

August 24, 2009

MEMORANDUM TO: County 4-H Coordinators

FROM: B. Darlene Locke
Extension Specialist – 4-H and Youth Development
Director, 4-H Conference Center

R. Laci Chapman
Extension Assistant
Program Director, 4-H Conference Center

SUBJECT: Junior Leadership Retreat
Registration Information

Howdy! The 4-H Conference Center, Texas AgriLife Extension Service, is pleased to announce the 2009 **Junior Leadership Retreat, November 6-8, 2009**. We are looking forward to having your county delegation join us for a weekend retreat at the 4-H Conference Center.

Counties are encouraged to bring their 4-H members up to 14 years of age for this exciting leadership development program. Participants must be **under 14** years of age and be in 4-H to attend this training.

Purpose

The **Junior Leadership Retreat** was designed to utilize Texas 4-H Council members teaching leadership development to younger 4-H members. This mentoring process will allow both the Council members and the younger 4-H members to develop communication and leadership skills.

Objectives of the **Junior Leadership Retreat** are:

1. Develop an understanding of styles of leadership.
2. Learn and practice communication and public speaking skills.
3. Learn and implement skills in teamwork and cooperation.
4. Learn about new 4-H project opportunities and activities
5. Provide an opportunity for State 4-H Council members to mentor younger 4-H members.

Program Highlights

The workshop will focus on basics such as communication skills, leadership, team building, new project and/or activity opportunities, community service, leading recreation, how to manage groups, and more. It is the goal of the workshop to empower youth with the skills they need to become leaders in their community clubs and county programs.

Counties should plan to arrive between 6:30 - 8:00 p.m. Friday night ready to begin! The first session will begin at 8:30 p.m. Please arrange your travel plans so that you can arrive by 8:00 p.m. or you'll miss the opening assembly. Participants should plan on a full agenda, so come prepared to learn and to have fun!

Registration Information

- Participants must be **under 14** years of age on or before August 31, 2009 and be a member of 4-H. Counties may register as many youth as they wish, provided an adequate number of chaperones accompany them.
- To register your county, please complete the enclosed *Registration Form* and enclose the \$50 non-refundable deposit per person. **COUNTIES ARE TO SUBMIT ONLY ONE CHECK PER COUNTY!** NO INDIVIDUAL/PERSONAL CHECKS FROM PARTICIPANTS WILL BE ACCEPTED!!! The deposit is non-refundable, but may be transferred to another participant (substitute). Non-refundable deposits may NOT be applied to the balance due upon arrival.
- Counties may choose the option of sending the entire registration (\$120 per youth; \$30 per adult chaperone) in full when they register. This will simplify the process of not having to worry with bringing another check later!
- Mail the registration form and deposit to the 4-H Conference Center by October 13, 2009. Please make checks payable to the 4-H Conference Center.
- The remaining balance will be due upon arrival at the 4-H Conference Center unless you choose to pay in full when you register!

Workshop Cost

The cost for the **Junior Leadership Retreat** will be as follows:

Friday night arrival (No Dinner Served)	\$120.00
Adult Chaperones	\$80.00

This fee will include lodging, health care services, four meals, two evening snacks and programming fees. Workshop costs will **not** be pro-rated for participants who may leave early or come in late. The program will begin on Friday night with sessions so make every effort to be here by 8:00 p.m.! ***Remember that this is a 4-H event which is considered an extra-curricular activity! Youth may get out of school early to attend if eligible to do so!***

Chaperone Requirements

The 4-H Conference Center will strictly enforce the ratio for chaperones. Chaperones must be 21 years of age. The ratio of adults to youth is one chaperone for up to 8 youth of the same gender. If, for example, your county brings three males and four females, one male and one female chaperone must accompany them. **If you have 13 males and 13 females, two male & two female chaperones must attend.** Please make chaperone arrangements with other counties in your District if possible prior to sending in your registration. Attach a letter to your registration stating what agent or leader from another county will be chaperoning your participants. **If other counties agree to chaperone youth, the ratio of 1 to 8 must still be maintained.**

In the event that we still do not have adequate chaperones, Counties will be assessed a \$90 fee to pay for former summer staff to come in and chaperone youth. Counties will be contacted prior to the event so that they can bring a check to pay for chaperoning. The fee for a chaperone will be \$90 for the weekend PER CHAPERONE that is needed.

