

**4-H**  
**KNOW YOUR GOVERNMENT**  
**CONFERENCE**  
**STEERING COMMITTEE HANDBOOK**



**Empowering youth to be well-informed citizens who are actively engaged in their communities and the world.**

## **4-H KNOW YOUR GOVERNMENT STEERING COMMITTEE HANDBOOK**

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## **KNOW YOUR GOVERNMENT CONFERENCE GOALS AND OBJECTIVES**

4-H members who participate in the 4-H KYG Conference will:

- Become aware of and involved in government and civic activities at the local, state, and national levels.
- Become aware of and involved in other 4-H programs offered at the county, district, state, and national levels.

This awareness will result in:

- Increased retention of teen 4-H members
- Increased participation in Idaho 4-H Teen Programs

Delegates to the KYG Conference will participate in legislative, judicial and reporter workshops and:

- Learn how the state government decision-making process works
- Learn how teens can influence state government
- Learn how the state judicial system works
- Learn what is involved in bringing a case to court
- Learn the role that media/press play in making public policy
- Observe the legislative process in action
- Meet and share ideas with legislators, judges, and other elected officials
- Develop a positive attitude toward government and civic leaders

# KNOW YOUR GOVERNMENT STEERING COMMITTEE

**Name of Event:** Idaho 4-H Know Your Government Conference

**Event Date:** President's Day Weekend, Boise, Idaho

**Steering Committee Chair:** Mike Knutz; UI Regional 4-H Educator

## Steering Committee:

- 1 Regional Extension Educator; Chair
- 4 district faculty/staff reps: rotational system (4-year term)
- 2 state office representatives: logistical coordinator/liaison and marketing/promotion
- 4 volunteers: one from each district (3-year term with option to serve 1 consecutive term)
- Up to 24 youth
  - 4<sup>th</sup> year Positions (1 year term); 1-Justice; 1-Speaker of the House, 1-News Editor, 1-Video Producer
  - 3<sup>rd</sup> Year Positions (1 year term); 6-Judges; 6-Legislators; 8-Reporters

Members cannot serve more than 2 consecutive terms in the same position.

### Sub-committee Chairs

- Judicial – up to two adults
- Legislative – up to two adults
- Reporter – up to two adults

## 2025 Steering Committee

4-Faculty/Staff	2-4 Volunteers	24-Youth		State Office
Northern Coordinator Erin Rodgers (2023-26)	Erin Reid (2024-26)	News Editor Miles Palmer	Legislator Arabella Kohtz	Logistics Teresa Tverdy
Southern Coordinator Tyanne Roland (2024-27)	Danece Whitley (2025-27)	Video Producer Xander Mauldin	Legislator Rosanna Loertscher	Extension Chair Mike Knutz
Central Coordinator Chandra Vaughan (2022-25)	Nic Wittman (2023-25)	Speaker of House Jayden Vaughan	Legislator Henry Boehm	
Eastern Coordinator Erika O'Shia (2025-28)	Heaven Smith (2025)	Justice Ean Gauthier	Legislator Phoenix Sepulveda	
	Judicial Chair Kristina Schindele	Judge Grace Clay	Reporter Josie Albritton	
	Legislative CoChair Jamie Hill	Judge Patience Gordon	Reporter Sarah Chartiand	
	Legislative CoChair Crystal Callahan	Judge Amara MacFarlane	Reporter Katherine Kinder	
	Legislative CoChair Brandon Smith	Judge Millie Reid	Reporter Lilyana Perez	
	Reporter CoChair Cheryl Lockard	Judge Shayla Tyler	Reporter Brooklyn Powell	
	Reporter CoChair Teresa Balderrama	Judge Laura Whitley	Reporter Cynthia Squires	
		Legislator Willow Despain	Reporter Jared Cramer	
		Legislator Hunter Halverson	Reporter Jonah Knapp	

## **4-H KYG CONFERENCE TIMELINE, CONTACTS & FEES**

- Dec 2 KYG Conference materials to counties and **ONLINE REGISTRATION OPENS**
- Jan 12 **REGISTRATION CLOSES** for KYG via Z suites -Note: youth and volunteers must be enrolled and active in order to register for the KYG Conference as delegates or chaperones.
- By Feb. 1 District KYG Coordinators will compile room assignment lists and email to [mknutz@uidaho.edu](mailto:mknutz@uidaho.edu) and [tverday@uidaho.edu](mailto:tverday@uidaho.edu) .
- Feb. 1-10 Conduct Conference Orientation with delegates, chaperones and local KYG Steering Committee members at county/district level. Counties to be contacted by their District KYG Coordinator to help plan orientations.
- Feb. 15-17 Know Your Government Conference, Boise

### **KYG – District Coordinators/Contacts**

State 4-H	Mike Knutz, Chair	<a href="mailto:mknutz@uidaho.edu">mknutz@uidaho.edu</a>
State 4-H	Teresa Tverdy, Logistics	<a href="mailto:tverday@uidaho.edu">tverday@uidaho.edu</a>
Northern	Erin Rodgers, Clearwater County	<a href="mailto:erodgers@uidaho.edu">erodgers@uidaho.edu</a>
Southern	Tyanne Roland, Adams County	<a href="mailto:tyanne@uidaho.edu">tyanne@uidaho.edu</a>
Central	Chandra Vaughan, Blaine County	<a href="mailto:cvaughan@uidaho.edu">cvaughan@uidaho.edu</a>
Eastern	Erika O'Shia, Fremont County	<a href="mailto:ebriggs@co.fremont.id.us">ebriggs@co.fremont.id.us</a>

### **2025 Conference Fees**

Delegates	\$225.00 <u>includes</u> busing
Adult Chaperones	\$175.00 <u>includes</u> busing
Steering Committee	\$175.00 <u>includes</u> busing home

*\*Please note: Southern District youth and adult chaperones are expected to provide their own transportation to and from the KYG Conference but will be provided transportation during the Conference.*

**KNOW YOUR GOVERNMENT  
CONFERENCE SUMMER PLANNING MEETING  
July in Boise**

**AGENDA**

Dress Code is Casual Business: jeans/pants, non-collared shirts acceptable, no ripped or shredded clothing, no flip-flops, no beachwear, no crop tops, no shorts, capris okay, sneakers and open toe shoes okay.

**Day One**

***Travel to Boise***

***General Committee Meeting – UI Boise Law Center***

- 2:30 pm Welcome, Pledges & Introductions –4<sup>th</sup> Year Youth
- 2:45 pm Ice breaker/Team building activity – 4<sup>th</sup> Year Youth
- 3:00 pm Expectations & Getting the Most out of KYG– 4<sup>th</sup> Year Youth
- 3:15 pm Conference Evaluation Review – Conference Chair  
Review Positive Youth Development Principles
- 4:00 pm KYG Theme & Logo Development Activity -
- 5:30 pm Explore District Night out restaurant options
- 7:00 pm Review draft Conference Pre-schedule & Schedule – 4<sup>th</sup> Year Youth & Chair
- 7:30 pm Work on Theme & Logo Development
- 8:30 pm Your Time - *Evening options: pool, fitness, games, relaxation, early to bed*
- 10:00 pm In Rooms
- 10:30 pm Lights Out

**Day Two**

**Boise Law Center**

- 7:00-8:00 am Breakfast at hotel
- 8:15-8:45 am Team building activity – 4<sup>th</sup> Year Youth
- 8:45 am Thought for the Day –
- 8:50 am KYG Project for Committee Members
- 9:00 am Know Your Government Workshops  
Reporters Room #  
Judicial Room #  
Legislative Room #
- Noon Lunch downtown Boise (Bring your own money)  
**General Committee Meeting Room #**
- 1:15 pm Select Conference Kick off Speaker (Saturday Night)
- 1:45 pm Speaking Assignments– Conference Chair
- 2:00 pm District Assignments– 4<sup>th</sup> Year Youth
- 2:15 pm Video Storyboarding- Taught by Reporters
- 2:45 pm Video planning session
- 3:30 pm Break
- 4:00 pm Wrap up final business
- 5:30 pm Dinner
- 6:00 pm Recap & final opportunity for onsite videos.

**Past Themes**

- 2024 Building for Tomorrow
- 2023 Going the Extra Mile
- 2022 Preserve, Inspire, Explore
- 2020 The Vision is Clear
- 2019 Oh the Places You’ll Go Together
- 2018 Create Your State

7:30 pm Depart for Hotel  
8:00 pm Your Time Evening options: pool, fitness, games, relaxation, early to bed  
10:00 pm In Rooms  
10:30 pm Lights Out

**Day 3 - State Capitol Visit**

7:15 am Breakfast at hotel  
8:00-10:00 am Team Photos & Video Productions at the Capitol  
10:15 am Check out of Hotel and travel home

*Southern District Committee Members need to check out with Southern District Coordinator.*

\*Where KYG Polos for Videos

\* The hotel provides breakfast; please join us for breakfast so you are ready to start and fueled for the day.

