

Nevada County 4-H Youth Development Program



Citizenship Focus Project And Travel Application Packet



University of California
Agriculture and Natural Resources ■ 4-H Youth Development Program

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What are the 4-H California Focus and Citizenship Washington Focus Travel Programs and how can I participate?

Citizenship Washington Focus, an educational conference offered at the National 4-H Center near Washington, D.C, gives youth the opportunity to explore, develop, and refine the civic engagement skills they need in order to become outstanding leaders.

Through tours in the living classroom of Washington, D.C. and hands-on educational workshops, youth will learn about the history of our nation, the leaders who have shaped it, and how they can apply their enhanced leadership and citizenship skills to issues in their own community.

Delegates have the option of traveling to Washington, D.C., and participating in Heritage Trail which is a 7 day program hosted by the National 4-H Conference Center. Delegates may extend their travel 3 additional days through the *Global Journey* program which may include visits to Gettysburg, Philadelphia, New York or Baltimore. The three day itinerary varies from year to year.

California Focus, held in Sacramento, provides youth an opportunity to take leadership roles in government, explore California history and politics, and witness California's government in action by participating in the legislative, political, and judicial process.

Levels of participation:

1. Youth may join the Citizenship Project and complete all project work, which includes: fundraising, Plan of Action, serving opportunities, and monthly meetings. Cal Focus is offered every other year (on even numbered years, i.e. 2020, 2022), participation in Cal Focus prior to D.C. is strongly recommended. Parents of delegates must enroll as 4-H adult resource leaders. Youth members will share the fundraised monies as described in this application packet.
2. Youth may join the Countywide Citizenship project and not go on the trip. All monthly meeting and service opportunities are required. Fundraising and Plan of Action are optional, but recommended.
3. Youth may attend Cal Focus or Washington Focus without being a member of the Nevada County Citizenship Project. Delegates who do not wish to join the Countywide Citizenship Project are solely responsible to provide all their own funds for trips, and are solely responsible to apply for their own Revolution of Responsibility Grant and complete their own Plan of Action. If this delegate causes the delegate to chaperone ration (5 to 1) to require an additional chaperone, the delegate and chaperone are responsible for the entire cost for the chaperone to attend.

This Application Packet is to be filled out by those who wish to join the Countywide Citizenship Project. In addition an online state application is to be filled out by both those in the project and those wishing not to join the project. State applications are usually due early in the year of travel.

What is the 4-H Citizenship Focus Travel Project?

The 4-H Citizen Focus Travel Project consists of several different trips that provide youth a hands-on learning experience of local, state, and national government, community outreach, and exposure to historical and cultural aspects of the area.

The California Focus trip (aka Cal-Focus) is a unique 4-H citizenship educational experience that combines hands-on participation in workshops, debates, and simulations with outstanding speakers and visits to historical, cultural, and governmental sites. California's capital city of Sacramento becomes a "living classroom" for this five-day, action packed adventure.

California Focus is normally held for five days in late June. Registration fees cover lodging, most meals, program materials, admission and transportation for all field tours.

California Focus Program highlights may include:

- ❖ Visit state legislature and committee hearing
- ❖ Participate in a simulated political and legislative process
- ❖ Tour the California Capitol and Governor's Mansion
- ❖ Meet your California State Senator and/or Assemblyman
- ❖ Participate in a mock political convention and general election
- ❖ Learn about California's cultural heritage
- ❖ Observe community development problems
- ❖ Exchange thoughts and ideas with delegates from all over California

The Washington Focus trip (aka DC trip) will help you better understand how your individual actions can make a difference in our world. This unique program, in the Washington D.C. area, combines visits to historical and cultural attractions with participation in educational workshops and simulations. During your stay, you'll have an opportunity to meet face-to-face with legislators, discuss contemporary issues, and learn how proposals are funded and public policy is administered. In the process, you'll have a chance to share concerns, ideas, and information with peers from across the country. *Participation in the California Focus program is required prior to applying for the Washington Focus Project.*

The Washington Focus trip is normally held in July for seven to eleven days. Registration fee includes airfare, lodging, part of your meals, transportation to all field tours, and all study materials. Registration fees do not include transportation to and from airport, or airport area hotel, if any.

