TO: Extension Educators with 4-H Responsibility

FROM: Dana Baldwin and Kimbreley Davis
Interim West District 4-H Youth Development Program Specialists

DATE: August 12, 2019

RE: REGISTRATION DUE OCTOBER 1, 2019
WEST DISTRICT ACTION CONFERENCE, MIDWEST CITY, OK
REED CONFERENCE CENTER
OCTOBER 16, 17 & 18, 2019

The West District Officer team has been working to pull an excellent Action Conference program together. The leadership team would like you to be informed on plans for the Conference. The goal of the Conference is to share ideas and information that youth can take home and share in their county or community, as well as to improve themselves.

DELEGATES: There is no limit to the number of delegates that a county may bring. Delegates should be in the seventh grade as of September 1, 2019. They must be an active member in the 4-H Online to attend the Conference. Please have them in active status by October 1, 2019. All delegates will be allowed to vote in the District Officer election process. Each county should have at least one adult of the gender represented in that county’s delegation present at the Conference. Please contact Dana or Kim if you are unable to bring a chaperone for each gender.

COST: The Conference fee will be $78.00 per youth (4 per room) for one night and $148.00 for two nights. The Conference fee for Educators will be $90.00 per adult (2 per room) for one night and $185.00 for two nights. The fee includes lodging, Conference costs, pizza buffet upon arrival on Wednesday evening, and breakfast and lunch on Thursday (for one day registration). The two nights fee will include the dinner on Thursday evening. Registration form and payment is due by October 1, 2019 to the West District OSU Extension. Please pay for your county delegation (delegates, state and district officers, educators, and volunteer leaders) with one check, payable to West District 4-H Programs. Email all registration forms to Becky Buller (becky.buller@okstate.edu) at the West District Office.

MOTEL: The delegation will be staying at the SHERATON MIDWEST CITY AT THE REED CONFERENCE CENTER, 5750 Will Rogers Road, Midwest City, OK 73110.

ARRIVAL TIME and CONFERENCE PLANS: The Conference will begin with registration from 5:00 to 7:00 p.m. at the SHERATON MIDWEST CITY AT THE REED CONFERENCE CENTER, 5750 Will Rogers Road, Midwest City, OK 73110. The opening general session for the conference will begin promptly at 7:30 p.m. The conference agenda is still being finalized at this point. However, the delegation can eat at the pizza buffet between 6:30 and 7:30 and we will begin the conference at 7:30. The District Officers and State Council Representatives and Ambassadors will do youth led workshops, we will have District Officer candidate speeches, a dance and vote that first evening. We will have workshops presented by District Officers, a service learning activity, and a dance on Thursday.
**DISMISSAL TIME:** The Conference will dismiss at 4:00 p.m. on Thursday, October 17th for those opting for the one night package. The Conference will dismiss by noon on Friday, October 18th for those opting for the two nights package.

**MEDICAL FORMS, LIABILITY RELEASE FORM, CODE OF CONDUCT:** Each delegate is required to complete Youth Participation Form 1 or the 4-H Online Health Form. The OTC and Prescription medicine forms should be completed as needed by the delegates. Educators should bring 1 copy for each of their county’s chaperones and 1 packet to turn in at registration. We will review the code of conduct at the beginning of the Conference. Educators and/or leaders from each county will be responsible for the conduct of all delegates from their county and assist when appropriate with the total delegation. Delegates will be charged for damage to, or loss from their rooms. The form can be accessed at: [http://4h.okstate.edu/events-and-activities/forms](http://4h.okstate.edu/events-and-activities/forms).

**CLOTHES:** At the Conference we are representing 4-H so we need to make a good impression with our dress as well as our attitude and behavior. Snappy casual clothes should be worn. Nice shirts/blouses, with nice jeans, slacks, capris, knee length shorts or with nice jeans or slacks, skirts, dresses or jumpers. This does not include tank tops; T-Shirts with inappropriate sayings including, but not limited to, alcohol or tobacco products; or faded/ragged jeans. Any delegates wearing the above will be sent back to their rooms to change. Caps or hats should not be worn inside the building. Those planning to swim should pack suits. Your WAC t-shirt or other 4-H shirt should be worn during the service learning activity on Thursday.

**MEDICAL INSURANCE COVERAGE:** The West District Extension will be taking out a day policy in addition to the dollar a year policy. The day policy gives us a little more coverage and is very economical. However, this will save you from needing to take coverage for your county delegates.

**LEADERSHIP OPPORTUNITIES:** This year youth will have an opportunity to help with WAC by doing the pledges, providing a thought for the day, etc. Please have youth complete attached form if interested.

**RUNNING FOR DISTRICT 4-H OFFICE:** We will be electing a set of district officers for the north region and a set of district officers for the south region of the West District. Please encourage your 4-Hers to file and run for a District 4-H Office. The experience and opportunities are innumerable. Application forms are due with registration by October 1. Filing information is in a separate document along with the application, and is located on the West District website here: [http://oces.okstate.edu/westdistrict/4-h/](http://oces.okstate.edu/westdistrict/4-h/).