\* Meals provided: Breakfast both days and Dinner on Day 2 (other meals will be on your own).

\* Hotel costs will be paid. Transportation for youth will be provided by adult Steering Committee members except for Southern District youth whose parents are responsible for transportation. Youth are not allowed to drive unless a signed transportation agreement is completed by parents and keys turned into your District Coordinator.

<b>Conference Speaking Assignments</b>	
Saturday PM - Before Dinner General Conference Welcome & Introduce Keynote Speaker	Jayden Vaughan
American Pledge	Shayla Tyler
4-H Pledge	Phoenix Sepulveda
Introduce the Steering Committee	Ean Gauthier
Thank Keynote Speaker & Present gift	Jayden Vaughan
Introduce State 4-H Officers	Jonah Knapp
Evening Activity	State 4-H Officers/4 <sup>th</sup> years
Sunday AM – Legislative Orientation	Jayden: Speaker of the House - introduces Jamie Hill
Sunday AM – Judicial Orientation	Ean: Chief Justice- introduces Tina Schindele
Sunday PM – Legislative Mock Committee	3 <sup>rd</sup> Yr. Legislators introduce dignitaries
Sunday PM – Judicial Workshop	3 <sup>rd</sup> Yr. Judges introduce dignitaries
Sunday Lunch – Welcome, Thought for the Day, Announcements	Xander Mauldin
Sunday Lunch – American Pledge	Laura Whitley
Sunday Lunch – 4-H Pledge	Grace Clay
Monday AM - Breakfast - General Conference Welcome & Introduce Dignitaries	Miles Palmer
American Pledge	Brooklyn Powell
4-H Pledge	Cynthia Squires
BREAKFAST SPEAKER 4-H Experience/Benefits	4th year
Introduce Breakfast Speaker, Closing thank you's and announcements	Hunter Halverson
Monday AM - Legislative Program	Jayden: Speaker of the House
Monday AM – Judicial Program	Ean: Chief Justice
Monday Lunch – Welcome, KYG Slide Presentation	Xander Mauldin
Announce the New Steering Committee	4 <sup>th</sup> Year Members



<b>Assignments</b>		
<b>Project</b>	<b>Contact</b>	<b>Completion Date</b>
Displays	Ask state officers/Erin Rodgers	February 1
T-Shirts & Polos	Teresa	Order after conference deadline
Speaker/Helper Gifts (30ish)	Erin Rodgers & Erin Reid	February 1
Table Decorations	Teresa	Conference
Photography	Teresa Balderrama	Conference
Contributor's Thank You	Chandra Vaughan	Conference
Teen Officer Presentation	State Teen Officers (Gail)	Mike will contact
Speaker/Presenter	Mike	
Emcee Orientation	Nic (Sat), Tyanne (Sun), Mike (Mon),	
Legislative Breakfast Seating	Crystal Callahan, Teresa Tverdy, Jamie Hill & Cheryl Lockard	PM before
Interview Process	Teresa Tverdy, Heaven Smith, & Nic Wittman, Danice Whitely	
Saturday Night Activity	4 <sup>th</sup> year & State 4-H Officers	Ean is main contact
Sunday Night Line Dance DJ		Danece & Laura Whitley
Sunday Night Dance	Teresa Balderrama	
Sunday Night Alternate Games		downstairs at Basque center

**KNOW YOUR GOVERNMENT**  
**President's Day Weekend – Boise, Idaho**  
**Pre-Conference Steering Committee Agenda**

**FRIDAY**

6:30 pm	Full Committee Team Activity Review Schedule Conference Thank you notes
7:30 pm	Legislative, Judicial & Reporter Team Meetings
8:45 pm	Legislative and Judicial Assemble Delegate/Chaperone Packets Complete Gifts, Sort Shirts, finish prep
9:00 pm	4th Year Interview Committee Meeting
10:00 pm	Quiet time in Rooms
10:30 pm	Lights Out

**SATURDAY**

7:00 -8:30 am	Breakfast at the Hotel
8:30 am	Full Committee Meeting
9:00 am – 3:00 pm	Reporter Room – Reporter Team
9:00 – 9:45 am	Legislative and Judicial Teams Agenda Review: District Meetings Chaperone Orientation Steering Committee Evening Debriefs
9:45 am – Noon	Legislative Team Meeting
9:45 am – Noon	Judicial Team Meeting
Noon - Lunch	Full Committee- At the Hotel
1:00 – 2:00 pm	Legislative and Judicial Team Meetings Emcee Practice Meal Program Flow
2:00-3:00 pm	Legislative and Judicial Teams Registration Preparation
3:00 pm	Full Committee- Conference Check-in -Hotel Lobby

**4-H KNOW YOUR GOVERNMENT CONFERENCE  
President's Day Weekend – Boise, Idaho**

**SATURDAY, FEB. 15**

3:00-4:30	Registration/Check-In at Hotel	Hyatt Downtown #1, 2, 3
4:30-5:15	Chaperone Meetings	Hyatt Downtown #1, 2, 3
5:30	Load buses for the UI College of Law Boise	(Dress attire B)
5:45-6:15	District Meetings	North 107, Central 114, South 207, East 221
6:20	Walk to Basque Center 601 W Grove St	(Dress attire B)
6:30-8:30	Opening Dinner and Cultural Presentation	Boise Basque Center
8:30-9:00	Group activities led by State 4-H Officers	
9:00	Walk to the Hotel	
9:15	Steering Committee Meeting	
9:15-	Quiet time in Rooms	
10:00	Lights Out	

<p><b>Sunday Breakfast</b>  7:00-7:20 Eastern District  7:25-7:45 Central District  7:50-8:10 Southern District  8:15-8:35 Northern District</p>
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**SUNDAY, FEB. 16**

7:00-8:35	Breakfast at Hotel	
8:45	Load buses Capitol & UI College of Law Boise	(Dress attire A for day)
9:00	State & District Pictures on Capitol Steps	
9:45-11:45	Orientation for Legislative Delegates	Room 107 (then 221, 217, 208,207)
	Orientation for Judicial Delegates	Room 114
	Reporter Room #228	
11:45	Walk to Basque Center	
Noon	Lunch, State 4-H Officer Presentations	Basque Center
12:45	Steering Committee applications due	
1:00 pm	Walk to Capitol & Supreme Court	
1:15-4:00	Legislative Workshop	Idaho Capitol (walk to the hotel after the session)
1:15-2:00	Judicial Workshop	Supreme Court Building
2:00	Load buses for the UI Law Center	
2:15-4:00	Judicial Workshops	UI College of Law Rooms 221, 217, 208, 207, 107, 114
4:00	Load Buses for Hotel	
4:15	Dress for Dinner & Evening Activities	Hyatt (Dress attire C)
4:45	Load Buses or walk to District Dinner	
5:00	District Dinners	Various Locations
6:30-7:00	District Meetings (UI Law Center)	North 107, Central 114, South 207, East 221
7:15-9:30	Steering Committee Selection Orientation/Interviews	UI Law Center 207,208, 217, 221
7:15-9:15	Mock Trial Prep	UI Law Center 107
7:30-9:15	Reporter Room	UI Law Center 228
7:30- 9:15	Evening Dance & Table Games	Basque Center (set up for closing session)
8:30	Set up KYG Breakfast (key volunteers)	Boise Centre East 400AB
9:30	Load Buses for the Hotel	
9:45	Quiet time in Rooms	
10:30	Lights Out	

**MONDAY, FEB. 17**

6:15	Load buses for Boise Centre West	
6:30	Delegates and Chaperones Assemble	Boise Centre East 400AB (Dress attire A all day)
7:00-8:00	Breakfast with Legislators and Judges	Boise Centre East 400AB
8:15	Load Buses for Judicial Workshops	
8:30-11:30	Know Your Government Workshop	
	Legislative Delegates	Walk to UI Law Center 107
8:30	Mock Legislative Floor Session	
10:15	Walk to Capitol	

10:30	Observe Legislature in Session or walk to hotel and pack luggage on buses	
	Judicial Delegates:	Ada County Courthouse
	8:30	Mock Trial
	10:45	Mock Sentencing
	11:30	Load Buses for Hotel
11:45	Pack luggage onto buses (or Bell Room at Hotel for non-bussing)	
12:15	Load Buses for Basque Center	
12:30–1:30	Lunch & Closing Session	Basque Center
	Introduce New KYG Steering Committee	
1:30	Depart for home	

\*Dress Attire described below

For 4-H members, volunteers, and professionals

The dress code is designed to assure that each delegate wears the appropriate clothing while representing 4-H. Delegates are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive, or obscene, or which endangers the health and safety of our youth or others is prohibited. All clothing should be neat in appearance and reflect positively on University of Idaho 4-H Program.