Washington Focus Program highlights **may** include:

- ❖ A spectacular night tour of the Jefferson Memorial, Washington Monument, the Lincoln Monument, and the FDR Memorial.
- ❖ Discover the many American treasures at the Smithsonian Institute.
- ❖ See the original Declaration of Independence, the US Constitution, and the Bill of Rights at the National Archives, and visit Mount Vernon.
- ❖ Tour Arlington National Cemetery and witness the changing of the guard at the Tomb of the Unknown soldier and be able to touch the Vietnam War Memorial.
- ❖ Attend a theater presentation at one of the areas well-known theaters is always a memorable experience.

Each year the options and itinerary may vary. The following are only possibilities:

Washington Focus I – Citizenship Washington Focus Conference - Program highlights may include:

- ❖ Visit the National 4-H Center and begin discussing the challenging issues facing our country today.

- ❖ Take a look behind the scenes in our nation’s capital and meet your legislators.
- ❖ Be involved in workshops, tours, and assemblies in Washington, D.C. that will further your study of America's role at this time and in the future.

Washington Focus II – Conference & Extended Trip to Gettysburg, Philadelphia & Baltimore) -

Program highlights **may** include:

- ❖ Stroll through Independence Square.
- ❖ Tour Independence Hall, Congress Hall, and Old City Hall, birthplaces of America’s freedom.
- ❖ Visit the Benjamin Franklin Museum, the Liberty Bell and the Philadelphia Mint.
- ❖ Visit to Gettysburg Battlefield memorials.
- ❖ Baltimore

Who can enroll in the Countywide Citizenship project?

4-H youth members who meet the following minimum requirements are eligible to join the project:

1. Must be a member of the 4-H Youth Development Program for at least one complete program year before enrolling in the Citizenship Project.
2. Must be a member in good standing. 80% attendance in club & project meetings must be achieved for the previous 4-H year.
3. Must be enrolled and actively involved in the county-wide Citizenship Project for the full program year before the trip.
4. For Cal-Focus, applicant must be 14 years old by the time of travel.
5. For Washington Focus I, and II, applicant must be 16 years old by the time of travel.

4-H adult volunteers who meet the following minimum requirements are eligible to attend:

1. Adult applicants can apply to serve as a chaperone if they have been a 4-H volunteer for at least two complete program years. Chaperones must be 25 years of age or older.
2. Adult volunteers must be 25 years of age or older.

What are the Participation Requirements in the Countywide Citizenship Project?

1. Delegate must pay the non-refundable deposit of \$500 by October 15th for DC and \$100 (non-refundable) by October 15th for Cal-Focus.
2. Chaperone candidates for DC pay a \$100 deposit, Cal Focus a \$50 deposit and must provide their own “spending money” on the trip. Deposits are refundable if the State 4-H office does not choose you as a chaperone.

3. If not chosen to serve as chaperones by the State 4-H Office, which is determined later in the year, chaperone candidate deposits will be refunded in full.
4. Enroll and participate in the county-wide 4-H Citizenship project meetings, which are held at 6:00 pm on the 2nd Thursday of each month.
5. Parent and delegate to sign the Memorandum of Understanding that states they will fulfill the responsibilities of this project.
6. Attend a minimum of 80% of the project meetings held monthly, 6:00 pm before County Council meeting.
7. **Attend 100% of the planning meetings and fund-raising events. Parent must attend in the absence of delegate. You may request an excused absence and complete a required make-up.**
8. Attend a mandatory state orientation or webinar with a parent or legal guardian.
9. Continue to attend and participate in club meetings and events.
10. Help plan and implement fund-raiser events.
11. Provide report to council and club meetings.
12. Follow the 4-H code of conduct at all meetings, events, and travel trips
13. Submit a completed Nevada County Travel Application by August 1st and a completed State online application by the state deadline.
14. Complete a Plan of Action application and complete the Citizenship Plan of Action **before** travel. Oral and Board presentation required at Cal-Focus. Oral presentation and handouts required at Washington Focus.
15. A report about the plan of action and trip is due at the September County Council meeting following the trip, as well as hosting refreshments for the September Council meeting.
16. Washington Focus applicants must have previously participated in the California Focus program.

What is the application process for the Countywide Citizenship Project?

