February 15, 2011

4-H Science Workshop Materials

Dear Extension Educator:

Another year has come and gone. It will soon be time for the 2011 4-H Science Workshops. We are sending the enclosed materials to provide you with the information relative to the Aerospace, Ambassador, Animal Science, Computer, Engineering, Food Science and Nutrition, Robotics and P.I.N.E Workshops.

We suggest that you put this material in a three-ring notebook with appropriate dividers. As you work through this information, please feel free to call us if you have any questions.

Good luck finding interested and enthusiastic delegates.

Sincerely,

Carl A. Broady
Extension Specialist

Colleen Brady
Extension Specialist

Natalie Carroll
Extension Specialist

Kathryn Orvis
Extension Specialist

Roger Tormoehlen
Extension Specialist
Aerospace Science Workshop
Build model rockets and planes, take a ride in a small airplane, experience a flight simulator, and talk to staff and faculty as you learn about the principles of flight and career opportunities.  
Limit: 50 participants

Ambassador Workshop
Learn to be a spokesperson for your local 4-H Youth Program through news writing, public presentations, and radio.  
Limit: None

Animal Science Workshop
These hands-on learning experiences deal with the science of beef and dairy cattle, goats, horses, poultry, rabbits, sheep, swine, and veterinary medicine. Visit with Purdue University faculty about educational and career opportunities.  
Limit: 50 applicants for each workshop

Computer Science Workshop
Choose one of two tracks:  
- Flash: Add action to your home page.  
- Software Engineering: Develop an iPhone application that will keep track of your expenses.  
Limit: 25 applicants in each track

Engineering Science Workshop
Investigate agricultural & biological engineering, civil engineering, and electrical engineering. Your team will design, build, and compete with other teams in a mousetrap-powered vehicle race. Tour labs and spend time with Purdue faculty.  
Limit: 50 applicants

Food Science and Nutrition Workshop
Join Purdue faculty in their laboratories to find out how corn is processed to make cheese puffs, why juice in juice boxes doesn’t spoil, how low-calorie food is made, and how the look of food affects your taste perception.  
Limit: 50 participants

Robotics
Trash, trash, trash everywhere! We need reinforcements. Your challenge, should you accept it, is to build a robot that can save the world from all the trash by helping us recycle our waste. We need you and your mind to solve this growing problem. We look forward to having you on our team!  
Limit: None

P.I.N.E. Workshop: Plants, Insects, and Natural Resources and the Environment
Work with the Purdue faculty and staff to learn about plants, insects, and other natural resources. Participants will be able to choose from a variety of 4-H project areas: beekeeping, crops, entomology, floriculture, forestry, geology, lawn and garden, plant science, small grains, soil and water conservation, weeds, weather, and wildlife. Note: Project areas offered will vary from year to year, depending on instructor availability.  
Limit: None

Who can come?
Youth who are currently in high school. All youth welcome. You do NOT have to be a 4-H member to participate.

Where will you stay?
High school students attending the Science Workshops will spend two nights on Purdue’s West Lafayette campus in a college residence hall.

What will you do?
- Explore careers.  
- Take part in recreational activities.  
- Meet Purdue faculty and youth from across Indiana.

Cost
$170 for each workshop. This includes registration, housing, and most meals.

Registration
Applications due by May 15, 2011. For an application and information, contact your county Extension 4-H youth educator. Go to www.extension.purdue.edu under “County Offices” to find the address and phone number of your local Extension office.
It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.
Ambassador-General 4-H

2011

4-H Science Workshops

Engineering Science  Food Science and Nutrition

Plant, Insects, Natural Resources, Environment Science
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## Housing Information

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## Preparation of County Delegation

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4-H Science Workshops

“All You Ever Wanted To Know About the 4-H Science Workshops”

This mailing contains a packet of materials entitled: “All You Want to Know About the 4-H Science Workshops.” We suggest you file this information into a three-ring notebook. The following materials are enclosed:

- **Workshop Timetable and Checklist** - Important dates and To-Do List.

- **Assignments** - Who to call if you have questions concerning the conference or a specific program.

- **County Registration Forms** - Please refer to the page entitled “Registration/Cancellations/Substitutions” for further information.

- **List of Suggestions** - This list provides suggestions that will help you in your role as an Extension Educator working with the 4-H Science Workshops.

- **Behavioral Expectations** - A copy of the behavioral expectations for Indiana 4-H members is enclosed. We recommend that you go over this with participants from your county.

- **Suggested Letter to Delegates** - This is a letter you may want to send to 4-H Science Workshop delegates. It contains information to assist them in preparing for their trip to Purdue. Make any additions you think might be helpful, i.e. departure time, location and return time.

- **Suggested Letter to Parents** - This is a letter you may want to send to parents/guardians of Science Workshop delegates. Again, feel free to make any additions that you wish.

- **Housing** - You will find four pages, focusing on housing, to give you detailed information on items such as: procedures, residence hall assignments, job descriptions for housing staff and supervision/discipline during the conference.

- **Insurance Coverage and Health Forms** - Information page for you.

- **Tentative Schedule of Events** - For the three-day conference.

