



2023 National 4-H Congress

UNFORGETTABLE
PAST INNOVATIVE
FUTURE



Delegate Handbook

National 4-H Congress is a CLOSED event. Out of an abundance of caution for the health and safety of National 4-H Congress participants, participation in or presence at any portion of National 4-H Congress is limited to those who are officially registered and are wearing an Official National 4-H Congress nametag.



National Institute of Food and Agriculture

U.S. DEPARTMENT OF AGRICULTURE

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.

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WELCOME TO NATIONAL 4-H CONGRESS

Congratulations on being chosen to represent your state at this year's National 4-H Congress. On Thanksgiving weekend more than eight hundred delegates from throughout the United States and its territories will join you in Atlanta to participate in the 101st National 4-H Congress. The program is a mix of educational, service, and recreational opportunities. The City of Atlanta and the Hyatt Regency Atlanta will roll out the red carpet to make your stay exceptional. Located in the heart of the Old South, Atlanta combines traditional Southern Hospitality with the energy of a world-class international city. It has a culturally diverse history. Atlanta has through the years been the home to a variety of celebrities and states people. Included in this list, you will find President Jimmy Carter, Martin Luther King Jr., Elton John, Andrew Young, Margaret Mitchell, Ted Turner, and Chris Tucker. A transportation and communication center, it is home for businesses as diverse as The Coca-Cola Company, the Turner Broadcasting Network, and Delta Airlines.

THE CONGRESS PROGRAM WILL PROVIDE OPPORTUNITIES FOR YOU TO EXPLORE A VARIETY OF ATLANTA.

- Hall of College Football Fame
- Centennial Olympic Park
- World of Coca-Cola
- The Atlanta Zoo
- Atlanta History Center
- Georgia Aquarium

YOUR SCHEDULE WILL INCLUDE:

- Workshops designed to develop and enhance your leadership skills.
- Plenary Sessions with outstanding speakers and entertainers
- A Service-Learning Experience during which you will participate in hands-on service projects.
- Tours and recreational opportunities throughout the city

FEATURED SPEAKERS FOR NATIONAL 4-H CONGRESS INCLUDE:

- Dr. Chris Boleman
- Dr. Dionne Toombs
- Dan Clark

National 4-H Congress, a 4-H tradition for 102 years, was originally designed to recognize state and national winners. As the 4-H program has changed to meet the needs of youth today so has National 4-H Congress. This year's event, like the ones that preceded it, will not only recognize excellence, but also provide an outstanding, educational opportunity for 4-H youth.

The 4-H organization differs in each state. As you make new friends, we hope that you will explore the variety of ways in which states conduct their 4-H programs. You are sure to go home with new ideas on how you can improve your state's program. You will find that each state selects National 4-H Congress delegates differently. The Design Team hopes that you will use your time in Atlanta to make new friends and gather new ideas.

PREPARING FOR YOUR EXPERIENCE

ATLANTA WEATHER

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 them on short trips outside the hotel, for tours, and community service activities.

SMART PHONE APP

To access the app go to: <https://m.National4-HCongress.com>. When you access the site for the first time on your phone you will get a little pop-up suggesting you "add to home screen." This will add an icon on your actual phone just like a normal app and then it will work and function just like a normal app without actually having to download anything. National 4-H Congress encourages all participants to utilize the smart phone app.

SIGN UP FOR MOBILE ALERTS

Once you have placed the smart phone app on your phone if you would like to receive mobile alerts (text messages) related to the event, you can access the "Mobile Alerts" section and provide your name and cell number.

SOCIAL MEDIA

Delegates, parents, county Extension educators, and state 4-H faculty are encouraged to "friend" the National 4-H Congress Facebook page (<https://www.facebook.com/National4HCongress/>), and Instagram as well as follow the event on Twitter (<https://twitter.com/nat4hcongress>). 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. Social media will be used for essential updates.