#### 4-H DRESS CODE General Guidelines

- The appearance should be neat and clean.
- Bare feet are not appropriate for any 4-H activity.
- Dress and appearance should not cause disruption.
- 4-H'ers, volunteers, and 4-H Professionals being publicly recognized must be dressed appropriately. Follow Business Casual rules (at a minimum).
- Event leaders may ask individuals to modify their clothing selection don't meet the standards

Examples of clothing NOT to wear while representing 4-H

- Clothing that exposes undergarments, midriff, navel, back, or cleavage.  
Excessively short or tight, sagging, see-through, or inciting indecent exposure.
- Clothing with written or illustrated messages that are lewd, indecent, vulgar, or offensive.  
Including alcoholic beverages, drugs, tobacco/vaping, or anything associated with intimidation.
- Inside head covering at any time, except for religious and customary circumstances.
- Adornment that reasonably could be perceived as or used as a weapon.  
Including chains or spikes.
- Cut-offs ripped jeans or other clothing with holes.
- Pajamas in public (outside of sleeping room).
- Flip flops.

**Category A** – (Business Attire– Men – collared button-down shirt with tie, dress pants or khakis, (black, khaki, or grey denim without holes, tears or rips are okay), sport coat optional. Ladies – dresses, dressy blouse with skirt (knee length or longer when seated) or dress pants with close toe shoes.

**Category B** – (Business Casual with exceptions for KYG) – Men – shirt with collar, khakis, or dress pants (black, khaki, or grey denim without holes, tears or rips are okay). Ladies – dresses, blouse with skirt (knee length or longer when seated) or pants with close toe shoe. No strapless or spaghetti straps dresses or belly shirts will be permitted.

**Category C** – (Casual) – Men and Ladies – jeans/pants, non-collared shirts acceptable, no ripped or shredded clothing, no flip-flops, no beachwear, no crop tops, no shorts, capris okay, sneakers and open toe shoes okay.

Note: Modest athletic wear is acceptable for travel to and from conference through check-in only. A warm coat is recommended. Do not expect to be able to break-in new shoes. There will be times when you are walking outside so a hooded coat or umbrella may be necessary. Sleepwear is to be worn only in individual hotel rooms, never in public spaces. Modest athletic wear is allowed for traveling home.

# **FACULTY/STAFF STEERING COMMITTEE MEMBER POSITION DESCRIPTIONS**

## **DISTRICT COORDINATOR POSITION DESCRIPTION**

**Name of Event:** Idaho 4-H Know Your Government Conference

**Event Date:** Annually on President's Weekend – Boise, ID

**Steering Committee Chair:** Mike Knutz; UI Regional 4-H Educator

### **PURPOSE:**

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

### **QUALIFICATIONS:**

- Currently employed as an Idaho 4-H professional (faculty or staff) and be at least 21 years of age.
- Four district coordinator positions (one per district) will be selected from submitted applications from current 4-H professionals (faculty and staff). Applications must be approved by local county chairs, UI Extension District Directors, and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member to motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

### **RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Publicize, promote, and coordinate the KYG program for 8<sup>th</sup> and 10<sup>th</sup> grade members within Idaho.
- Communicate with county Extension offices and assist them with promotion, registration, and other needs for KYG. Encourage all youth participants to complete KYG projects.
- Ensure that appropriate orientations and trainings are provided for all youth and adults in the district before they attend the KYG conference.
- Coordinate transportation and adult advisor selection for KYG conference and assign participants to hotel rooms.
- Coordinate and supervise district meetings at KYG conference.
- Mentor and support district 4<sup>th</sup> year Steering Committee youth in their assignments to assure a successful conference and positive experience for the youth. Collaborate with these youths to plan and carry out conference activities, which have been assigned to your district.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year. Collect and review the applications and make recommendations to the other KYG Steering Committee members for selection.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**TIME COMMITMENT:** Summer planning meeting for three days in early July, KYG conference for four days in February and monthly Zoom video meetings.

**RESPONSIBLE TO:** KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

**District Coordinator Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **FACULTY/STAFF STEERING COMMITTEE MEMBER ADDITIONAL RESPONSIBILITIES**

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth. Collaborate with 3rd and 4th year Steering Committee youth from your district to plan and carry out conference activities, which have been assigned to your district.
- Publicize, promote, and coordinate the KYG program for 8th and 9th grade members within district. Communicate with county Extension offices and assist them with promotion, registration, and other needs for KYG.
- Correspond with Counties regarding District guidelines for distribution of delegate slots above the minimum of two per county, selection of alternates, instructions for submitting forms and money, district due dates, etc. Coordinate selection of adult advisors, Extension staff or adult volunteer leaders, to meet district quota. Notify county offices of those who have been selected as delegates, alternates and adult advisors.
- Assign delegates and adults to hotel rooms, (additional information in the District Room Assignment document). There are up to 4 youth delegates per room and 2 adult chaperones per room, but never youth and adults together. Special requests for single rooms or other arrangements must be done at least 3 weeks prior to the conference. Steering Committee members are housed 2 per room, but never youth and adults together. If possible Steering Committee members serving in the same "track", legislators, judges, reporters, are housed together to facilitate schedules, never youth and adults together. There are some single rooms available for Steering Committee adults. All housing assignments will follow the UI 4-H YD Policies and Procedures.
- KYG Conference Orientation should include delegates, chaperones, and Steering Committee members from your area, (additional information in the Orientation Guidelines document). Counties to be contacted by their District KYG Coordinator to help plan orientations; they will also include KYG Steering Committee members in this planning.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed. Assist Steering Committee youth members with district meetings and other responsibilities.
- Plan dinner on Sunday of KTG Conference for district. Districts usually plan to go to one restaurant or an area where several fast-food restaurants are close by. Plan to have delegates returned to hotel in time for any planned evening activities.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year. Collect applications and work with other Steering Committee members to schedule

interviews for Sunday night utilizing the questions and judging matrix provided. Gather input from other Steering Committee members and if necessary, from district adult chaperones to rank applicants in order of recommendation.

- District KYG Coordinators and other KYG Steering Committee members assist with meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- It's recommended that each Steering Committee member fundraise \$200 for the KYG Conference each year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area or county Mock Legislative Sessions, etc.

## VOLUNTEER STEERING COMMITTEE POSITION DESCRIPTION



**Name of Event:** Idaho 4-H Know Your Government Conference

**Event Date:** Annually on President's Weekend – Boise, ID

**Steering Committee Chair:** Mike Knutz; UI Regional 4-H Educator

### **PURPOSE:**

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state, and national.

### **QUALIFICATIONS:**

- Must be 21 years old and a certified 4-H volunteer.
- Two volunteer positions to be selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. Applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member, motivate, and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

### **RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Help across district lines if needed.
- Publicize, promote, and coordinate the KYG program for 8<sup>th</sup> and 10<sup>th</sup> grade members throughout Idaho.
- Encourage all youth participants to complete KYG projects.
- Work with District Coordinators to ensure that appropriate orientations and trainings are provided for all youth and adults before they attend the KYG conference.
- Mentor and support 4<sup>th</sup> year Steering Committee youth in their assignments to assure a successful conference and positive experience for the youth. Collaborate with these youths to plan and carry out conference activities, which have been assigned to the districts.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**TIME COMMITMENT:** Summer planning meeting for three days in July, KYG conference for four days in February and monthly Zoom video meetings.

**RESPONSIBLE TO:** KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

**Volunteer Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## **VOLUNTEER STEERING COMMITTEE ADDITIONAL RESPONSIBILITIES**

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Publicize, promote, and coordinate the KYG program for 8th and 9th grade members within district. Communicate with KYG District Coordinators and assist them with promotion, registration, and other needs for KYG.
- Help with district busing and orientation as needed.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed. Assist Steering Committee youth members with district meetings and other responsibilities.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year. Work with other Steering Committee members to schedule interviews for Sunday night utilizing the questions and judging matrix provided.
- Help plan meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- Fundraise for the KYG Conference, at least \$200 per year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area, or county Mock Legislative Sessions, etc.

