



To: Washington, Ozaukee, Fond du Lac and Sheboygan County High School Administrators

From: Sarah Tarjeson, 4-H Youth Development Educator, Sheboygan County

Date: December 7, 2019

Re: Community Youth Voice Conference (CYVC) Pre-registration Information

Schools and communities throughout Washington, Sheboygan, Fond du Lac and Ozaukee Counties are invited to send a delegation of youth-- size of their choice-- to participate in the 1st Annual **Community Youth Voice Conference** taking place **March 14-17, 2020**. Youth delegates must be between the ages of 15 and 18 years old. Schools and youth programs are encouraged to select youth who may be leaders in their community but may not already have access to leadership development opportunities. Selecting youth that are representative of the demographics of your community is vital to engaged participation in this experience.

At the conference youth delegates explore current issues affecting youth and the role youth can play in addressing those issues. Each youth prioritizes their interest in topics available before they arrive for conference. During the conference, youth develop a presentation with others on their findings/discussions to share with a local agency's key decision makers.

Delegates must study the roundtable topic information sent to them by the Community Youth Voice Conference. They can also research their topic within their local community. This preparation allows them to jump into the topic discussion and bring perspective from their community.

CYVC delegates engage in personal development experiences that increase their knowledge, resources, and skills while they discuss topics affecting youth programming statewide. Delegates not only learn while at the conference: they are empowered to create positive social change in their communities and have the opportunity to practice and apply their skills in a real-world setting.

Conference Objectives

- **Learn** – Provide youth a broad-based learning experience in which they will acquire practical knowledge and skills to reinforce the attitudes and motivation that will give them a heightened sense of responsibility and capacity to connect as active members of their community and state.
- **Practice** – Engage youth in hands-on educational activities in which they explore, practice and master existing and newly developed skills/knowledge in civic engagement, civic education and personal development.
- **Apply** – Facilitate direct opportunities for youth to apply what was learned in real world experiences in which they develop leadership skills using their voices, work, ideas and/or behavior to make a difference in their community and state.

Registration

Registration to attend the Community Youth Voice Conference is coordinated through local schools and youth programs. Youth and adult participants are selected by their respective school or other youth program and attend the conference as part of a group delegation. Schools or youth serving agencies may select their youth delegates and submit the enclosed Delegate Pre-registration Form. We will accept 40 youth delegates. Adult advisors (chaperones) from the school or agency are also welcome. We will accept registration from eight adult advisors. Registration information will be available September 2019 and registration will open October 1, 2019.

To be sure you receive up to date information regarding registering your youth delegation, email Sarah Tarjeson, 4-H Youth Development Educator at sarah.tarjeson@wisc.edu.

2020 Community Youth Voice Conference Key Dates

Conference Dates: March 14-17, 2020

September 16: Registration information available

October 1: Registration opens

December 3: Educator Orientation and Informational Seminar

January 17: Registration Deadline

January 21: Delegate and parent orientation webinar 7 pm

February 7: Chaperone Orientation Webinar 3pm

March 14: Delegates arrive/conference starts/keynote - check-in starts 3 p.m.

March 15: Roundtable day and workshop day

March 16: Agency guest speaker and roundtable rehearsal day

March 17: Agency briefing day and travel home by 4:00 p.m.

2020 Roundtable Topics

1. **Workforce Development:** How do we encourage youth to explore post-secondary education options that meet the needs of the current workforce?
2. **Youth Engaged Elections:** How do we engage youth at the polls as volunteers and informed voters?
3. **Healthy Relationships:** How can youth support healthy relationships in their communities?
4. **Aging Communities:** What role can youth play in supporting our aging communities?

General registration due Monday, November 18, 2019

Registrations received after Monday, November 18, 2019 are not eligible for refunds.

Late Registration Deadline: Friday, January 17, 2020

CYVC General Registration Fees 2020

Youth Delegates – **NOW ONLY \$200**

Delegation Adult Advisors - **NOW ONLY \$175**

Registration fees include (but are not limited to):

- 4 nights quad lodging for delegates (4-bedroom villas with 10 delegates and 2 adult chaperones)
- 4 nights lodging for chaperones
- 11 meals
- Bus transportation for events and briefings
- Special Entertainment
- Conference facility use
- Program expenses
- Conference t-shirt

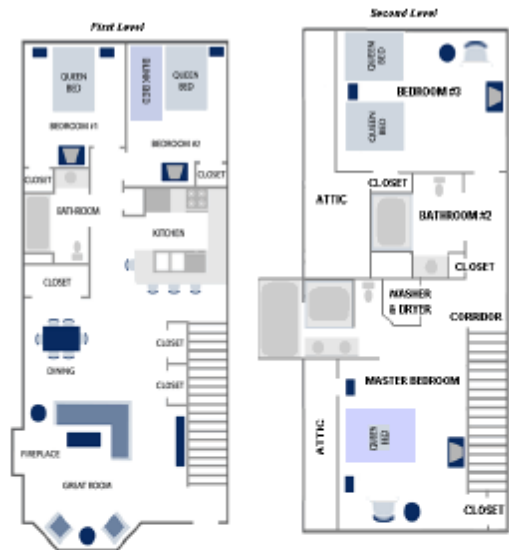
Payments

Payment can be made via check only. Payment should be made payable to *Sheboygan County-Extension* and mailed to Attn: CYVC Conference, 5 University Drive, Sheboygan, WI 53081.

