January 26, 2015

Dear 4-H Staff,

The 80th annual 4-H Capital Days Program will be held March 1 to 3, 2015. This informational packet will assist you in registering your participants and helping them to prepare for 4-H Capital Days.

As fiscal budgetary concerns continue to impact programs across the state, it is critical that each county strive to have 4-H teen representation at the 2015 4-H Capital Days Program. State legislators look forward to hearing from their district members and this is a great opportunity for our youth members to tell their 4-H stories. Our Sunday evening program includes dinner and activities for youth led by youth. We will also have our traditional legislative breakfast on Tuesday, March 3 to allow youth to interact and share their 4-H experiences with elected officials.

We have worked hard to keep costs down while providing an outstanding opportunity to learn about NYS government from the inside out. Please make every effort to have your county represented and be sure to indicate the name and district numbers of your delegates on the registration form. You can obtain this information from your local Board of Elections or by going to www.assembly.state.ny.us and www.senate.state.ny.us.

The objectives of the 4-H Capital Days program are:

- To achieve a better understanding of the New York State policy process.
- To gain a better understanding of state and local government connections.
- To provide delegates the ability to meet with legislators and tell their 4-H stories.
- To create an awareness of career opportunities within the New York State Government.
- To meet and exchange experiences with delegates from other counties.

On behalf of the 2015 planning committee, welcome! The registration process is as follows:

1. Select two delegates that are 14 years or older (alternates are also a good idea).
2. Complete the online registration then complete the hard copy payment form to mail with check (payable to 4-H Capital Days) to: Marylin Jones, CCE Sullivan County, 64 Ferndale-Loomis Road, Liberty, NY 12754 by February 2, 2015. You will not be registered until payment is received.
3. Invite your delegates’ New York State Legislators to the Legislative Breakfast (sample letter is enclosed).
4. Pass the information in this packet on to your delegates and chaperones.
5. If possible, make sure all delegates bring some form of photo ID (school ID or DMV ID) with them to Albany in case they may be needed; better to be safe than sorry.
6. On the Payment/Registration form include the name, phone number and email address of the designated contact person for emergencies or cancellation notification.
7. If your county is not arriving on Sunday, registration will take place on Monday from 8:00 to 8:30 a.m. at the hotel. Orientation for all will follow from 8:45 to 9:00 a.m.

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension in Sullivan County is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and provides equal program and employment opportunities. Please contact the Cornell Cooperative Extension Sullivan County office if you have any special needs.
Registration Information & Program Policies

1. Registrations are due February 2, 2015. Please complete your registration online at http:nys4h.cce.cornell.edu/events/Pages/Capitaldays.aspx. Registrations received from February 3 to 13, 2015 are subject to a late fee of $15.00 per participant. Any registrations received after February 13 will be returned! The two day cost per participant is $155.00 or $220.00 if arriving on Sunday – which includes a room for Sunday night with an evening meal and breakfast Monday morning.

2. In order to comply with policy we will lodge two participants per room – adults and youth must be separate. Room assignments will be made by planning committee members and the hotel. Do NOT take it upon yourselves to changes rooms. Chaperone and youth who fail to honor this requirement may be sent home. Some of those arriving on Sunday may have to change rooms on Monday or may not have a roommate until Monday night.

3. There is a day rate option of $105.00 for counties close enough for commuting daily instead of staying at the hotel. We expect that if you choose to commute you will still attend all parts of the program including workshops and the legislative breakfast. Please check “Day ONLY” on the Payment/Registration form.

4. Please contact your state legislators about the Legislative Breakfast on Tuesday, March 3 at 7:30 a.m. Information on the location is forthcoming. The committee does NOT do this communication for you. The breakfast provides opportunity for photos and youth sharing their 4-H stories.