## YOUTH STEERING COMMITTEE POSITION DESCRIPTION



**Name of Event:** Idaho 4-H Know Your Government Conference

**Event Date:** Annually on President's Weekend, Boise, ID

**Steering Committee Chair:** Mike Knutz; UI Regional 4-H Educator

### **PURPOSE:**

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

### **QUALIFICATIONS:**

- Four youth positions (one per district preferred) to be filled by youth accepted for 4<sup>th</sup> year positions during the current conference year (News Editor, Video Producer, Justice, and Speaker of the House). Up to 20 youth positions to be filled by youth selected as 3<sup>rd</sup> year Steering Committee members during the current conference year, (6-Youth Judges, 6-Youth Legislators, and 8-Reporters). This Position Description must be signed by the youth and parent/guardian and be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in government and 4-H citizenship programs.
- Willingness to work as a team member, motivate, and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

### **GENERAL RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Publicize, promote, and coordinate the KYG program for 8<sup>th</sup> and 9<sup>th</sup> grade members throughout Idaho.
- Encourage all youth participants to complete KYG projects.
- Work with District Coordinators to ensure that appropriate orientations and trainings are provided for all youth and adults before they attend the KYG conference.
- Mentor and support other youth and adults in their assignments to assure a successful conference and positive experience for everyone. Collaborate with other youth and adults to plan and carry out conference activities, assigned to the districts.
- Serve as emcee for an activity/event at the conference.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**SPECIFIC RESPONSIBILITIES: (mark the position you have been accepted for:**

\_\_\_ Legislative – Speaker of the House (4<sup>th</sup> Yr.): work with the real Speaker of the House or Legislative Sub-Committee Chair to learn parliamentary procedure and duties. Preside over the Mock Legislative Session during the legislative workshop.

\_\_\_ Legislative – Committee Chairman (3rd Yr.): write a bill to be considered during the Mock Legislative committee meeting. Conduct the committee meeting during the legislative workshop.

\_\_\_ Judicial – Justice (4th Yr.): work with real Judges or Judicial Sub-Committee Chair to prepare KYG case. Preside over the Mock Trial activities during the judicial workshop and participate in the Sentencing Trial.

\_\_\_ Judicial – Judge (3rd Yr.): Review case material provided, assist with judicial workshop orientation, preside over a Mock Trial, and decide trial outcome.

\_\_\_ Reporter – News Editor (4th Yr.): Write news stories for and help produce the KYG newsletter

\_\_\_ Reporter – Video Producer (4th Yr.): Produce the KYG news video, YouTube videos, Social Media Posts, and more

\_\_\_ Reporter – Reporter Team (3rd Yr.): Participate in field trips and other scheduled activities of the reporter workshop. Write news stories for the KYG newsletter

**TIME COMMITMENT:** Summer planning meeting July 18-20 (cost is \$75), KYG Conference for four days in February and monthly Zoom video meetings June, October-February.

**RESPONSIBLE TO:** KYG Steering Committee Chair, other Steering Committee members and State 4-H Youth Development Director.

**Youth Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent’s Permission:**

I support my son/daughter’s interest to serve on this committee. YES NO

Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_

***(This section to be completed by 4-H Professional)***

I support this youth’s interest to serve on this committee. YES NO

Signature of 4-H Professional: \_\_\_\_\_ Date \_\_\_\_\_

Comments:

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*This Position Description must be completed, signed, and sent to Mike Knutz, Twin Falls Research & Extension Center, 315 Falls Avenue, Twin Falls, ID 83301 or emailed to [mknutz@uidaho.edu](mailto:mknutz@uidaho.edu)*

## **YOUTH STEERING COMMITTEE ADDITIONAL RESPONSIBILITIES**

- Complete KYG project. *Advanced Citizenship* for Legislators, Judges, Speaker of the House and Justice. *Power of the Press* for Reporters, Video Producer and News Editor.
- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Publicize, promote and coordinate the KYG program for 8th and 10th grade members within district. Communicate with KYG District Coordinators and assist them with promotion, registration and other needs for KYG.
- Prepare for workshop role assigned.
- Prepare for Emcee assignment. If information is available ahead of time on guest you will be introducing, prepare and practice introduction.
- While at the KYG Conference, attend events with delegates and adult chaperones and help with activities as needed.
- Encourage youth to apply for 3<sup>rd</sup> and 4<sup>th</sup> year KYG positions for the following year. Work with other Steering Committee members to schedule interviews for Sunday night utilizing the questions and judging matrix provided.
- Help plan meetings after the conference to facilitate the completion of KYG projects by delegates and youth Steering Committee members.
- Fundraise for the KYG Conference, at least \$200 per year.
- Assist with planning and carrying out ideas for sharing KYG experiences back in the counties. This might include presentations to 4-H clubs and other organizations, area or county Mock Legislative Sessions, etc.
- Serve as a role model for the other KYG youth by following KYG policies, and dressing and acting appropriately.
- Pick-up from person in charge, gifts which you will need to present to guests and helpers. Take gifts to workshop/event where you will present them.
- Conduct District Meetings Saturday and Sunday evenings.
- Write thank you notes to people who helped you prepare for and carry out your role.

## **WORKSHOPS - YOUTH LEADERSHIP ROLES**

### **Speaker of the House**

- Review the Legislative Branch Section in *Advanced Citizenship*.
- Obtain a copy of *Mason's Rules of Order* and become familiar with the parliamentary procedure used in the Legislature.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- Read and become familiar with the bills to be considered in the Mock Committee Meetings.
- Meet with the Speaker of the House prior to the Conference.
- Assist Workshop Coordinator during orientation.
- Meet with Legislative Sub-committee Chair, legislators and lobbyists before delegates arrive at Capitol.
- Preside over the Floor Session:
  - Call the session to order.
  - Announce the first bill being considered.
  - Ask the sponsoring legislator to present the bill and speak on it.
  - Open debate and recognize those wishing to speak.
  - Consider motions, if made.
  - Close debate and call for the vote.
  - Announce results of the vote.
  - Ask for presentation of the next bill.
  - When all bills have been considered, adjourn the session.
- Present thank you gifts

### **Justice**

- Review the Judicial Branch Section in *Advanced Citizenship*.
- Work with Judicial Sub-Committee Chair to prepare KYG case
- Preside over the Mock Trial activities during the judicial workshop and participate in the Sentencing Trial.
- Present thank you gifts

### **News Editor**

- Review the News Media Section in *Power of the Press*.
- Write news stories for and help produce the KYG newsletter
- Assist with preparation of news releases, newsletter format, etc. as assigned.
- Read and carry out assignments in *Power of the Press* project book.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- Read and become familiar with the bills that will be considered in the Mock Committee Meetings and the Mock Trial topic.
- Meet with Reporter Workshop Coordinators and reporters. Assist in development of news story assignments.

- Present thank you gifts

#### **Video Producer**

- Review the News Media Section in *Power of the Press*.
- Produce the KYG news video, YouTube videos,
- Read and carry out assignments in Power of the Press project book.
- Present thank you gifts

#### **Committee Chairman**

- Review the Legislative Branch Section in *Advanced Citizenship*.
- Research ideas for legislative bill before the Summer Meeting. Select a topic at the meeting. Write the bill and submit it to the Legislative Sub-committee Chair by the end of Summer Meeting.
- Obtain a copy of *Mason's Rules of Order* and become familiar with the parliamentary procedure used in the Legislature.
- Read newspaper accounts and watch TV news reports regarding what is happening in the Legislature.
- If possible, meet with a local legislator and ask him/her to give you some pointers.
- Assist Legislative Sub-Committee Chair and meet with delegate committee members during orientation.
- Meet with Legislative Sub-committee Chair, legislators and lobbyists before delegates arrive at Capitol.
- Conduct the Committee Meeting:
  - Call the meeting to order.
  - Announce the bill being considered.
  - Ask for testimony and recognize those wishing to speak.
  - Encourage discussion of bill.
  - Call for motions and votes.
  - Announce the results of votes.
  - Adjourn the meeting.
  - Present the bill in the Mock Floor Session.
  - If the Speaker of the House also serves as a Committee Chair, he/she needs to appoint someone from his/her committee to present the bill.
- Present thank you gifts

#### **Judge**

- Review the Judicial Branch Section in *Advanced Citizenship*.
- Review the information sent to you on jury trials, judges' duties, and the Mock Trial Preliminary Information.
- You might want to watch a court TV program to become somewhat familiar with the way a judge deals with objections, testimony, etc.
- If possible, meet with a local district or magistrate judge, or attorney.
- Meet with Judicial Sub-committee Chair Saturday morning and at the Ada County Courthouse on Monday morning.