PIN EXCHANGE SWAP MEET

A fun National 4-H Congress tradition is to trade state pins or other items that represent your state 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. The Pin Exchange will begin Friday and continue throughout the week as you make new friends and learn more about their states. Delegates are strongly encouraged to wash hands before and after participating in any pin exchange.

There is no formal time to exchange your trading items, 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.

SPENDING MONEY

All meals are included in your registration fee with the exception of dinner on Friday night, and lunch on Saturday, Sunday, and Monday. You will want to bring money for the following: snacks, souvenirs, 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 \$175. Please note that the Atlanta History Museum will NOT be accepting cash.

CONTINENTAL BREAKFAST

For the four mornings that you are at Congress, a continental breakfast will be served. It will include such items as cereal, doughnuts, fruit, juice, and milk. This is designed to be a light meal. If you want to start the day with a larger, hot breakfast, plan time to visit the hotel restaurant 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.

Note: The food served is donated. Those with dietary restrictions may want to seek other options.

TIPPING

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, door attendants if they summon a taxi for you, and your taxi/limo driver. Suggested amounts are as follows:

Waiters/Waitresses: 18% to 20% of the total bill.	Door attendant: Minimum of \$1 to \$2 if they hail a cab for you.
Bell Staff: \$1.00 to \$2.00 per bag.	Taxi Driver/Ride Shares: A 15% to 20% tip is what you should be looking to add.
Room Attendants (Maids) at end of stay: \$2 per day per guest	Skycap: \$1 per bag.

DRESS CODE

National 4-H Congress is a working, professional development conference. As in professional environments, where guidelines related to dress and grooming are maintained, National 4-H Congress has developed its own. Essentially, proper dress and grooming for an occasion is a matter of exercising good judgment. Dressing well for professional occasions is a skill that delegates should gain knowledge of and value its significance. It is expected that adult chaperone’s, delegation coordinators and on-site chaperone’s will encourage this important lesson.

GENERAL GUIDELINES

All clothing shall be neat, clean, acceptable in repair and appearance, and shall be worn within the bounds of decency and good taste as appropriate for 4-H events. Prohibited items include excessively tight clothing, bare feet, hats, and caps (indoors), clothing that expose bare midriiffs, undergarments, or that are transparent (see-through), articles of clothing that display profanity, products or slogans that promote tobacco, alcohol, drugs, sex or in any other way suggestive or distracting. A delegation adult chaperone and/ or the National 4-H Congress Design Team may ask any individual to modify their clothing selection if standards of decency in appearance are not met.

	CASUAL	BUSINESS CASUAL	BUSINESS	SEMI FORMAL
He/Him/Himself	Jeans, khakis, t-shirts, tennis shoes. Athletic wear for active workshops.	Slacks/khakis, button downs or polo shirts without ties, dress/career shoes, boots.	Black, navy or grey are the most acceptable suit colors (jackets, slacks).	Black, navy or grey are the most acceptable suit colors (jackets, tie, slacks).
	Not appropriate: Pajamas, jeans or pants that are cut off and/or worn with holes. Shoes with holes.	Not appropriate: Athletic clothing or leggings, tennis shoes or flip flops.	Not appropriate: Denim or athletic/tennis shoes or flip flops.	Not appropriate: Denim or athletic/tennis shoes or flip flops.
She/Her/Hers/Herself	Jeans, khakis, t-shirts, tennis shoes.	Skirts, slacks, appropriate blouse or shirt, dress/career shoes, boots.	Black, navy or grey are the most acceptable suit colors (jackets, pants, skirts).	Dresses from knee to floor length or pants suit appropriate for a prom or similar dress up activity.
	Not appropriate: Pajamas, jeans or pants that are cut off and/or worn with holes. Shoes with holes.	Not appropriate: Athletic clothing or leggings, tennis shoes or flip flops, ripped or distressed jeans	Not appropriate: Denim or athletic/tennis shoes or flip flops	Not appropriate: Denim or athletic/tennis shoes or flip flops.

