

Dear 4-H Staff,

The 89th annual 4-H Capital Days Program will be held May 19-21, 2024. The objectives of the 4-H Capital Days program are:

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

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

State legislators look forward to hearing from their district members and this is a great opportunity for our youth members to tell their 4-H stories. We have worked hard to keep costs down while providing an outstanding opportunity to learn about NYS government from the inside out. In order to make it possible for counties to make every effort to be represented, we have worked hard to keep the cost of this educational trip reasonable.

The registration process is as follows:

1. Select two delegates who are 14 years or older (we recommend selecting alternates as well). If your county would like to send more than 2 delegates, please contact the committee beforehand for approval.
2. 4-H Educators must register participants and chaperones. Complete the online registration https://apps.cce.cornell.edu/event\_registration/main/events\_landing.cfm?event=capitaldays2024-2\_211
3. On-line registration deadline is April 22, 2024 .
4. 4-H Educators are responsible for setting up the individual sessions with your state legislators. You can obtain contact information from your local Board of Elections or by going to [www.assembly.state.ny.us](http://www.assembly.state.ny.us/) and [www.senate.state.ny.us](http://www.senate.state.ny.us/). **DO NOT** schedule visits during the closing program on Tuesday.
5. Complete the hard copy payment form. Mail the form and check (**payable to 4-H Capital Days**) to:

**Rachel Sakadolsky, CCE Albany County, 24 Martin Road Voorheesville, NY 12186**.**by April 29,**

## Registration is not complete until the payment is received.

1. Share the information in this packet with your delegates and chaperones (an in-person meeting is recommended). Feel free to use the letters included in this packet, and personalize to your county.
2. **New this year**, lunch on Monday at the Capital will be on their own, a recommended amount of $20/person should be sufficient.
3. If they have it, please have all delegates and chaperones bring some form of photo ID with them to Albany.

**Cancellation/Participant and Program Change Policy:** After May 2nd , there will be no refunds for cancellations or no-shows. We will allow same gender/same program substitutions by May 9th before the 4-H Capital Days event. If your county has changes in delegates or chaperons, please contact me with the updated information as soon as possible. Your county’s contact person will be notified of any necessary program changes or program cancellation. It is the contact person’s responsibility to pass that information on to their respective chaperones and delegates.

If you have any additional questions, please do not hesitate to contact me by phone 607-391-2665 or by email rli3@cornell.edu. Your assistance, cooperation and attention to these requests are greatly appreciated. I look forward to seeing your county represented at the 89th annual 4-H Capital Days Program.

Sincerely,

Rebecca L. Ireland-Perry

2024 4-H Capital Days Committee Chair Cortland County Cornell Cooperative Extension

The Association is committed to the active involvement of all its members regardless of

race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

## 4-H Capital Days Tentative Schedule

#### Sunday, May 19, 2024

4:00-6:00pm Arrival: *Check in and room key distribution*

Comfort Inn, 37 Route 9W Glenmont, NY 12077

6:15 pm Pledge of Allegiance/4-H Pledge, Official welcome from NYSACCE4-HE

|  |  |
| --- | --- |
| 6:30 – 7:15pm | Dinner – Taco Bar |
| 7:15 – 7:45pm |  Guest Speaker – NY Senator Michelle HincheyActivities: *Teen Planning Committee members*MC orientations Chaperone orientationEveryone to his/her own rooms Lights Out |
| 7:45- 9:00 pm |
|  |
| 9:45-10:00 pm |
|  |
| 10:00  |
| 10:30pm |

#### Monday, May 20, 2024

7:00 – 8:00am Breakfast, Comfort Inn, 37 Route 9W Glenmont, NY 12077 8:30 – 8:45am Board buses and travel to Empire State Plaza

9:00 – 9:45am Assembly Chamber

10:00- 10:15 am Walk to NYS Court of Appeals

10:15 – 11:00 am NYS Court of Appeals, *Hope Engel*, consul. Clerk 11:30am – 12:30pm Lunch on your own

1:00 -2:00 pm Agency / department visit (check nametag for designated agency/department). Meet in front of food court.

