

# Coordinator Handbook



CITIZENSHIP  
WASHINGTON  
FOCUS

## Introduction

You and your young people are about to make history as participants of another year of Citizenship Washington Focus! We anticipate an exciting summer—one week that both you and your delegation will remember for a lifetime. Get your young people excited to learn about the history and culture of our nation, while having fun and meeting new people from across the country. Your group will be a part of a 50-year tradition of young people whose eyes are opened up to their own potential as leaders and citizens, in their club, their community, their country and their world!

At the National 4-H Conference Center, we realize that each delegation goes through different processes to plan and carry out their CWF trip. In order to promote and maintain a smooth program, we ask that a copy of this coordinator handbook be distributed to both the head chaperone(s) and the Delegation Coordinator. We will also be holding several opportunities for CWF Coordinators and chaperones to take part in teleconference calls during the spring so they can ask questions and receive more information about the program. We hope that this will help you prepare for a wonderful week at the National 4-H Conference Center and in Washington!

The entire week will be focused on citizenship and leadership skills. The delegates will learn what they can do to be active in our political system TODAY, not just 10 years from now. CWF provides opportunities for young people to:

- Strengthen communication, leadership, and other citizenship skills on a national level.
- Understand the importance of civic and social responsibilities as they relate to the development of better citizens and leaders.
- Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
- Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.

In this handbook, we have combined all of the forms needed from each CWF delegate. These forms include a Health Information and Consent for Emergency Treatment form, the National 4-H Conference Center Code of Conduct, and the Media and Information Release form. They can also be found on our website at [www.citizenshipwashingtonfocus.org](http://www.citizenshipwashingtonfocus.org), under the registration tab. Please be sure to collect all these important forms from each delegate, you will need to submit the code of conduct and media release form to the Center, however the health form is for your head chaperone to keep with them. You may use your own state health forms in lieu of the one we provide.

**\*\*Please make sure to read the entire handbook as a few details have changed this year. And if you have any questions, please do not hesitate to contact one of our friendly staff members. Thank you for your continued interest in the Citizenship Washington Focus program!**

For information on all of the traditional and newly added CWF activities, see the details inside this handbook. We look forward to seeing you in Washington!

Sincerely,

Maria McNeely  
Director, Educational Programs  
301-961-2812  
[mmcneely@4hcenter.org](mailto:mmcneely@4hcenter.org)

Kelsey Conklin  
Specialist, Educational Programs  
301-961-2810  
[kconklin@4hcenter.org](mailto:kconklin@4hcenter.org)

## Program Overview

Citizenship Washington Focus (CWF) is a citizenship program conducted by the National 4-H Council (Council) for high school youth. For seven weeks during the summer, delegations of 14-19 year-olds from across the country attend this six-day program at the National 4-H Conference Center (Center), just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote “Better Citizens Today, Better Leaders Tomorrow”. Participants learn by attending workshops, committees, field trips, and social events.

## Program Objectives

1. Strengthen communication, leadership, and other citizenship skills on a national level.
2. Understand the importance of civic responsibilities as they relate to the development of better citizens and leaders.
3. Exchange ideas, practice respect, and form friendships with other youth from diverse backgrounds.
4. Experience hands-on learning using the historical backdrop of our nation’s Capital City, Washington, D.C.

## Program Staff

Council facilitates the CWF program. Staff members are responsible for planning the program, distributing registration and group coordinator information, organizing logistics for workshops and field trips, and implementing and evaluating the program. During CWF, groups will interact with numerous members of the National 4-H Conference Center (Center) Staff and the CWF Program Assistants.

Program Assistants (PA’s) play a key role in the implementation of the CWF program. On campus, they greet visiting groups and orient them with The National 4-H Center, lead workshops and assemblies, advise committees, arrange room set-ups and audiovisual equipment, and assist group chaperones and coordinators. Off campus, PAs aid groups by providing route information, interpretation of sites, and coordinating field trip logistics. All PAs are licensed and trained as District of Columbia Class B Tour Guides.

The Educational Programs Director and Program Specialist coordinate and execute the Citizenship Washington Focus (CWF) program by working with each group's coordinator, State Leaders, County Agents and volunteers from every state in the country to ensure that each CWF group has the best experience possible. They also train and manage 10-15 interns acting as a resource and mentor to the CWF Program Assistants who work directly with the youth.

## Program Participants

Youth ages 14 to 19 years old may participate in CWF. Adult advisors accompanying CWF delegates are asked to participate in coordinator/chaperone meetings and may sit in on CWF workshops and committees, but only as a silent observer. Adults may not bring their own children, unless the children are CWF delegates. Council recommends that delegations include one adult for every 10 to 15 youth participants. *CHAPERONES MUST BE AT LEAST 19 YEARS OF AGE BY THE DATE THEIR PROGRAM BEGINS.* Each delegation MUST have an adult group coordinator.

## Dress Code

Throughout CWF program, participants will meet many people. Each delegate represents not only him or herself, but their family, county, state, peers, and 4-H. Clothing and grooming reflect upon the participants and what they represent. A dress code has been developed which describes the type of suggested dress for each CWF activity. It is the responsibility of each delegation to determine what is and is not appropriate for your specific delegation. The following categories have been established to correspond to activities outlined in the Tentative Program Itinerary posted on the CWF website.

### **Suggested Dress Guidelines**

**Very Casual :** Clothes for being outside/being active that you can get wet and dirty.

**Casual :** Shorts of respectable length, jeans, T-shirts, and appropriate shirts. No active wear.

**Business Casual:** Ladies: Skirts, dresses, slacks, nice capri pants, or nice shirts. Gentlemen: Dress pants, slacks, polos or button-down shirts

**Dressy:** Ladies: Skirts or slacks with nice dress shirts, dresses, or suits. Gentlemen: Dress pants, slacks, button shirts, and a tie. Jackets recommended.

### **Important Dress Code Information** - Pertains to *ALL* dress code categories

- Shorts, skirts, and dresses must be a respectable length. Respectable length defined as: Being as long as or longer than the tips of the individual's fingers when arms are fully extended at their side.
- Tube top/strapless shirts will not be allowed during the CWF program.
- Cropped shirts and extreme low-rise pants are not allowed.
- When visiting the National Cathedral shoulders must be covered.
- Ripped clothing, cut-off shorts, T-shirts with offensive slogans or messages that are in bad taste, muscle shirts, and similar items are not allowed.
- No hats to be worn in buildings
- Shoes and shirts must be worn at all times.

## **Name Badges**

Name badges will be furnished by the CWF program. Each delegate and chaperone will receive CWF lanyard with a name badge. These **must** be worn at all times, with the participant name clearly visible. Name badges function as a meal ticket and identification for security purposes while at the Center. They will also function as identification with the CWF program and allow Program Assistants to find delegates in crowded areas.

*\*\*Chaperones concerned about delegate safety and anonymity when downtown (for example, on the metro) may instruct delegates to unclip their name badge so the delegate is still wearing the lanyard, but not the name card.*

## **Committees**

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

### **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 develop the skills to facilitate important discussions on community issues amongst a group of their peers.

### **Focus on Talent**

This committee will be in charge of overseeing and executing the talent show and auditions. This committee will learn how to put on an activity as well as promote an event. The delegates in this committee will learn organizational skills as well as promoting of events.