1. Complete a county application packet by August 1st which consists of:
 - a. Travel Application
 - b. Signature and Verification page
 - c. Request for two letters of recommendation
2. Attend the Citizenship Project information meeting in September and submit your completed online state application when it is available. **WATCH FOR EXACT DATES, TIMES AND LOCATIONS IN THE GREENSHEET.**
3. Anyone applying to serve as an adult chaperone needs to complete an application, include one letter of recommendation, and submit a letter stating why they wish to chaperone one of these trips. Interviews will be conducted for chaperone candidates.
4. All youth applicants must submit an application and two letters of recommendation; one from a member of the community and one from your community club or project leader.
5. All applications have to be signed by the community club leader.
6. Remember that this is an application process. Incomplete applications may prevent you from being accepted into the Citizenship Focus Travel Program.

How are the trips paid for if I am a member of the Countywide Citizenship Project?

Trips are paid for through fund-raising by project members:

1. Placemat ad sales, See's Candy shifts, Christmas gift wrapping, Draft Horse Classic Food Booth, E-waste collection, may be split between the Cal Focus and DC delegates, depending on the number of delegates.
1. Any 4-H member or adult chaperone planning to attend as part of the Citizenship Focus Travel Project must participate in 100% of the planning and fund-raising activities as well as the meetings specific to his/her travel program.
2. A parent may work for their child in the event of calendar conflict or illness to receive their child's fair share of the moneys earned at the specific activity.
3. Washington Focus delegates will have the sole rights to moneys earned from:
 - a. Spaghetti Dinner (March) *Funds may be transferred to Cal Focus delegates if extra money is available.
 - b. Cake Auction
 - c. Other fund-raiser events as planned, i.e. See's Candy Booth, serving at events
4. Cal-Focus delegates will have the sole rights to moneys earned from:
 - a. Other fund-raiser events as planned, i.e. gift wrap, calendar sales, See's Candy Booth
5. Cal-Focus delegates must assist with serving, set-up and clean-up of the Spaghetti Dinner/Cake Auction and place mat Ad Sales. (Delegates must sell a combined minimum of 180 place mat ads)
6. If any Washington Focus delegate is traveling for a second time, he/she is expected to fully participate in fund-raisers (see #3),
 - a. 2nd time delegates must pay for the entire trip and meals from their personal funds and must complete the plan of action.
 - b. A Cal Focus delegate may attend for a second time and share in fundraising.
 - c. If any Cal Focus delegate is traveling for a third time, they must participate in the fundraisers and complete a plan of action, but must pay for the entire trip from their personal funds.
7. A delegate (youth or adult) cannot be personally credited with more than the cost of his/her trip and meal money.
8. All money is to be held in Council Treasury, under a separate sub-account, not at Council's disposal.
9. Washington Focus delegates that are members of the Countywide Citizenship project will receive up to \$350.00 each to cover meals if there are funds in their account after all trips have been paid for.
10. Cal-Focus delegates that are members of the Countywide Citizenship project will receive up to \$75 each to cover meals if there are funds in their account after all trips have been paid for.
11. All Focus groups must roll over any excess funds to the Citizenship Program where it will front some of the deposits due to UC the next year.
12. All delegates and chaperones are responsible for their own transportation to and from Sacramento or the departure point.
13. Chaperones that are members of the Countywide Citizenship Project will receive an equal share of all funds raised. One chaperone per five delegates.
14. ALL DELEGATES, PARENTS AND CHAPERONES MUST ATTEND A STATE ORIENTATION OR WEBINAR BEFORE TRAVELING.

15. THERE IS NO GUARANTEE THAT ALL FUNDS NEEDED FOR ANY TRIP WILL BE RAISED. Any remaining balances owing are to be paid by the delegates and chaperones by state deadlines.

What are parents of delegates responsible for?

1. Making sure delegate can attend all meetings and events.
2. Parent/guardian must be present at parent mandatory meetings.
3. Enroll in Nevada County 4-H as an adult resource leader and complete the leader certification process.
4. Participate in fundraising events.

What are the chaperones responsible for?

1. Work with 4-H members traveling on citizenship trips in developing and implementing fundraising plans.
2. Serve as liaison person to county coordinator.
3. Work with the citizenship coordinator to make sure all delegates understand all aspects of the program.
4. Attend statewide orientation or webinar with 4-H member.
5. Be familiar with itinerary of trip and make sure all delegates are familiar with it also.
6. Travel on citizenship focus trip and serve as chaperone.
7. Serve the year following as a resource chaperone.
8. If serving as chaperone, you must coordinate, plan, implement, and report with delegates their community service project (Plan of Action) before travel. You will be the adult leader for the Revolution of Responsibility grant projects.

How are chaperones chosen?

