4-H Educators support the conference in so many ways. You help things run smoothly and ensure the event runs professionally. We couldn’t be successful with such a large event without you! We count on the Educator in each Association to register their delegation and to communicate with your delegates as needed before the conference. If you haven’t attended, please consider it, or send other staff to the event that 4-Hers say “connects them to Cornell.” It is a great place for you to network with your colleagues and to further connect yourself to Cornell. Also, if you are willing to lead a University U group (we have a county Educator lead each group) please let us know.

Here is important information for registering and preparing your county delegation for this year’s Career Exploration conference. Please read this, and the Youth and Chaperone information, carefully. There are some changes this year.

**Eligibility**
The 4-H Career Explorations Conference is open to all NYS youth in grades 8-12. The selection, registration, chaperoning, and effective orientation of your participants is an Association responsibility and therefore you have the final say regarding registration decisions and what expectations you have.

**Registration**
**Materials to Share**
Please share the Career Explorations Program Facts booklet and Registration Forms with your potential youth and adult participants. The Program Facts booklet includes important details about event participation as well as descriptions of programs. The Registration Form includes event registration, Code of Conduct, and Permission Slip forms.

The Career Explorations Program Facts Booklet should be shared with participants to be sure they understand the program they are selecting. The booklet also clearly defines procedures and expectations. All participants and parents should receive a copy at the time of registration. We want to be sure parents and delegates have seen the expectations for behavior and conduct well in advance. Updated information will be shared by e-mail as the event draws closer and on the New York State 4-H website. It is very important for us to have e-mail addresses for participants because that is the only way we will communicate important information directly to participants before the event.

**Registering Online**
Participants can only register through county CCE Associations. Someone from each participating county will need to collect the registration forms and enter all of the information in the web-based CCE Event Registration system.

Online registration will be available on March 6 unless otherwise announced. All registration materials are available on the 4-H Career Explorations webpage. The link will be found on the Career Exploration page. All registration information will be collected online this year.
Choosing Programs

Focus for Teens
Just like last year, each Focus for Teens (FFT) participant will have three choices indicated on their registration form.

- You will select their first choice in the registration database. If that choice is available that is all you need to do.
- If their first choice is NOT available you can enter a waiting list choice in the next field (their first choice).
- If their first choice is not available you will enter their second choice (if the second choice isn’t available you will enter the third choice).

Focus Programs are filled on a first-come, first-served basis; they will close when the maximum number is reached. At that point the program will no longer show up as a choice except in the waiting list field. We will close the conference for registrations when we reach the maximum number that we can accommodate.

University U
The goal of the University U (UU) is to introduce youth to a variety of programs on campus and to things that may be new to them. Thus, we do not ask for program choices for UU participants. Youth should be aware that they might not have the opportunity to attend every workshop they are interested in.

Registering Adults
A limited number of adults will be able to select any given program. We will most likely need to make adjustments (such as balancing out where our 4-H Educators are placed; we want to have as many programs as possible that include a professional Educator as a chaperone). Please let your adults know that they may not necessarily end up in the program they selected. There will be an opportunity for adults to select a second choice.

Code of Conduct and Permission Slips
Each youth and adult at Career Explorations must have a signed, completed NYS 4-H Code of Conduct and Permission Slip form on file with the NYS 4-H Office to participate. For youth, a parent or guardian must sign the health form, and the youth and parent must sign the code of conduct. Your lead chaperone should have a set of health forms for your county and we recommend that each participant carry a copy of their health form.

We are working on the possibility of collecting Permission Slips and Code of Conduct forms before the event via 4-H Online. If this doesn’t work out, we will need each county delegation to bring 2 copies of each health form and 1 copy of each code of conduct form (in alphabetical order by county) to the event to be turned in at registration. More information to come about that.

Cost
Counties will be billed directly for the $250 registration fee for all participants (youth, chaperones, Educators).
Scholarships
A limited number of youth scholarships are available. To apply for a scholarship, have the family complete the scholarship section of the registration form. Depending on availability and qualifications, full and half scholarships will be awarded to as many income-eligible applicants as possible. Note that applications must be completed fully, including an Educator approval, and submitted before May 1 to be considered. Any additional information you can include about the family’s need is helpful. Educators indicate their approval by submitting the application online.

Cancellation Policy
**Cancellations prior to June 1 will not be charged. Cancellations after June 1 will be billed a $100 cancellation fee. No shows will be charged in full.** Replacement participants of same gender and attending the same program can be negotiated in advance of the conference. Please make cancellations immediately when you learn a participant is not able to attend. You can go back into the form and “Remove Registration” or edit the form to substitute another person (same gender, same program).

Deadlines
Please meet the May 1 deadline for Scholarship applications and the June 1 conference registration date. We will start reviewing scholarship applications after the May 1 deadline. Late applications will be considered only if funds are still available.

Chaperones
We need a minimum ratio of one chaperone for about every six teens. We have a total limit on the size of the conference, so please don’t register more adults than you need for chaperoning purposes. Sharing chaperoning duties between counties is fine as long as we know if there are multi-county groups that need to be housed together. During the course of the program, chaperones will be expected to monitor participants from other counties in addition to their own.

Be sure to comply with volunteer policy regarding background checks for all chaperones and DMV checks for drivers. We encourage you to have your Career Explorations chaperones go through appropriate e-Volunteer modules before coming to campus. We experienced some issues in previous years with chaperones not following all of the rules (e.g., switching kids to a different program, dropping out of a program, allowing groups of youth to skip evening activities and hanging out in the dorm instead, texting during programs, etc.). Please make sure your chaperones understand the expectations we have of them. They are critical to a successful, safe, and fun conference.

If you are bringing a youth that needs a designated chaperone that must be placed in the same program, please communicate this information to us in advance (and register them at the same time so you can get them both in the same program!).

Curfew
We have set ‘lights out’ at 11:00 PM. We are striving to be aligned with research that shows adolescents should have over 8 hours of sleep. Any of us who have been involved with this
conference know how tired the youth are by the last morning and it certainly affects their ability to maximize what they get out of the conference.

Behavior Issues
It is important that you know the youth delegates you send to ensure a successful conference and to help us avoid inappropriate behavior. If a child needs a designated chaperone, please assign one and communicate the need to have a certain adult in a program with the youth (and register them at the same time in the same program). In the past we have had Cornell program coordinators report poor behavior that reflects badly on all of us and 4-H. Chaperones need to be on the lookout and ready to intervene as necessary. The adult chaperones (with a 4-H Educator taking the lead if one is present) need to handle problems that arise working in collaboration with the Focus Assistant as appropriate. The Cornell presenters should only be responsible for providing the program and not have to deal with any other issues that arise.

For More Information
If you have questions about Career Explorations, please contact Alexa at ask37@cornell.edu. If you have questions about online registration, please contact Adam Davis, afd7@cornell.edu.