## **Workshops**

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.*

## CWF Events

**Opening Ceremony:** This is a brief introduction to the CWF Program Assistants and State Delegations attending CWF for the week. ~ (Casual)

**Pin Trade & Get-Aquainted Social:** Each Delegation should bring something that can be traded with other delegations that signifies their home community. Pin Trade items should be inexpensive and/or homemade to show pride in one's home state. Delegates should bring their trading items to this activity and take advantage of this time to get to know their fellow CWF participants. ~ (Casual)

**The Derby:** Delegates will take part in fun outdoor activities (weather permitting). Participants may get wet and/or dirty during these high-energy, high-fun activities. ~ (Very Casual)

**Nightview of Washington, D.C.:** Each delegation will be lead on a night tour of Washington D.C. by their Program Assistant(s). Delegations will stop at the Thomas Jefferson, WWII , Lincoln, Vietnam War, and Korean War Memorials. Delegates are encouraged to bring a camera and to be prepared for the weather, rain or shine. ~ (Casual)

**Mount Vernon:** Take a walk through the original home of George and Martha Washington. The best strategy is to tour the mansion before visiting the outer buildings and the grounds. The area includes a gift shop, food court, and restaurant for lunch or just a break. Take your camera and be prepared to walk. [www.mountvernon.org](http://www.mountvernon.org) ~ (Business Casual)

**Arlington National Cemetery:** Visit the Kennedy Grave sight, the Tomb of the Unknown, and changing of the guard. Be ready for the weather and a lot of walking. [www.arlingtoncemetery.org](http://www.arlingtoncemetery.org) ~ (Business Casual)

**Capitol Hill Day:** This time is for exploring the Capitol Hill area by taking tours and meeting Congresspersons. Any appointments to meet with Senators and House members are arranged by the delegation. Reserved tours can be scheduled by delegations before arriving. *For more information see the Capitol Hill section of this booklet.* ~ (CWF polos and khakis)

**Twilight Tattoo:** This hour-long sunset military pageant is presented by the United States Army Military District of Columbia at Fort Myer in Arlington, VA. Members of the 3rd U.S. Infantry (The Old Guard), the U.S. Army Band "Pershing's Own," Fife and Drum Corps and the U.S. Army Drill Team perform. <http://twilight.mdw.army.mil/> ~ (CWF polos and khakis)

**Washington National Cathedral:** Enjoy a full tour of the world's 6<sup>th</sup> largest cathedral. There is a gift shop and plenty of beautiful photo opportunities. [www.cathedral.org](http://www.cathedral.org) ~ (Business Casual)

**Cultural Heritage Evening:** The group coordinator arranges this evening. *Event suggestions are listed in the Cultural Heritage section of this booklet.* ~ (Dressy)

**Delegation Day:** This is the delegations' time to explore downtown D.C. The CWF handbook will have maps for help with directions. Arranged tours can be made by each delegation. *Refer to the Delegation Day section of this booklet for ideas and information.* ~ (Casual)

**CWF Talent Show:** Watch or participate as CWF delegates show off their special talents. Delegates wishing to participate should bring their own props, costumes, instruments, music, etc. ~ (Casual)

**Closing Ceremony:** Watch the week in review slide show and hear the highlights of the week as the Program Assistants bring the week to a close. ~ (Casual)

**Farewell Dance:** Dance the night away with all your new friends as the CWF week comes to an end. ~ (Casual)

## **CWF General Schedule Information**

**All schedules for the CWF program are TENTATIVE**, meaning they may change throughout the year, up to the date of your group's arrival. Every effort will be made not to make drastic changes to the schedule, especially last minute. Whenever a significant alteration is made, a new schedule will be posted on the website with a paragraph explaining the change.

The registration/check-in times will always occur on Sunday between 3:00 and 5:00 p.m. Groups may not register before this time. If your group needs to arrive early, please talk to the Sales and Planning department, and we will be happy to book additional rooms for your group. Check-out will occur on Saturday between 9:00 a.m. and noon. If your group requires an earlier departure, please let your PA know when you arrive. Also, if you would like to stay longer than noon on Saturday, please let the Sales and Planning department know when you register to attend. To see the most up to date schedule, visit our website at [www.4hcwf.org](http://www.4hcwf.org) and click on the Planning Resources tab.

## Program Costs

### Package Price:

Please find the cost of the program on our website at [www.4hcwf.org](http://www.4hcwf.org) or by contacting **Jeunice Salita-Lim** at [jsalita@4HCenter.org](mailto:jsalita@4HCenter.org) or 301-961-2892. Pricing includes meals, lodging and tuition outlined below:

### *Meals:*

Sunday:	Dinner
Monday:	Breakfast, Lunch and Dinner
Tuesday:	Breakfast, Lunch and Dinner
Wednesday:	Breakfast and a Union Station lunch/dinner voucher
Thursday:	Breakfast and Lunch
Friday:	Breakfast and Dinner
Saturday:	Breakfast

### *Lodging:*

Youth: 3 or 4 per room with private bath  
Adults: 2 per room (in most cases) with private bath

### *Tuition:*

All program activity costs, including admission fees for site visits, logistical support, materials, and expenses incurred in the official program outline:

- Program Arrangements
- Curriculum Materials
- Admission to sites on CWF itinerary (does not include field trips arranged by delegation)
- Program Assistant Team
- Tuition does not include the cost of Cultural Heritage Night, Capitol Hill Day, or Delegation Day activities arranged by the group, or any transportation costs associated with the program.

## **Payment Policy**

Your group's bill must be paid in full at least thirty (30) days prior to your arrival at the National 4-H Center. Be sure to check with the Front Desk before checkout to pay for additional charges incurred during the program. The Group Coordinator is responsible for making sure delegates pay for phone calls or other personal expenses at the Front Desk prior to checkout. Please be advised that the advance invoice may not reflect all changes made after we receive your Change Form. Post-billing is available if valid purchase order is provided.

### **Early Arrivals and Late Departures**

Requests for early arrivals or late departures are accepted based on space availability. **Please submit requests as soon as possible.** You may also request additional meals. If you have questions about pricing or would like to request an early or late departure, or additional meal please contact: **Jeunice Salita-Lim, Program Planner** at 301-961-2892 or [jsalita@4HCenter.org](mailto:jsalita@4HCenter.org)

### **Boxed Breakfasts for Early Departure**

If you plan to depart from CWF late Friday evening or prior to breakfast on Saturday morning, boxed breakfasts may be arranged for your group at no extra charge. Boxed breakfasts may be picked up on Friday evening before 11:45 p.m. or after 5:00 am on Saturday morning by reporting to the Front Desk for assistance.

## Program Assistant Availability

The Program Assistants will conduct and be available for the CWF program as seen on the CWF schedule, but are limited to the constraints of this master schedule. Any variance in availability must be confirmed and agreed fully upon by the Educational Programs Department. **If a delegation would like to invite the Program Assistant(s) as guest(s) on the Cultural Heritage event, please purchase an additional ticket for your PA.**

## Transportation

In addition to traveling to Washington, D.C., your group will need transportation for field trips and appointments throughout the CWF program. The National 4-H Center will be happy to arrange local transportation for groups participating in Citizenship Washington Focus (CWF). Please contact our Sales and Planning department for suggestions of long distance travel providers from your home state to The National 4-H Center.

*\*\*If your group will arrive by air, rail, van or private car and has not made other arrangements for bus transportation for use during the CWF program, you MUST purchase the transportation package described below.*

### **Transportation Package**

The CWF Transportation package includes four days of structured field trips, drop-off and pick-up on “Capitol Hill Day,” and “Our Cultural Heritage” evening. **Delegation Day is not included in the transportation package.** Please fill out the Transportation form on the CWF website ([www.4hcwf.org](http://www.4hcwf.org)) under the Planning Resources tab to order transportation. If you would like transportation for Delegation Day, please contact **Jeunice Salita-Lim at [jsalita@4HCenter.org](mailto:jsalita@4HCenter.org).**

*\*\*Due to liability, staffing, and parking restrictions, groups will not, under ANY circumstances, be permitted to use vans or private cars for structured CWF field trips.*

### **Buses & Bus Drivers**

Groups traveling to Washington, D.C. by chartered motor coach should plan to use that coach for all transportation needs throughout the week. The following information should be provided to the Bus Company contracted for the trip:

Routes, maps, and other information will be distributed to all out-of-town drivers at the Bus Driver Orientation. All drivers must attend this meeting. Routes have been selected to provide maximum exposure to the major sites of the nation’s capital. Program Assistants will accompany each group on most field trips and provide commentary on the area through which you travel. Please advise the bus company that routes will be “as directed” by National 4-H Council (Council) Staff and the Group Coordinator. Drivers are asked to cooperate by adhering to specific directions to assure maximum benefit to the participants.