Delegates will be asked to wear National 4-H Congress t-shirts and closed toed shoes during the Community Service activity on Monday. Delegates are asked to bring outdoor weather gear and work gloves.

Casual Attire Events

Friday

- Assembly & Get Acquainted Activity

Saturday

- Opening Event
- Team Building & Workshops
- An Evening of Culture

Monday

- Morning of Service

Tuesday

- Closing Assembly
- Travel Home

Business Casual Attire Events

Saturday

- International Event
- Sunday Assembly & Inspirational Service

Dress-Up & Semi-Formal Attire Events

Monday

- Congress Gala (outfit can be changed to Casual for Dance)

SAFETY AND HEALTH 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.

PHOTO IDENTIFICATIONS

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.

SECURING OF LUGGAGE

Do not allow strangers to handle your luggage. Remember - pack only what you can carry. Please go to tsa.gov to see the latest airport regulations for luggage and carry-on items.

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.

Check with your airline for luggage fee, size, and weight limitations for your luggage as airlines differ. If your luggage is oversized, you will have an additional charge for checking it. Ask your state coordinator if luggage fees are to be paid by individual delegates or state.

AIRPORT SECURITY

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 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.

STREET SAFETY

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.

Name-tags that are worn at Congress function must be removed when outside the hotel on sidewalks, restaurants, retail stores, etc.

As in any big city, you will encounter 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. Delegates are only allowed to leave the hotel in groups of four or more. Adult chaperones must be made aware 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.

HOTEL SAFETY

Doors to sleeping rooms must always be locked. Doors that are propped open 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.

The National 4-H Congress Board of Advisors and Design Team is committed to the safety and health of all youth and adults during the 2023 event and will follow Center for Disease Control and local guidance related to public health. Youth and adult participants are expected to be responsible for their own health. Anyone not feeling well or displaying signs of illness within 72 hours of departure should not attend National 4-H Congress. Anyone not feeling well or displaying signs of illness during the event should consider segregating themselves from others in order to not spread any potential illness.

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.

CURFEWS

Friday	11:30 pm
Saturday	11:00 pm
Sunday	12:00 am
Monday	12:00 am

ENGAGEMENT

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.

APPROPRIATE CONDUCT

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 resulting in being sent home. Delegates are not to be in another delegates hotel room without chaperone's permission. 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.

HOTEL ROOM HINTS

- Due to staffing, hotel rooms may not be cleaned by housekeeping during the event.
- It will be the responsibility of all participants to maintain a clean and neat room.
- Housekeeping will provide linens for the duration of the event along with plastic trash bags. If additional linens are needed during the event, participants can trade used linens into the front desk for fresh linens.
- The bottled water found in your hotel room is not complimentary. Do not use it unless you expect to pay for it. The same applies for in-room movies.
- Do NOT use the in-room sprinklers for hanging items.

CONGRESS DIGITAL SCRAPBOOK

Photos commemorating this year's Congress will be provided to all delegates digitally after the event.

DONOR GIFT BASKETS

Each state is asked to bring at least 15 items (not necessarily the same) 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.

EXPRESSIONS OF APPRECIATION

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.

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. While in the hotel, please remember to let those who serve you know that you appreciate their hard work. Notes are due by Monday night November 27 to National 4-H Congress Headquarters. Please take these letters seriously, returning them without wrinkles or food spots.

THANK YOU NOTES

National 4-H Congress has many dedicated and loyal donors and supporters that help make the event a special occasion for each 4-H member. To show our appreciation, each delegate will be asked to write thank you notes to several donors. These thank-yours need to be quality notes that represent you, your state, and your 4-H club. To assist you in writing your notes below is some information courtesy of Laurie Rivetto from Michigan State University.



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!)

YOUR NOTE SHOULD BE:

How should you write a thank-you note?

A good thank-you note has seven main components:

Dear Aunt Sara,

Thank you for the wonderful sweater you sent me for Christmas. I appreciate your thinking of me at the holidays. I look forward to wearing the sweater this winter as it always gets cold here in Michigan. I am having a great 8th grade year and am playing on the basketball team this spring. I am looking forward to that! Thanks again for thinking of me!

