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What is Citizenship Washington Focus?

Citizenship Washington Focus is an educational and fun 4-H leadership program for high school youth conducted by the National 4-H Council. For seven weeks of the summer, delegations of 15-19 year olds from across the country attend this six-day program at the National 4-H Youth Conference Center, located just outside Washington, D.C. The program is aimed at enriching young people's lives by broadening their appreciation and respect for themselves and others in the world.

Participants attend workshops, committees, field trips, social events, visit Capitol Hill and meet with Congressmen, all of which provide delegates with hands-on opportunities to learn and grow. Strategy sessions include committee work, selection of issues, introduction of a bill and mock legislative process. Participants learn and practice skills that will make them better citizens and more successful individuals.

Most importantly, participants learn how to have a positive influence on their communities, homes and schools. After learning the “how-to” steps and observing several successful youth-coordinated projects, they are asked to implement those ideas back home in their own communities.

Program Goals

While attending Citizenship Washington Focus, the Iowa delegation hopes to achieve a number of program goals. These may consist of the following:

- Broaden appreciation and practice respect for self and others in the world.
- Increase individual commitment to citizen involvement.
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Strengthen your communication, leadership and other citizenship skills on a national level.
- Exchange ideas, practice respect and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our Capitol, Washington, D.C.
- Engage in physical fitness activities.

In order to accomplish these goals, we will be engaging in activities that may consist of the following experiences:

- A look behind the scenes in our nation's capitol and a chance to meet Senators and Representatives.
- Motivational speakers, workshops and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success.
- Activities that encourage new and lasting friendships.
- An enthusiastic collegiate staff working daily with the youth.
- Fitness and fun.
Program Committees

Each delegate will choose one committee to serve on, as space is available. Committees conduct events and programs throughout the CWF program.

Focus on Communications: This committee will produce the CWF newsletter and slideshow. Anyone interested in journalism or photography should consider this committee. Delegates will learn skills such as writing, proof reading, layout, photography, Microsoft PowerPoint and working as a team while adhering to tight deadlines.

Focus on Government: This committee will be in charge of the Congressional Session. Duties include writing bills to be discussed and executing the assembly. Members of this committee will serve as a Senator or Representative during the assembly. Delegates involved in this committee will learn the congressional process, leadership, speaking skills, parliamentary procedure and discuss other government – related topics.

Focus on Health: This committee will be in charge of the CWF Derby as well as daily health tips/updates. Delegates in this committee will also have the opportunity to create and run other health and fitness activities, and share information on healthy lifestyles with others. In this committee, delegates will learn useful skills such as leadership and working as a team.

Focus on Open-Mindedness: This committee will lead the Town Hall meeting and breakout groups. They will also brainstorm ways in which youth can get involved in their own community and share those ideas with the rest of the delegation. Delegates and this committee will learn skills such as how to have successful youth-adult-partnerships, leadership, planning an assembly or discussion and facilitating and participating in discussion on important topics.

Focus on Responsibility: This committee will help facilitate action planning with their delegation. These action plans will help resolve a concern or issue in their home communities and help carry these plans out upon their arrival back to their home state. They will learn in-depth about the national 4-H “Revolution of Responsibility” campaign.

Focus on Talent: This committee will be in charge of overseeing and executing the talent show and auditions. As they put on this activity, the committee will learn organizational skills and event promotion.

Upon arrival on Sunday each delegate will be randomly assigned to a workshop group, which allows for a mixture of delegates from different states in each workshop. The workshops offered will include Citizenship Toolbox, Congressional Issues, Bill Writing and Strategy Workshops

Bill Writing Workshop

A major portion of the CWF experience is gaining knowledge of government processes. During one of your workshop sessions, you will write a bill and later lobby for its successful passage through the CWF House and Senate.

Sample Bill - Below is an example of a bill written by previous CWF delegates.

<table>
<thead>
<tr>
<th>House Resolution 2.2</th>
</tr>
</thead>
<tbody>
<tr>
<td>The House of Citizenship Washington Focus</td>
</tr>
<tr>
<td>Of Week 6, Two Thousand Three</td>
</tr>
</tbody>
</table>

Resolved by the House Agriculture Committee of Citizenship Washington Focus that; Whereas illegal substances are being used to improve performance of livestock, and; Whereas the rules on the aforementioned substances are not regulated and enforced, and; Whereas the punishments for these offenses are not consistent, therefore be it; Resolved that testing be done more frequently such as the completion of each class, and be it further; Resolved that a regulatory body be put in place to enforce these rules, and be it finally; Resolved that a fine of an amount between $1,000 and $5,000 be implemented and a ban of five years from showing be enforced. Money raised by these fines shall be used to cover the cost of regulation. (Sponsored by Carrie W. of PA & Jenni L. of OK)
Bus Arrangements & Features

CIT Signature Transportation will provide our trip transportation. The bus will have a DVD player. It is not guaranteed we will have Wi-Fi and electrical plug-ins on the bus to charge electronic devices.