- Assist Judicial Sub-Committee Chair during orientation.
- Preside over the Mock Trial.
- Decide the outcome of the Trial.
- Participate in the Sentencing Hearing as assigned.
- Present thank you gifts

### **Reporter**

- Review the News Media Section in *Power of the Press*.
- Choose or receive assignments of what KYG bill to write about and select other story assignments at the summer meeting.
- Participate in field trips and other scheduled activities of the reporter workshop.
- Write news stories for the KYG newsletter

# LEGISLATIVE Chair POSITION DESCRIPTION



**Name of Event:** \_\_\_\_\_ Idaho 4-H Know Your Government Conference \_\_\_\_\_

**Event Date:** \_\_\_\_\_ Annually President's Weekend – Boise, ID \_\_\_\_\_

**Steering Committee Chair:** \_\_\_\_\_ Mike Knutz; UI Regional 4-H Educator \_\_\_\_\_

**PURPOSE:**

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

**QUALIFICATIONS:**

- Currently employed as an Idaho 4-H professional (faculty or staff), **or** a certified 4-H volunteer, and be at least 21 years of age.
- Two positions selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District, and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the legislative track at the conference.

**RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with Speaker of the House, Legislators and Lobbyists as needed.
- Coordinate with committee chair/state office representative to request that Monday breakfast be put on the Legislative calendar.
- Work with teen committee chairs to write/select bills to be used in the mock committee meetings. Finalize at the summer meeting and report to Steering Committee. Mentor 4<sup>th</sup> year Speaker of the House for responsibilities.
- Recruit legislators and lobbyists to facilitate mock committee meetings at conference.
- During conference:
  - Saturday morning briefing with teen committee chairs
  - Sunday morning workshop
  - Sunday afternoon and mock committee preparation
  - Monday, coordinate mock committee with youth Speaker of the House
  - Monday, Capitol tour
- Additional duties as assigned by the KYG Steering Committee to assure a successful legislative track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**TIME COMMITMENT:** Summer planning meeting for three days in early July, KYG conference for four days in February and monthly Zoom video meetings.

**RESPONSIBLE TO:** KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

**Legislative Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_



## **LEGISLATIVE CHAIR ADDITIONAL RESPONSIBILITIES**

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Working with the State 4-H Office representative:
  - Schedule use of Capitol Building; East and West Wings for Sunday.
  - Schedule use of Ada County Courthouse for Monday; arrange for an employee to unlock the building and arrange for security.
  - Put request that Monday breakfast be added to the Legislative calendar.
- Ask the Speaker of the House to meet with the delegate Speaker prior to the Conference.
- Arrange for legislators and lobbyists to facilitate the Mock Committee Meetings on Sunday afternoon.
- Work with Teen Committee Chairs to write/select bills at the Summer Meeting.
- Finalize bills for conference and send summaries and appropriate web links to Steering Committee chair before KYG application opens.
- Assign rooms, legislators, and lobbyists to bills.
- Prepare Committee Chairmen and Speaker of the House for their roles.
- Conduct orientation for delegates and adults in legislative track.
- Arrange for transportation for Committee Chairmen, Speaker, and delegate Lobbyists to the Capitol.
- Supervise/assist with Committee Meetings as needed.
- Monday at Ada County Courthouse, conduct short introduction to Mock Floor Session and wrap up at conclusion.
- Confirm arrangements with speakers/workshop presenters and request bio information to use in introductions.
- Assist in identifying donors for the KYG Conference.

## JUDICIAL CHAIR POSITION DESCRIPTION

**Name of Event:** \_\_\_\_\_ Idaho 4-H Know Your Government Conference \_\_\_\_\_

**Event Date:** \_\_\_\_\_ Annually President's Weekend – Boise, ID \_\_\_\_\_

**Steering Committee Chair:** \_\_\_\_\_ Mike Knutz; UI Regional 4-H Educator \_\_\_\_\_

**PURPOSE:** Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

**QUALIFICATIONS:**

- Currently employed as an Idaho 4-H professional (faculty or staff), **or** a certified 4-H volunteer, and be at least 21 years of age.
- Two positions selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District, and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the judicial track at the conference.

**RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with Marshalls, Law Clerks and Supreme Court Justice as needed.
- Select and revise Mock Trial as needed.
- Conduct, or recruit an attorney to conduct, an activity for the teen judges at the summer meeting.
- Prepare information for teen judges as needed. Mentor 4<sup>th</sup> year Justice.
- Recruit attorneys and judge to help with mock trails and sentencing at conference.
- During conference:
  - Saturday morning briefing with teen judges
  - Sunday morning workshop
  - Sunday afternoon tours, orientation, and mock trial preparation
  - Monday mock trail coordination
  - Monday sentencing coordination
- Additional duties as assigned by the KYG Steering Committee to assure a successful judicial track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**TIME COMMITMENT:** Summer planning meeting for three days in early July, KYG conference for four days in February and monthly Zoom video meetings.

**RESPONSIBLE TO:** KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

**Judicial Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **JUDICIAL CHAIR ADDITIONAL RESPONSIBILITIES**

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Working with the State 4-H Office representative:
  - Schedule use of Supreme Court Building and UI Law and Justice Bldg. for Sunday. Request law clerks to lead tours and Supreme Court Justice to speak about the Idaho Court System.
  - Schedule use of Ada County Courthouse for Monday; arrange for an employee to unlock the building and arrange for security. Request one of the Marshalls to help with the workshop.
- Conduct, or recruit an attorney to conduct, an activity for the teen judges at the summer planning committee meeting.
- Working with Steering Committee members at the Summer Meeting, select and revise Mock Trial as needed.
- Send attorney information and copies of Mock Trial to Steering Committee Chair before KYG application opens.
- Recruit up to 6 or more attorneys to help with mock trial.
- Recruit Judge to preside over mock sentencing hearing and meet with the 3rd year Judges and the 4th year Justice while the mock trial preparations are taking place.
- Recruit one or more attorneys to help with Sunday afternoon mock trial preparation.
- Prepare information for the 3rd year Judges and the 4th year Justice as needed and meet to prepare them for their roles.
- Conduct orientation for delegates and adults in judicial track
- Help delegates prepare for the mock trial – break into groups by the individual roles, have attorneys or adults work with each group of roles.
- Introduce the 3rd year Judges and the 4th year Justice to Sentencing Judge and have them meet with them. Pass out robes to the judges and discuss decision-making, avoiding evidence or difficult legal problems and briefly discuss evidence rulings.
- Introduce Marshalls to clerk/bailiffs to discuss their roles.
- Assure trials conclude in time for sentencing hearing.
- Recruit a judge, if possible, for Monday sentencing, select "Defendant" and victim from among the 3rd year Judges and the 4th year Justice.
- Coordinate with two attorneys - one prosecutor and one defendant's counsel. Allow victim and defendant to make statements.
- Do a formal sentence ending with "defendant" being led off in handcuffs.
- Assist in identifying donors for the KYG Conference.

## REPORTER CHAIR POSITION DESCRIPTION

**Name of Event:** Idaho 4-H Know Your Government Conference

**Event Date:** Annually President's Weekend – Boise, ID

**Steering Committee Chair:** Mike Knutz; UI Regional 4-H Educator

### **PURPOSE:**

Plan and promote educational opportunities provided by the KYG Conference held in Boise during legislative session. Encourage participation in citizenship activities at all levels – local, state and national.

### **QUALIFICATIONS:**

- Currently employed as an Idaho 4-H professional (faculty or staff), **or** a certified 4-H volunteer, and be at least 21 years of age.
- Two positions will be selected from submitted applications from adults who have attended no less than one year as a KYG conference committee member or chaperone. 4-H professionals' applications must be approved by local county chairs, UI Extension District, and the State 4-H Director. 4-H volunteers' applications must be approved by local county 4-H professionals and the State 4-H Director.
- Have an interest in government and 4-H citizenship programs. Responsibilities will be specifically to organize and support the reporter track at the conference.

### **RESPONSIBILITIES:**

- Work in collaboration with other KYG Steering Committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the event.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in event.
- Coordinate with committee chair/state office representative to schedule use of public buildings, appointments with television, radio, or other media organizations.
- Work with teen reporters to write/video articles to be used in print and electronic products. Strategize at the summer meeting and report to Steering Committee. Mentor 4<sup>th</sup> year News Editor and Video Producer youth.
- Arrange for equipment needs/hotel set-up for summer meeting and conference.
- During conference:
  - Saturday morning briefing with teen reporters
  - Sunday, completion of all print and electronic products
  - Sunday, arrange for printing of materials to be distributed on Monday
  - Monday, prepare and conduct closing session with delegates
- Additional duties as assigned by the KYG Steering Committee to assure a successful reporter track for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families, and volunteers to participate in the event.