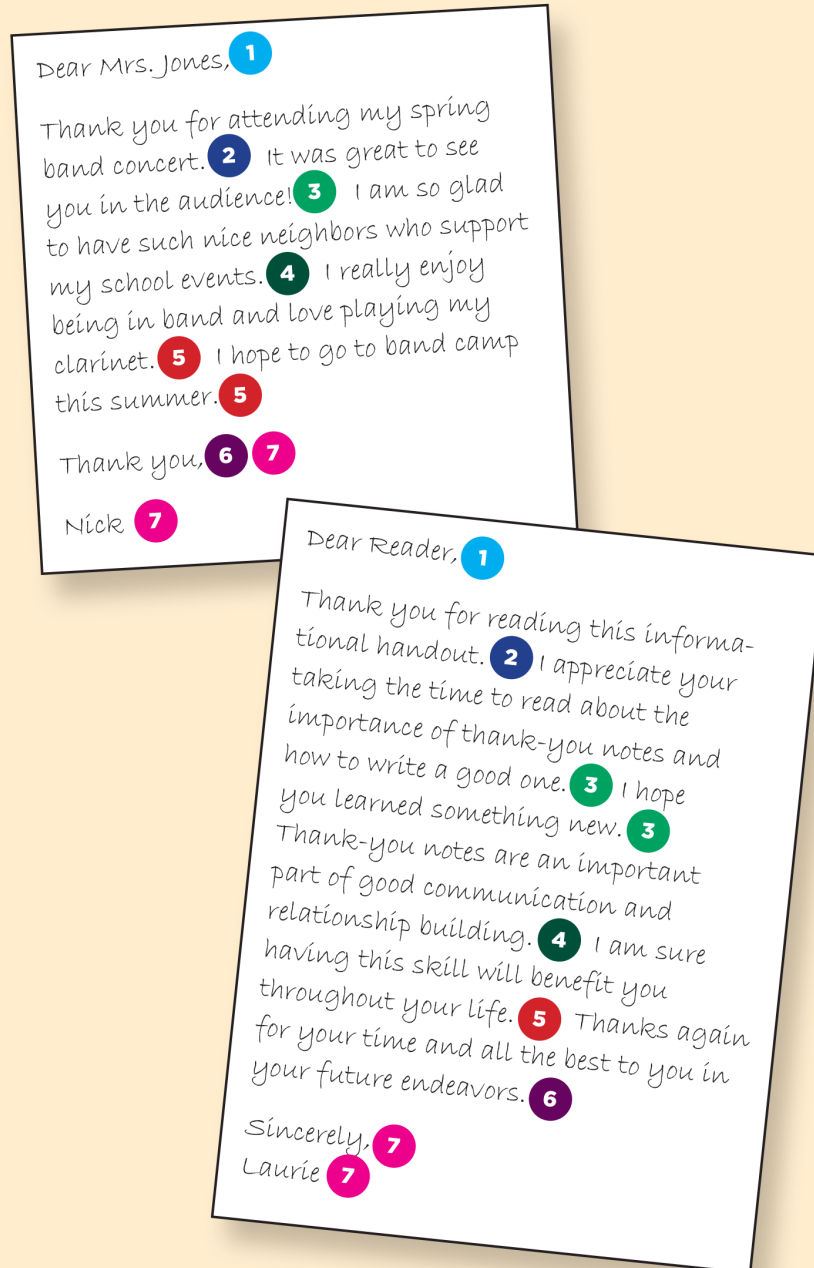
Love,
Katie

- 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)

- Handwritten 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.

MARTA TRAIN AND STREETCAR MAP

More Thank-You Note Examples...