National 4-H Conference Center On-Site Details

CONFERENCE SITE
You will be staying at the National 4-H Center, located in a quiet residential part of Chevy Chase, Maryland, a suburb of Washington, D.C. The 4-H Center is a former women’s college consisting of about four or five buildings nestled in a park-like setting. The facilities are similar to dormitories. Meetings and assemblies will be held on-site at the Center.

LODGING
Three or four people will be assigned per room which includes a private bathroom. Bedding and towels will be provided. Some rooms have bunk-beds but some have shared double or queen beds. You will be assigned Iowa roommates who are not from your own county. National 4-H Center staff assigns rooms and roommates are not divulged ahead of time.

MEALS
Meals are served cafeteria-style at the Center. There are a variety of foods with vegetarian selections available. On tour days, you will need to purchase meals at the Capitol Mall, in museum cafeterias or at fast food restaurants. Remember, costs are higher in an East Coast city than in the Midwest. Budget accordingly.

GROUP PHOTOS
There will be opportunities to take informal group photos. 4-H staff acknowledges that delegates may take digital photos and want to share with others in the group. Please be respectful and seek individual’s permission by asking first. This is especially true with use of social media. If you choose to share with the group, please do so safely. Iowa 4-H does not assume liability or cost of producing and sending out CDs/Videos.

TRADING ITEMS
Exchanging trading items is a great way to meet people and an event is planned around it at CWF. You will need between 30-40 items altogether. You may want to be creative and make your own pins, magnets or calling card packs! Handmade items are often the most desirable.

Security and Safety

SECURITY IN WASHINGTON D.C. AREA
The National 4-H Center is located in a residential section of Chevy Chase. The building has 24-hour security and the doors are locked after curfew. Although the area around the Center is generally safe, caution should be exercised whenever leaving the site.

Washington, D.C. has a population of about 600,000 residents with almost 5 million people in the metro area. Any large urban area has unsafe neighborhoods and “shady characters”; Washington, D.C. is no exception. Just off the main Mall area, there are many street people who try to talk to or sell all sorts of overpriced trinkets to unsuspecting out-of-towners. They are all too aware that tourists are easy targets (especially young tourists who are not “street smart”). While some of these people are just down on their luck, some are also beggars, thieves or pickpockets. For your safety, do not talk with them, give them money or even let them know you have a wallet!
When tourists are unaccustomed to seeing street people, they sometimes make fun of them or take their photos. Please respect their dignity and privacy; they have feelings like everyone else.

Former CWF delegates and chaperones offer this advice for staying safe on the trip:

- Use a buddy system and always stay in groups of at least four.
- Don’t wear your name tag outside of conference buildings.
- When with the group; do not lag behind where you could accidentally become separated from them.
- Do not go out at night or before dawn, even for a group run.
- Always be aware of your surroundings and use caution on the streets.
- Do not talk with street people or give money to strangers!
- Do not flash money which could be easily grabbed.
- Pay attention to transactions and count returned change after purchases.
- Keep shopping bags closed and in front of you when walking so no one can remove or add anything.

EMERGENCY CONTACTS
Chaperones and their telephone numbers will be listed on a roster that will be e-mailed to you. If you have questions, please call Jeff Macomber, the Iowa 4-H State CWF Coordinator at (515)975-2677.

If you must cancel at the last moment or become delayed due to emergency, please contact the State CWF Coordinator immediately so appropriate contacts can be made for you! Your chaperones will be expecting you at the boarding site. We must know if you are canceling, even if at the last minute! If you cancel due to an emergency, there may be a possibility of a partial refund.

To reach The National 4-H Center Front Desk, you may call (301) 961-2801 or (301) 961-2800. This second number connects callers to the Automated Attendant, which is answered 24 hours a day, seven days a week. After you check in at the Center, you will have a direct room phone number to share with family at home.

Staying in Touch

CELL PHONES
You may bring a cell phone with the understanding that:

- expensive roaming charges may apply to your phone;
- cell phones must be turned off during all scheduled programs, including tours;
- cell phones may be used only during scheduled free time or to contact Adult Advisors while offsite;
- cell phones may not be used after curfew (your roommate will want to sleep);
- if a cell phone privilege is abused, Adult Advisors will confiscate the phone and return it later.

