January 12, 2016

Dear 4-H Staff,

The 81st annual 4-H Capital Days Program will be held May 15 – 17, 2016. 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.

This information packet will assist you in registering your participants and helping them to prepare for 4-H Capital Days.

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. We have worked hard to keep costs down while providing an outstanding opportunity to learn about NYS government from the inside out. In order to make it possible for counties to make every effort to be represented we have worked hard to keep the cost of this educational trip reasonable.

The registration process is as follows:

1. Select two delegates who are 14 years or older (we recommend selecting alternates as well).
2. Complete the online registration. Indicate the 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
3. Complete the hard copy payment form. Be sure to include the name, phone number and email address of the designated contact person for emergencies or cancellation notification. Mail the hard copy for and check (payable to 4-H Capital Days) to: Marylin Jones, CCE Sullivan County, 64 Ferndale-Loomis Road, Liberty, NY 12754 by April 1, 2016. Registration is not complete until the payment is received.

The Association is committed to the active involvement of all its members regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.
4. Share the information in this packet with your delegates and chaperones (an in-person meeting is recommended).
5. Make sure all delegates bring some form of photo ID, school ID or DMV ID, with them to Albany.

**Cancellation/Participant and Program Change Policy:** 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.

If you have any additional questions, please do not hesitate to contact me by phone 607-391-2660 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 81st Annual 4-H Capital Days Program.

Sincerely,

Rebecca L. Ireland-Perry
2016 4-H Capital Days Committee Chair
Cortland County Cornell Cooperative Extension
4-H Capital Days Tentative Schedule

Sunday, May 15, 2016

6:30 - 7:15 p.m. Dinner – Taco Bar
Albany Ramada Plaza Hotel, 3 Watervliet Ave, Albany

7:15 – 7:45 p.m. Guest Speaker – Karl Rethemeyer, Interim Dean of Public Affairs

9:15-9:30 p.m. Affairs & Policy, University at Albany
9:15-9:30 p.m. MC orientations – Greg Stevens*
9:30 – 10:30 p.m. Chaperone orientation – Rebecca L. Ireland- Perry*
10:30 p.m. Free time: board games, cards
11:00 p.m. Everyone to his/her own rooms
Lights Out

Monday, May 16, 2016

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 – Tanya Nickerson, NYSACCE-4HE President

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
11:30 a.m.- 2 p.m. Legislative visits scheduled by counties
11:30 a.m.-1:30 p.m.Lunch – meet at open Cafeteria behind McDonald
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.

1 p.m. Capital Tour I: St. Lawrence to Yates (meet tour guide outside Assembly Chambers)
2 p.m. Capital Tour II: Hamilton to Rockland (meet tour guide outside plaza visitor’s center)
3 p.m. Capital Tour III: Albany to Greene (meet tour guide outside plaza visitor’s center)
2:30 p.m. Meet in front of McDonald’s - go as a group to Senate viewing gallery
2:45 – 4:00 p.m. Observe Senate in session
4:30 p.m. Board buses for return to Albany Ramada Plaza Hotel
5:00 Arrive at Hotel
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, May 17, 2016

7:00 – 8:00 a.m. Breakfast at Hotel
8:30 a.m. Depart for Empire State Plaza – drive own vehicles (counties should confirm your check out before you leave for the plaza).
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). Meet in front of McDonalds

- NYSERDA
- Department of Ag & Markets
- Department of Education
- Department of Health
- Department of Parks & Recreation
- Department of Corrections
- Department of Environment Conservation

10:30 – 11:00 a.m. Meet at 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 – Meeting Room 1 in Convention Center
Review of NY State Government Quiz
Program evaluations
1:45 p.m. Safe trip home or scheduled visits with legislators

Note- * = Committee Member
Registration Information & Program Policies

1. Registrations are due **April 1, 2016**. Please complete your registration online at [http://nys4h.cce.cornell.edu/staff/Pages/Capital-days.aspx](http://nys4h.cce.cornell.edu/staff/Pages/Capital-days.aspx). The cost per participant is **$220.00**. Registrations received from **April 2nd** to **April 8th** are subject to a late fee of **$15.00** per participant. Any registrations received after April 8th will be returned!

2. In order to comply with policy we will lodge two participants per room. Adults and youth must be in separate rooms. Room assignments will be made by planning committee members and the hotel. Youth and chaperones are not to make room changes and who fail to honor this requirement may be sent home.