*\*\*Each bus MUST have a working public address system. Please be sure to confirm this with the Bus Company before you depart on your trip. The quality of your CWF field trips will depend largely on this feature.*

### **Driver Lodging**

Please be sure to reserve a guestroom for your bus driver(s). Designate lodging and meals. Please fill out the transportation form on the CWF website ([www.4hcwf.org](http://www.4hcwf.org)) under the Planning Resources tab. This form has the pricing information for bus driver meals and lodging. Client must confirm if bus driver room and/or meal charges are to be added to group bill or if the driver will settle bill on his/her own. Bus driver lodging rooms are subject to availability. If your bus driver prefers not to stay at The National 4-H Center, or if space is not available, inquiries for nearby hotel accommodations should be made in the Silver Spring, Bethesda, Kensington, or Wheaton areas. Bus driver expenses are payable in full at least 30 days prior to arrival. When negotiating your bus contract, be sure to clarify who is responsible for meal and lodging expenses incurred by your bus driver.

### **Transportation Needs During CWF**

The transportation needs of the scheduled CWF program are outlined below from the time of arrival to the time of departure. The total local mileage for the week’s program will be approximately 225 miles. Transportation will be required daily. This schedule is to show those delegations planning their transportation the time frame to contract transportation needs.

Sunday:	None
Monday:	8:00 a.m. – 1:00 p.m. 6:30 p.m. – 11:00 p.m.
Tuesday:	7:45 a.m. – 1:00 p.m.
Wednesday:	Morning depends on group’s Capitol Hill Day schedule. 6:30 p.m. – 10:00 p.m.
Thursday:	9:30 a.m. – 11:45 p.m. 5:00 p.m. – 11:00 p.m.
Friday:	Depends on group’s Delegation Day schedule

## Location of the National 4-H Conference Center

7100 Connecticut Avenue  
Chevy Chase, MD 20815

### Directions

From the Capital Beltway (I-495):

- Take Exit 33 south to Connecticut Avenue (Highway 185) toward Chevy Chase.
- Proceed south on Connecticut Avenue for approximately one and one-half miles.
- The National 4-H Center is on the right at 7100 Connecticut Avenue, with a covered bus stop directly in front.

**\*\*Please contact the 4-H Center or any of the people listed in this packet if you have any specific questions about directions.**

### Arrival Information

Check in starts 3:00 p.m. on Sunday. You will be welcomed upon arrival by a Program Assistant who will help you with registration and orientation. If you arrive prior to this time, you will be welcomed by a PA once registrations starts on Sunday, not before.

**Dinner starts at 5:30 p.m. and the program begins promptly at 6:30 p.m.**

If you are delayed en route, please call the National 4-H Conference Center (Center) Front Desk at 301-961-2801. Arrangements will be made to orient your group to the program as quickly and smoothly as possible upon your arrival.

### Local Transportation

#### The Metro System:

(202) 637-7000

[www.wmata.com](http://www.wmata.com)

Washington's subway and transit system, the Washington Metro Area Transit Authority (WMATA), has a very good web page. It can give you specific travel times and costs to and from anywhere in the city.

Getting To the 4-H Center (from downtown) with Metro:

- The closest metro station is called **Friendship Heights**. It is on the **Red Line** in the direction of Shady Grove.
- Exit the station at **Wisconsin and Western Avenues**, not Jenifer Street.
- After you ascend the first escalator (the very long one) you will enter a round room. Continue straight ahead through towards the sign that says "ground transportation/buses" and up the second escalator that exits to the outside.
- There are 4 buses you can take to get to the National 4-H Center.
  - **Metro Bus L8** is white with red and blue stripes. These buses are located on Wisconsin Ave., which is to your left as you exit the escalator.
  - **Ride-On Buses 1 and 11** are white with blue stripes. They are located straight ahead, under the covering at the top of the escalator.
- The bus will go up Western Ave. and  $\frac{3}{4}$  of the way around Chevy Chase Circle and right onto Connecticut Ave. It will pass through two traffic lights, Bradley Avenue and Rosemary Avenue. Look for a stone church on the right and the 4-H Center will be directly across the street on the left. Pull the cord or press the button to signal the bus driver to stop.

*\*\*Most bus drivers in the area also know exactly where the 4-H Center is. When you get on the bus, you may want to tell him you are headed there and ask him to make a stop, this way you don't have as much pressure with locating the Center, which can come up very fast if you have never been there before.*



## Capitol Hill Day and Congressional Appointments

The Group Coordinator is responsible for arranging this day's activities, but delegates should also play an important role in the planning. Refer to the Tentative Schedule to see how this day fits into the program week. Your day on Capitol Hill may include:

- Meeting with senators, representatives, and legislative staff to express opinions and ask questions.
- Attending congressional committee hearings and visiting the Senate or House Galleries to observe the legislative branch of government in action.
- Getting a tour of the Capitol from a Congress staff member.
- Visiting other government sites in the area (listed on pgs. 10-13)

### **Scheduling a Congressional Appointment**

Most visitors to Washington, D.C. consider visiting their legislators a priority. However, the time demands on members of Congress are extraordinary and sometimes previously made appointments cannot be met. In the congressperson's absence, you will most likely be met by a Congressional staff member. Staff members are very important in helping the legislator formulate opinions and policies. Take advantage of their knowledge and time and try not to feel slighted. **Requests for appointments with senators and representatives must be made several months in advance.** Include the following information in your letter requesting an appointment for your group:

- The name of the group, the number in the group, and the name of the program you are attending.
- The date and time your group wishes to meet with your legislator between 9 a.m. and 2 p.m. on WEDNESDAY —THE ONLY DAY of Citizenship Washington Focus (CWF) set aside for meetings with members of Congress. If possible, request appointments for early in the morning or immediately after lunch to use your time most effectively. Your elected members of Congress must arrange visits according to their personal schedules and commitments. However, whenever possible, they like to accommodate your group according to your schedule and will appreciate knowing what time options you have.

Allow at least 20 minutes between each scheduled visit. Distances from the House side to the Senate side of the Capitol are greater than they appear and finding offices takes longer than you expect.

- Congressional offices may also be helpful in arranging special Capitol tours and obtaining tickets for White House tours, Library of Congress tours, etc. **These requests must also be made several months in advance.** If you are interested in touring the White House, request tickets for FRIDAY (Delegation Day). They should also be able to provide you with passes to visit the House and Senate Galleries in the Capitol.
- Ask your congressperson's office about group photos that may be available at a small cost.

**Note:** Even though you have a written confirmation from your representatives or senators, **you should contact them soon after you arrive in Washington to reconfirm the appointment.** Telephone the Capitol, (202) 224-3121, and ask for your senator or representative by name and state. Also, please include the delegates as much as possible in scheduling any appointments.

### **Writing to Your Senators and Representatives**

Your elected representatives are interested in your viewpoints on contemporary issues. Advance preparation for your day on Capitol Hill might include studying a bill currently being considered by Congress, then writing your senator or representative a letter expressing your opinion on the proposed bill, explaining why you support or oppose it.

### **Appropriate Forms of Written Address Are:**

#### Senator

The Honorable Pat Jones  
Unites States Senate  
Washington, D.C. 20510

#### Representative

The Honorable Pat Smith  
U.S. House of Representatives  
Washington, D.C. 20510

Dear Senator Jones,

Dear Representative Smith,

### **Appropriate Forms of Verbal Address Are:**

Senator Jones

Congressman/Congresswoman Smith  
Representative Smith

## Visiting Members of Congress

Members of Congress appreciate the opportunity to learn more about the concerns of youth. The visits give your group an opportunity to get to know them and their concerns and to learn more about the legislative process. They are in Washington to represent you and it is important to be considerate of their position and time. They and their staff members are accustomed to filling the needs of visitors and can be helpful in many ways. Designate one person as the spokesperson to introduce the group. As soon as the group is settled, the spokesperson should make an introductory statement; identify the group and the purpose of the visit. Be sure to keep the visit friendly and within time limits.

Delegations will have the opportunity to select their issues and organize their approach the evening prior to Capitol Hill Day. It is important for your legislators to be aware of what important issues are of concern to you and to the community in which you live. Think of an effective and brief way to communicate this. One method could be a folder or notebook of newspaper clippings, letters, photos, and other documentation of programs. Potential subjects for discussion with members of Congress are:

- Inquire about issues discussed at your CWF workshops.
- Identify issues or concerns that directly influence your community or state. Find out the opinions of local citizens before arriving in Washington. Ask for the legislators' opinions and share your own.
- In what community service activities are you and your group involved?
- How do you and your community benefit from local, state and federal government programs?