County Educators – Please check your county’s nomination forms carefully before submitting. If you have several candidates for district office, it is desirable for them to run for different offices, unless you have more than five who want to run.

The two sets of district officers for 2019-2020 will be elected at the 2019 West District Action Conference and will serve from November 2019 to October 2020. The officer teams will be recognized at the 2020 Roundup.

**REGISTRATION & VOTING:** Each delegate will assume the responsibility of becoming informed about the candidates and then voting in the primary election and voting again in the other elections if needed. All official paid youth delegates will be automatically registered to vote by their attendance at the Conference.

**SNACKS and DRINKS:** We would like for each county to bring snacks for the conference to help keep the cost down. If each county would bring 2 bags of chips or cookies and 2 bottles of pop that would be a start. We will furnish cups and snack plates.
**ADULT CHAPERONES:** They will be expected to attend all sessions, events, and meals. They will be asked to assist with the chaperoning of all delegates and may be asked to assist with the Conference. Please make arrangements to have your youth chaperoned by the appropriate male or female chaperone. Please inform us who will be chaperoning your delegates if you do not have a male and female chaperone.

**COUNTY SPIRIT CONTEST**

**Service Project**

Counties with highest totals will be recognized at the final assembly.

- Change for Change – Turn in at registration
- Pop Tabs for Ronald McDonald – Turn in only $ (no pop tabs) at the Conference registration table
  - County Checks can include both pop tab and Change for Change $$, payable to “West District 4-H Programs”.

Please take time to share the information with all of your delegates and adult volunteers coming to West Action Conference, especially information on meals provided, what to bring, dress code, and Officer Candidate information.

Attachments: Registration Form
              Officer Filing Application
              Youth Leadership Opportunities Form
              Service Project Form

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Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990, and other federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. The Director of Equal Opportunity, 408 Whitehurst, OSU, Stillwater, OK 74078-1035; Phone 405-744-5371; email: eeo@okstate.edu has been designated to handle inquiries regarding non-discrimination policies. Any person who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU’s Title IX Coordinator 405-744-9154.

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FOR INDIVIDUALS WITH DISABILITIES WHO REQUIRE AUXILIARY AIDS OR SERVICES FOR PROGRAM PARTICIPATION, PLEASE PROVIDE A DETAILED DESCRIPTION OF NEEDS AT THE EARLIEST POSSIBLE DATE, BUT NOT LATER THAN REGISTRATION DEADLINE. IF NOT REQUESTED IN ADVANCE, IT MAY NOT BE POSSIBLE TO PROVIDE SOME AIDS AND SERVICES. REASONABLE EFFORT WILL BE MADE TO ACCOMMODATE INDIVIDUALS WHO REQUEST AUXILIARY AIDS OR SERVICES.
REGISTRATION FORM
WEST DISTRICT 4-H ACTION CONFERENCE
OCTOBER 16-18, 2019

_____________________________ County
Listing of Official Delegates by preferred room assignments
attached by brackets “[ ]” four per room.

(Counties with less than 4 per gender will share a room with another county.)

ALL forms need to be emailed to Becky Buller

YOUTH

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<th>Name</th>
<th>Sex</th>
<th>Shirt Size</th>
<th>One Night $78</th>
<th>Two Nights $148</th>
<th>Racial Group/ Tribal Affiliation</th>
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Total amount one night $
Total amount two nights $
Total amount T-shirts $
TOTAL AMOUNT ENCLOSED $
(payable to “West District 4-H Programs”)

Due October 1, 2019
West Action Conference Volunteer Form

Due October 1st with registration

Please sign up below if you would like to help with different aspects of WAC.

4-H Member’s Name: _______________________________________

County: _______________________________________________

Please rank the following items 1 through 3 if you are interested in additional duties at WAC

______ WAC in Review Team
taking pictures at all WAC activities for the video at the close of WAC

______ Flag Salute – leading the salute to the American flag for one of the assemblies

______ 4-H Pledge – Leading the 4-H Pledge at one of the assemblies

______ Entertainment – providing entertainment before or during assemblies

______ Invocation – leading the prayer before meal

______ Thought for the Day – an inspirational or thought provoking reading to start or end assembly
Service Project Totals – Turn in at the registration table on Wednesday evening

County ______________________________

Pop Tabs
(all tabs collected/redeemed since August 1st):

_________pounds of tabs collected*

☐ Sold locally – amount of money turned in $______________**

☐ Taken directly to Ronald McDonald House

Change for Change:

$_________ amount collected since August 1st.*

*These totals will be applied to what you turn in at the 2020 Round-Up.

**County Checks can include both pop tab and Change for Change money. Make checks payable to West District 4-H Programs.