

**2023 Ohio 4-H Delegation
Citizenship Washington Focus
Participant Handbook**



Table of Contents

- What is Citizenship Washington Focus..... 2
- Communication from the Ohio 4-H Office..... 2
- Program Goals 3
- Program Details 4
- COVID Protocol 5
- National 4-H Center On-Site Details..... 6
- Safety and Security 7
- Emergency Contacts 7
- Staying in Touch..... 8
- Spending Money..... 8
- What to Bring..... 9
- Ohio CWF Dress Code 10
- CWF Events..... 12
- Departure and Return Times..... 13
- Schedule 14

What is Citizenship Washington Focus?

Citizenship Washington Focus (CWF) is a citizenship program conducted by National 4-H Council for high school youth. For five weeks during the summer, delegations of 14–19-year-olds from across the country attend this five-day program at the Hyatt Regency Bethesda just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote “Better Citizens Today, Better Leaders Tomorrow”. Participants learn by attending workshops, committees, field trips, and social events.

Participants attend workshops, committees, field trips, social events, visit Capitol Hill, and meet with Congresspeople, all of which provide delegates with hands-on opportunities to learn and grow. Strategy sessions include committee work, selection of issues, introduction of a bill, and mock legislative process. Participants learn and practice skills that will make them better citizens and more successful individuals.

Most importantly, participants learn how to have a positive influence on their communities, homes, and schools. After learning the “how-to” steps and observing several successful youth-coordinated projects, they are asked to implement those ideas back home in their own communities.

Communication from the State 4-H Office

You will receive two important emails concerning your trip. In emails you will receive info about your trip and forms to return to the state 4-H Office. The mailings will include:

- 1) The first mailing will include forms for you to complete and return to us by the May 5 deadline. You will also indicate a pickup point where you will be meeting the bus.
- 2) The second email will include the names of your group leaders, confirmed pick up points and a review of the Ohio CWF Dress Code.

Program Goals

WELCOME TO THE CITIZENSHIP WASHINGTON FOCUS PROGRAM!

While attending Citizenship Washington Focus, the Ohio delegation hopes to achieve several program goals. These may consist of the following:

- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Strengthen your communication, leadership, and other citizenship skills on a national level.
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.

In order to accomplish these goals, we will be engaging in activities that may consist of the following experiences:

- A look behind the scenes in our nation's capital, and a chance to meet senators and representatives.
- Motivational speakers, workshops and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success.
- Activities that encourage new and lasting friendships.
- An enthusiastic collegiate staff working daily with the youth.

During CWF, groups will interact with National 4-H Council Conference Staff and Program Assistants who play a key role in the implementation of the Citizenship Washington Focus program. The staff greets visiting groups and orients them with the hotel, leads workshops and assemblies, advises committees, arranges room set-ups and audiovisual equipment, and assists group coordinators. Off campus, P.A.'s aid groups by providing route information and basic interpretation of sites and coordinating field trip logistics.

Program Assistants are college-age students from across the United States, selected for their leadership and public speaking abilities. They arrive in Washington, D.C. in mid-May and undergo an intensive three-week training period to learn how to facilitate the Citizenship Washington Focus program.

VISIT THE CONFERENCE WEB SITE.

For more information, visit the National 4-H Council's CWF website at <http://www.4hcnw.org/>

Program Details

TRIP COST

The 2023 CWF registration fee is \$1600, which includes round-trip coach transportation from Ohio to Washington, D.C., registration, lodging, meals and program at The Hyatt Regency Bethesda, State's Night Out Evening, a CWF polo shirt, and organized tours and free time to visit national monuments, museums, and landmarks. You will need to bring extra money for some meals and personal spending.

CANCELATION POLICY

Your county has made and paid for this reservation for CWF so **you may be responsible for the cost if you cancel!** If anything in your situation changes and you are unable to attend, please contact your county 4-H office immediately so they may attempt to find an alternate. No cancellations within 30 days of departure are allowed due to national

deadlines except for emergency health reasons. Otherwise, if your name is on the roster, you will be expected to meet the bus.