* + Department of Ag & Markets
	+ Department of Education
	+ Department of Health
	+ Department of Environment Conservation 2:15-3:15 pm Department of Motor Vehicles presentation

3:30 – 4:15 pm Visit Senate

4:30 pm Board buses for return to Comfort Inn,

5:00 pm Arrive at Hotel

5:45 – 6:00 pm MC orientation for those speaking on Tuesday 6:00 – 7:45 pm Dinner and program – dress attire

Speaker– TBD

8:00 – 10:00 pm Casual attire (4-H appropriate) –evening entertainment 10:00 pm Everyone to his/her own rooms

10:30 pm Lights out

#### Tuesday, May 21, 2024

7:00 – 8:00 am Breakfast at Hotel, check out of rooms.

8:30 am Depart for Empire State Plaza – drive own vehicles (counties should confirm your check out before you leave for the plaza).

***CAPITOL TOURS:*** *All group tours begin in the* ***Visitors Center on the main concourse****. There are two scheduled tour times for groups of 35 people. Tour times are selected at registration.*

*When not on a Capitol Tour use your free time for visits with legislators, check out the Corning Tower and the Egg, or visit the New York Museum.*

9:00-10:00—Capitol tour 1

11:00-12:00—Capitol tour 2

12:00 – 1:00 pm **Closing Session: NYS Museum-Huxley Theatre**

* Speaker: TBD
* Scavenger hunt results
* Evaluations

1:00 pm Scheduled visits with legislators or safe trip home!

## Registration Information & Program Policies

1. Educators must register participants and chaperones. Registrations are due on-line by **April 22 with payment received by April 29** . Please complete registrations online at: <https://apps.cce.cornell.edu/event_registration/main/events_landing.cfm?event=capitaldays2024-2_211>
2. The cost per participant is **$275.00**. Planning Committee Members and Teen Planning Committee Members registration cost is $137.50. There are a limited number of $50 scholarships available to offset the increase if there is a financial need.
3. Registrations received after **April 29th** are subject to a late fee of **$15.00** per participant. No registrations accepted after **May 2nd** .
4. New this year, lunch on Monday at the Capital will be on their own, a recommended amount of $20/person should be sufficient.
5. In order to comply with 4-H policy we will lodge two participants per room. Adults and youth must be in separate rooms. Delegates (same sex) from the same county will room together. Room assignments will be made by planning committee members and the hotel. Youth and chaperones are not to make room changes, and those who fail to honor this requirement may be sent home.
6. You must contact your own legislators for the legislative visits. The committee does NOT make this communication for you. Counties are to schedule legislative visits on Tuesday, May 21st from 9:00 a.m. to 12:00 p.m, when you are not scheduled for a Capitol tour, or after the closing. **DO NOT** make appointments during the closing program. **All delegates are expected to attend the closing program from 12- 1 p.m.**
7. In selecting department visits youth and adult participants will be asked for first, second and third choices. Please note that the visits are planned on a first–come, first–serve basis, there is a limit on the number allowed for each agency. We do our best to accommodate requests; however, participants are required to attend the visit assigned to you. There will be chaperones assigned to each agency, so adults may not be assigned with the same agency as the youth from their county depending upon how the agency slots are filled during registration. Choices include: New York State’s Department of Agriculture & Markets, Department of Education, Department of Environmental Conservation, and Department of Health.
8. The 4-H Capital Days Program offers unique public speaking opportunities for delegates to volunteer as emcees for portions of the Capital Days program: leading the pledge of Allegiance or 4-H Pledge, introducing various legislative representatives and/or agency representatives for the various department visits. Please note the name and e-mail addresses of each interested delegate in the online registration as well as on the payment form in the space provided.
9. All delegates and chaperones are expected to give proper attention to personal hygiene and to dress appropriately for 4-H Capital Days. For Tuesday casual business attire: male delegates–dress pants and good dress shirt with a good sweater or tie is appropriate; female delegates–basic dress or suit type skirt/slacks with blouse and jacket is appropriate. Undergarments must be completely covered by outer clothing; wallets on chains, collars or bracelets with spikes, extremely brief garments (i.e. tube tops, net tops, halter tops, spaghetti straps, low necklines, see-through garments, pajama pants, hip huggers, or mini skirt, ripped jeans) are not appropriate.
10. Participants should wear comfortable shoes and plan for a great deal of walking, both indoors and outdoors, including a lot of stairs. Flip flops are not appropriate. High heels, sandals or open toed shoes are not recommended.
11. Delegates/chaperones will be going through multiple metal detectors on Monday and Tuesday – pocket knives, scissors, multipurpose tools or anything considered a weapon will be confiscated and not returned.
12. Enclosed in this packet are letters to be used for your chaperones and delegates; it is your responsibility to get this information to them.
13. Provide delegates with a copy of the Code of Conduct and Health / Permission form (and make sure the chaperone has a signed copy of it before going).
14. If a Delegate becomes ill during the trip, their parents will be contacted to pick them up.
15. Delegates are encouraged to bring along healthy snacks, books and cards for their free time enjoyment.