4. You must contact your own legislators for the legislative visits. The committee does NOT make this communication for you. Counties are to schedule legislative visits on Monday, May 16th from 11:30 a.m. to 2 p.m or Tuesday, May 17th after closing.

5. 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 participants are required to attend the visit assigned to you. Choices include: New York State’s Department of Agriculture & Markets, Department of Corrections, Department of Parks & Recreation, 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 in 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. 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. 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. There is an example of appropriate dress on the website.

8. Participants should wear comfortable shoes and plan for a great deal of walking, both indoors and outdoors, including a lot 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 on Monday and Tuesday – pocket knives, scissors, 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)
- 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/staff/Pages/Capital-days.aspx](http://nys4h.cce.cornell.edu/staff/Pages/Capital-days.aspx)

**Committee Contact Information for Questions**

Registration and Refunds – Marylin Jones
Chaperone Questions – Rebecca L. Ireland-Perry
Hotel and Overall Information – Rebecca L. Ireland-Perry
4-H Capital Days 2016 – Payment Form

County ________________________________  
Contact Person __________________________ Email ____________________________  
Home Phone ___________________________ Cell # __________________________ Work Phone __________________________  

A. Total Number of Capital Days registrations ______ x $220=________________________  
   (This covers Sunday & Monday Night hotel and meals for chaperones and delegates)  
   Name ___________________________ Chaperone___ Delegate ___ Male___ Female ___  
   Name ___________________________ Chaperone___ Delegate ___ Male___ Female ___  
   Name ___________________________ Chaperone___ Delegate ___ Male___ Female ___  
   Name ___________________________ Chaperone___ Delegate ___ Male___ Female ___  

   C. Late fee after April 2 – April 8: Total Number of Participants ___ x $15.00=_______  

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

Event registration instructions:  
1. Register online at http://nys4h.cce.cornell.edu/staff/Pages/Capital-days.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 81st Annual 4-H Capital Days event in Albany, May 15, 16 & 17, 2016.

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. 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., May 15 – Taco bar dinner is included with registration. Casual attire.
- Mon., May 16 – Breakfast (at hotel), box lunch (at State Plaza). Casual business attire.
- Mon., May 16 - Dinner Banquet (at hotel). Dress attire.
- Tues., May 17 - (Empire State Plaza) Casual business attire.

Finally you will need to fill out your Health 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 81st Annual 4-H Capital Days event.

Sincerely,

The 2016 4-H Capital Days Committee

Rebecca Ireland-Perry – Cortland County
Marylin Jones – Sullivan County
Jody Tatich – Tioga County
Alycia Schick – Madison County
Andrew Caprino – St Lawrence County
Jamila Simon – NYS 4-H Office
County
Rachel Williams – Seneca County

Greg Stevens – Saratoga County
Tammi Kron – Erie County
Leland Bunting – Rensselaer County
Jessica Nickerson – Wyoming County
Eileen DePaula – Albany County
Mackenzie Egleston – Fulton- Montgomery
4-H Capital Days 2016

CHECKLIST FOR 4-H EDUCATORS

- Register online — for delegates and chaperones
- 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 chaperone 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 appointment. Monday 11:30 -2 or after closing on Tuesday.
- 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., top 3 choices
- 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 made appointments with your NYS senator and assemblyperson for either Monday or Tuesday.
- 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 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 choice.

_____ NYSERDA (Energy Authority)

_____ Department of Agriculture & Markets

_____ Department of Education

_____ Department of Health

_____ Department of Parks & Recreation

_____ Department of Corrections

_____ Department of Environmental Conservation

Did you remember to complete and return to your 4-H Educator/chaperone:

_____ Health Form & Photo Release (including photo release) – available on website

_____ Code of Conduct
Indicate Shirt Size, adult sizes – please circle:
  S,  M, L, XL, 2 XL

Meal Choices:

Breakfast (Monday & Tuesday) Self-serve in hotel

Lunch (Monday) – Empire State Plaza
Select Sandwich Choice:
(includes bottle of water)
  _____ Ham
  _____ Turkey
  _____ Tuna
  _____ Vegetarian Cheese Sandwich
  _____ Gluten-Free Salad, Roll & Fruit

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
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 1light 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-90East to Exit 5 Everett Road Bear right off ramp onto Everett Road
  Left at 1st light into Watervliet Avenue Extension
SAMPLE PRESS RELEASE

Date

For Immediate Release:

Name of Agent/Cooperative Extension Educator
County Name

81st 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 May 15 -17, 2016 for the 81st 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).