1. Submit a completed Nevada County application.
2. Submit letter of recommendation from community leader.
3. Submit letter of interest for whichever trip you are interested in being considered for as chaperone.
4. The required ratio is one chaperone per 5 delegates.
5. Be interviewed by the Citizenship Coordinator and Interview Committee.
6. **Complete Chaperone Application through the State 4-H Office website by the posted deadline.**
7. **Final decision for who will serve as a Chaperone on the trips rests with the State 4-H Office.**

What is the responsibility of the Citizenship Coordinator?

1. Responsibility for overall coordination of citizenship project. This includes coordination with chaperones and serving as a resource person.
2. Keep an informational binder with pertinent information to share with chaperones. This will be the main resource when a new citizenship coordinator comes on board.
3. Any certified 4-H leader 25 years or older and has served as a project leader for 2 years can serve as county citizenship coordinator. Experience with the citizenship program is preferred, but is not necessary.
4. Help plan and implement the county-wide Citizenship project.
5. Growing the community recognition of the citizenship project. Developing and maintaining contacts within our community which benefit the citizenship project from year to year.

NEVADA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM
Citizenship Focus Travel Project

Application

Youth _____

Adult _____

Date: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Email: _____

For Youth Applicants:

Birth date: _____ Age: _____ Years in 4-H: _____

Grade: _____ Club: _____

Parent's/Guardian's Name(s): _____

For Adult Applicants:

Club: _____ Years as a Volunteer: _____

Are you a current project leader? _____

If so, what project(s)? _____ How long? _____

Have you served as a chaperone before? _____ If so, when and where? _____

For All Applicants:

Applying for: _____ California Focus Study/Travel Program
_____ Washington Focus I Study/Travel Program (mark your preference
_____ Washington Focus II Study/Travel Program but realize all options
_____ Washington Focus – DC only may not be available)

How many years have you participated in the 4-H Citizenship Project? _____

Have you attended California Focus? _____ When _____

Have you attended Washington Focus? _____ When _____

Which one _____

Have you been on an international exchange trip? _____ When _____

NEVADA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM
Citizenship Focus Travel Project
Verification Page

As a youth or adult applicant signing below:

- I certify, that I have read the criteria, both state and county, for the citizenship Study Travel Program.
- I agree to abide by the requirements listed in the application packet.
- I am aware that being chosen as a delegate is a privilege and completing an application is not a guarantee that I will be chosen.
- I agree that the information I have provided is true to the best of my knowledge.
- I believe I meet the requirements
- For youth: I have the full support of my parents/guardian.

Applicant: _____ Date: _____

As a parent/guardian signing below:

- I certify that I have read the criteria.
- I will attend the required meetings
- I will participate in the fund-raisers with my child
- I will encourage my child to participate in the planning and implementation.

Parent/Guardian Signature: _____ Date: _____

As a 4-H community club leader signing below, I certify that the above applicant:

- Is a member in good standing of the _____ 4-H Club.
- If a youth, has completed at least two years in 4-H by the time of travel.
- If an adult, has completed at least three years as a 4-H volunteer by the time of travel.

4-H Community Club Leader: _____ Date: _____

NEVADA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM
Citizenship Focus Travel Project

Questionnaire

Name: _____

A. Why do you want to attend the Citizenship Focus Trip?

B. How do you think this experience will broaden your life?

C. What do you hope to achieve from this trip?

NEVADA COUNTY 4-H YOUTH DEVELOPMENT PROGRAM

Citizenship Focus Travel Project

Request for Letters of Recommendation

As part of the application process for the Citizenship Focus Travel Program, it is required that all applications provide two letters of personal recommendation. Form letters will not be accepted. These letters should be mailed directly from the writer and sent to the 4-H office, at 255 South Auburn Street, Grass Valley, CA 95945, attn: Focus Travel Recommendation.

Applicants please record the name of the individual providing each letter of recommendation and submit this page with your application.

For Youth Applicants, please provide:

- A letter of personal recommendation from your community club leader or project leader where you have been a member for one complete program year.
 - Who: _____
- A letter of personal recommendation from a member of the community that has worked with you, preferably not 4-H related.
 - Who: _____

For Adult Applicants, please provide:

- A letter of personal recommendation from your community club leader where you have been an adult volunteer for one complete program year.
 - Who: _____
- A personal letter from yourself stating why you feel you are qualified to be a chaperone on the Citizenship Focus Travel Program.