

October 1, 2008

TO: All County & Reservations Offices
FROM: Stephanie Davison
RE: 2009 Montana 4-H Citizenship Seminar

The 2009 Montana 4-H Citizenship Seminar is scheduled for March 1-3, 2009 in Helena. This CIA (citizenship-in-action) event is designed to educate, inspire, and showcase outstanding Montana youth as they learn and experience the rights and responsibilities of citizenship.

Place: Helena, Montana – Activities will take place in the State Capitol Building, other state buildings, and the Bill Hamilton Building at the Lewis & Clark County fairgrounds.

Dates: The event will begin on March 1 at 1:00 p.m. and end on March 3 at 8:30 p.m. Delegates are encouraged to stay over the last night and return home on Wednesday morning. It is the responsibility of the chaperones to shuttle youth to and from activities. Directions and maps will be provided.

Program: **Service-Learning** - The Leadership Team (see below for more information) will determine an appropriate service-learning project and each delegate and county will be given the opportunity to contribute.
Bills - Each delegate is expected to sponsor one potential “bill” suitable for the 4-H legislature to act on. This should be submitted, electronically, to Stephanie Davison (sdavison@montana.edu) by February 1, 2009. Prior to the event, the Leadership Team will review and group the bills appropriately in order to determine advancement past this first phase of committee work. Sponsors of the bills advancing past the initial review will have the opportunity to present and defend them in committee work.
History Bowl – counties may send teams of two individuals to compete in the Montana History Bowl. A preliminary written test given on March 1 will determine those teams to participate in the final event.

Eligibility: 4-H members must be 14 years of age by October 1, 2008 who have not previously attended any Montana 4-H Citizenship Seminar. It is recommended

that participants are older youth who have had education and experience in various components of citizenship. Each county will be allotted two delegates if registered by the February 1 deadline. After February 1, registration will be open to alternates on a first-come, first-served basis. Past experience shows alternates have been able to attend so it is recommended that you also collect their information.

All registration (youth and adults) will be completed online by the county extension office. Additional information about the registration process will be sent to county offices in December.

Returnees: Four **RETURNEES** will have the opportunity to serve as the **Leadership team** and will not affect county delegate quotas. These returnees will assist with program planning and implementation, have special roles in the legislative process, and serve as role models and delegate mentors. The deadline for RETURNEE applications is December 1, 2008. Returnee applications are included with this letter. The leadership team will have one face-to-face meeting in Bozeman prior to the Seminar. Expenses for this event will be paid.

Chaperones: Each delegate is expected to have an adult as a designated chaperone. Some counties may combine with other counties to reach a desired 1:4 ratio of adults to youth. These adults will be asked to participate in the event. Any adults with special skills or interests should note them as they register electronically for the event.

Housing: Each county delegation must make its own housing arrangements. A block of rooms is reserved at the Days Inn under "4-H Citizenship Seminar" and it will be held until February 16, 2009. The rate is \$75.95 per room plus tax. The hotel will release the blocked rooms after February 16, 2009. During registration, you will be asked to let us know where your county delegation is staying.

Fees: There is a \$60 registration fee for each adult and youth to offset program costs as well as delegate and guest meals. The Montana 4-H Foundation is contributing \$2000 to the event. Please send **one check** that includes all participant fees, a list of participants, and the payment form (available online) to the State 4-H Office by February 1, 2009.

Meals: Delegates will provide their own meals while traveling as well as breakfasts during the seminar. The Days Inn has a complimentary continental breakfast.

Transportation: Transportation to and from the seminar and shuttling youth between activities is the county's responsibility.

Forms: Participant conduct will be expected to be exemplary of youth representing the Montana 4-H Youth Development program. The following forms, which are available on the website at www.montana4h.org, are required for all participants:

- *Delegate Code of Conduct*
- *Medical Release Form* (youth or adult)
- *Media Release*

These forms should be downloaded, signed, copied and sent to the 4-H Center by February 1.

Notification: Counties will receive a list of those selected to attend the Seminar shortly after the deadline date. A letter for the delegate(s) and chaperone(s) along with a preliminary program will be sent in advance of the event.

Checklist: Please complete the following by February 1, 2009

- _____ Complete the online registration for adults and youth (www.montana4h.org)
- _____ Submit County payment form with payment to the 4-H Center
- _____ Send a signed Code of Conduct form for each youth to the 4-H Center
- _____ Send a signed Medical Release Form for each youth and adult to 4-H Center
- _____ Email an electronic version of a mock legislative Bill to sdavison@montana.edu
- _____ Reserve your hotel room

Enclosures:

Return Delegate Application Form
Sample Bill

If you have any questions, please feel free to contact me. I look forward to seeing all of you in Helena in March!