Cancellation Policy

If a member of your delegation is unable to attend, you must send an email cancellation notice to sarah.tarjeson@wisc.edu no later than February 13, 2020, for a full refund. If your cancellation notice is received after cancellation date there is no refund. For questions contact Sarah Tarjeson, 4-H Youth Development Educator at 920-459-5915 or email sarah.tarjeson@wisc.edu.

BLUE HARBOR RESORT & CONFERENCE CENTER



4 Bedroom Villa

Master bedroom with king bed, master bath and whirlpool tub, bedroom with queen bed, bedroom with 2 queen beds, bedroom with queen bed and set of bunk beds, each with a 32" flat screen TV, full kitchen with breakfast bar area that seats four, dining area that seats six, living area with seating for seven with full-size sofa sleeper, a 42" flat screen TV and fireplace and 2 additional bathrooms

Base Occupancy - 12



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2020 Community Youth Voice Conference (CYVC)
Delegate Pre-registration

School Representative: Please submit the following information for each youth delegate along with payment of \$200.00. Health information form, code of conduct, release of liability form and final registration information will be mailed directly to each delegate upon receipt of this pre-registration.

Delegate Name:

(first name) (middle name) (last name)

Preferred Name (for Name Tag):

Home address:

City: Zip Code: Gender:

Primary phone: () Secondary phone: ()
(Check: cell school work)

E-mail: Birth date:

School Name: Grade:

T-Shirt Size: (adult sizes) small med large XL 2X 3X

Roundtable Topic Selection: (Please rate them 1-4 based on your level of interest in each topic)

: Healthy Relationships : Youth and Elections

: Workforce Pathways : Aging Communities

Parent/Guardian Name:

Address:

Telephone: E-Mail:

Residence: (check one)

farm: acres rural or town under 10,000 town or city of 10,000-50,000
suburb of city over 50,000 central city of over 50,000

Race/Ethnicity (optional used for statistical purposes only):

Ethnicity (check one): Hispanic Not Hispanic Prefer not to answer

Race (check all that apply):

American Indian/Alaskan Native Asian Black/African-American
Hawaiian/Pacific Islander White 2+ races Other Prefer not to answer



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CYVC Delegation Adult Advisors/Chaperones

Delegation Chaperones are valuable participants in the Community Youth Voice Conference and Youth-Adult Partnerships are essential to a successful conference. We will be accepting 8 adult advisor/chaperone registrations.

Requirements of Delegation Chaperones

- Delegation Chaperones must be at least 25 years old.
- Adult volunteers should be selected by their respective school or youth program and meet their program's chaperoning requirements.
- All chaperones are required to participate in two pre-conference webinars.

Responsibilities

- Ensure the health and safety of their state delegates, as well as all youth delegates.
- Be informed about any delegates' special needs and communicate special needs as appropriate.
- Serve as the "adult voice" and provide guidance to all youth delegates at all times.

Before the Conference

- Be familiar with the Conference proceedings
- Complete the chaperone training specified above and participate in the pre-conference webinar
- Assist delegates with conference pre-work which will include preparing for round table topics and elected official visits
- Review the delegate and conference program/schedule with delegates
- Assist with coordinating delegates' travel to and from CYVC

During the Conference

- Attend all conference events as a full-time conference delegate, including special events
- Manage registration and check-in/check-out for their delegation
- Participate in the adult advisor orientation. Adult advisor workshops are optional, but encouraged
- Check in with the conference office as needed
- Facilitate meetings with their delegations during designated time, including reviewing the next day's program, talking about work done in delegate round tables, and planning for application of skills learned when youth have returned home
- Escort delegates to appropriate bus/transportation loading areas and follow procedures for boarding delegations, as necessary
- Report emergencies to conference staff as needed
- Enforce the dress code
- Address code of conduct violations and are prepared to send delegates home early if necessary
- If ill, arrange for another delegation adult advisor to supervise your youth delegates and report this to conference staff
- Escort delegates during "Community Night Out-Dinner"



Extension
UNIVERSITY OF WISCONSIN-MADISON
SHEBOYGAN COUNTY



2020 Community Youth Voice Conference (CYVC)
Chaperone Pre-Registration

School Representative: Please submit the following information for each adult chaperone along with payment of \$175.00. Health information form, chaperone expectations form, release of liability form and final registration information will be mailed directly to each chaperone upon receipt of this pre-registration.

Chaperone Name:

_____ (first name) _____ (middle name) _____ (last name)

Preferred Name (for Name Tag): _____

Home address: _____

City: _____ **Zip Code:** _____ **Gender:** _____

Primary phone: (_____) _____ **Secondary phone:** (_____) _____
(Check: ___cell ___school ___work) (Check: ___cell ___school ___work)

E-mail: _____

School or Agency Sponsor: _____

T-Shirt Size: (adult sizes) ___small ___med ___large ___XL ___2X ___3X

Residence: (check one)

___ farm: _____ acres ___ rural or town under 10,000 ___ town or city of 10,000-50,000
 ___ suburb of city over 50,000 ___ central city of over 50,000

Race/Ethnicity (optional used for statistical purposes only):

Ethnicity (check one): ___ Hispanic ___ Not Hispanic ___ Prefer not to answer

Race (check all that apply):

___ American Indian/Alaskan Native ___ Asian ___ Black/African-American
___ Hawaiian/Pacific Islander ___ White ___ 2+ races ___ Other ___ Prefer not to answer