5. If asked to accompany a legislator after breakfast, respectfully decline as department visits follow immediately after the completion of breakfast. Counties may choose to schedule time to meet one-on-one with their legislators on Tuesday afternoon after the 4-H Capital Days event ends or possibly on Monday when free time is provided to visit other concourse attractions. In selecting department visits participants will be asked for first, second and third choices. Please note that the visits are planned on a first–come, first–serve basis. We do our best to accommodate requests; however you are required to attend the visit assigned to you. Choices include: New York State’s Department of Agriculture & Markets, Department of Corrections, Department of Education, Department of Environmental Conservation, Department of Health, and the New York State Energy Research & Development Authority (NYSERDA).

6. The 4-H Capital Days Program offers unique public speaking opportunities for delegates to volunteer as emcees for portions of the Capital Days program: leading the pledge of Allegiance or 4-H Pledge, introducing various legislative representatives and/or agency representatives for the various department visits. Please note the name and e-mail addresses of each interested delegate in the online registration as well as on the payment form at the space provided.

7. All delegates and chaperones are expected to give proper attention to personal hygiene and to dress appropriately for 4-H Capital Days. Undergarments must be completely covered by outer clothing; wallets on chains, collars or bracelets with spikes, extremely brief garments (i.e. tube tops, net tops, halter tops, spaghetti straps, low necklines, see-
through garments, pajama pants, hip huggers, or mini skirt, ripped jeans) are not appropriate. Male delegates: dress pants and good dress shirt with a good sweater or tie is appropriate. Female delegates: basic dress or suit type skirt/slacks with blouse and jacket is appropriate.

8. Participants should wear comfortable shoes and plan for lots of walking, both indoors and outdoors, including lots of stairs. Flip flops are not appropriate. High heels, sandals or open toed shoes are not recommended.

9. Delegates/chaperones will be going through multiple metal detectors during Monday and Tuesday – pocket knives, multipurpose tools or anything considered a weapon will be confiscated and not returned.

10. Enclosed in this packet are letters to be used for your chaperones and delegates; it is your responsibility to get this information to them.

11. Provide delegates with a copy of the Code of Conduct and Health / Permission form and make sure the chaperone has a signed copy of it before going.

12. Delegates are encouraged to bring along healthy snacks, books and cards for their free time enjoyment.

**On-line Registration Information**

The following information will be needed to complete the online registration:

- County name
- Contact person’s home number (in case of weather related cancellations, etc.)
- Cell and work numbers (in case we need to cancel the program)
- Delegates and chaperone’s names and complete address
- Emergency contact numbers
- Special needs
- Gender (do NOT assume we know this based on the name)
- Arrival day
- Who if any will serve as an MC and introduce speakers
- Assembly AND Senate Districts for delegates
- Preferred choice of department / agency visit.
- Shirt size for each participant

On-line registration link: [http://nys4h.cce.cornell.edu/events/Pages/Capitaldays.aspx](http://nys4h.cce.cornell.edu/events/Pages/Capitaldays.aspx)

**Committee Contact Information for Questions**

Registration and Refunds – Marylin Jones
Legislative Breakfast – Greg Stevens
Chaperone Questions – Rebecca L. Ireland-Perry
Hotel and Overall Information – Rebecca L. Ireland-Perry
**4-H Capital Days Tentative Schedule**

**Sunday, March 1, 2015**

6:30 - 7:15 p.m.  Dinner – Make Your Own Pizza  
Albany Ramada Plaza Hotel, 3 Watervliet Ave, Albany

7:15 – 7:45 p.m.  Guest Speaker – Steve Ammerman, Manager of Public Affairs, New York State Farm Bureau

9:15-9:30 p.m.  MC orientations – Greg Stevens*  
9:15-9:30 p.m.  Chaperone orientation – Rebecca L. Ireland-Perry*

9:30 – 10:30 p.m. Free time: board games, cards, swimming

10:30 p.m.  Everyone to his/her own rooms

11:00 p.m.  Lights Out

**Monday, March 2, 2015**

7:30 – 8:30 a.m.  Registration and Breakfast  
Albany Ramada Plaza Hotel, 3 Watervliet Ave, Albany