## Group Thank-You

You may want to present a special note, letter, certificate or other token to your congressperson or staff member to express appreciation for the visit. Be sure to include the name of your group, where you are from, and the occasion for your visit.

## Capitol Hill Day Suggestions

### **Congressional Committee Hearings:**

202-224-3121

[www.house.gov](http://www.house.gov)

[www.senate.gov](http://www.senate.gov)

[www.washingtonpost.com](http://www.washingtonpost.com)

Before leaving the National 4-H Conference Center (Center) on Capitol Hill Day, obtain a copy of "Today in Congress" from The Washington Post. This will list the times and locations of committee hearings scheduled for the day. This is an excellent way to observe your representatives at work. Most committees meet at 10:00 a.m. and at 2:00 p.m., and are open to the public unless otherwise noted.

### **Places to Visit on Capitol Hill:**

Please see the site guide for information on places to visit on your Capitol Hill Day. Suggested places within easy walking distance include:

### **United States Capitol:**

202-225-6827

[www.aoc.gov](http://www.aoc.gov)

*Tours available Monday – Saturday from 8:50 a.m. to 4:20 p.m.*

To visit areas of the Capitol beyond the Capitol Visitor Center, you must make a reservation in advance. Note that tour schedules can fill up quickly, so it is advisable to book your tour well in advance of your visit.

Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall. All tours begin and end at the Capitol Visitor Center.

U.S. residents can also go directly through the offices of their Representative or Senators. Many Congressional offices offer their own staff-led tours to constituent groups of up to 15 people, and most can assist you in booking a general tour.

The following are prohibited in the Capitol:

- Aerosol and non-aerosol sprays
- Cans and bottles
- Oversized suitcases, duffle bags, and oversized backpacks
- Knives of any length, razors, and box cutters
- Mace and pepper spray

\*\*Note that bottles are not allowed, which are allowed in most other places. Be sure to call ahead before your tour, as this information is subject to change.

**Library of Congress:****202-707-5458**[www.loc.gov](http://www.loc.gov)*Open Monday – Saturday from 8:30 a.m. – 4:30 p.m.*

There is a gift shop in the Jefferson Building, which sells books, cards, and crafts. The Library of Congress contains nearly 90 million items, including books, newspapers, manuscripts, maps, motion pictures, recordings, prints, and posters. Public services include Braille books and talking books for the blind, as well as tapes and discs. From the visitors' gallery one can view the main reading room under the beautiful dome. Exhibits in the Great Hall include a Gutenberg Bible and the hand-executed Bible of Mainz. *Public tours for the Jefferson Building leave between 10:30 am and 3:30 pm, on the half-hour.*

**United States Supreme Court:****202-479-3211**[www.supremecourtus.gov](http://www.supremecourtus.gov)*Open Monday – Friday from 9 a.m. to 4:30 p.m.*

The nine justices of the highest court in the land hear arguments starting the first Monday in October and continuing through April. They hand down decisions from April through June. A free 25-minute film is shown to the public throughout the day. There are exhibits on the history of the Court on the lower level. Plan to spend at least 45 minutes in the Supreme Court Building, and attend either the lecture or the film to gain a better understanding of the Court. Court sessions, which begin at 10:00 a.m., are open to the public on a first-come, first-serve basis. *When court is not in session, a brief lecture on the court takes place in the courtroom every hour on the half-hour, 9:30 a.m. to 3:30 p.m.*

**Folger Shakespeare Library:****202-544-4600**[www.folger.edu](http://www.folger.edu)*Open Monday – Saturday from 10 a.m. to 5 p.m. Closed July 4.*

Located at 201 East Capitol Street SE, this library holds largest collection of Shakespeare works in the world, plus a small Elizabethan theater.

**United States Botanic Garden****202-225-8333**[www.usbg.gov](http://www.usbg.gov)*Open daily from 10 a.m. to 5 p.m. Extended hours until 8 pm on Fridays.*

The US Botanic Garden is proud to offer the citizens of Washington and visitors from across the nation a beautiful and fascinating living plant museum here on our Nation's Mall at the foot of the U.S. Capitol. You can also visit Bartholdi Park, which is located directly across the street, next to the Rayburn Office Building.

**Union Station****202-289-1908**[www.unionstationdc.com](http://www.unionstationdc.com)*Shops open Monday – Saturday from 10 a.m. – 9 p.m., Sunday from noon – 6 p.m.*

There are many features of this Beaux-arts center that visitors seem to enjoy including a variety of food and shopping venues.

**National Postal Museum:****202-633-9360**[postalmuseum.si.edu](http://postalmuseum.si.edu)*Open daily from 10 a.m. to 5:30 p.m.*

Next to Union Station, this museum has interactive exhibits and postal history. This is a great destination for groups and a wonderful “off the mall” museum. The Postal Museum is a part of the Smithsonian Institution.

## **Places to Eat on Capitol Hill**

*\* Means restricted to Staff Members from 11:45 a.m. to 1:15 p.m.*

### **House of Representatives Restaurants:**

Cannon Carry-out, Cannon HOB, Rm. B-114

*Monday – Friday 7:30 a.m. to 4 p.m.*

Capitol Coffee Shop, U.S. Capitol, Rm. HB-9\*

*Monday – Friday 7:30 a.m. to 7 p.m.*

Congressional Restaurants, U.S. Capitol, Rms. H-117-120\*

*Monday – Friday 8 a.m. to 2 p.m.*

Longworth Cafeteria, Longworth HOB, Rm. B-233\*

*Monday – Friday 7:30 a.m. to 2:30 p.m.*

Rayburn Cafeteria, Rayburn HOB, Rm. B-357\*

*Monday – Friday 7:30 a.m. to 2:30 p.m.*

Longworth Carryout, Longworth HOB, Rm. B-222

*Monday – Friday 7:30 a.m. to 4 p.m.*

Rayburn Carryout, Rayburn HOB, Rm. B-327

*Monday – Friday 8 a.m. to 4 p.m.*

Rayburn Pizza Plus, Rayburn HOB, Second Floor

*Monday – Friday 11 a.m. to 7 p.m.*

### **Senate Restaurants:**

Capitol Snack Bar, U.S. Capitol, Rm. SB-10

*Monday – Friday 7:30 a.m. to 4 p.m.*

Dirksen Servery and Dining Room, Dirksen SOB, Basement (north side)\*

*Monday – Friday 7:30 a.m. to 3:00 p.m.*

Dirksen Buffet, Dirksen SOB, Basement (south side)

*Monday – Friday 11:30 a.m. to 2:30 p.m.*

Russell Coffee Shop, Russell SOB, Rm. SR-B65

*Monday – Friday 7:30 a.m. to 4 p.m.*

### **Library of Congress:**

James Madison Cafeteria, James Madison Memorial Building, 6<sup>th</sup> Floor

*Monday – Friday 12:30 p.m. to 2 p.m.*

James Madison Coffee Shop, James Madison Memorial Building, Ground Level

*Monday – Friday 12:30 p.m. to 2 p.m.*

### **Supreme Court:**

Supreme Court Cafeteria, Supreme Court Building, Ground Floor

*Monday – Friday 7:30 a.m. to 10:30 a.m. and 11:30 a.m. to 2 p.m.*

Snack Bar

*Monday – Friday 10:30 a.m. to 3:30 p.m.*

### **Union Station:**

[www.unionstationdc.com](http://www.unionstationdc.com) Union Station Food Court, Lower Level

*Monday – Friday 10 a.m. to 9 p.m.*

## Delegation Day

You and your delegates will plan a full day to visit some of Washington's best sites. If you plan carefully, you can accomplish a great deal on that day. Start at the following sites for ideas on what to do and the latest updates on events in Washington, D.C. See the following site guide for information on specific sites in D.C. Plan to return to Center by 5:30 pm for dinner.