**TIME COMMITMENT:** Summer planning meeting for three days in early July, KYG conference for four days in February and monthly Zoom video meetings.

**RESPONSIBLE TO:** KYG Steering Committee Chair, Steering Committee members and State 4-H Youth Development Director.

**Reporter Chair Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

## **REPORTER CHAIR ADDITIONAL RESPONSIBILITIES**

- Attend Summer Steering Committee meeting.
- Participate in all scheduled ZOOM conference calls.
- Communicate with other Steering Committee members prior to summer meeting and conference to coordinate transportation and other needs.
- Mentor and support other Steering Committee members in their assignments to assure a successful conference and positive experience for the youth.
- Communicate with reporters and review sample story ideas at Summer Meeting.
- Arrange for speakers and field trips
- Arrange for computers for each reporter, printers and cameras.
- Develop masthead and template for newsletter.
- Working with the State 4-H Office Representative
  - Request any additional equipment, supplies or special set-up needed by hotel
  - Schedule use of public buildings, appointments with television, radio or other media organizations.
- Prepare tentative interview assignments.
- Transport reporters to assigned locations.
- Assist reporters with interviews and news stories as needed.
- Work with reporters to complete news stories.
- Facilitate showing of any videos or presentation of reports during Closing Session.
- Mentor Video Producer in production, editing and approval of any video produced during the year
- Assist with completion of all print and electronic products and arrange for printing of materials to be distributed on Monday
- Assist with posting of information on 4-H Web Page and social media as requested.
- Assist in identifying donors for the KYG Conference.

## **SPECIFIC TASKS & RESPONSIBILITIES TO BE ASSIGNED**

These special assignments to be discussed and Steering Committee members assigned at the Summer Planning meeting.

### **Displays**

Counties and districts are encouraged to bring displays to set up in the lobby area to share things in which 4-H'ers are involved.

- Contact counties/districts before the Conference to request/encourage displays.
- Notify the Conference Coordinator of the amount of space needed for displays (table, floor, easels, etc.).
- Supervise setting up of display on Saturday afternoon.
- Check displays Monday morning before VIP's arrive.
- Make sure displays are taken down and picked up before delegates leave Monday.

### **T-Shirts/Polos**

- Generate design colors, theme, and logo ideas along with decisions made by votes made at the Summer Planning meeting.
- Final logo and theme artwork ready by October 1<sup>st</sup> to be used for KYG promotional materials and on all applications.
- Select a vendor for the t-shirts/polos, either working through the State 4-H Office, or locally, and finalize the artwork for shirts.
- Get t-shirt/polo sizes from State 4-H Office and order t-shirts.
- Arrange for pick-up or delivery.

### **Presenter Gifts**

Each year thank you gifts are purchased/made to present to people who speak or help at the Conference.

- Come up with some suggestions for gifts, keeping in mind the amount budgeted for gifts and the numbers needed.
- Gifts are needed for Legislators and lobbyists who assist speakers, attorneys, etc. in addition, should include the KYG logo, year and conference theme and logo if possible.
- Each evening at the Steering Committee meetings (or just before the specific event), distribute gifts to the people who will be presenting them. It will generally be the responsibility of the Steering Committee member presiding (Emcee, committee chairperson, judge, etc.) to present them.
- Have extra gifts available at workshops and meetings for unexpected needs.

### **Table Decorations**

- Arrange for and use same decorations for Saturday Banquet and Monday Legislative Breakfast.

### **Teen Opportunities**

- Discuss Steering Committee requests at Summer Meeting and coordinate with the Idaho 4-H Teen Officer Advisor needs for this presentation at the Conference.

### **Speakers**

- Discuss suggestions at Summer Meeting; consider the budget, Conference needs for Saturday night keynote speaker, Saturday night activity and Sunday morning motivational speaker.
- Working with the State 4-H Office representative, contact and contract Conference speaker.

### **Legislative Breakfast**

- All legislators, judges from the Third and Fourth Judicial Districts, members of the Board of Education, some donors and other VIPs are invited to attend. The State 4-H Office sends letters of invitation to all these people. District Coordinators facilitate personal invitations to legislators from their district and several judges from the list sent with the orientation materials.
- Guests are asked to respond to the Ada County Extension Office so that we can estimate the number who will be attending.
- Before the conference, check the legislative district flags or identifiers to see if repairs or replacements need to be made.
- Check with the State 4-H Office and/or the hotel on the layout of tables, chairs, and head table. Make a chart showing the specific physical arrangement of dining area including all tables and chairs drawn in.
- Get a list from the State 4-H office of all KYG delegates, Steering Committee members, adult advisors, and miscellaneous 4-H guests with their associated legislative districts, a list of those to be seated at the reserved table, and a list of all legislators, judges, attorneys, and other invited guests.
- Delegates will be instructed to arrive and be seated between 6:15 and 6:30. Adults are asked to wait to be seated. If more guest show than seats are available, adults will be asked to sit in the overflow room provided.
- Allow spare seats in each legislative district grouping for VIP guests who show up at the last minute but did not confirm their arrival earlier.
- Steering Committee youth will serve as ushers to seat the people prior to the breakfast. Seating arrangements charts and expectations to be reviewed at the Steering Committee meeting on Sunday evening, so they quickly and efficiently seat everyone at the breakfast.
- Steering Committee adults will be stationed outside the doors to direct guests to the ballroom, hang coats and check off the names of the VIP's as they arrive.

### **Photography**

- Arrange for a photographer(s) to take casual pictures at breakfast and the group pictures at the Capitol.
- Coordinate group pictures taken by district at the Capitol

### **Evening Activities**

These activities offer delegates an opportunity to relax, get to know other delegates and use up excess energy. Saturday evening activities are usually get-acquainted games and mixers. Sunday evening usually includes a combination of planned activities, usually a dance in the ballroom and games in another.

- Steering Committee members brainstorm ideas and suggest a general plan for activities each evening. Specific games can be decided upon closer to the event.
- Request/arrange for any supplies, equipment, set-up needed.
- Make sure everything is ready.
- Supervise/facilitate activities as needed.

### **Emcee Orientation**

- The opportunity to be the Monday Legislative Breakfast speaker will be open to 4<sup>th</sup> Year youth who have applied
- Conduct training and practice session during Saturday committee meeting prior to KYG Conference beginning.
  - Saturday speakers
  - Sunday speakers
  - Monday speakers
- Create a list of speakers and other VIPS to be introduced. Collect basic contact information and share with assigned youth.

### **Evaluation**

- Develop/revise and arrange for survey tool to complete evaluations.
- Review and compile evaluation results and share with KYG Steering Committee
- Facilitate use of evaluation materials in scholarly products

### **Closing and Steering Committee Member Announcement**

- Working with the Steering Committee Reporters determine schedule and program.
- Complete evaluation
- 4<sup>th</sup> Year Steering Committee Youth announce members of the next year's KYG Steering Committee.



# FUND RAISING BY THE STEERING COMMITTEE

## **Know your Government Conference Steering Committee Fundraising Guidelines**

As a member of the KYG Steering Committee, you know the importance of the KYG experience and how it strengthens the connection between youth and politics, government, and judicial processes. By participating in judicial, legislative and/or reporter opportunities, you understand the importance of the KYG experience for others. While conference attendees pay for their own fees, we rely on donations from businesses and individuals to help keep costs at a minimum for those who attend and to continue the KYG Conference for many more years.

KYG Steering Committee members are being asked to fundraise for the KYG Conference. It is suggested each Steering Committee member raise \$200 per year. This is not a requirement for committee membership. Here are a few suggestions and guidelines to help you.