8:30 – 9:00 a.m.  Pledge of Allegiance and the 4-H Pledge  
Welcome – Greg Stevens*, NYSACCE-4HE President

8:45 – 9:00 a.m.  Chaperone orientation (for Monday arrivals) – Rebecca L. Ireland-Perry*  
Youth orientation

9:15 – 9:45 a.m.  Board buses and travel to Empire State Plaza

10:00 – 10:45 a.m.  Assembly Chamber: “How a Bill Becomes a Law,” Assemblyman Bob Oaks

11:00 a.m.  Capital Tour I: St. Lawrence to Yates (meet tour guide outside Assembly Chambers)

Noon  Capital Tour II: Hamilton to Rockland (meet tour guide outside plaza visitor’s center)

1:00 p.m.  Capital Tour III: Albany to Greene (meet tour guide outside plaza visitor’s center)

11:30 a.m.-1:30 p.m.  Lunch – Location to be Confirmed

Please eat before your capital tour. Check your name tag for your pre-selected lunch choice. If time allows or immediately after use free time to go to Corning Tower, the Egg, etc. – refer to list inside program.

2:00 p.m.  Meet in front of McDonald’s - go as a group to Senate viewing gallery

2:30 – 4:00 p.m.  Observe Senate in session

4:30 p.m.  Board buses for return to Albany Ramada Plaza Hotel

5:00 – 6:00 p.m.  Arrive at Hotel: Key distribution and room check in

5:45 – 6:00 p.m.  MC orientation for those speaking on Tuesday – Greg Stevens*

6:00 - 7:45 p.m.  Dinner and program – dress attire  
Civic Engagement – Peter D. Lopez, Assemblyman District 127

8:00 – 10:00 p.m. Dance with DJ – can be casual attire (4-H appropriate), swimming or games in room across the hall

10:30 p.m.  Everyone to his/her own rooms

11:00 p.m.  Lights out
Tuesday, March 3, 2015

7:00 a.m.    Depart for Empire State Plaza – drive own vehicles (counties should confirm your check out before you leave for the plaza).
7:30 – 9:00 a.m. Legislative Breakfast – Location to be confirmed
9:00 – 9:30 a.m. Travel to Agency / Department visits
9:30 - 10:30 a.m. Agency / department visit (check nametag for designated agency/department)
    • NYSERDA – black dot – Cornell Regional Room
    • Department of Ag & Markets – green dot – Chancellor’s Hall
    • Department of Education – yellow dot – Education Building Room
    • Department of Health – red dot – meet near Corning Tower
    • Department of Environment Conservation – purple dot - TBD
10:30 – 11:00 a.m. Gather and walk to NY State Court of Appeals – Eagle Street
11:00 to 11:45 a.m. NY State Court of Appeals – Hope Engel, Public Information Officer
Noon to 1:30 p.m. Closing session and guest speaker – Chancellor’s Hall
Review of NY State Government Quiz
Program evaluations
1:45 p.m. Safe trip home or scheduled visits with legislators

Note- * = Committee Member
Map & Directions

Address - The Albany Ramada Plaza Hotel of Albany, 3 Watervliet Ave Ext., Albany, NY 12206

Phone – (toll free) 1-877-424-6423

If you are using a GPS system, make sure that you input the exact address above. Without the word “Ext”, your GPS may lead you to a different address.

Directions to Hotel - I – 87N (NYS Thruway), ex 24 to I-90E., exit 5 (Everett Rd) I-87S. (Northway exit 1E to I-90 E., exit 5 (Everett Rd)

From the south – New York City, New Jersey
✓ Exit 24 from NYS Thruway
Straight on I-90 East to Exit 5, Everett Road
Bear right off ramp onto Everett Road
Left at 1st light onto Watervliet Avenue Extension.