MAIL AND EMAIL
You may receive correspondence while at the National 4-H Center by either e-mail at the Cyber Center or by surface mail. It is important for well-wishers to address your letters very specifically, as below. Outgoing mail can be sent from the Center Monday-Saturday.
Spending Money

SPENDING MONEY
CWF Program staff suggests budgeting at least $25 per day, for a total of $150-250. Some people will spend more; others will spend much less. Budget carefully, to allow for expenses on the return trip.

Instead of bringing all your money as cash, you might want to consider bringing a Debit Card or Traveler Checks. These can be obtained at many banking institutions.

- Visa or Master Card Gift card is a prepaid card welcome everywhere Visa or Master Debit cards are accepted. The gift card is issued by a bank pursuant to terms and conditions determined by the bank and that creates a contract between the cardholder and the bank. The bank that issues the gift card is referred to as the card issuer. Gift cards are loaded with a set amount of funds on the card and can be used for multiple purchases for as long as value remains on the card. Additional funds cannot be added later if the card is a non-reloadable gift card.

At least four optional tips will be collected, one for the tour guide at Gettysburg, one for the bus driver who will accompany your group throughout the week, and one for the CWF Program Assistant who will be your guide throughout the week. Also, a small donation is appropriate, but not required, at National Cathedral. One or two dollars would be a suitable amount in each instance.

SAMPLE BUDGET – CHART INDICATES MEALS YOU NEED TO PURCHASE PLUS SOUVENIRS. MEAL COSTS MAY BE MORE THAN SHOWN.

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
<th>Total</th>
<th>Souvenir Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td></td>
<td>Bus travel</td>
</tr>
<tr>
<td>Saturday</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td></td>
<td>Bus travel</td>
</tr>
<tr>
<td>Sunday</td>
<td>$10.00</td>
<td></td>
<td>$10.00</td>
<td></td>
<td>Gettysburg</td>
</tr>
<tr>
<td>Monday</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>Mount Vernon</td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>Arlington National Cemetary</td>
</tr>
<tr>
<td>Wednesday</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$40.00</td>
<td></td>
<td>Capital Hill/Union Station</td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td>$</td>
<td></td>
<td></td>
<td>National Cathedral/Smithsonian Zoo</td>
</tr>
<tr>
<td>Friday</td>
<td>$25.00</td>
<td></td>
<td>$25.00</td>
<td></td>
<td>Nation Mall/Smithsonian Museums</td>
</tr>
<tr>
<td>Saturday</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td></td>
<td>Bus travel</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$135.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The 4-H Center has a Campus Shop where you may purchase postcards, stamps, memorabilia and personal items. To help you plan your own personal budget, estimated prices for a few frequently purchased items are listed below:

<table>
<thead>
<tr>
<th>T-Shirts</th>
<th>Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theme Restaurant</td>
<td>$26</td>
</tr>
<tr>
<td>Street Vendors</td>
<td>$11</td>
</tr>
<tr>
<td>Campus Shop at 4-H Center</td>
<td>$13</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
What Should I Bring?

FOR THE BUS:
___ Overnight travel stop bag so that we do not have to unload and reload the bus for one night
___ Snacks for travel
___ Water bottle which will not spill, is easy to carry and can be re-filled (Do not rely on soda!)
___ Snack to share with the group (not too much-there will be many others to share!)
___ Small pillow for the bus (or you can use your jacket or a sweater as a pillow!)
___ Light blanket, afghan or throw for the bus
___ DVD’s for on the bus (optional), labeled with your name! No ultra gory or violent movies.
___ Deck of cards or other travel games for on the bus (optional)
___ iPod/MP3 Player (optional). Earphones must be used with all radios or disc players brought onboard

AT THE CENTER:
___ Nightwear, lightweight bathrobe and slippers or flip-flops (3-4/room lodging; private bath)
___ Personal toiletry items
___ Small hairdryer, curling iron or whatever you need to be beautiful
___ Alarm clock and wristwatch
___ Small trade items that you make, buy or solicit locally
___ Pen and small notebook or pad for committee work and workshops (post it notes)
___ Props & musical instruments for Expressive Arts show (optional)
___ Safety Pins

FOR OFF-SITE FUN:
___ Extra pair of comfortable shoes (You will walk a LOT; do not bring shoes you have never worn!)
___ Raingear or umbrella
___ Sunblock!!!
___ Small package of wash/dry towelettes are recommended
___ Inexpensive camera labeled with your name, address, phone number
___ Extra camera batteries

