<b><i>Announcements</i></b>	
<b><i>Clarify Curfew Time</i></b>	Remind the group that curfew will be enforced. <b>NOTE:</b> Curfew is at 12:30 a.m.