## Tourism Information

<b>Washington D.C. Convention and Tourism Corporation</b> <a href="http://www.washington.org">www.washington.org</a>	202-789-7000
<b>Cultural Tourism D.C.</b> <a href="http://www.culturaltourismdc.org">www.culturaltourismdc.org</a>	202-661-7581
<b>D.C. Chamber of Commerce</b> <a href="http://www.dcvisit.com">www.dcvisit.com</a>	202-328-4748
<b>National Park Service</b> <a href="http://www.nps.gov">www.nps.gov</a>	202-619-7222

## Government Sites

**White House:** 202-456-7041  
[www.whitehouse.gov](http://www.whitehouse.gov) *Available by prior request only*

Public tours of the White House are available. Requests must be submitted through one's Member of Congress. These self-guided tours are available from 7:30 a.m. to 11:00 a.m. Tuesday through Thursday, 7:30 a.m. to 12:00 p.m. Fridays, and 7:30 a.m. to 1:00 p.m. Saturdays (excluding federal holidays or unless otherwise noted). Tour hours will be extended when possible based on the official White House schedule. Tours are scheduled on a first come, first served basis. Requests can be submitted up to six months in advance and no less than 21 days in advance. You are encouraged to submit your request as early as possible as a limited number of spaces are available. All White House tours are free of charge. (Please note that White House tours may be subject to last minute cancellation.)

**White House Visitors Center:** 202-208-1631  
[www.nps.gov/whho/whvc](http://www.nps.gov/whho/whvc) *Open daily from 7:30 a.m. to 4 p.m.*

White House tours are significantly enhanced if visitors stop by the White House Visitor Center located at the southeast corner of 15th and E Streets, before or after the tour. The Center features many aspects of the White House, including its architecture, furnishings, first families, social events, and relations with the press and world leaders, as well as a thirty-minute video. Allow between 20 minutes and one hour to explore the exhibits. The White House Historical Association also sponsors a sales area. Restrooms are available.

**Bureau of Engraving and Printing:** 202-874-2330  
[www.moneyfactory.com](http://www.moneyfactory.com) *Open daily from 9:00 a.m. to 6:00 p.m. for tours, Visitor Center open 8:30 a.m. to 7:00 p.m.*

"School group" arrangements available; call and see if you qualify. *Free tickets are available at the ticket kiosk at 8 a.m., usually gone before 9 a.m.* 14th and C Streets SW, The Bureau makes paper currency, postage stamps, treasury notes, military certificates, and invitations for the White House. Line forms early.

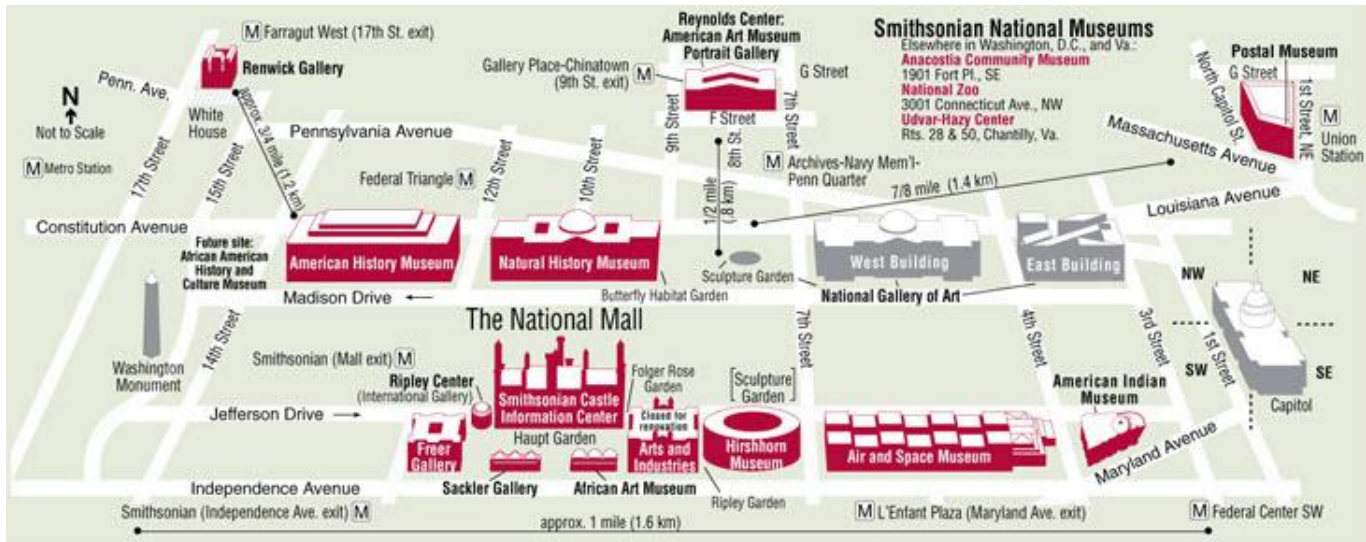
**National Archives:** 866-272-6272  
[www.archives.gov](http://www.archives.gov) *Open daily from 10 a.m. to 5:30 p.m. Last admission is 30 min prior to closing.*

Located at 7th St and Constitution Avenue, the National Archive display the original Declaration of Independence, The U.S. Constitution, and The Bill of Rights. The Archives also contain records of the U.S. government, including documents, maps, pictures, sound recordings and drawings created in the course of government activity. Admission is free. Allow 30 to 45 minutes for your visit.

**Pentagon:** 703-697-1776  
[www.defenselink.mil/pubs/pentagon](http://www.defenselink.mil/pubs/pentagon) *Available by prior request only*

To take a guided tour of the Pentagon, you must make a reservation in advance. Schedules can fill up quickly, so it is advisable to book your tour well in advance of your visit. Reservations may be booked from 8 to 90 days in advance. Reservations will not be accepted for tour dates within 7 days or more than 90 days away. Please review the Tour Guidelines and Security Information before requesting a tour. Hours: All guided tours of the Pentagon are free and available by reservation only. Tours are conducted Monday through Friday from 9 a.m. to 3 p.m. Book a Tour: U.S. Residents can reserve a tour by contacting their Congressional and Senate Representative. The Congressional office staffs often submit requests for constituents. Contact information for state representatives can be found at either [www.house.gov](http://www.house.gov) for your Congressional office or [www.senate.gov](http://www.senate.gov) for your Senator's office.

# Smithsonian Museums



## **National Museum of American History:**

**(202) 633-3717**

[www.americanhistory.si.edu](http://www.americanhistory.si.edu) *Open daily from 10 a.m. to 5:30 p.m.*

Located at the Northwest corner of the Mall, this museum has something for everyone. Some exhibits include “First Ladies: Political Role and Public Image”, “The American Presidency: A Glorious Burden,” the Star Spangled Banner, and many items of American history and culture.

## **National Air and Space Museum– Flagship Building:**

**202-633-2214**

[www.nasm.edu](http://www.nasm.edu) *Open daily from 10:00 a.m. to 5:30 p.m.*

Located at the Southeast corner of the Mall, learn about the history of flight and see aircraft, spacecraft, and related items. There are movies in the Einstein Planetarium and the Johnston IMAX Theater for an additional charge. Check the website for hours.

## **National Air and Space Museum - Udvar Hazy Center:**

**703-572-4118**

[www.nasm.si.edu/museum/udvarhazy](http://www.nasm.si.edu/museum/udvarhazy) *Open daily from 10 a.m. to 5:30 p.m.*

The center features an observation tower where visitors can watch air traffic at Dulles airport and there are hangars holding 200 aircraft and 135 spacecraft and an IMAX theatre.

## **National Museum of the American Indian**

**202-633-6644**

[www.nmai.si.edu](http://www.nmai.si.edu) *Open daily from 10 a.m. to 5:30 p.m.*

The newest edition to the Smithsonian Museums on the National Mall, this museum is an institution of living cultures dedicated to the preservation, study, and exhibition of the life, languages, literature, history and arts of the Native peoples of the Americas.

## **National Museum of Natural History:**

**202-633-1000**

[www.mnh.si.edu](http://www.mnh.si.edu) *Open daily from 10 a.m. to 5:30 p.m.*

This building is located on the North side of the Mall and is easily recognizable by its green dome. It is home to the Hope diamond and gem collection, a dinosaur display, and a marine life exhibit. IMAX movies are also offered for an additional charge.

## **Freer and Sackler Art Galleries**

**202-633-4880**

[www.asia.si.edu](http://www.asia.si.edu) *Open daily from 10 a.m. to 5:30 p.m.*

Featuring large collections of Asian art, the Freer and Sackler Art Galleries are located on the National Mall.