- A letter will be provided from UI 4-H Youth Development which includes details to help you with specifics about donation. This material is meant to be used as a handout, when talking to potential donors use your own words and experiences.
- Before you start looking for donors, visit your local UI Extension office and talk to 4-H Professionals about their ideas. They will know who is currently donating to the local 4-H program and if they should or should not be contacted again. They will be able to give you names and contact information of who might be interested in donating and can make copies of the letters you might need. Some local contacts might include:
  - Elected officials; county commissioners, judges, law enforcement, etc....
  - Local lawyers, city councilmen and others who are involved in judicial and legislative matters
  - KYG alumni; could include young adults who attended and adults who might have served on a past KYG committee or attended as chaperones
  - Service and civic clubs; Rotary, Kiwanis, Elks, etc....
- Approach donors face-to-face; the Steering Committee's responsibility is to contact local individuals, clubs and business, not large corporate donors. If you find a large donor who needs more information, contact Mike Knutz at [mknutz@uidaho.edu](mailto:mknutz@uidaho.edu) and he will put them in touch with the UI CALS Development Office.
- Develop your own "Elevator Speech" to share with potential donors. What your role is at the KYG Conference, how your experience as an important team member of the Steering Committee has influenced you, why you want other youth to have these experiences. Share the KYG mission; "Empowering youth to be well-informed citizens who are actively engaged in their communities and the world." General information about your total 4-H experience is also valuable to share.
- Donors can go to the website listed in the letter to give or give the money to you. Any funds collected by you personally need to be sent **within three days** to:
  - Idaho 4-H Youth Development
  - 875 Perimeter Dr., MS 3015,
  - Moscow, ID 83844-3015.

It is crucial that you have an accurate record of any funds you receive and when they were mailed to Moscow.



University of Idaho  
Extension



#### 4-H Youth Development

875 Perimeter Dr., MS 3015  
Moscow, ID 83844-3015  
208-885-6321

[www.uidaho.edu/extension/4h](http://www.uidaho.edu/extension/4h)

#### Dear 4-H Youth Program Supporter:

Every President's Day Weekend, youth throughout the state gather in Boise for the "Idaho 4-H Know Your Government" (KYG) Conference. KYG is an extensive, three-day conference planned by a statewide Steering Committee made up of youth and adults. The 4-H Know Your Government Project and Conference strengthens the connection between youth and our legislative and judicial processes through education, experience, application, and inspiration. Approximately 150 youth are expected to attend this year, and will have the opportunity to:

- Attend workshops on the Judicial and Legislative process
- Participate in a mock trial or mock legislative hearing
- Be assigned as legislators or lobbyists who will work on bills and conduct a mock legislative session
- Interact with judges and legislators who help guide the youth in the processes.

On the final day of the conference, delegates will have the opportunity to meet and visit with their representatives, senators, and judges during breakfast.

While conference attendees pay for their own fees, we rely on donations from businesses and individuals to help keep costs at a minimum for those who attend, as finances can sometimes be a barrier to participation. **Can we count on you to make a gift to support this important program?**

University of Idaho Extension 4-H Youth Development is a 501(c)(3) organization, making all donations tax-deductible. Donations may be given to the individual representing KYG or made online at [www.uidaho.edu/giving](http://www.uidaho.edu/giving). You will receive a mailed receipt, and donors who contribute \$500 or more will be recognized in the printed programs and other publications about the KYG program.

If you have questions, do not hesitate to contact me at the state office. Please consider supporting this important 4-H program emphasizing life skills, citizenship, and leadership for Idaho's youth and tomorrow's leaders.

Sincerely,

Nancy Shelstad,  
Idaho State 4-H Youth Development Director

### **Thank You for Conference Donors**

In partnership with the CALS Development office, there is a new process for the Steering Committee to thank those who donate to the KYG Conference. They are also thanked through the CALS Development office. Original cards will be completed and signed by the Steering Committee. The donors who attend breakfast will be personally thanked and the card presented by Steering Committee youth. Any other thank yous will be mailed immediately after the conference. We will receive a complete donor list from the CALS Development office no later than the first day of KYG so we will have the current info. We will not be requiring all KYG delegates to write thank yous on Sunday night at the Conference, the Steering Committee is taking on this responsibility. We are asking the District Coordinators to establish a process to make sure that people from their areas are getting thank yous to their individual scholarship sponsors, 4-H Leader Councils, etc. These can either be done at a pre-conference orientation, at the Conference or post-conference.

### **3<sup>rd</sup> and 4<sup>th</sup> Year Steering Committee Youth Interview Process**

New applications and position descriptions are written and included in this Handbook. An interview score card, interview questions and guidelines are provided to each interview committee. Interview committees will consist of two adults and two youth, each representing different districts, and will interview youth randomly selected from the pool of candidates. With consistent questions, a uniform scoring matrix and impartial committees, the goal of a professional interview process will be met. The interview questions will only be available to the interview committees and the youth candidates during the interview process.

**KYG STEERING COMMITTEE YOUTH INTERVIEW COMMITTEE**

**Committee Positions**

***Friday Evening – 8:00-10:00 PM***

**4<sup>th</sup> Year Interview Committee**

Steering Committee Chair: \_\_\_\_\_  
Steering Committee District Coordinator: \_\_\_\_\_  
Steering Committee 3<sup>rd</sup> Year Youth: \_\_\_\_\_  
Steering Committee 4<sup>th</sup> Year Youth: \_\_\_\_\_

***Sunday Evening – 7:30-9:30 PM***

**3<sup>rd</sup> Year Interview Committee**

**KYG STEERING COMMITTEE 3<sup>rd</sup> YEAR YOUTH INTERVIEW COMMITTEE**

**Committee Assignments**

**Interview Committee - A**

Northern District Coordinator \_\_\_\_\_  
Southern District Adult Chaperone \_\_\_\_\_  
Central District 3<sup>rd</sup> Year Legislative Youth \_\_\_\_\_  
Eastern District 3<sup>rd</sup> Year Judicial Youth \_\_\_\_\_

**Interview Committee - B**

Southern District Coordinator \_\_\_\_\_  
Central District Adult Chaperone \_\_\_\_\_  
Eastern District 3<sup>rd</sup> Year Legislative Youth \_\_\_\_\_  
Northern District 3<sup>rd</sup> Year Judicial Youth \_\_\_\_\_

**Interview Committee - C**

Central District Coordinator \_\_\_\_\_  
Eastern District Adult Chaperone \_\_\_\_\_  
Northern District 3<sup>rd</sup> Year Legislative Youth \_\_\_\_\_  
Southern District 3<sup>rd</sup> Year Judicial Youth \_\_\_\_\_

**Interview Committee - D**

Eastern District Coordinator \_\_\_\_\_  
Northern District Adult Chaperone \_\_\_\_\_  
Southern District 3<sup>rd</sup> Year Legislative Youth \_\_\_\_\_  
Central District 3<sup>rd</sup> Year Judicial Youth \_\_\_\_\_

**KYG STEERING COMMITTEE YOUTH INTERVIEW SCORE SHEET**  
**Committee Positions**

NAME: \_\_\_\_\_

DISTRICT: \_\_\_\_\_ COUNTY: \_\_\_\_\_

POSITION SEEKING: 4<sup>th</sup> Year \_\_\_\_\_

(Information from application):

Speaker of the House \_\_\_ Justice \_\_\_ News Editor \_\_\_ Video Producer \_\_\_

3<sup>rd</sup> Year \_\_\_\_\_

(Information from application):

Committee Chair \_\_\_ Judge \_\_\_ Reporter \_\_\_ No Preference \_\_\_

Number of years Interview Candidate has attended the KYG Conference (counting current year):

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

**This Section to be completed by KYG District Coordinators:** Write the appropriate rating in the "Score" column. Make comments to help applicants improve interview skills.

Evaluation Criteria (Place a check in the appropriate box)	Poor	Fair	Good	Very Good	Excellent	Comments
<b>Conference Performance</b> <b>20 points possible</b>						
Behavior during conference sessions, meetings and free time.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	
Leadership shown and engagement with others in a positive manner.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10	

	<b>Total Score (20 possible)</b>
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**This Section to be completed by KYG Interview Committee Members:** Write the appropriate rating in the "Score" column. Make comments to help applicants improve interview skills.

Evaluation Criteria	Poor	Fair	Good	Very Good	Excellent	Score	Comments
<b>Application 20 points possible</b>							
Completion of all sections, neat and understandable.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Committee participation and description.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
<b>Understanding of Position 20 points possible</b>							
Shows understanding of responsibilities through KYG experience.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Willingness to dedicate time and resources needed.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
<b>Interview Presence 20 points possible</b>							
Neatly groomed; attire suitable for position.	1	2	3	4	5		
Clarity of expression, eye contact, posture.	1	2	3	4	5		
Speech is clear and words are pronounced correctly.	1	2	3	4	5		
Friendly, poised, personable.	1	2	3	4	5		
<b>Questions 20 points possible</b>							
Questions on application are answered completely and appropriately.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
Interview questions are answered completely and appropriately.	1 - 2	3 - 4	5 - 6	7 - 8	9 - 10		
							<b>Total Score (80 possible)</b>

**Interview Committee Recommendation:**

Candidate not acceptable for Steering Committee \_\_\_\_

4<sup>th</sup> Year Candidate recommended for (rank all that apply):

Speaker of House \_\_\_\_ Justice \_\_\_\_ News Editor \_\_\_\_ Video Producer \_\_\_\_

3<sup>rd</sup> Year Candidate recommended for (rank all that apply):

Committee Chair \_\_\_\_ Judge \_\_\_\_ Reporter \_\_\_\_

**Steering Committee Placement:** Position \_\_\_\_\_

## **4-H Know Your Government Project Completion**

The KYG Steering Committee is committed to support and encourage Conference participants to complete the corresponding 4-H project for their role at the Conference.