From the north – Saratoga, Montreal
✓ Exit 1E from the Northway
East on I-90 to Exit 5 Everett Road
Bear right off ramp onto Everett Road
Left at 1st light onto Watervliet Avenue Extension

From the East – Boston, Springfield
✓ Exit from Berkshire Spur of NYS Thruway
At Ext B1, proceed west on I-90 to Exit 5 Everett Road
Bear left off ramp onto Everett Road
Left at 2nd light onto Watervliet Avenue Extension

From the West – Syracuse, Rochester, Buffalo
✓ Exit 24 from the NYS Thruway
Straight on I-90 East to Exit 5 Everett Road
Bear right off ramp onto Everett Road
Left at 1st light into Watervliet Avenue Extension
Your county’s contact person will be notified of any necessary program changes or program cancellation. It is the contact person’s responsibility to pass that information on to their respective chaperones and delegates. Likewise, if your county has changes in delegates or chaperons, please contact me with the updated information as soon as possible.

Also be sure to fully complete the online registration for each delegate and chaperone as well as fully complete the hard copy payment/registration form so that we can insure an adequate number of rooms and food will be available. **Make checks payable to 4-H Capital Days** and send with payment/registration form to Marylin Jones, CCE Sullivan County, 64 Ferndale-Loomis Road, Liberty, NY 12754 by February 2, 2015.

Finally, if you have any additional questions, please do not hesitate to contact me by phone 607-753-5221 or by email rli3@cornell.edu. Your assistance, cooperation and attention to these requests are greatly appreciated. I look forward to seeing your county represented at the 80th Annual 4-H Capital Days Program.

Sincerely,

Rebecca L. Ireland-Perry  
2015 4-H Capital Days Committee Chair  
Cortland County Cornell Cooperative Extension
4-H Capital Days 2015 – Payment Form

County ______________________________ Email ______________________________
Contact Person ______________________________ Cell # ______________________________ Work Phone ______________________________

A. Total Number of Capital Days registrations __________ x $155=___________________
   (This covers Monday Night hotel and meals – chaperon and delegates)
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____

B. Total Number of Day Participants registrations __________ x $105=______________
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____

C. Total Number arriving & staying overnight Sunday __________ x $65=______________
   (This covers Sunday Night hotel and meal – chaperon and delegates)
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____
   ______________________________ Chaperone_____ Delegate_____ Male_____ Female_____

D. Late fee after February 2: Total Number of Participants __________ x $10.00=__________

Grand Total __________________________

Name and Email Address of Delegate(s) willing to serve as an MC:
________________________________________________________________________
________________________________________________________________________

Event registration instructions:
1. Register on line at http://nys4h.cce.cornell.edu/events.Pages/Capitaldays.aspx
2. Fill out hard copy payment form and send with check payable to 4-H Capital Days, mail to Marylin Jones, CCE Sullivan County, 64 Ferndale-Loomis Road, Liberty, NY 12754

**Required 2 persons per room (adults & youth are NOT allowed to stay in the same room). If a specific roommate is preferred, indicate so below and we will attempt to accommodate you.**
________________________________________________________________________
Dear 4-H Capital Days Delegate:

Congratulations on being selected to represent your county at the 80th Annual 4-H Capital Days event in Albany, March 1, 2, & 3, 2015.

An informative, interesting and fun event awaits you. Highlights of your trip will include tours of the Capitol Building and NYS Court of Appeals, a presentation by an agency representative from one of the many state departments to learn about their services as well as opportunities to visit some of the sights of the Empire State Plaza. You will also have a chance to speak with your elected representatives, so be sure to bring your camera, questions, and 4-H Stories to share. The legislators will be interested in what 4-H youth have to say.

Objectives of the 4-H Capital Days Program are:
- to achieve a better understanding of the NYS policy process,
- to gain a better understanding of state and local government relations,
- to provide youth the ability to meet with legislators and tell their 4-H stories,
- to create an awareness of career opportunities in New York State government, and
- to meet and exchange experiences with delegates from other counties.