HEALTH, EXPECTATION & PHOTO MEDIA RELEASE FORMS DUE MAY 5.

Health forms are required in advance. However, at boarding check in parents/guardians must advise the designated Chaperone of any changes in your prescriptions or health status. A copy of your health form with any updates must be carried with the group at all times; it is your authorization for medical care.

In order to ensure that everyone has the best possible experience on this educational trip, the Expectation Statement for Youth is enforced. Signed copies are provided to chaperones and National 4-H Center staff. A signed Photo Release form is also needed by May 5.

ADULT CHAPERONES

A team of Ohio 4-H Leaders will be assigned to each trip to coordinate some of the trip details, serve as mentors and leaders, and monitor overall health and conduct of participants.

TRAVEL ARRANGEMENTS

You will be traveling to Washington D.C. on a chartered bus. Buses will originate either in Findlay or Jeffersonville, depending on the week you will be participating. No changes may be made within two weeks of departure. If you need to make a change in your pick-up/drop-off point, please let the state 4-H Office know. Be sure to arrive early to your bus stop; buses cannot wait for stragglers! You will be provided a cell phone number to call in case you are running late.

You will travel on Sunday morning and arrive at the Hyatt Regency Bethesda a suburb of Washington D.C. in the late afternoon.

While in Washington, D.C., the Ohio coach driver will drop off and pick up the group at various sites. You will walk a lot during this trip, especially on Delegation Day, and Capitol Hill Day. On those days, your chaperones will work with you to create an itinerary and schedule. There will be opportunities to see many sites around Washington, D.C. including some but not all of the following: the nation's Capital; White House; Hart Senate Building; Ford Theatre; Spy Museum; Old Post Office; Holocaust Museum; Korean, Vietnam, Jefferson, and FDR Memorials; Lincoln and Washington Monuments; Mount Vernon; Arlington National Cemetery; Smithsonian Museums; National Archives; National Cathedral; and more.

National CWF On-Site Details

CONFERENCE SITE

You will be staying at the Hyatt Regency, Bethesda. Meetings and assemblies will be held on-site at the hotel.

LODGING

Two people will be assigned per room which includes a private bathroom. Bedding and towels will be provided. You will be assigned a roommate from Ohio who is not from your own county. Room assignments and roommates are not divulged ahead of time.

MEALS

Meals are served buffet-style at the hotel. There will be a variety of foods with vegetarian selections available. On tour days, you will need to purchase meals on the Capitol Mall, in museum cafeterias, or at fast food restaurants. Remember, costs are higher in an East Coast city than in the Midwest. Budget accordingly.

TRADING ITEMS

Exchanging trading items is a great way to meet people and an event is planned around it at CWF. The Ohio 4-H Youth Development Office will provide you with ten Ohio 4-H pins for starters, but you will need 40-50 items altogether. You may want to be creative and make your own pins, magnets or calling card packs! Handmade items are often the most desirable. You may also want to seek out small donations from Ohio companies to give away.

Security and Safety

SECURITY IN WASHINGTON D.C. AREA

Washington, D.C. has a population of about 600,000 residents with almost 5,000,000 people in the metro area. Any large urban area has unsafe neighborhoods and “shady characters”; Washington, D.C. is no exception. Just off the main Mall area, there are many street people who try to talk to or sell all sorts of overpriced trinkets to unsuspecting out-of-towners. They are all too aware that tourists are easy targets (especially young tourists who are not “street smart”). While some of these people are just down on their luck, some are also beggars, thieves, or pickpockets. For your safety, do not talk with them, give them money, or even let them know you have a wallet!

When tourists are unaccustomed to seeing street people, they sometimes make fun of them or take their photos. Please respect their dignity and privacy; they have feelings like everyone else.