#### On-line Registration Information

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

* County name
* Contact person’s home number (in case of weather related cancellations, etc.)
* Cell and work numbers (in case we need to cancel the program)
* Delegates and chaperone’s names and complete address
* Emergency contact numbers
* Dietary restrictions
* Special needs
* Gender (do NOT assume we know this based on the name)
* Who if any will serve as an MC and introduce speakers
* Preferred choice of department / agency visit for either youth or adult.
* Shirt size for each participant
* On-line registration link: https://apps.cce.cornell.edu/event\_registration/main/events\_landing.cfm?event=capitaldays2024-2\_211

#### Committee Contact Information for Questions

Registration payments and refunds – Rachel Sakadolsky

Chaperone questions – Rebecca L. Ireland-Perry

Hotel and overall information – Rebecca L. Ireland- Perry

## 4-H Capital Days 2024 – Payment Form

County Contact Person

Email \_ Home Phone

Cell # Work Phone

#### A. Total Number of Capital Days registrations x $275=

**Total Number of Committee/Teen Committee Members x$137.50=$**

Name Chaperone Delegate Male\_ Female

Name Chaperone Delegate Male\_ Female

Name Chaperone Delegate Male\_ Female

Name Chaperone Delegate Male\_ Female

#### C. Late fee after April 29th : Total Number of Participants x $15.00=

**Grand Total**

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

#### Event registration instructions:

1. Register on line at: https://apps.cce.cornell.edu/event\_registration/main/events\_landing.cfm?event=capitaldays2024-2\_211
2. Fill out hard copy payment form and send with ***check payable to 4-H Capital Days,*** mail to

**Rachel** **Sakadolsky, CCE Albany County, 24 Martin Road Voorheesville, NY 12186.**

\*\*Required 2 persons per room (adults & youth are NOT allowed to stay in the same room). Delegates from the same county will room together (same sex). If a specific roommate is preferred, indicate so below and we will attempt to accommodate you.

Dear 4-H Chaperone:

Thank you for volunteering to chaperone at the 2024 4-H Capital Days Program in Albany. On behalf of the committee, I look forward to seeing you on May 19-21, 2024. The trip has many educational opportunities and citizenship activities. The legislator visits are an opportunity to tell your county’s 4- H story and inform the legislators of the value of the 4-H program. Please encourage your 4-H’ers to share their 4-H experiences.

In addition to sharing your own story, I recommend having some questions or comments concerning current political issues available for discussion when you meet with them.

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

* To achieve a better understanding of the NYS policy process
* To gain a better understanding of state and local government relations

 To provide delegates the ability to meet with legislators and tell their 4-H story  To create an awareness of career opportunities in New York State Government  To meet and exchange experiences with delegates from other counties

Registration time is from 4:00-6:00 p.m. on Sunday night at the Comfort Inn hotel. There will be an orientation session containing important information for chaperones at 9:45 p.m. The orientation will describe the schedule of events and procedures for the 4-H Capital Days Program.

 On Monday when we are at the Capitol, lunch will be on your own. A suggested amount of $20/person

 should be sufficient.

Please be aware that on Tuesday you will drive your own vehicles to the Empire State Plaza. The traffic can be busy and a bit overwhelming to those unfamiliar with driving in the city. We will follow one another over, please make sure you are comfortable with this, as it is a requirement of chaperones.The parking fee is approximately $10.00. Directions to the Plaza from the hotel, parking information, etc. will be detailed in the orientation.

It is important to know that we expect you, not the committee, to be responsible for your Delegates at all times. We asked counties to arrange a one-to-five ratio of chaperons to Delegates. While you are specifically responsible your county’s Delegates, we ask that you also share the responsibility for the entire Delegation.

The committee will support any necessary and proper action you must take with Delegates other than your own to ensure acceptable behavior. Safety considerations must be a group effort. Because of security, it is necessary for your delegates to remain with the group at all times. Additionally, no backpacks, pocket knives, or multipurpose tools will be allowed in the Empire Plaza

We ask that you and the Delegates abide by the following guidelines:

* Bring the health form for each 4-H member attending and keep them in your possession for use if necessary.
* When asked to assist, please do so as we need your help, particularly if you have attended in the past.
* No drugs or alcohol are permitted on this trip.
* Delegates must be prompt and courteous at all times and show particular consideration to others staying in the hotel.
* It is required that all appointments be made with your elected representatives between 9 and 12, or

 after 1 p.m., on Tuesday – **not** during the closing program.