## **Smithsonian American Art Museum and National Portrait Gallery**

**202-633-7970**

[www.americanart.si.edu](http://www.americanart.si.edu) *Open daily from 11:30 a.m. to 7:00 p.m.*

The Smithsonian American Art Museum is home to one of the largest and most inclusive collections of American Art in the world, including art from the colonial period to today. The museum is located on 8<sup>th</sup> and F Streets, NW.

**Renwick Gallery** 202-633-1000  
[www.renwick.americanart.si.edu](http://www.renwick.americanart.si.edu) Open daily from 10 a.m. to 5:30 p.m.  
The Renwick Gallery houses the Smithsonian American Art Museum's collection of contemporary craft and decorative art on 17th and Pennsylvania NW near the White House.

**Hirshhorn Museum** 202-633-4674  
[www.hirshhorn.si.edu](http://www.hirshhorn.si.edu) Open daily from 10 a.m. to 5:30 p.m.  
The Hirshhorn Museum and Sculpture Garden is the Smithsonian's museum of international modern and contemporary art.

**Smithsonian Castle** 202-633-1000  
[www.si.edu/visit/infocenter/sicastle.htm](http://www.si.edu/visit/infocenter/sicastle.htm) Open daily from 8:30 a.m. to 5:30 p.m.  
The Smithsonian Castle was the first Smithsonian built in 1855 and houses the remains of the institution's namesake, James Smithson. Today it serves as a visitor center for all of the Smithsonian Museums scattered throughout the National Mall, the D.C. area and New York City. It is the large red castle located on the National Mall.

**Arts and Industries Building** 202-633-1000  
[www.si.edu/ai](http://www.si.edu/ai)  
The Arts and Industries building was opened in 1881 to house the exhibits of the World's Fair in Philadelphia. Now the building houses rotating exhibits, which are constantly being changed. This museum is currently closed for renovation.

**National Zoo:** 202-633-4888  
[www.nationalzoo.si.edu](http://www.nationalzoo.si.edu) Grounds open daily from 6 a.m. to 8 p.m. Buildings open daily from 10 a.m. to 6 p.m.  
Located at 3001 Connecticut Ave. NW, this zoo is famous for the Chinese Panda exhibit. Admission is free.

## Other Sites

**International Spy Museum** 202-393-7798  
[www.spymuseum.org](http://www.spymuseum.org) Open daily from 9 a.m. to 7 p.m.  
The International Spy Museum opened to rave reviews in April of 2003, and has been a huge success. The museum chronicles the history of spying across the globe, and features the largest collection of international espionage-related artifacts open to the public. *Please contact the International Spy Museum for more information.*

**National Building Museum:** 202-272-2448  
[www.nbm.org](http://www.nbm.org) Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 5 p.m.  
5<sup>th</sup> and F Streets NW, Learn about D.C. history and history of buildings and architecture in D.C. This beautiful building is the site of many presidential inauguration balls, and has changing exhibits. \$7 for youth (3-17) and students, \$10 for adults.

**National Gallery of Art West and East Wings:** 202-737-4215  
[www.nga.gov](http://www.nga.gov) Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 6 p.m.  
Located on the Northeast corner of the Mall, these art galleries contain works by Da Vinci, Monet, Rembrandt, Whistler, Picasso, Degas, and Van Gogh. (Not part of the Smithsonian) *Admission is free.*

**National Geographic Explorer's Hall:** 202-857-7588  
[www.nationalgeographic.com/explorer](http://www.nationalgeographic.com/explorer) Open daily 10 a.m. to 6 p.m.  
Located at 17<sup>th</sup> and M Streets NW this building contains exhibits that are interactive and always changing. Take the red line to the Farragut North Metro stop. \$10 for children (5-12), \$15 for adults.

**United States Holocaust Memorial Museum:** 202-488-0400  
[www.ushmm.org](http://www.ushmm.org) Open daily from 10 a.m. to 5:30 p.m.  
This museum is located between 14<sup>th</sup> and 15<sup>th</sup> Streets SW. Admission free, but TIMED PASSES are necessary for visiting the Permanent Exhibition — The Holocaust. These tickets can be obtained at the Museum on the day of your visit or in advance by calling [tickets.com](http://tickets.com) at (800) 400-9373. Each day, the Museum distributes on a first-come, first-served basis a large but limited number of timed entry passes for use that same day. \*\*To secure a group reservation for 21 or more, fill out the form found at this site: <http://www.ushmm.org/visit/index.php?content=groups> The form must be submitted a minimum of 4 weeks in advance. The required chaperone ratio is 1 adult for every 7 students.

**Newseum****(202) 292-6100**[www.newseum.org](http://www.newseum.org) Open daily from 9am to 5:00 pm

The Newseum — a 250,000-square-foot museum of news — offers visitors an experience that blends five centuries of news history with up-to-the-second technology and hands-on exhibits. The Newseum features seven levels of galleries, theaters, retail spaces and visitor services. It offers a unique environment that takes museumgoers behind the scenes to experience how and why news is made. *Tickets are \$13 plus tax for youth and \$22 plus tax for adults.*

**Washington Monument:****202-426-6841**[www.nps.gov/wamo](http://www.nps.gov/wamo) Summer Hours (Memorial Day to Labor Day): 9:00 a.m. to 10:00 p.m. Last tour begins by 9:00 p.m.

Tickets are required in order to enter the Washington Monument. The ticket system is administered through the National Park Reservation Service (NPRS). *Reservations for the Washington Monument may be made between 10:00 AM and 10:00 PM EST by calling 1-800-967-2283 or over the internet at <http://reservations.nps.gov>.* Tickets can be reserved from 24 hours up to 3 months in advance. Those making advance reservations will be charged \$1.50 per ticket, plus a \$.50 service charge per order. Free tickets are distributed for that day's visit at the kiosk on the Washington Monument grounds -15<sup>th</sup> Street and Madison Drive - on a first-come, first-served basis. *Hours for the ticket kiosk are 8:30 AM to 4:30 PM.* Tickets are usually distributed for the day during the morning hours, so it is important to be at the kiosk early. **\*\*Closed July 4.**

**Ford's Theatre:****202-347-4833**[www.fordstheatre.org](http://www.fordstheatre.org) Open daily from 9 a.m. to 5 p.m.

Ford's Theatre is both a historic site and an operating performing arts facility. It offers family productions, just as it did in 1865 when President Lincoln was assassinated there. The theater has been restored to look exactly as it did that historic night.

**\*\*Also be sure to check out the Peterson House across the street. This is where President Lincoln was taken after he was shot; it still contains the bed where he died. Advance individual tickets are \$3, groups of 15 or more are \$2.50. Limited amount of same day tickets available at the Ford's Theatre Box Office beginning at 8:30 a.m.**

**Old Post Office Tower:****202-289-4224**[www.nps.gov/opot](http://www.nps.gov/opot) **\*\*The Old Post Office Tower is currently closed for major renovations.**

1100 Pennsylvania Ave. NW.

**Hard Rock Café:****202-628-6583**[www.hardrock.com](http://www.hardrock.com) Sunday – Thursday 11 a.m. to 11 p.m., Friday – Saturday 11 a.m. to 12 a.m.On the corner of 10<sup>th</sup> and E Street, NW.**Miscellaneous Sites--Ideas for those coming early to or leaving late from the CWF program****Cities****Annapolis, MD**<http://www.ci.annapolis.md.us>

Annapolis is the capital of Maryland, home to the U.S. Naval Academy and is the “sailing capital of America.” You can tour the Naval Academy or take a harbor cruise. Located 50 miles east of Washington, D.C.

**Baltimore, MD**<http://www.southbaltimore.com>

Baltimore features many exciting attractions such as historic Ft. McHenry, the Inner Harbor, Federal Hill, National Aquarium, Science Center and sports team such as the Orioles and Ravens. Located 35 minutes northeast of Washington, D.C.

**Richmond, VA****804-646-7000**[www.ci.richmond.va.us](http://www.ci.richmond.va.us)

Visit the capitol of the Confederacy and the heart of Virginia on your way to Washington. Located on I-95 and I-64, 120 miles south of Washington, D.C.