Former CWF delegates and chaperones offer this advice for staying safe on the trip:

- Use a buddy system and always stay in groups of at least four.
- Don't wear your name tag outside of conference buildings.
- When with the group; do not lag behind where you could accidentally become separated from them.
- Do not go out at night or before dawn, even for a group run.
- Always be aware of your surroundings and use caution on the streets.
- Do not talk with street people or give money to strangers!
- Do not flash money which could be easily grabbed.
- Pay attention to transactions and count returned change after purchases.
- Keep shopping bags closed and in front of you when walking so no one can remove or add anything.

EMERGENCY CONTACTS

Chaperones and their telephone numbers will be listed in a letter that will be emailed to you. If you have questions, please call the State 4-H Office at 614-247-8148. If you must cancel at the last moment or become delayed due to emergency, please contact the chaperone for your group. Your chaperones will be expecting you at the boarding site. We must know if you are canceling, even if at the last minute.

In case of a serious illness or health emergency, you can also **DIAL 911**, if the front desk has not already done so. This number will contact Montgomery County Emergency Services. An operator will answer and ask: Police, Fire, or Ambulance? Callers should respond appropriately. Callers will be transferred to the appropriate operator, who will ask about the nature of the emergency. The dispatcher will then send the proper response team: EMT, Ambulance, Rescue Squad, etc. Montgomery County has one of the best emergency response services in the U.S. There are three fire house/rescue/ambulance facilities within about 1.5 miles of the Hyatt Regency Bethesda. Help will arrive within minutes following your call. In the meantime, stay calm, and keep the patient calm. Hotel Address: 7400 Wisconsin Ave, Bethesda, MD, 20814.

Staying in Touch

CELL PHONES

You may bring a cell phone with the understanding that:

- expensive roaming charges may apply to your phone;
- cell phones must be **turned off during all scheduled programs, including tours.**
- they may be used to take photos but please ask chaperones if the setting allows photographs;
- cell phones may be used **only** during scheduled free time or to contact adult chaperones while offsite;
- cell phones may not be used after curfew (your roommate will want to sleep);
- if a cell phone privilege is abused, Adult Advisors will confiscate the phone and return it later.

Spending Money

SPENDING MONEY

You will be responsible for purchasing meals enroute and two lunches and one dinner on your own during CWF. You may also want to bring a little extra money for souvenirs. Program staff suggests budgeting at least \$26 per day, for a total of \$160-\$250. Some people will spend more; others will spend much less. Budget carefully to allow for expenses on the return trip.

You should consider obtaining travelers checks or prepaid Visa instead of carrying all cash. If you bring traveler's checks, you need to bring a government issued photo ID (drivers' license or state ID) in order to cash them. National 4-H Center will cash traveler's checks at their front desk. Some shops will also only if you present a government issued photo ID.

SAMPLE BUDGET

		Minimum
Sun.	Lunch on own enroute	~10
Mon.	FDR & MLK Memorials - souvenirs???	~20
Tues.	Arlington National Cemetary - souvenirs????	~10
Wed.	Lunch on own. Dinner voucher for Union Station. Capitol Hill Day- souvenirs???	~15
Thurs.	Lunch on own – Delegation Day souvenirs???	~20
Fri.	Lunch on own – return to Ohio	~15
Minimum total includes meals only; this does not include souvenirs.		~\$125-135

The hotel has a shop where you may purchase postcards, stamps, memorabilia and personal items. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

T-Shirts

Hard Rock Cafe	\$27
Street Vendors	\$20

Lunch

Hard Rock Cafe	\$22
McDonald's	\$12
Union Station	\$15
Smithsonian	\$17

What Should I Bring?