STAYING WELL
___ Acetaminophen for headaches or achy muscles
___ Antacid tablets for upset stomach
___ Band-Aids for blisters from walking!
___ Antibacterial cream
___ Contact solution, if needed
___ Imodium AD or other anti-diarrhea tablets
___ Prescriptions, if needed

Packing tips:
Two pieces of luggage plus a carry-on are allowed (back-pack suggested; garment bags ok).
Put name tags on all luggage, including camera.
Pack as lightly as possible; roll your clothing and try not to bring things that wrinkle. Irons are not provided.
Place bottles that might leak (shampoo, lotions) in zip-lock bags. Do not bring glass bottles.
Do not bring valuable jewelry or cameras. Do not bring towels & linens – they are provided.
Iowa CWF Dress Code

During your week in Washington you will meet many people and will be representing the 4-H program, your family, county, Iowa and youth of America, so plan to dress accordingly. Your appearance must reflect your position as an ambassador of 4-H and Iowa! (You cannot dress as if you were “on vacation”.) If in doubt about an item of clothing, dress on the conservative side! We suggest borrowing items rather than purchasing clothing you would seldom wear. Please be aware that Iowa’s Dress Code is enforced by your chaperones and you will be asked to change if your clothing is inappropriate. (The Dress Code applies to both youth and adult participants.) A dress code classification system has been developed which describes the type of dress expected for each CWF activity. The following categories have been established to correspond to activities outlined in the Tentative Program schedule found in the CWF program section on the national web site: Very Casual, Casual, Professional Casual, and Dressy. Washington, D.C. will be very hot and humid with daytime temperatures ranging from the high 80’s to high 90’s! Lightweight, light-colored cotton clothing is recommended. Limited laundry facilities are available but note that free time is also limited.

<table>
<thead>
<tr>
<th>Event</th>
<th>Very Casual</th>
<th>Casual</th>
<th>Business Casual</th>
<th>Dressy</th>
<th>CWF Attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organized Activities (Derby)</td>
<td>All activities unless otherwise specified</td>
<td>National Cathedral (Tues) Speaker (Mon)</td>
<td>Cultural Heritage Evening Dinner Theatre (Thurs)</td>
<td>Capitol Hill Day (Wednesday)</td>
<td></td>
</tr>
</tbody>
</table>

**For Guys:**
- Clothes and shoes to get wet or dirty; can be old jeans, T-shirts, or shorts.
- Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.
- Slacks, dress pants, polos or button down shirts (MUST have collar for Cathedral.) Dress shoes, boots, no athletic/tennis shoes.
- Dress pants, slacks with a button shirt and tie, leather shoes, boots. No athletic shoes. Jackets recommended.
- Khaki pants and the CWF Polo shirt. The polo will be provided.

**For Girls:**
- Clothes and shoes to get wet or dirty; can be old jeans, T-shirts, or shorts.
- Jeans, khakis, shorts, T-shirts, sneakers. Does not include cut-offs or jeans with holes in them.
- Skirts, dresses, slacks, nice shirts. (Shoulders MUST be covered for Cathedral.) Khakis or dress denim are appropriate. No athletic/tennis shoes.
- Dresses, skirts, suits, nice shirts, leather shoes. Nylons are optional. No athletic/tennis shoes.
- Khaki pants or skirt and the CWF Polo Shirt. The polo will be provided. No Capri/cropped pants are allowed.

**WHAT IS NOT ALLOWED**
- No shorts, skorts or skirts shorter than fingertip length when arms are fully extended at their side.
- No ripped or cut-off shorts; no denim overalls, short shorts or swim trunks.
- No t-shirts or tops with offensive slogans, beer or tobacco ads or other messages in bad taste.
- No tube tops/strapless shirts or bare midriff tops, muscle shirts and similar items.
- No spaghetti strap clothing, except for formal evening wear.
- No underwear may show (bras under extra narrow straps or briefs above waistbands). No extreme low-rise pants.
- No hats/caps may be worn inside the 4-H Center, government buildings or museums anytime. (OK outdoors.)
- Shoes or sandals and shirts must be worn at all times. Be sure they are comfortable!
- Pants and shirts must meet when arms are fully extended over your head.
Backpack Guidelines

Backpacks are not allowed in many government buildings and museums. Below are specific guidelines for visiting:

- **U.S. Capitol** - Do not bring large daypacks, backpacks or luggage into the Capitol. Any bag larger than 14" wide x 13" high x 4" deep is prohibited. **Other restrictions include cans and bottles, full or empty.** For a more detailed list visit [http://www.visitthecapitol.gov/visit/visitor_safety_and_policies/](http://www.visitthecapitol.gov/visit/visitor_safety_and_policies/)

- **Smithsonian Museums** - We ask that when you visit the Smithsonian that you help us to ensure our collections remain safe. Please consider leaving any items that need to be checked at home or at the hotel, as many of our Checkrooms and Lockers are now closed. Bring only a small purse or "fanny-pack"-style bag. **Do not bring** large daypacks, backpacks, or luggage into the museums, as they will be subject to a lengthy search in each building entered. **Do not bring** any sharp items into the museums such as knives (including pocket or "Swiss Army"-style knives), screwdrivers, scissors, nail files, corkscrews, etc. Other items not permitted include firearms, pepper spray, and Mace.