### **Pre-Conference**

- Enhance the information about the 4-H project on 4-H Online so youth and adult registrants know more about the project and requirements (like there is one required with the Conference!)
- Encourage delegates to acquire a copy of the project materials before they go the Conference; these could be provided through their local counties and/or at their orientation sessions
- Include information about the 4-H project and requirements in the delegate and chaperone packets, there is currently no project information included (this is a huge problem that needs changed)
- Include more information about the actual 4-H project during the orientation sessions; this would include displays and presentations from returning youth (3<sup>rd</sup> and 4<sup>th</sup> year Steering Committee if available); emphasize the importance of completing the project while the Legislature is in session and why, and share tip sheets and flow charts on how to complete the project
- Post tip sheets and flow charts on how to complete the project with project materials on the State 4-H website

### **Conference**

- Include project completion information in the agenda for the District Meetings
- Include a reminder for delegates to complete the required 4-H project during at least one general session of KYG; suggested to also include during the “Opportunities” part of the schedule so State 4-H Teen Officers could relate experiences; most will have attended at least one year of KYG
- Steering Committee provide a nice poster for the display area that includes information about project completion, some how-to information and the benefits of completion

### **Post Conference**

District Coordinators will develop a plan which best fits their area on how to follow up with delegates. Some suggestions include:

- Identify district-wide or county based KYG certified 4-H volunteer/adult mentors to work directly with youth on project completion. Could be a volunteer who specifically leads only KYG projects, one with past KYG chaperone experience, young adult volunteer who has attended as a delegate or someone just interested and willing to help with the project. District Coordinators will support them.
- Encouraging district-wide or county based “project completion” sessions to work on the actual 4-H project, complete oral presentations and displays
- Steering Committee will schedule and host open ZOOM sessions for youth or adult volunteers to attend and have questions answered about the 4-H project

## **KNOW YOUR GOVERNMENT POLICIES**

### **Clothing**

Youth and adults are expected to adhere to dress guidelines through the duration of the conference

**Category A** – (Business Attire or Semi-Formal with exceptions for KYG) – Men – collared button-down shirt with tie, dress pants or khakis, (black, khaki, or grey denim without holes, tears or rips are okay), sport coat optional. Ladies – dresses, dressy blouse with skirt (knee length or longer when seated) or dress pants with close toe shoes.

**Category B** – (Business Casual with exceptions for KYG) – Men – shirt with collar, khakis, or dress pants (black, khaki, or grey denim without holes, tears or rips are okay). Ladies – dresses, blouse with skirt (knee length or longer when seated) or pants with close toe shoe. No strapless or spaghetti straps dresses permitted.

**Category C** – (Casual) – Men and Ladies – jeans/pants, non-collared shirts acceptable, no ripped or shredded clothing, no flip-flops, no beachwear, no crop tops, no shorts, capris okay, sneakers and open toe shoes okay.

Note: No inappropriate images or sayings on any clothing at any time. No sweats, no shorts, no tank tops, and no short shirts, no low-cut shirts or dresses, and spaghetti straps are not appropriate. Spandex type materials (leggings) and skin-tight jeans are not appropriate. Modest athletic wear is acceptable for travel to and from conference through check-in only. A warm coat is recommended. Do not expect to be able to break-in new shoes. There will be times where you are walking outside so a hooded coat or umbrella may be necessary. Sleepwear is to be worn only in individual hotel rooms, never in public spaces. Modest athletic wear is allowed for travel home.

The following are common dress descriptions:

Black Tie – Tux/Formal Dress

Formal (or Business Formal) – Suit/Dress or pant suit

Business Attire – Sport Coat with Tie/Skirt or dress pants with blouse.

Business Casual – Khaki's/skirt or pants with collared shirts (sport coat optional, no tie)

Casual Business – Jeans/pants non collared shirts acceptable, no ripped or shredded clothing, no flip-flops, no beachwear, no crop tops, no shorts, capris okay, etc.

Casual – everything else including beachwear (not appropriate for KYG)

### **Housing and Meals**

All Conference delegates and adults will stay at the Hyatt Place Boise Downtown. Delegates will be assigned to each room by district (one youth for each bed). Conference events will take place at the UI Law Center, Basque Center, Boise Centre, the Capitol, and the Ada County Courthouse.

- Five meals are provided: Saturday dinner, Sunday breakfast, Sunday lunch, the Monday breakfast with Your Legislators and Judges, and Monday lunch. Sunday evening each District will have the opportunity to make their own plans for dinner and youth are expected to bring money for that meal.



- Room assignments must be kept. Changes are not permitted. If there are issues with rooming (adult or youth), please work with Mike Knutz (971-241-7775), do not contact or approach hotel staff to make your own rooming changes. In case of emergency, we must know where you are.
- Leave valuables at home. Doors lock automatically, but even locked doors do not always prevent losses.
- Show courtesy for the rights of other people staying in the hotel by keeping the volume level of voices, radios, TVs, etc. down so that they cannot be heard outside the room.
- Delegates are to observe **Quiet Hours** and remain in their own rooms.

### **Travel Arrangements**

The Steering Committee Adults will transport Steering Committee Youth (except for Southern District) to the Conference Hotel on Friday evening. Delegates are to arrive between 3:00 and 4:30 p.m. on Saturday and will depart for home by 1:30 p.m. on Monday.

### **School Absence**

The KYG Conference, scheduled for President's Day weekend, is a holiday for many school districts. If your school will be in session on Monday, or you need an extra day for travel, your parents will need to request that you be excused. If you have any problems, contact your District Coordinator for a letter provided by the UI 4-H Youth Development Office.

### **Information for Families**

Conference Headquarters: Hyatt Place Boise Downton, 1024 West Bannock Street, Boise, Idaho, 83702, (208) 991-5275

### **Insurance**

Delegates and chaperones are covered by health and accident insurance from the time they leave home until they return. In the event of injury, the insurance company (American Income Life) must be notified within 20 days. State 4-H Office staff will have information on filing claims.

### **Capitol and Court Houses**

- Delegates are expected to behave in a respectful, courteous manner and stay within the workshop areas while in these buildings. Special permission has been granted to use these buildings during the weekend and Holiday.
- Elevators in the Capitol Annex are for the legislators' use only. Please do not use them.

## **ADDITIONAL INFORMATION**

**Delegates and adult volunteers may not leave the conference** during the weekend without approval by the Steering Committee Chair. If they wish to meet a relative or friend, permission and arrangements must be made prior to the conference, and written permission from their parent/guardian with details of the name and contact information of the person the youth is meeting must be submitted prior to conference.

**NO cell phone, electronic or handheld devices** may be used (except for appropriate for photographs and research), including messaging during conference sessions and activities. In the event of misuse or violation of this policy, cell phones or electronic devices may be confiscated until the end of the conference. If an emergency arises, contact your adult chaperone or an adult Know Your Government Steering Committee member. District meetings will be held each evening. At this time any questions or problems will be addressed.

**Medical staff will be available** to handle illnesses or other minor medical issues.

**University of Idaho 4-H Youth Development Code of Conduct is to be followed.** Possession or illegal use of drugs, tobacco or alcohol, firearms or explosives of any kind are prohibited at any time during the Idaho Know Your Government Conference.

**Cost of damage, liability or theft of any property used during the conference is directly billed to the individual responsible** (or to his/her parents) or to the group with which he/she is associated if an individual cannot be identified.

**Disregarding any of these policies is grounds for dismissal from this conference**, forfeiture of fees and prompt return home at parent's expense. Examples of infractions that may cause dismissal: leaving the conference facilities without permission; being in the room of the opposite sex without an adult present; participate in inappropriate sexual behavior; being out of your room after curfew without permission; bullying others.

**These policies are to assist in providing for the health, safety, and social well-being** of everyone attending Idaho 4-H Know Your Government Conference. Should a situation arise that is not covered by this list, the Know Your Government Steering Committee will handle it in a manner consistent with University Extension policies,