**Williamsburg, VA**[www.williamsburg.com](http://www.williamsburg.com)

Go back in time in colonial Williamsburg. Located 150 miles south of Washington, D.C.



## Philadelphia, PA

<http://www.gophila.com>

Philadelphia is the second largest metropolitan area on the east coast, and includes many historical sites. Located 133 miles north of Washington, D.C.

## New York City, NY

<http://www.nycvisit.com>

Visit the Big Apple while you are on the east coast. New York is a four hour drive from Washington, D.C. and is second only to Washington in the amount of tourist attractions. Located 224 miles northeast of Washington, D.C.

### Sporting Events

**Washington Nationals Baseball:** 202-675-6287

[www.nationals.com](http://www.nationals.com)

**Baltimore Orioles Baseball:** 410-685-9800

[www.theorioles.com](http://www.theorioles.com)

**D.C. United Men's Soccer** 703-478-6600

[www.dcunited.com](http://www.dcunited.com)

**Washington Mystics Women's Basketball** 202-432-7328

[www.wnba.com/mystics](http://www.wnba.com/mystics)

### Historical Attractions

**Gettysburg National Military Park** 717-334-1124

[www.nps.gov/gett/](http://www.nps.gov/gett/) *Park grounds open daily from 6 a.m. to 10 p.m.*

Gettysburg National Military Park is open year-round. There is no fee for entrance to the park, National Cemetery, or park buildings. The Gettysburg National Cemetery is open at dawn and closes at sunset. Gettysburg is roughly an hour and 20 minutes north of Washington, D.C. on Route 15. *A battlefield guide can be booked for around \$100.*

**Manassas National Battle Field Park** 703 361-1339

[www.nps.gov/mana](http://www.nps.gov/mana) *Park grounds open daily from dawn to dusk.*

This battle field was the scene of two Civil War clashes in 1861 and 1862. Located 30 minutes from Washington in Manassas, VA.

**Monticello** 434-984-9800

[www.monticello.org](http://www.monticello.org) *Open daily from 8 a.m. to 5 p.m. during summer months*

The famous home of Thomas Jefferson is located 3 hours south-west of Washington, D.C. in Charlottesville, VA. Also located in Charlottesville is the University of Virginia. *Admission for student groups is \$8.00 per person.*

### National Parks

**Shenandoah National Park** 540-999-3500

[www.nps.gov/shen/](http://www.nps.gov/shen/)

Conveniently located on approach to Washington D.C. from the west on I-66 or I-64, Shenandoah offers camping, hiking, picnic areas and beautiful scenery.

**Blue Ridge Parkway** 828-298-0398

[www.nps.gov/blri](http://www.nps.gov/blri)

Connecting Great Smoky Mountain National Park and Shenandoah National Park, the Blue Ridge Parkway provides a scenic route to D.C. from the south. Includes hiking, camping and picnic areas.

## Amusement Parks

### **King's Dominion**

**804-876-5561**

[www.kingsdominion.com](http://www.kingsdominion.com)

*Hours vary by date, check website for details*

Boasted as the largest amusement park on the east coast, King's Dominion is roughly an hour and a half south of Washington, D.C. Features 12 roller coasters and a 19 acre water park.

### **Six Flags America**

**301-249-1500 x3700**

[www.sixflags.com](http://www.sixflags.com)

*Hours vary by date, check website for details*

Six Flags America for the Washington/Baltimore area features over 100 rides and attractions, including 8 roller coasters and a water park. Regular group rate is \$33 plus tax per person.

## Beaches

### **Virginia Beach, VA**

[www.vabeach.com](http://www.vabeach.com)

Virginia Beach is a very popular tourist destination and Virginia's largest city. It is accessible by interstate and located just east of Norfolk.

### **Ocean City, MD**

[www.ocean-city.com](http://www.ocean-city.com)

Ocean City is Maryland's number 1 beach destination. Located 2 1/2 hours east of Washington across the Bay Bridge.

## Other

### **National Aquarium in Baltimore**

**410-576-3800**

[www.aqua.org](http://www.aqua.org)

*Open Mon-Thurs and Sat from 9 a.m. to 5 p.m., Fri 9 a.m. to 8 p.m., Sun 9 a.m. to 6 p.m.*

The National Aquarium is Baltimore's number 1 tourist attraction and home to more than 10,500 marine and freshwater animals. Book reservation in advance.

### **Fireworks on the Mall:**

[www.washingtonpost.com](http://www.washingtonpost.com)

*July 4th only*

Find the latest information on Washington's fireworks on washingtonpost.com including information about the parade, security and the best places to sit.

## Cultural Heritage Evening

On Thursday evening, each delegation has the opportunity to attend a cultural event. Each delegation must make his/her own arrangements for Cultural Heritage Night. If your delegation chooses an option that does not include dinner, you may make dinner arrangements at The National 4-H Center by noting your request in the Change Form. We recommend that all groups take advantage of this opportunity by attending one of the following:

## Theatres

Below are the listings for some of the more popular theaters in the area. Additionally, you can search [www.washingtonpost.com](http://www.washingtonpost.com) or [www.potomacstages.com](http://www.potomacstages.com) for more comprehensive listings of theaters and productions.

### **Kennedy Center for the Performing Arts:**

**800-444-1324**

[www.kennedy-center.org](http://www.kennedy-center.org)

**MILLENNIUM STAGE** – Daily, Free– No Tickets required. At DC's arts and cultural facility, visitors can now hear a FREE concert every day of the week at 6:00pm. Performances will range from professional comedians, to jazz artists to college choirs. Simply come to the Kennedy Center's grand foyer and enjoy!

**SHEAR MADNESS** - Unlimited Engagement - This comedy 'whodunit' lets the audience play armchair detective. A murder is committed in a unisex hair salon in Georgetown, D.C. The audience joins in the investigation, eventually voting on the guilty party. May be too mature for some young people.

### **National Theatre:**

**202-628-6161**

[www.nationaltheatre.org](http://www.nationaltheatre.org)

The oldest, continuously operated theater in America, the National Theater opened at its current site, two blocks from the White House, in 1835. The National Theater offers Broadway productions, Tony Award winners, and similar productions.

**Warner Theater:****800-551-7328**[www.warnertheatre.com](http://www.warnertheatre.com)

Opened in 1924 as a silent movie theater, today the Warner presents the finest in theatrical and dance presentations. Located downtown, 1 block from Pennsylvania Avenue.

**The Shakespeare Theater****877-487-8849**[www.shakespearedc.org](http://www.shakespearedc.org)

Downtown theater dedicates itself to becoming the nation's premier destination for classical theater. Presents 5 major epic productions a year.

**Folger Theater****202-544-7077**[www.folger.edu/public/theater/menu.asp](http://www.folger.edu/public/theater/menu.asp)

The Folger Shakespeare Library on Capitol Hill features an Elizabethan-style theater that exclusively shows Shakespeare plays.

**Dinner Theaters****Toby's Dinner Theater:****1800-88-TOBYS**[www.tobysdinnertheatre.com](http://www.tobysdinnertheatre.com)

Toby's is the premiere dinner theater in the D.C. area. Features a buffet style dinner and "in-the-round" stage. Staff is very familiar with 4-H groups. Be sure to book early. Located in Columbia, MD.

## First Aid Resources

It is the suggestion of the CWF Staff that each delegation bring some first aid supplies with them. Basic first-aid supplies and toiletries are available at the Campus Shop. Store hours are posted on the shop door.

Supplies are also available off-site at the following locations:

- Brookville Pharmacy (will deliver) 7025 Brookville Rd., Chevy Chase, MD 20815 (301) 652-0600 Fax (301) 652-8261
- CVS Pharmacy (open 24 hours) 4555 Wisconsin Ave. (202) 537-1587
- CVS Pharmacy, 5013 Connecticut Ave. (202) 966-1815
- Hunter Medical Supply, Inc. (wheel chair rental/ other needs, will deliver)  
8532 Dakota Dr. Gaithersburg, MD 20877 (301) 926-7192
- Suburban Hospital 8600 Old Georgetown Rd., Bethesda, MD (301) 896-7600
- Barwood Cab Service, transportation to any of the above places, (301) 984-1900
- Poison Control Center (202) 625-3333

## Emergency Procedures

For more serious accidents or emergencies requiring an ambulance, call or send someone to the Front Desk in the J.C. Penney Lobby. The clerk on duty will then call the emergency vehicle. The Front Desk must be notified any time an ambulance is called. The clerk will call an ambulance. Be sure to give the exact location of the victim and ask someone to wait at the nearest entrance to help direct the ambulance to the correct site.