All teen delegates and their adult chaperons are expected to give proper attention to personal hygiene and to dress appropriately for 4-H Capital Days. Please be sure to represent yourself in a professional manner. This includes suitable hairstyles, jewelry, make-up, and nails. Please remember that you represent 4-H, not only for your county, but for New York State.

It also cannot be stressed enough: make sure you wear comfortable shoes and be ready for a lot of walking and climbing stairs. You will be going through metal detectors. No backpacks, pocket knives or multipurpose tools are allowed in Empire Plaza or the Capitol. These items will be confiscated and not returned, so leave them at home. Bring a picture ID (i.e. school id is acceptable). For free time bring comfy, 4-H appropriate clothes and a swimsuit for the pool. There will be a DJ for the dance after dinner on Monday night.

You will be staying at the Ramada Hotel of Albany (phone 1-887-424-6423). You will be expected to be prompt and courteous at all times and to show particular consideration to others staying in the hotel. Please label your suitcase with your name and county. The following meals are provided, but you can bring snacks if you would like.
- **Sun., March 1** – Make Your Own Pizza dinner is provided with registration. *Casual attire.*
- **Mon., March 2** – Breakfast (at hotel), box lunch (at State Plaza). *Casual business attire.*
- **Mon., March 2** - Dinner Banquet (at hotel). *Dress attire.*
- **Tues., March 3** - Legislative Breakfast (Empire State Plaza) *Professional business attire.*

Finally you will need to fill out your Health Insurance Form COMPLETELY, sign the code of conduct and photo release form, and give them to you chaperon. As is the regular policy, drugs and alcohol are NOT permitted. We are pleased that you will be attending the 80th Annual 4-H Capital Days event.

Sincerely,

**The 2015 4-H Capital Days Committee**

Rebecca Ireland-Perry – Cortland County  
Marylin Jones – Sullivan County  
Jody Tatich – Tioga County  
Maureen Roche – Dutchess County  
Gregory Stevens – Saratoga County  
Tammi Kron – Erie County  
Amanda Benson – Columbia/Greene  
Jessica Nickerson – Wyoming County
4-H Capital Days 2015

CHECKLIST FOR 4-H EDUCATORS

- Register online — for delegates and chaperons
- Send payment form and checks to Marylin Jones (Sullivan County). Have participants AND chaperons select a department to visit. First come – first served. The county delegation does not need to attend the same departments.
- Indicate whom the chaperon will be for your county if sharing with another county.
- Provide a contact person and phone number in case of program cancellation.
- Invite your state senator and assemblyperson to the Legislative Breakfast.
- Communicate with your delegates and chaperons regarding program expectations:
  ✓ Discuss the need to know who your Legislators are
  ✓ Discuss expectations for dress and behavior
  ✓ Discuss with chaperons the driving expectation for the Capitol
  ✓ Review the NYS quiz information
  ✓ Have delegates fill out the “Know YOUR Elected Officials” Form
  ✓ If the delegate has a picture ID, please have them bring it.
  ✓ It is helpful to your delegates if you create a folder of information promoting CCE in your county; it gives them some talking points.

CHECKLIST FOR PARTICIPANTS

- Get your paperwork into your county office right away.
- Decide which department tour you would most like to attend.
- Pick the type of box lunch you want and tell your educator.
- Review the expectation for dress and come prepared appropriately.
- Be sure that your county office has invited the NYS senator and assemblyperson to the breakfast. Find out if they are expecting to come.
- Review the website to obtain information about your senator and assemblyperson and fill out the “YOUR Elected Official” form on each.
- Complete the NYS quiz.
- Think about 1 or 2 important things to speak with your legislator about. Please do not use cell phones or chew gum during the program.
- When you return, please send Thank You notes; a list will be given to you at the close of the program.