Delegate Visit to Capitol Hill

**THE VISIT**

You are a very important constituent to your congressional representatives. You come from Iowa -- their home state -- and reflect attitudes and feeling about our concerns.

- Be positive.
- Be absolutely honest. Answer all questions candidly and as truthfully as possible. If you do not know an answer, indicate you will find out and write when you get home. Remember all the 4-H members, leaders and parents that you represent on these visits!
- Be a strong and articulate advocate of 4-H. This is your chance to speak up for Extension and the 4-H program. Thank the staff and congressional representatives for the federal dollars provided for the Extension Service and 4-H.

**FOLLOWING THE VISIT**

Write thank you letters to each congress person with whom you meet. (They are not allowed to accept gifts.) If you can, stop at your congressional representative’s office at home and report about your visit.

Hints: Since you will be representing 4-H’ers from throughout the United States, appropriate dress is essential. Khaki pants and the CWF polo shirt are required. The polo shirt will be provided by National 4-H. If you want to wear comfortable shoes, bring your good shoes and change before the appointment. Be sure to wear your nametag while visiting Capitol Hill but not outside on the streets.
In order to be prepared for the CWF experience, you need to be aware of some of the current political issues that are on the state’s and the nation’s agenda. In addition, you should be prepared to discuss your own thoughts and viewpoints on those issues. Below is a discussion preparation guide that will be helpful to get your mind moving on political events in our state and our nation. Think critically about each question. Then take time to answer each question fully.

The U.S. Electoral College chooses a new President of the United States every four years. In order to win support of the popular vote, the candidates must focus on the major issues such as education, agriculture, health care, Social Security, the Iraq War, terrorism, and the United States’ place in a global community. How could a new President’s beliefs on these issues and/or others affect you and your family in Iowa?

2. If you were a U.S. Senator from Iowa, what would be the first bill you would bring to the Senate floor? What information would you include in your bill? What suggestions or criticisms might other Senators have of your bill?

3. Senator Grassley and Senator Harkin are coming to your town for a listening session. What questions would you raise in order to interest the senators in specific issues in your own community? Prepare two specific questions for the senators.

   Senator Grassley:
   1.
   2.

   Senator Harkin
   1.
   2.

Some websites you may want to investigate for more information are:
http://www.senate.gov/  
http://thomas.loc.gov/home/thomas.html  
http://www.house.gov/  
http://www.house.gov/house/Tying_it_all.html  
http://www.grassley.senate.gov/  
http://www.harkin.senate.gov/

Bring this form with you. You’ll reference it at times throughout the CWF Experience.
Preparation for CWF

- Do your Pre-Departure Brain Busting Prep and be prepared to discuss it during the trip.
- Know the names and party affiliation of your elected representatives.
- Become familiar with the US Constitution, Bill of Rights & other amendments.
- Identify current issues that have an effect on youth in preparation for discussion.
- Be able to list the three branches of government and their basic functions.
- Prepare for your visit to Capitol Hill.

Capitol Hill Orientation

Our delegation will travel to Capitol Hill to meet with our state Senators. Each state has two Senators; the number of Representatives varies on the population.

Prior to CWF, learn who your Senators and Representatives are and write down 3-5 questions to ask them.

A sample question: “Senator Christopher Clover, as a member of the foreign relations committee, what is your stance on the Chen Guangcheng refugee status request?”

Question 1: __________________________

Question 2: __________________________

Question 3: __________________________

Question 4: __________________________

Question 5: __________________________

Personal Preparation for your visit to Capitol Hill:

A. Know pertinent information about all of your Senators and Representatives:
   1. Name
   2. Political party
   3. Length of service in Congress
   4. Committee Assignments
   5. Special interests and priorities
   6. Names of top staff members

B. Review your knowledge of 4-H and Extension:
   1. Name of your Extension staff members (county & state)
   2. Information about 4-H in your state and community
   3. Why 4-H is valuable to you and your community
   4. Why federal dollars should be spent on 4-H
   5. How Iowa’s program compares with programs in other states