* Please stay with your group during the small group activities or with larger groups as you are assigned.
* Delegates will not be allowed to switch Department Visits as group numbers & names of attends are sent to departments ahead of time for security reasons.
* All Teen Delegates and Adult Chaperones are expected to give proper attention to personal hygiene and to dress appropriately for 4-H Capital Days. Please ensure that all in attendance represent themselves in a professional manner. Business casual is recommended for daily programs. 4-H appropriate casual attire is acceptable for evening events, except the Monday night banquet is dress attire.
* REMEMBER TO ENCOURAGE PARTICIPANTS TO WEAR COMFORTABLE SHOES, as they will be doing a considerable amount of walking.

If you have any additional questions, please do not hesitate to contact me by phone 607-391-2665 or by email rli3@cornell.edu. Your assistance, cooperation and attention to these requests are greatly appreciated. I look forward to seeing your county represented at the 89th annual 4-H Capital Days Program.

Sincerely,

Rebecca L. Ireland-Perry

2024 4-H Capital Days Committee Chair Cortland County Cornell Cooperative Extension

Dear 4-H Capital Days Delegate:

Congratulations on being selected to represent your county at the 89th Annual 4-H Capital Days event in Albany, May 19-21, 2024.

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

Objectives of the 4-H Capital Days Program are:

to achieve a better understanding of the NYS policy process,

to gain a better understanding of state and local government relations,

to provide youth the opportunity to meet with legislators, and tell their 4-H stories,

to create an awareness of career opportunities in New York State government and Public Service to meet and exchange experiences with delegates from other counties.

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

It also cannot be stressed enough: make sure you wear comfortable shoes and be ready for a lot of walking and climbing stairs. You will be going through metal detectors. No backpacks, pocket knives or multipurpose tools are allowed in Empire Plaza or the Capitol. These items will be confiscated and not returned, so leave them at home. Bring a picture ID if you have one (i.e. school id is acceptable).

For free time bring comfy, 4-H appropriate, clothes.

You will be staying at the Comfort Inn, Glenmont, NY (phone (518) 362-1076). You will be expected to be prompt and courteous at all times and to show particular consideration to others staying in the hotel. Please label your suitcase with your name and county.

The following meals are provided, but you can bring snacks if you would like.

Sun., May 19 – Taco bar dinner is included with registration. Casual attire.

Mon., May 20 – Breakfast (at hotel), casual business attire, lunch on your own.

Mon., May 20 – Dinner Banquet (at hotel). Dress attire.

Tues., May 21 – Breakfast (at hotel), Empire State Plaza, Casual business attire.

Finally, you will need to fill out your Health Form COMPLETELY, sign the code of conduct form, and give them to you chaperon. As is the regular policy, drugs and alcohol are NOT permitted.

We are pleased that you will be attending the 89th Annual 4-H Capital Days event. Sincerely,

#### The 2024 4-H Capital Days Committee

Rebecca Ireland-Perry – Cortland County Eileen DePaula – Rensselaer County Tammi Kron – Erie County Adam Davis – NYS 4-H Office

Robin Bartholomew- Onondaga County Rachel Sakadolsky-Albany Co.

Natalie Fabretti – Monroe County

**CHECKLIST FOR 4-H EDUCATORS**

## Capital Days 2024

Register online — for delegates and chaperones. Registration link found at: https://apps.cce.cornell.edu/event\_registration/main/events\_landing.cfm?event=capitaldays2024-2\_211

Send payment form and checks ***Make checks payable to 4-H Capital Days*** to Rachel Sakadolsky, CCE Albany County, 24 Martin Road Voorheesville, NY 12186. Have participants AND chaperons select a department to visit (top 3 choices). First come – first served. The county delegation does not need to attend the same departments.

Indicate whom the chaperone will be for your county if sharing with another county. Provide a contact person and phone number in case of program cancellation.

Invite your state senator and assemblyperson to appointment. Tuesday between 9 am and 12:00 pm when you are not scheduled for a Capitol tour, or after closing on Tuesday. **DO NOT** schedule appointments during the closing program.