4-H is a community of youth across America who are learning leadership, citizenship, & life skills.
Sample Invitation (Please put on County letterhead)

It is important that you use the wording in this letter so the integrity of the event is upheld.

Date

The Honorable (put name of senator or assemblyperson here)
Address
Albany, New York 12247

Dear Senator or Assemblyperson:

I would like to invite you to the 4-H Capital Days Legislative Breakfast on Tuesday, March 3, 2015. It will be held in (location to be confirmed), Empire State Plaza starting at 7:30 a.m. and ending promptly at 9:00 a.m. A 4-H teen (s) from ______________ (county name) will be in Albany to learn how our state government works. We would like you to meet the 4-H youth and talk with them about your job as a legislator.

________________ (delegate name/s) lives in the __________ (town) and attends _______ (name of) High School. _________ (delegate name) is _______ (age) years old and is the daughter/son of __________ (name). She/he is very excited to see the New York State Legislature in action and personally meet his/her state legislators. We also want the delegate to share his/her 4-H experiences with you. This educational breakfast is an excellent way to facilitate civic engagement and learning about the legislative process.

In addition, we will have some displays highlighting the Healthy Lifestyles Mission Initiative set up for viewing. The 4-H Youth Development program prides itself in offering a variety of learning experiences for the young people of New York. 4-H is the largest youth organization in the world.

I have enclosed an agenda for the two days of events that occur during 4-H Capital Days. Please contact me at ______________ (whatever contact information you choose) if you have questions or concerns. Your interest in 4-H Youth Development and its educational experiences is deeply appreciated.

Sincerely,

Extension Educator
“4-H Connects Kids to Cornell”
Cornell Cooperative Extension provides equal program and employment opportunities.
 SAMPLE PRESS RELEASE

For Immediate Release:

Name of Agent/Cooperative Extension Educator
County Name

80th Annual 4-H Capital Days

A delegation representing thousands of 4-H members in New York State will expand their knowledge of state government when they travel to Albany March 1 to 3, 2015 for the 80th annual 4-H Capital Days event. Nearly 130 teens delegates and their chaperons will attend, representing 4-H members from counties across the state, as well as the boroughs of New York City.

During this year’s event, 4-H members, volunteer leaders, and staff will meet with leaders in state government, members of the court system and officials from a variety of state agencies. In addition, they plan to observe a working session of the state legislature and talk with their representatives. Member of the Assembly, Bob Oaks, will discuss the legislative process with the 4-H’ers.

The participants will learn about speaking to their legislators and career opportunities in government as they tour state agencies, participate in discussion sessions, and visit with their legislators. They will also have opportunities to tour the Capitol and visit the Corning Tower, New York State Museum and other significant features of the area.

Representing (name) County will be (name of delegate 1) of (township) and (name of Delegate 2) of (township). (Name of chaperon) will accompany the delegates.

The New York State Association of Cornell Cooperative Extension 4-H Educators sponsor the 4-H Capital Days program. For more information regarding local opportunities in 4-H Youth Development call Cornell Cooperative Extension of (name) County at (phone number) or write (address).

Building Strong and Vibrant New York Communities
Cornell Cooperative Extension Provides equal program and employment opportunities
4-H Capital Days - Code of Conduct

These are the expected behaviors of all youth participating in the 4-H Capital Days Program. Staff and volunteer chaperons for the 4-H Capital Days Program are responsible for enforcing the Code of Conduct.