FOR THE BUS:

- Snacks for travel
- Water bottle which will not spill, is easy to carry and can be re-filled (Do not rely on soda!)
- Small pillow for the bus (or you can use your jacket or a sweater as a pillow!)
- There is a limit of one suitcase per person
- Light blanket, afghan or throw for the bus
- Deck of cards or other travel games for on the bus (optional)
- Earbuds must be used with all electronic devices brought onboard

AT THE HOTEL:

- "Ohio Participant to CWF Handbook" for reference
- Nightwear, lightweight bathrobe and slippers or flip-flops (2/room lodging; private bath)
- Personal toiletry items
- Small hairdryer, curling iron or whatever you need.
- Alarm clock and wristwatch
- Small trade items that you make, buy or solicit locally
- Pen and small notebook or pad for taking notes

FOR OFF-SITE FUN:

- Extra pair of comfortable shoes (You will walk a LOT; do not bring shoes you have never worn!)
- Raingear or umbrella
- Sunblock!!!
- Small pkg. of wash/dry towelettes are recommended
- Inexpensive camera labeled with your name, address, phone number
- Extra camera batteries
- Personal spending money (travelers' checks or prepaid visa card) totaling \$150 - \$200

STAYING WELL

- Acetaminophen for headaches or achy muscles
- Antacid tablets for upset stomach
- Band-aids for blisters from walking!
- Contact solution, if needed
- Imodium AD or other anti-diarrhea tablets
- Prescriptions, if needed

Packing tips:

- One piece of luggage plus a carry-on are allowed (back-pack suggested; garment bags ok).
- Put nametags on all luggage including camera.
- Pack as lightly as possible; roll your clothing and try not to bring things that wrinkle. Irons are not provided.
- Place bottles that might leak (shampoo, lotions) in zip-lock bags. Do not bring glass bottles.
- Do not bring much cash (Only need \$25-\$35 while traveling; the rest should be in travelers' checks or ATM/Debit Card.)
- Do not bring valuable jewelry or cameras. Do not bring towels & linens – they are provided.

Ohio CWF Dress Code

During your week in Washington, you will meet many people and will be representing the 4-H program, your family, county, Ohio, and youth of America, so plan to dress accordingly. Your appearance must reflect your position as an ambassador of 4-H and Ohio! (You cannot dress as if you were “on vacation”.) If in doubt about an item of clothing, dress on the conservative side! We suggest borrowing items rather than purchasing clothing you would seldom wear. Please be aware that Ohio’s Dress Code is enforced by your chaperones, and you will be asked to change if your clothing is inappropriate. (The Dress Code applies to both youth and adult participants.) A dress code classification system has been developed which describes the type of dress expected for each CWF activity. The following categories have been established to correspond to activities outlined in the Tentative Program schedule found in the CWF program section on the national web site: Very Casual, Casual, Professional Casual, Dressy. **Washington, D.C. will be very hot and humid with daytime temperatures ranging from the high 80’s to high 90’s!** Lightweight, light-colored cotton clothing is recommended. Limited laundry facilities are available but note that free time is also limited.

	Casual	Dressy	CWF Attire
Event	All activities unless otherwise specified	States Evening Out Dinner Theatre (Tues)	Capitol Hill Day (Wednesday)
For Guys:	Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.	Dress pants, slacks with a button down shirt and tie, leather shoes, boots. No athletic shoes. Jackets recommended	Khaki pants and the CWF Polo shirt. The polo will be provided.
For Girls:	Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.	Dresses, skirts, suits, nice shirts, leather shoes. Nylons are optional. No athletic/tennis shoes.	Khaki pants or skirt and the CWF Polo Shirt. The polo will be provided. No Capri/cropped pants are allowed.

WHAT IS NOT ALLOWED

- No shorts, skorts or skirts shorter than fingertip length when arms are fully extended at their side.
- No ripped or cut-off shorts; no denim overalls, short shorts or swim trunks.
- No t-shirts or tops with offensive slogans, beer or tobacco ads or other messages in bad taste.
- No tube tops/strapless shirts or bare midriff tops, muscle shirts and similar items.
- No spaghetti strap clothing, except for formal evening wear.
- No underwear may show (bras under extra narrow straps or briefs above waistbands). No extreme low-rise pants.
- No hats/caps may be worn inside the 4-H Center, government buildings or museums anytime. (OK outdoors.)
- Shoes or sandals and shirts must be worn at all times. Be sure they are comfortable!
- Pants and shirts must meet when arms are fully extended over your head.