- **Parking/Lost and Found** - Information on where you and buses may park and the procedures for lost and found items.

- **County Orientation Meeting Agenda** - Suggestion on orientation of delegates and chaperones before leaving the county or upon arrival and before turning them loose.

- **Purdue Campus Map** - A detailed campus map has been included for your use to share with the delegates.
## IMPORTANT

**Form Letter Due Dates**

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<th>Date</th>
<th>Form Due</th>
<th>Where</th>
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<td>May 15</td>
<td>County Registration Forms and Fees</td>
<td>Send to: Business Office Stewart Center, Room 110&lt;br&gt;128 Memorial Mall&lt;br&gt;West Lafayette, IN 47907</td>
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<td>May 25</td>
<td>Cancellations</td>
<td>Send to: Carl Broady&lt;br&gt;Purdue University&lt;br&gt;Ag. Administration Bldg, Room 226&lt;br&gt;615 W State Street&lt;br&gt;West Lafayette, IN 47907-2053</td>
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<td>June 8</td>
<td>Health Forms</td>
<td>Bring completed form and turn in during residence hall check-in.</td>
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### Other Important Dates/Times

- **June 8 - Check - In** (9:00 a.m. - Noon)
- **June 10 - Check - Out** (Noon - 1:00 p.m.)

### - Assignments -

For those of you preparing for your first 4-H Science Workshop experience, feel free to phone us with questions. For you veterans, we welcome your questions, too. Several of the state 4-H faculty are involved in the workshops, so here is a list of individuals to call for specific questions:

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<th>Housing/Registration</th>
<th>Carl Broady</th>
<th>494-8435</th>
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<td>Carl Broady</td>
<td>494-8435</td>
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<td>Colleen Brady</td>
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<td>P.I.N.E</td>
<td>Natalie Carroll</td>
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<td>Kathryn Orvis</td>
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<tr>
<td>Robotics</td>
<td>Roger Tormoehlen</td>
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</tr>
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</table>
Tentative General Schedule of Events
4-H Science Workshops
2011

**Wednesday - June 8**

9:00 a.m. - Noon  Check-In - Earhart Residence Hall
Noon  Lunch (On Your Own)
1:00 p.m. - 5:30 p.m.  Workshop Classes
6:00 p.m.  Dinner @ Ross-Ade Stadium
7:00 p.m. - 8:00 p.m.  You Want to Attend Purdue?
8:00 p.m. - 10:30 p.m.  Co-Rec Gym
10:45 p.m.  Earhart Residence Hall Doors Locked
11:30 p.m.  Be In Your Room
Midnight  Lights Out

**Thursday - June 9**

6:00 a.m. - 7:45 a.m.  Breakfast - Earhart Dining Court
7:45 a.m. - Noon  Workshop Classes
Noon - 1:00 p.m.  Lunch
1:00 p.m. - 5:30 p.m.  Workshop Classes
6:00 p.m. - 7:00 p.m.  Dinner - Earhart Dining Court
8:00 p.m. - 10:30 p.m.  Dance - Ballroom, Memorial Union
10:45 p.m.  Earhart Residence Hall Doors Locked
11:30 p.m.  Be In Your Room
Midnight  Lights Out

**Friday - June 10**

6:00 a.m. - 7:45 a.m.  Breakfast - Earhart Dining Court
8:00 a.m. - 11:30 a.m.  Workshop Classes
Noon - 1:00 p.m.  Check-Out - Earhart Residence Hall
PURPOSE OF THIS HANDBOOK

This handbook is designed to help county field staff answer questions and gain a better understanding of the entire 4-H Science Workshop program. To make the handbook easier to use we suggest you:

1. Put the handbook in a three-ring notebook.

2. Add the following dividers or tabs to help you find information quickly:
   - Introductory Material
   - General Science Workshop Information
   - General Science Workshop Registration
   - Housing Information
   - Preparation of County Delegates
General Science Workshop Information
Overview of the 4-H Science Workshops

Date: June 8-10, 2011
Location: Purdue University

Audience:

<table>
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<tr>
<th>Workshop</th>
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<td>Robotics</td>
<td>Grades 9-12</td>
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Cost: $170.00 Aerospace, Ambassador, Animal Science, Computer Science, Engineering Science, Food Science, P.I.N.E and Robotics

County Registration Form and Fees Due: May 15 to Business Office, Stewart Center Room 110,128 Memorial Mall West Lafayette, IN 47907-2034

Description: Science Workshops are a three-day educational experience designed especially for teens. The atmosphere provides a chance for 4-H members to learn specific subject matter through “hands-on” classroom activities, tours, lab settings and field trips; while still having time for fun.

Objectives: Science Workshop delegates can:

- experience in-depth “hands-on” learning in specific subject areas
- learn about educational opportunities in college life
- develop leadership abilities and stimulate individual growth
- develop a feeling that the 4-H program makes an important contribution statewide.
LIST OF SUGGESTIONS
FOR YOUTH EDUCATORS

2011 4-H SCIENCE WORKSHOPS

1. Upon payment of your registration fees, Conference Services will forward to you, specific packets of materials for each delegate. These packets will include a general information letter from the workshop coordinator, a letter from the Residence Hall, a schedule, behavioral expectations, a Purdue campus map and a health form.