In case of a serious illness or health emergency, you can also **DIAL 911**, if the front desk has not already done so. This number will contact Montgomery County Emergency Services. An operator will answer and ask: Police, Fire, or Ambulance? Callers should respond appropriately. Callers will be transferred to the appropriate operator, who will ask about the nature of the emergency. The dispatcher will then send the proper response team: EMT, Ambulance, Rescue Squad, etc. Montgomery County has one of the best emergency response services in the U.S. There are three fire house/rescue/ambulance facilities within about 1.5 miles of the National 4-H Conference Center (Center). Help will arrive within minutes following your call. In the meantime, stay calm, and keep the patient calm.

Center Address: 7100 Connecticut Avenue, Chevy Chase MD 20815

In the unlikely event of a disaster, both National 4-H Council (Council) and the District of Columbia Department of Transportation have strict guidelines and procedures. The CWF Staff are trained to know these guidelines and will have a copy with them. If you are interested in having a copy of these procedures, or sending one with your group leader, please contact us and we will provide one to you.

## Group Coordinator's Roles and Responsibilities

### **Job Summary:**

Group Coordinators are the primary contact with National 4-H Council (Council) staff prior to and during CWF. Group Coordinators are responsible for the conduct and discipline of the delegates, group behavior, logistical arrangements, delegating responsibility to adult advisors and committee members, and coordinating arrangements with the State 4-H Offices and National 4-H Council (Council) Staff.

Following the completion of the week, it is your responsibility to publicize your group's participation in CWF. This program provides an excellent way to give visibility to your group. Press releases are a great way for your delegation to gain exposure in your community or state and in educating the public about the program. Designate a chaperone or delegate to take black-and-white photos during CWF to use with press releases and news stories. Former participants may also assist in promoting CWF by presenting programs to area clubs, telling others about CWF, and promoting their back-home action projects.

### **Prior to CWF:**

- Read the Group Coordinator's Handbook thoroughly!
- Complete Checklist in the Pre-Arrival Information Section.
- Plan and conduct Delegate (Youth) Orientation.
- Orient adult advisors.
- Coordinate Pin Trade items for your delegation.

### **Suggested Agenda to Use for Your Adult Advisor (Chaperone) Orientation:**

- Begin with an icebreaker.
- Review program objectives
- Review delegates' CWF program schedule
- Review CWF program content
- Review Adult Advisor job summary and Roles & Responsibilities
  - Clarify and reinforce dress code and enforce all code of conduct policies
- Review Helpful Hints for your week in the nation's capital

## Adult Advisor (Chaperone) Roles and Responsibilities

### **Job Summary:**

The Adult Advisors are to work with the Group Coordinator to carry out the duties necessary for a successful group experience at CWF. These duties include monitoring conduct and enforcing the discipline of delegates as well as working in cooperation with the CWF Staff at The National 4-H Center.

### **Roles & Responsibilities:**

- Play a primary role in enforcing delegates' compliance with Code of Conduct rules and Dress Code.
- Discuss the standards of behavior you expect from your group. How will they dress? How will they act? How will you communicate expectations to the delegates? What are the consequences of misconduct? How will you, the adult team, lay the ground rules?
- Serve as a role model for CWF youth delegates. This includes Maintaining a good sense of humor and staying positive.
- Help the Program staff move the group efficiently, keep track of delegates, and provide other assistance as needed on field trips.
- Assist with registration of delegates upon arrival.
- Attend and participate in adult meetings
- Assist lead chaperone in delegation huddles.
- Help the lead chaperone carry out group responsibilities.
- Work with delegates to ensure an enjoyable learning experience.
- Encourage delegates to continue thinking about ways to use the CWF experience and information to strengthen 4-H programs back home.
- Keep delegates quiet and in their room after 11pm (Conference Center curfew)
- Monitor the health of delegates and carry basic first aid supplies and emergency medical consent forms.

*\*\*An adult must stay with any delegate who is sick and must remain at the 4-H Center while the group is off campus. National 4-H Council (Council) cannot assume any responsibility for delegates left unaccompanied when they are ill.*

## Parent/Guardian Orientation

### **Suggested Agenda to Use for Parent/Guardian Orientation:**

- Review the CWF Schedule.
- Distribute and review the Participation Forms.
  - Ask the Parents/Guardians to review this document with their delegates. Parents and delegates must sign the forms and return them to the Group Coordinator.
  - Be certain that parents understand the program is strenuous and requires that each delegate be healthy. Parents should realistically evaluate the delegate's health and complete, sign and return 2 signed originals of the form to the Group Coordinator. One of these forms is to be kept by the Group Coordinator and the other is to remain with the delegate, especially when he or she is off campus.
  - Parents must give written permission, as provided for in the Health Form for emergency medical treatment. **HOSPITALS WILL NOT TREAT MINORS WITHOUT PARENTAL CONSENT.**
- Review delegate cancellation policy on the National 4-H Conference Center (Center) Contract. (See Terms & Conditions section.)

*\*\* It is essential that the Group Coordinator be aware of any existing health challenges, such as asthma, diabetes or any conditions that might require special arrangements. Group Coordinator must inform chaperones of these challenges. The National 4-H Conference Center (Center) must also be notified, prior to group's arrival, of any special dietary needs your delegates may have (e.g., vegetarians).*

## Helpful Hints

### Things to remember when packing:

- Comfortable walking shoes for casual days
- Comfortable dress shoes for Capitol Hill day
- Light clothes (weather will be HOT and HUMID!)
- Pen and paper for committees and workshops
- A camera and plenty of batteries and/or memory
- An umbrella or rain gear
- Items to trade with other delegates (if not provided by delegation) during Pin Trade
- Personal spending money
- Props or musical instrument for talent show.

### **Weather:**

Washington, D.C. is very warm and humid in the summer. Daytime temperatures ranging from the high 80's to mid-90 are typical. You will be spending a great deal of time walking outdoors during the CWF program, so planning your wardrobe accordingly and drinking plenty of healthy liquids will help make your stay more pleasant. During the warm months, thunder storms and rain showers are also common, so pack a few items to prepare for those times as well.

### **Trade Items:**

Many delegates bring items to trade with participants from other states. Group Coordinators may help obtain these items or delegates can make them. *Handmade items often are the most sought after. Pins and stickers are also very popular.* Delegates can be creative and find trading items that represent their hometown. Everyone should bring his or her items to the Get-Acquainted Social on Sunday evening.

### **Spending Money:**

You will be responsible for purchasing at least three meals on your own during CWF. You may also want to allow a little extra money for souvenirs. In addition, 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:

#### **T-Shirts**

Hard Rock Café or Smithsonian	\$25.00
Campus Shop at 4-H Center	\$12.00
Street Vendors	\$10.00

#### **Lunch**

Hard Rock Café	\$22.00
Union Station	\$15.00
Smithsonian	\$17.00
McDonald's	\$12.00

**Correspondence**

It is important that the name of your delegation and dates of your stay appear on all correspondence. This helps us direct your mail correctly if it should arrive before or after you do. If you would like to receive mail during your stay, please be sure to have friends and families address it properly.

**Example:**

Suzy Jones

Iowa-Central CWF Delegation

June 9-14, 2006

c/o National 4-H Conference Center

7100 Connecticut Avenue

Chevy Chase, MD 20815

**Telephone Calls**

The telephone number at The National 4-H Center is (301) 961-2800. This number connects callers to the Automated Attendant, which is answered 24 hours a day, 7 days a week. To reach The National 4-H Center Front Desk, you may call (301) 961-2801. We suggest providing this number to family and friends to reach you initially, until you are settled and can give them the direct extension to your room.

If your friends or family call, they may have to identify your state delegation, so be sure they know this information. Many times callers will have to leave a message, because you will be off campus or attending meetings. Please be sure to periodically check for messages at the Front Desk and on your voice-mail so you can return calls to family members promptly.