

# IOWA STATE UNIVERSITY

## Extension and Outreach

4-H Youth Development  
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Dear Conference Chaperones:

Conference is an exciting time for everyone but it couldn't go on without you. We want to help make this a positive experience for you too so we're sharing some information to help you feel more comfortable before you arrive.

Registration begins at **8:00 am** on Tuesday, June 25 where attendees can pick up their registration packets in the Richardson Court lawn. At **9:45** after registration is completed, all delegates will meet together on their residence hall floors for your first floor meeting. This is a chance for you and the other chaperones to know who's on the floor with you and for you to get to know the delegates that you'll be working with and checking in on your floor. A suggested agenda for that meeting will be in your registration packet.



Iowa 4-H Youth Conference  
June 25-27, 2019

From floor meetings, Conference delegates and chaperones will go to opening session in CY Stephens Auditorium. Round-Up delegates and chaperones will meet back in the RCA Courtyard to walk to their session at Kildee Hall. At this session directions for the picnic, service learning, and educational workshops will be given. Rules and general delegate expectations will also be shared. All delegates participate in opening session.

Tuesday's lunch will be in Seasons Dining Center in the Maple-Willow-Larch Complex from **12:15 to 2:00 pm** for Conference delegates. Delegates will be dismissed for lunch by rows--the lines will be long so it's good for some to go to their room first and eat in shifts. After the delegates get off to lunch, there will be a chaperone meeting in Stephens Auditorium, beginning at approx. 12:30 pm. At this meeting, you will find out specifics for future floor meetings as well as sign up for possible times to volunteer in the conference office and evening door duty. You'll then go join the crowd for lunch.

In addition to your daily contact with delegates, chaperones will lead floor meetings, sharing information given at the chaperone meeting. It's also a chance for you to get to know the people on your floor. There should be more than one adult on a floor so you can work together as a team to lead the brief meetings each evening. We also expect you to check-in your designated delegates each night and report to your area coordinators so we're sure all youth are accounted for each evening.

There are no phones in the residence hall rooms so I encourage you to bring your cell phone and share that number with the front desk and your delegates. Please remind delegates to cross Lincoln Way responsibly on their way to sessions. Also, be aware of the dress code and help your delegates abide by it. Residence hall assignments are made by gender so boys should not be found wandering the floors of girls' dorms or vice versa. There are designated lounges on main floors of each building for boys and girls to hang out together. Delegates will be housed in Oak-Elm, Linden, Freeman and Maple.

If you should have any questions, state council members are easy to spot and willing to help you. The conference headquarters are located on the main floor of Linden Hall and also have staff and volunteers available to help. We are looking forward to a great conference and hope you are too!

Thank you for your time, enthusiasm and cooperation to make this conference a success.

Sincerely,



Haley Jones  
State 4-H Program Specialist

State 4-H Council Conference Committee

## Tuesday, June 25 Morning Floor Meeting

- Identify the chaperones on the floor and the floor staff person if you have one; make sure you know where everyone is rooming and names of all delegates
- Remind we meet again tonight after the dance, about 11:50 pm, same place. Explain the importance to be at floor mtgs.; if they don't feel well and go to bed early they must tell the floor chaperone. We can knock or key into the room to confirm they're inside.
- Go over schedule for the afternoon and encourage delegates to carry their conference booklets—it has a map and the schedule.
- Conference delegates go from here to CY Stephens for Opening Session. Make sure cell phones are off/on silent during sessions and take hats off in buildings. Following, lunch is in Seasons Dining Center in Maple-Willow-Larch Complex (east of us), serving from 12:15-2:00 pm—the state council members will lead groups over after the session, but if there's a line when they go, come back and try later as people will likely need to eat in shifts. Some may want to come back and get settled in the room before lunch rather than stand and wait. You can enter both on the north side of the building or going through Maple on the west side.
- Round-Up participants will meet in the RCA Courtyard (where they checked in this morning) at 10:30 am to go to their first session. They will have their sessions and eat lunch there and return to campus around 5 pm for evening activities.
- After lunch, they'll meet their workshop groups back in the RCA Courtyard where you met this morning.
- This evening, they'll go to Picnic/Recreation, they'll meet in the same place--find group with same number as sticker on their nametags. Half will be picnicking first/half do recreation and groups will switch.
- Tonight's dance is on the outside patio of the Memorial Union. If you don't like dancing, alternatives include pool/video/board games in the lower level of the MU called the Underground. There is also swimming in State Gym pool. State council members will meet people in RCA Courtyard at 7:15, 7:45, and 8:15 to take groups to swim. If delegates go at other times, that's no problem--it's on the map and chaperones/council will be available to help. With swimming as an option, remind delegates that swimsuits SHOULD NOT be worn to dance, game areas—clothes should be changed before leaving State Gym. Swimming closes at 9:30 pm.

- Each dorm has a main lounge designated as an area that both boys and girls can hang out in until floor meetings. That is the only place allowed in buildings of the opposite sex. Buildings we are using this year are Linden, Oak-Elm, Freeman, and Maple.
- If you think you'll be hungry after the dance, both tonight and tomorrow night there will be pizza orders. Tonight—a table set up at the picnic near the food line. On Wed. at the Banquet—on individual tables. The pizza will be delivered to the RCA Courtyard area at approximately 11:15 pm tonight and 11:45/12:00 tomorrow night. You'll pay when you pick up your pizzas. So, you may want to leave the dance a little early if you ordered pizza. We're using a new business—Pizza Ranch.
- Remind everyone of the importance of nametags and wristbands. With a group this large different chaperones will be manning doors and won't know you. Chaperones can only let you into events, etc. if you have both on—nametags should be worn around your neck, not just in pockets or on your belt, etc. Meal bands should be worn around your wrist, not on your nametag, etc. They must be worn at all times—including dances!
- Please stress safety—our rules are for the safety of the delegates. Delegates should stay off fire escapes and use inside entrances/exits. Residence hall security will be walking through the dorms during the night as well. Following floor meetings, all delegates must stay in their respective dorms. There will be chaperones monitoring outside and if delegates are found outside the dorms after hours, their parents will be called and delegates may be sent home. (You will receive emergency procedures during the chaperone meeting).
- Make sure to share your room number so they know how to find you for an emergency (and your cell phone # if you have and would like to share). Emergency phone numbers are also in the program booklet—please point out.
- Sickness/Injury—There is a nurse on duty at all times for the conference, housed in Linden Hall. Make sure delegates tell a chaperone or a council member if something is wrong so we can get help or come to the Linden desk. If an emergency occurs and we need a doctor, please share with the staff in Linden as we must track that as well.