



National 4-H Congress – Chaperone Guidelines and Timeline



Timeline	Chaperone Duties	State Office Duties
June		National 4-H Congress applicants received from each county via AZ forms found on Employee Resource page @ http://cals.arizona.edu/4-h/employee/congress/index.html
Mid June	Volunteer chaperone apply through their county office @ http://cals.arizona.edu/4-h/employee/congress/index.html	Agent chaperone and Volunteer chaperone chosen by state office, # of Volunteer chaperones depends on # of participants
Mid July		Send out National 4-H Congress forms to all delegates
Beginning September	Send brief paragraph about themselves to the State Office, which in turn will be sent to all AZ delegates	Send final AZ delegates contact information to Chaperones. If needed set up conference call with chaperones and State Office
Beginning October	Make e-mail/mail/phone contact with AZ delegates and survey for evening time slot to have conference call and pertinent travel information	Send letter of introduction on behalf of Chaperones to all AZ delegates (including "pin exchange ideas, uniform ideas)
Mid October	Read and become familiar with National 4-H Congress, information and handbook found @ http://national4-hcongress.com Also check out ground transportation from airport to National 4-H Congress.	Order shirts or jacket uniforms for delegates attendees. Shirts (Sunrise Silkscreen), jackets (Threadmasters Embroidery and Screenprinting Phoenix AZ 623-566-3736) Send out 2 nd batch of National 4-H Congress forms
Beginning November	Attend conference call with other National 4-H Congress chaperones.	Set up conference call for delegates and chaperones and send call information to all attendees
Beginning November	Attend conference call with AZ delegates. For more information about what needs to be discussed on conference call see below	Send binder of delegate's forms (Code of Conduct, Health,..) to chaperones along with luggage tags. T-shirts will be sent to chaperones
Day of Departure	Meet at central airport (Phoenix). Chaperones arrive early to greet delegates	
Arrival back to Central Airport	Remain at terminal until all delegates have been picked up	
Mid December	Follow up any concerns and issues to the State Office	Deadline to submit Design Team Applications

Discussion Topics for Conference Call

Travel / Packing Tips	AZ Delegate Behavior Guidelines	To do Items
"You Pack, You Haul"	Arrive on scheduled time and location at airport	Be sure National Forms(Health AZ Code of Conduct, and photos) turned into State Office by deadline
Luggage tags provided by National 4-H Congress and given to you at the airport by the chaperones	Do not check in ALONE, wait for chaperone and check in as a group	Set up meeting place at central airport. Chaperone let delegates know your identifiable clothing or sign,...
Max of 3 oz of fluid gel limit for carry on. All remaining can be in check-in luggage	Wear appropriate clothing for each event. Uniform to be worn for group photo	Bring cash/check for group photo purchase at National 4-H Congress. Date taken _____
Limit 1 carry-one bag meeting carryon size requirements	Curfew is _____ Bed check will be done each night	
<p>Limit of 2 check-in bags weighing no more than 50 lbs each. Excess charged penalty of \$25</p> <p>Limit of size of bag no more than 63" x 80" if larger, subject to over size penalty of \$65</p>	<p>Cell Phone Usage:</p> <ul style="list-style-type: none"> -Put on mute/vibrate and refrain from text messaging during functions at Congress. -May use cell phone when not attending functions or evening. -Remember you will be 2 hours ahead of Arizona. - Exchange of cell phone numbers 	Chaperones to bring "Thank you" for the card for the 4-H Youth Foundation to be signed by all delegates
Bring photo ID for check in	Stay as a group during shopping, bring range of cash \$75 - 100 (Will need to buy 3 meals), snacks, souvenirs, ...	Remind delegates to send out "Thank You" cards for support given by their counties
Bring luggage with wheels, need to take luggage from airport to train on your own	Wear name tags at all times, there is a fee is lost.	
Use caution when packing electronic devices, easy misplace	States meal out, where _____ what to wear. Check out National 4-H Congress Handbook for what to wear when http://national4-hcongress.com	
Bring cash for waiters (15%), room attendants and skycaps (\$1-2)	AZ Code of Conduct will be followed at activities and in Hotel	
Unpredictable weather in Atlanta, layers work well. No sandals		