



September 13, 2018

TO: All County & Reservations Offices
RE: 2019 Montana 4-H Citizenship Seminar

The 2019 Montana 4-H Citizenship Seminar will take place from **January 20-22, 2019** in Helena at the Delta Hotel (formerly Radisson Colonial). 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 Delta Hotel *in conjunction with Legislative Breakfast*.

When: The event will begin on Sunday, January 20 at 2:00 p.m. and end on Tuesday, January 22 sometime in the afternoon.

Eligibility: 4-H members must be 13 years of age by October 1, 2018 and must **NOT** have attended Montana 4-H Citizenship Seminar previously. Delegates also will attend Legislative Breakfast on Tuesday, January 22.

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 **Delta Hotel** (2301 Colonial Drive, Helena) under "4-H Citizenship Seminar." The block will be held until *December 21, 2018*. The rate is \$101.00 per room plus tax (double occupancy). Call (406) 443-2100 or make reservations online using this link: [Book your group rate for Montana 4H Center for Youth Development](#) Because we have worked out a deal for meeting room space, meals, and rooms, it is required that all delegations stay at the Delta Hotel.



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Fees: There is an **\$85 registration** fee per 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 20. 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 December 1, 2018**.

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 December 1, 2018. Leadership team must commit to 1-2 virtual meetings in December 2018 and attendance at the event in January 2019.

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 December 1, 2018, along with your other registration materials (or you can upload it into 4-H online). 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 have 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 20 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 **December 1, 2018**

- 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.