For other examples of WHAT NOT TO WEAR, refer to the diagram below, created by California 4-H Alum, Cindy Sperry

Dress Code Violations



CWF Events

Opening Ceremony: This is a brief introduction to the CWF Program Assistants and State Delegations attending CWF for the week. ~ (Casual)

Pin Trade & Get-Aquainted Social: Each Delegation should bring something that can be traded with other delegations that signifies their home community. Pin Trade items should be inexpensive and/or homemade to show pride in one's home state. Delegates should bring their trading items to this activity and take advantage of this time to get to know their fellow CWF participants. ~ (Casual)

Night view of Washington, D.C.: Each delegation will be lead on a night tour of Washington D.C. by their Program Assistant(s). Delegations will stop at the Jefferson, WWII , Lincoln, Vietnam War, and Korean War Memorials. Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine. ~ (Casual)

Franklin Delano Roosevelt, MLK Jr, World War I Memorials: Each delegation will be lead on a day tour of some of the newest memorials on the National Mall. Be prepared for weather, rain or shine, and bring a camera to get great pictures! – (Casual)

Arlington National Cemetery: Visit the Kennedy Grave sight, the Tomb of the Unknown, and changing of the guard. Be ready for the weather and a lot of walking. www.arlingtoncemetery.org ~ (Casual)

State's Night Out Evening: The group coordinator arranges this evening. ~ (Dressy)

Capitol Hill Day: This time is for exploring the Capitol Hill area by taking tours and meeting Congresspersons. Any appointments to meet with Senators and House members are arranged by the delegation. ~ (CWF polos and khakis)

Twilight Tattoo: This hour-long sunset military pageant is presented by the United States Army Military District of Columbia at Fort Myer in Arlington, VA. Members of the 3rd U.S. Infantry (The Old Guard), the U.S. Army Band "Pershing's Own," Fife and Drum Corps and the U.S. Army Drill Team perform. <http://twilight.mdw.army.mil/> ~ (CWF polos and khakis)

Delegation Day: This is the delegations' time to explore downtown D.C. The CWF handbook will have maps for help with directions. Arranged tours can be made by each delegation. ~ (Casual)

Closing Ceremony: Watch the week in review slide show and hear the highlights of the week as the Program Assistants bring the week to a close. ~ (Casual)

Farewell Dance: Dance the night away with all your new friends as the CWF week comes to an end. ~ (Casual)

Ohio CWF Pick-Up Points

Sunday, June 18, 2023

Marion – The Meijer Store Parking Lot SR 23/SR95	6:00 a.m.
Columbus – 4-H Center – OSU Campus 2201 Fred Taylor Drive	7:00 a.m.
Cambridge – Cracker Barrel SR 209 north of I-70	8:30 a.m.

Return times are approximate

<i>Cambridge</i>	2:00 - 2:30 p.m.
<i>Columbus</i>	3:45 – 4:15 p.m.
<i>Marion</i>	4:30 – 5:00 p.m.

Sunday, June 25, 2023

Columbus – 4-H Center – OSU Campus 2201 Fred Taylor Drive	7:30 a.m.
Cambridge – Cracker Barrel SR209 North of I-70	9:00 a.m.

Return times are approximate

<i>Cambridge</i>	2:00 - 2:30 p.m.
<i>Columbus</i>	3:30 – 4:00 p.m.