Expected behaviors of 4-H delegates:

1. All delegates are expected to be responsive to the reasonable requests of the adults in charge at all times. This includes following rules and regulations of all aspects of the program (for example: abiding by curfew).
2. All delegates are expected to participate in all of the planned programs, to be on time and follow through on assigned tasks/responsibilities in a manner that insures the safety, well-being, and quality of the educational experience for self and others.
3. All delegates must act in a mature, responsible manner, recognizing that they are role models for others and are representing themselves, their individual county and the New York State 4-H Youth Development Program.
4. All delegates are expected to give proper attention to personal cleanliness and to dress appropriately for 4-H Capital Days. A participant’s dress, grooming, and appearance, including hairstyle, jewelry, make-up, and nails, shall be safe, appropriate, appropriately sized, and not disrupt or interfere with 4-H Capital Day's educational process. Undergarments must be completely covered by outer clothing. Participants are not allowed to wear wallets on chains or collars/bracelets with spikes. Tube tops, net tops, halter tops, spaghetti straps, plunging neckline (front and/or back), see through garments, pajama pants, revealing hip huggers, ripped jeans, mini-skirts, flip flops and outerwear are not appropriate for this event. Casual wear is to be worn only during social time on Monday evening. The schedules on Monday and Tuesday call for professional / business attire, as you will be touring the Capitol, meeting with Legislators and representing the NYS 4-H Program. View visual attachment for what is considered appropriate attire.
5. All delegates will be considerate and courteous of all youth and adults and their property during group gatherings and social time.
6. All delegates will respect the rights and opinions of others realizing that their customs may differ.
7. Chewing gum during the program is prohibited.
8. All delegates are to refrain from the use of profane language and the possession and/or use of illegal drugs, tobacco products or alcoholic beverages, as well as firearms and/or other weapons at all times. These are strictly prohibited.
9. All delegates are to refrain from displays of public affection, sexual activities, and harassment either in public or private settings. These actions will not be tolerated!
10. Phone calls are only to be made to home when necessary. Delegates will not use the phone in an inappropriate manner for social calls. Parents/guardians must make arrangements prior to the program for their child(ren) to call collect or provide a pre-paid calling card, THE USE OF CELL PHONES IS PROHIBITED DURING THE PROGRAM! ALL PHONES WILL REMAIN OFF WHILE AT THE CAPITOL BUILDING, LEGISLATIVE BREAKFAST, DEPARTMENT VISITS, ETC.
**Consequences:**
Any of the following may be used, depending on the severity of the situation and other circumstances relating to the event.

- In mild cases, a warning will be given
- Able to remain at event, but possibly barred from a future event
- Sent home at the family’s inconvenience and expense

We have read, understand and will abide by the 4-H Capital Days Program Code of Conduct and will accept any consequences associated with inappropriate behavior.

**4-H CAPITAL DAYS PROGRAM**

Date: ____________________________

**Signature of 4-H Capital Days Delegate**

________________________________________

**Signature of Parent/Guardian**

________________________________________
4-H Capital Days
Department/Agency Visit & Meal Choices

Name: ____________________________  County: ____________________________

Are there any special needs that we need to be aware of and how can we help accommodate those needs:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Would you like to serve as a Master of Ceremonies (MC) and introduce speakers during the Capital Days program? Provide e-mail if yes.

________________________________________________________________________

Preferred Department/Agency Visit. Please indicate preference, i.e. 1st choice, 2nd choice, 3rd, 4th, 5th.

_____ NYSERDA (Energy Authority)
_____ Department of Agriculture & Markets
_____ Department of Education
_____ Department of Health
_____ Department of Environmental Conservation

Did you remember to complete and return:

_____ Health/Insurance Form (including photo release)
_____ Code of Conduct
Indicate Shirt Size, adult sizes - please circle: S, M, L, 1X, 2x

Meal Choices:

Breakfast (Monday) Self-serve in hotel

Lunch (Monday) – Empire State Plaza
   Select Sandwich Choice:
      _____ Ham
      _____ Turkey
      _____ Tuna
      _____ Vegetarian

Hotel Plated (Monday) Dinner Choices:
   Select Entrée Choice (comes with salad and dessert):
      _____ Vegetarian: Stuffed Shells
      _____ Chicken: Lemon Chicken, baby baked potatoes and green beans
      _____ Beef: Sliced sirloin of beef with mushroom sauce, baby baked Potatoes and green beans

Breakfast (Tuesday) – will be Buffet Style