Release Forms

The Authorization for Medical Care and the Code of Conduct Forms are available on the 4-H Conference Center website at: <http://texas4h-ctr.tamu.edu>. Each youth participant must complete and submit these forms to the 4-H Conference Center upon arrival. All adult chaperones and county Extension personnel must complete the same package of information. Please print off and photocopy forms as needed. **Do not mail forms in advance!!!**

Enclosures

CC: Dr. Chris Boleman
Texas 4-H Faculty
Dr. Darrell Dromgoole

District Extension Administrators
Mr. Kyle Smith

2009 Junior Leadership Retreat

November 6-8, 2009
4-H Conference Center

REGISTRATION FORM – **DUE October 13, 2009!!!**

COUNTY: _____ DISTRICT: _____ AGENT: _____

PHONE: _____

Youth Name	Youth	M/F	Birth date (M/D/Y)	Reg. Fee \$120.00 or \$50.00 dep
Chaperone Name	Leader/ Agent	M/F		Reg. Fee \$80.00 or \$50.00 dep

Please attach **ONE COUNTY CHECK for \$50.00 per youth/adult participant listed above.** This fee is non-refundable, but transferrable should any one listed not attend. Substitutions will be allowed and the \$50.00 deposit will apply to the substitute, but not to the remaining balance. ___ (# of Participants) X \$50 = \$_____ (Deposits Due) or you may pay the full amount due.

Make your ONE COUNTY check payable to: **The 4-H Conference Center and return by October 13, 2009!!!**

Send registration form and payment to:

4-H Conference Center
Junior Leadership Retreat
5600 FM 3021
Brownwood, TX 76801

JUNIOR LEADERSHIP RETREAT

NEWSLETTER INSERT

The 4-H Conference Center will be holding the Texas 4-H Junior Leadership Retreat November 6-8, 2009 at Lake Brownwood! This workshop will focus on basics such as communication skills, leadership, team building, new 4-H projects, community service, types of recreation, managing groups and more.

It is the goal of the workshop to empower youth with the skills they need to become leaders in their community clubs and county programs. Texas 4-H Council members will provide leadership for this retreat, mentoring to the younger 4-H members to help them develop their leadership skills. Participants must be under 14 years of age.

Junior Leadership Retreat 2009 will focus on two new 4-H opportunities, the Food Challenge and the Outdoor Challenge. Come learn what it takes to put teams together for these two new and exciting 4-H activities. You'll learn not only about the competitions, but the preparation that it takes to get ready for the events.

Call your local county extension office (or insert the agent's name here) at (phone number) to register today. Cost for the weekend retreat is \$120. for youth and \$80.00 per Adult Chaperone. County registration deadline is (insert date).

Texas 4-H Junior Leadership Retreat

**4-H Conference Center
November 6-8, 2009**

Tentative Schedule

Friday, November 6

6:30-8:00 p.m.	Registration -- no dinner served
8:30 p.m.	Why Are We Here? -- General Session, Auditorium Orientation, Get Acquainted Activities, etc.
11:00 p.m.	Closing Ceremony – Auditorium
11:30 p.m.	In Dorms

Saturday, November 7

7:30 a.m.	Flag Ceremony – Flag Poles
7:45 a.m.	Breakfast – Dining Room
8:45 - 9:00 a.m.	Opening Assembly – Auditorium
9:00 - 12:00	Concurrent Sessions
12:00 -1:00 p.m.	Lunch – Dining Room
1:00 - 5:00 p.m.	Concurrent Sessions
5:00 - 6:00 p.m.	Free Time
6:00 p.m.	Dinner – Dining Room
7:30 p.m.	Flag Lowering General Session
9:00 p.m.-12:00 a.m.	Dance and Recreation -- Auditorium
12:00 a.m.	Closing Ceremony
12:30 a.m.	In Dorms

Sunday, November 8

8:00 a.m.	Rise & Shine! Clean Dorms and Pack!
8:50 a.m.	Campus Sweep -- Meet at Flag Poles!
9:00-10:00 a.m.	Brunch -- Dining Room
10:00 a.m.	Closing Assembly -- Auditorium

Have a safe trip home!!!