2023 Citizenship Washington Focus June 18-25 Schedule – Tentative – Subject to Change

DAY	BREAKFAST	MORNING	LUNCH	AFTERNOON	DINNER	EVENING	NIGHT
SUNDAY June 18		Depart Ohio	11:00-12:00 Lunch on own in Pennsylvania.	Arrive/register at National 4-H Center b/t 3-5 p.m.	5:00-6:30 Dinner	6:30 Welcome assembly 7:00 Citizenship Toolbox Workshop 8:00 Pin Trade & Social 9:00 Delegation huddles	11:00 Lights out!
MONDAY June 19	7:30-8:30 Breakfast	8:30-12:00 FDR/MLK/WW1/White House	12:00 -- 1:00 Lunch At Hotel	1:00--2:00 Workshop 2:00-3:00 Media Literacy Workshop 3:00-4:00 Delegation Time	5:00-6:00 Dinner at Hotel	6:00 Night view of Washington, D.C. 10:30 Delegation Huddles	11:00 Lights out
TUESDAY June 20	7:00- 8:00 Breakfast at Hotel	8:00-1:00 Arlington National Cemetery	1:00-2:00 Lunch at Hotel	2:00-3:30 Town Hall 3:30-5:00 Delegation Time	5:00 States Night Out	Toby's Dinner Theater	11:00 Lights out
WEDNESDAY June 21	7:00-8:00 Breakfast at Hotel	8:00-6:00 Capitol Hill Day	Lunch on own	Capitol Hill Day and Touring Continues	(Voucher for dinner off site	6:00-9:00 Twilight Tattoo 9:00-9:30 Marine Corps War Memorial	11:00 Lights out
THURSDAY June 22	7:00-8:00 Breakfast at Hotel	9 – 5:30 Delegation Day	Lunch on own		5:30 – 6:30 Dinner at hotel	6:30 – 7:15 Delegation Action Plan Share Fair 7:30 – 10:30 pm Closing Ceremony and Dance	11:00 Lights out
FRIDAY June 23	7:00-8:30 Breakfast	Depart Bethesda	Lunch on own	Arrive in Ohio			Sleep in your own bed!

2023 Citizenship Washington Focus June 25-30 Schedule – Tentative – Subject to Change

DAY	BREAKFAST	MORNING	LUNCH	AFTERNOON	DINNER	EVENING	NIGHT
SUNDAY June 25		8:30 a.m. depart Ohio	11:00-12:00 Lunch on own in Pennsylvania.	Arrive/register at National 4-H Center b/t 3-5 p.m.	5:00-6:30 Dinner	6:30 Welcome assembly 7:00 Citizenship Tool Box Workshop 8:00 Pin Trade & Social 9:00 Delegation huddles	11:00 Lights out!
MONDAY June 26	7:30-8:30 Breakfast	8:30-12:00 FDR/MLK/WW1/White House	12:00 -- 1:00 Lunch At Hotel	1:00--2:00 Workshop 2:00-3:00 Media Literacy Workshop 3:00-4:00 Delegation Time	5:00-6:00 Dinner at Hotel	6:00 Night view of Washington, D.C. 10:30 Delegation Huddles	11:00 Lights out
TUESDAY June 27	7:00- 8:00 Breakfast at Hotel	8:00-1:00 Arlington National Cemetery	1:00-2:00 Lunch at Hotel	2:00-3:30 Town Hall 3:30-5:00 Delegation Time	5:00 States Night Out	Toby's Dinner Theater	11:00 Lights out
WEDNESDAY June 28	7:00-8:00 Breakfast at Hotel	8:00-6:00 Capitol Hill Day	Lunch on own	Capitol Hill Day and Touring Continues	(Voucher for dinner off site	6:00-9:00 Airforce/Pentagon Memorial 9:00-9:30 Marine Corps War Memorial	11:00 Lights out
THURSDAY June 29	7:00-8:00 Breakfast at Hotel	9 – 5:30 Delegation Day	Lunch on own		5:30 – 6:30 Dinner	6:30 – 7:15 Delegation Action Plan Share Fair 7:30 – 10:30 pm Closing Ceremony and Dance	11:00 Lights out
FRIDAY June 30	7:00-8:30 Breakfast	Depart Bethesda	Lunch on own	Arrive in Ohio			Sleep in your own bed!