Communicate with your delegates and chaperons regarding program expectations:

* Discuss the need to know who your Legislators are
	+ Discuss expectations for dress and behavior
	+ Discuss with chaperons the driving expectation
	+ Review the NYS quiz information (<https://nys4-h.org/capital-days>)
	+ Have delegates fill out the “Know YOUR Elected Officials”

Form (<https://nys4-h.org/capital-days>)

* + If the delegate has a picture ID, please have them bring it.
	+ It is helpful to your delegates if you create a folder of information promoting CCE in your county; it gives them some talking points.

### CHECKLIST FOR PARTICIPANTS

* Get your paperwork into your county office right away.
* Decide which department tour you would most like to attend, top 3 choices
* Pick the type of box lunch you want, and dinner choice for Monday, and tell your educator.
* Review the expectation for dress and come prepared appropriately.
* Be sure that your county office has made appointments with your NYS senator and assemblyperson for Tuesday.
* Review the website to obtain information about your senator and assemblyperson and fill out the ‘YOUR Elected Official” form on each. (<https://nys4-h.org/capital-days>)
* Complete the NYS quiz.( <https://nys4-h.org/capital-days>)
* Think about 1 or 2 important things to speak with your legislator about.
* Please do not use cell phones or chew gum during the program.
* When you return, please send Thank You notes; a list will be given to you at the close of the program.

## 4-H Capital Days - Code of Conduct

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

#### Expected behaviors of 4-H delegates:

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

#### Consequences:

Any of the following may be used, depending on the severity of the situation and other circumstances relating to the event.

 In mild cases, a warning will be given

 Able to remain at event, but possibly barred from a future event  Sent home at the family’s inconvenience and expense

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

### 4-H CAPITAL DAYS PROGRAM

**Date:**

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

**Signature of Parent/Guardian**

## 4-H Capital Days

Name: County:

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

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

**st rd**

**nd**

#### Preferred Department/Agency Visit. Please indicate preference, i.e. 1 choice, 2 choice, 3 .

 Department of Agriculture & Markets: supports the production of high-quality and diverse agricultural products; ensuring a safe, nutritious and accessible food supply; providing economic opportunities for farms and rural residents; fostering agricultural environmental stewardship; and safeguarding New York State’s land and livestock.

 Department of Education: responsible for the supervision for all public schools in New York and all standardized testing, as well as the production and administration of state tests and Regents Examinations. In addition, the State Education Department oversees higher education, cultural institutions such as museums and libraries, vocational rehabilitation, and the licensing of numerous professions. It is headed by the Board of Regents of the University of the State of New York (USNY) and administered by the Commissioner of Education.

 Department of Health: protect and promote the health of New Yorkers by preventing and reducing the threats to public health and assuring access to affordable, high-quality health services.

 Department of Environmental Conservation: guides and regulates the conservation, improvement, and protection of New York's natural resources; manages Forest Preserve lands in the Adirondack and Catskill parks, state forest lands, and wildlife management areas; regulates sport fishing, hunting and trapping; and enforces the state's environmental laws and regulations.

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

 Permission &Health Form Code of Conduct

#### Indicate Shirt Size, adult sizes – please check:

\_\_\_\_S \_\_\_\_M \_\_\_L \_\_\_XL \_\_\_2XL \_\_\_3XL



Address - Comfort Inn Glenmont - Albany South 37 Rte 9W, Glenmont, NY 12077

Phone – (518) 362-1076

Directions to Hotel -

From the south – New York City, New Jersey

* I-87 N
* Take exit 23 from I-87N to US-9W S/Rte 9W S/Southern Blvd in Albany.
* Follow US-9W S/Rte 9W S/Southern Blvd to your destination in Glenmont

From the north– Saratoga, Montreal

* I-87 S
* Take exit 23 from I-87S to US-9W S/Rte 9W S/Southern Blvd in Albany.
* Follow US-9W S/Rte 9W S/Southern Blvd to your destination in Glenmont

From the East – Boston, Springfield

* I-90 W
* Take exit 22-61 to merge onto I-87 N toward I-90/Albany/Buffalo
* Take exit 23 from I-87N to US-9W S/Rte 9W S/Southern Blvd in Albany.
* Follow US-9W S/Rte 9W S/Southern Blvd to your destination in Glenmont

From the West – Syracuse, Rochester, Buffalo

* I-90 E
* Continue onto NY State Thruway (signs for I-87 S/New York/Boston)
* Continue onto I-87 S
* Take exit 23 from I-87S to US-9W S/Rte 9W S/Southern Blvd
* Follow US-9W S/Rte 9W S/Southern Blvd to your destination in Glenmont

### SAMPLE PRESS RELEASE

Date

For Immediate Release:

Name of Agent/Cooperative Extension Educator County Name

89th Annual 4-H Capital Days

A delegation representing 4-H members in New York State will expand their knowledge of state government when they travel to Albany May 19-21, 2024 for the 89th annual 4-H Capital Days event, representing 4-H members from counties across the state.

