



September 1, 2016

TO: All County & Reservations Offices
RE: 2017 Montana 4-H Citizenship Seminar

The 2017 Montana 4-H Citizenship Seminar will take place from **January 15-17, 2017** in Helena at the Radisson Colonial Hotel. This CIA (citizenship-in-action) event is designed to educate Montana youth about the rights and responsibilities of citizenship.

Where: Helena, Montana – Activities will take place at the State capital complex and the Radisson Colonial Hotel *in conjunction with Legislative Breakfast*.

When: The event will begin on Sunday, January 15 at 2:00 p.m. and end on Tuesday, January 17 sometime in the afternoon.

Eligibility: 4-H members must be 14 years of age by October 1, 2016 and must **NOT** have attended Montana 4-H Citizenship Seminar previously. Each county may select two delegates to attend. These delegates will also attend Legislative Breakfast on Tuesday, January 17. If you have more than two youth interested in attending and there is additional space after November 1, we will continue to accept registrations through November 4 (on a first-come, first-served basis) up to 60 people (youth and adults).

Chaperones: Each delegate must have a designated (adult) chaperone. Counties may combine with other counties to reach a desired 1:4 ratio of adults to youth. Chaperones will be asked to participate in the event by acting as lobbyists during the legislative process. Any adults with special skills or interests should note them on their registration.

Housing: Each county must make its own housing arrangements. A block of rooms is reserved at **Radisson Colonial Inn** (2301 Colonial Drive, Helena) under "4-H Citizenship Seminar." The block will be held until *December, 16, 2016*. The rate is \$95.00 (state rate) per room plus tax (double occupancy). Call (406) 443-2100 for reservations. Because we have worked out a deal for meeting room space, meals, and rooms, it is required that all delegations stay at the Radisson Colonial Inn.

Fees: There is an **\$80 registration** fee for each adult and youth to offset program costs. The Montana 4-H Foundation contributes \$2,500. The program fee includes all meals except dinner on Sunday, January 15. The fee also includes attendance at two events: Citizenship Seminar and Montana Legislative Breakfast. Please send **one check** that includes all registration materials, to the State 4-H Office **by November 1, 2016**.



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Transportation: Transportation to and from the seminar and shuttling youth between activities is the county's responsibility.

Registration: Counties should register youth and adults using 4-H Online.

Leadership: Up to four people will have the opportunity to serve on the Leadership Team (LT) which will not affect county delegate numbers. The LT will assist with program planning and implementation, will have special roles in the legislative process, and will serve as role models and mentors. Preference is given to those who have attended Citizenship Seminar in the past. Deadline to apply for the leadership team is November 1, 2016. Leadership team must commit to 2-3 virtual meetings in December, 2016 and attendance at the event in January, 2017.

Bills: Each delegate is expected to sponsor one "bill" suitable for the 4-H Legislature. This should be submitted, electronically, to Stephanie Davison (sdavison@montana.edu) or Catherine Schafer (Catherine.schafer@montana.edu) by November 1, 2016, along with your other registration materials. The bills will be reviewed and grouped by topic area into committees prior to the event. *Please see the template included in this email for information on how to write a bill.*

Service Project: Each delegate and county will be given the opportunity to contribute to a service project that is yet to be determined.

History Bowl: teams of two individuals from each county may compete in the Montana History Bowl. A preliminary written test given on January 15 will determine the teams that participate in the final event.

Legislative Breakfast: If you are planning to send a delegation to Legislative Breakfast, please include in your numbers any youth that are also attending Citizenship Seminar. For example, if you usually send six youth to Legislative Breakfast and there are two youth who want to attend Citizenship Seminar, please register two for Citizenship Seminar and four for Legislative Breakfast.

Forms: The following forms are required for all participants and should be sent with your registration: *Medical Release* (youth or adult), *media release*

Checklist: Please complete the following by **November 1, 2016**

- _____ Registration through 4-H online
- _____ Submit payment to the 4-H Center
- _____ Send a signed medical and media release for each youth and adult to 4-H Center
- _____ Email your mock legislative bill to sdavison@montana.edu or Catherine.schafer@montana.edu
- _____ Reserve your hotel room

Contact Stephanie Davison or sdavison@montana.edu with questions.