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/team-member-engagement/6-steps-to-writing-a-thank-you-note-holiday-edition/> Created by: Laurie Rivetto, 4-H Educator, MSU Extension Wayne County 4-H, 2013



MARTA Apps

MARTA On the Go:

- Real-time bus & rail
- Schedules
- Service alerts
- Connecting bus routes

MARTA See & Say:

- Report suspicious activity directly to MARTA Police
- Discrete way to send text and photos

CONTACT

GENERAL
www.itsmarta.com
 404-848-5000
 TTY: 404-848-5665
 Accessible Format: 404-848-4037

MARTA POLICE
 Text MPD: (404) 334-5355
 or Call (404) 848-4911 if you see something out of the ordinary.

Atlanta Streetcar

Key locations on map: Omni Hotel at CNN Center, Centennial Olympic Park, State Farm Arena, CNN Center, Five Points, Peachtree Center, Ritz-Carlton, Martin Luther King Jr. Center, Woodruff Park, Park Plaza, Auburn at Piedmont, Dobbs Plaza, King Historic District, Edgewood at Hilliard, Sweet Auburn Curb Market, Georgia State University, Sweet Auburn Market.

[HTTPS://ITSMARTA.COM/INTERACTIVE-SYSTEM-MAP.ASPX](https://itsmarta.com/interactive-system-map.aspx)

ATLANTA HARTSFIELD-JACKSON AIRPORT MAP

ATL

DOMESTIC TERMINAL

<p>1 Check-in Counters:</p> <ul style="list-style-type: none"> Alaska American Boatique Air Frontier JetBlue Southwest Spirit United <p>AA Baggage Claim (downstairs)</p> <p>Atlanta Business Chronicle</p> <p>ATM (N5)</p> <p>Clear Enrollment Center</p> <p>Lost & Found</p> <p>Readycard Kiosk</p> <p>Rideshare Pickup (1st/11th downstairs)</p> <p>TSA PreCheck</p>	<p>5 Burger King</p> <p>Executive Offices (4th floor)</p> <p>Heritage Bookellers</p> <p>Shoe Shine</p> <p>Popeyes Louisiana Kitchen</p> <p>Restrooms</p> <p>Shane's Rib Shack</p> <p>Teriyaki Experience</p>	<p>6 Dunkin' Donuts</p> <p>IHop Express</p> <p>Piedmont Park Travelmart</p> <p>TJ's Craft Sandwiches</p>
<p>2 ATM (S3)</p> <p>Delta Check-in Counters</p> <p>Clear Enrollment Center</p> <p>TSA PreCheck</p>	<p>7 ATM (N2)</p> <p>Georgia Visitor Center</p> <p>Greyhound (downstairs)</p> <p>MARTA Train Station</p> <p>North Baggage Claim</p> <p>Rideshare Pickup (1st/11th downstairs)</p>	<p>8 ATM (S5, arrivals lobby)</p> <p>ATL.com Information</p> <p>Georgia Lottery</p> <p>Rideshare Pickup (1st/11th downstairs)</p> <p>South Baggage Claim</p> <p>SunTrust Bank (arrivals lobby)</p> <p>Travelex Currency Exchange</p>
<p>3 Atlanta Chophouse & Brewery</p> <p>Auntie Anne's</p> <p>FedEx Express</p> <p>Restrooms</p> <p>Starbuck</p> <p>Z Market</p>	<p>9 Hotel & Parking Shuttles</p> <p>Pet Relief Area</p> <p>Taxis</p> <p>SKYTRAIN TO:</p> <ul style="list-style-type: none"> Rental Car Center Gateway Hotels Georgia International Convention Center (GICC) 	
<p>4 Interfaith Chapel (6th floor)</p> <p>InMotion Entertainment</p> <p>Shells News</p> <p>TGI Fridays</p> <p>USO (3rd floor)</p> <p>We Juice It</p>		

NORTH

DOMESTIC TERMINAL

SOUTH

KEY MAP

Domestic Terminal Oct 2020

[HTTPS://WWW.ATL.COM/MAPS/](https://www.atl.com/maps/)



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