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

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

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

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

Participant Full Name (please print): County:

# New York State 4-H Permission Slip

Information in this form will be used to help ensure a safe, positive experience for you and/or your child. Only Cornell Cooperative Extension and 4-H staff (including the event coordinator and medical director) will be able to view this form and information will only be used as needed.

Activity Date(s) and Location: NYS 4-H Events for the 2024 4-H Year (October 1, 2023 – September 30, 2024) at Cornell University (including bowling, gym, and pool activities), NYS Fairgrounds, and other locations

Activity Director: CCE 4-H staff

Participant Information (please print):

Participant’s Name: Check one:  Youth  Adult Volunteer  CCE staff

Date of Birth:

If youth: Parent/Guardian Name: Parent/Guardian Phone: Address (city, state, and zip code):

Home Phone: Emergency Contact Name:

Cell Phone: Phone:

Medical Release

Family Medical and Hospitalization Coverage

Type of Insurance Coverage:

Address of Insurance Company:

Family Physician’s Name:

Medical History – *please check all that apply*

Subscriber of Policy: Identification/Policy #: Phone:

Medical Conditions

* Ear Infections
* Rheumatic Fever
* Convulsions
* Diabetes
* Asthma
* Other (specify):

Date of Last Tetanus Booster:

Allergies

* Hay Fever
* Insect Stings
* Ivy Poisonings
* Penicillin
* Other (specify):

Food Allergies/Dietary Restrictions

* Peanuts
* Milk
* Eggs
* Tree Nuts
* Seafood/Shellfish
* Gluten Products
* Other (specify):

Current Prescribed Medication (specify):

The nurse/medical director will inventory and collect all medications (with the exception of epi pens and inhalers) at registration, and keep them locked at the nurse’s office. As needed, participants will request their medication from the nurse for self-administration. Any need for

assistance (e.g., injection) will be referred to Gannett Health Center or closest medical facility.

Please specify any other health concerns, physical activity restrictions, and/or any other information you want 4-H staff and chaperones to be aware of on behalf of your child’s welfare.

Parent/Guardians

* I understand that I will be notified in case of serious injury or illness. However, in the event that I cannot be reached, I hereby give permission for my child named above to be medically treated by a physician or medical facility as appropriate.
* I hereby give permission for the nurse/medical director to inventory, collect, keep all medications and supervise my child’s self-administration for the duration of the event, as described above.

Initials:

Adult Participants

I give my permission to be medically treated by a physician or medical facility as appropriate, in the event of an emergency or illness.

Initials:

Photo Release

Cornell University is granted permission to use and/or publish my or my child’s photograph or image (including: audio, film, digital image or any other media) for educational purposes on their respective websites or for the promotion of their respective programs. I understand that I/my child/ward are not being compensated in any way for the use of our images and that I/we do not have approval over the final product in which it appears. I hereby release Cornell Cooperative Extension, Cornell University, and all persons acting under their permission or authority from any and all claims or liability arising out of use of our images. This release shall bind our heirs, guardians, assigns, and legal representatives.

 Check here if you DO consent. Initials:

Program Evaluation Consent.

Through participation in Cornell Cooperative Extension and 4-H programs, you or your child may be asked to complete a survey about their experiences in the program or activity. The New York State 4-H State Office at Cornell University regularly uses data collected from these surveys for evaluation efforts designed to inform our programming and to provide better, more meaningful educational experiences in the future. Participation in the survey is anonymous, voluntary, and there is no impact on program participation if someone refuses to complete a survey. A participant, parent, or guardian may withdraw consent at any time and a participant may refuse any survey request at any time.

 Check here if you DO consent. Initials:

Permissions Granted

I hereby consent or give my child permission to fully participate (subject to the restrictions noted) in the Cornell Cooperative Extension activity on the date(s) and at the location(s) indicated above.

Parent/Guardian or Adult Participant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_