2. Review the sample letters in this handbook before preparing a letter to delegates and parents from your county. Feel free to tailor the letters to your county’s needs.

3. Explain to the delegates that medical insurance coverage (included in conference fee) applies from the time they leave the county until they return.

4. Decide when and how to discuss Behavioral Expectations for State and National 4-H Events and Programs.

5. Remind delegates that losses will be billed to their county by room number; therefore, it’s important all items be undamaged and in their room upon departure, in order to avoid charges.

6. Name badges/room keys will be used as admission tickets for all events.

7. Plan to check-in at the assigned residence hall between 9:00 a.m and 11:30 a.m. Eastern Standard Time, on June 8. Programs begin at 12:30 p.m. on June 8, and conclude by noon on June 10. Check-out time will be from noon to 1:00 p.m. on June 10th.
CONDUCT - When participating or acting on behalf of the 4-H program, 4-H members are expected to conduct themselves in accordance with accepted standards of social behavior, to respect the rights of others and to refrain from any conduct which may be injurious to the 4-H program. The following actions constitute misconduct for which 4-H members may be subject to disciplinary penalties:

a. Dishonesty in connection with any 4-H activity by cheating, or knowingly furnishing false information.

b. Alteration or the unauthorized use of 4-H records.

c. Obstruction or disruption of any 4-H activity or aiding and encouraging other persons to engage in such conduct.

d. Failure to comply with specific rules of a given project, contest or activity.

e. Failure to comply with directions of 4-H officials acting in the performance of their duties.

Living in a new environment away from home can be an exciting learning experience with many opportunities for building friendships and participating in new adventures that will enrich 4-H members’ lives. These growth experiences require many people to live together harmoniously. All participants are expected to conduct themselves as ladies and gentlemen.

For those few individuals who have not learned appropriate social behavior, the following constitutes a violation of behavioral expectations.

1. Possession of or the use of firecrackers, gunpowder, firearms, chemicals, or other materials that can be used to create an explosive mixture.

2. Misuses of the fire equipment or sounding a false fire alarm.

3. Having a guest of the opposite sex in your sleeping quarters.

4. Physical abuse of any person or conduct which threatens or endangers the health or safety of any person.

5. Theft of, or malicious damage to property.

6. Possession, use or distribution of alcohol, tobacco, or drugs.

7. Lewd, indecent or obscene conduct.

8. Unauthorized entry, use or occupancy of any facility.

9. Any conduct which threatens or interferes with the maintenance of appropriate order and discipline or invades the rights of others.

When and if violations occur at State and National 4-H events, the following procedures will be followed:

a. The parents/guardians will be contacted to arrange transportation home for the violator(s), and

b. The local Extension Educator will be notified.
PARKING, LOST and FOUND

PARKING

Cars may be parked in residence hall designated student parking lots (not A, B or C restricted spaces) without use of a visitor permit. Temporary visitor permits for parking in other places on campus need to be purchased from Parking Services ($5.00 per day) which is located in the Northwestern Avenue parking garage. Buses must park north of the Football Stadium.

**Delegates Will Not Be Allowed To Drive A Motorized Vehicle During The Workshop.**

LOST/FOUND

During 4-H Science Workshops:

1. Any item that is lost should be reported to the Residence Hall Office and the Workshop Dean (even if lost somewhere else on campus) with information on where the item was lost.

2. Any items that are found, should be taken to the Residence Hall Office (even if found somewhere else on campus) with information on where the item was found.

**After 4-H Science Workshops:**

All lost or found items that can be traced to an owner, will be done so through County Extension personnel. A list of untraceable items will be printed in the next regular state newsletter. After two months, all unclaimed items will be given to a charity or thrown away, whichever is appropriate.
General
Science Workshop
Registration
REGISTRATION

1. County Registration Forms and Fees are due by May 15th in the Purdue Business Office, Stewart Center, Room 110. This date is definite as housing requirements and food arrangements must be made well in advance of the workshops.

2. Mail one (1) copy of the 4-H Science Workshop Conference’s Registration Form with payment (payable to Purdue University). Make a photo copy for your files.

INCLUDING YOUTH WITH SPECIAL NEEDS

Since Extension staff register all youth for the Science Workshops, it is imperative that you contact Carl Broady if you are registering a young person who has special needs of any kind. The registration forms you are completing are mailed directly to Division of Conferences. Alerting Dr. Broady to the situation allows us to work with conferences to be sure that the appropriate accommodations are made for the young person involved. Some accommodations take more time to arrange than others. Your attentiveness to this will help us assure a positive experience for the youth involved.

SUBSTITUTIONS AND CANCELLATIONS

1. Note: All refunds, or changes in delegation make-up, must be made by written request to the Purdue Business Office and be postmarked by May 25th.

2. Any requests for additions or substitutions (especially if there is a gender change in delegates after May 25) must be made by calling or e-mailing Dr. Carl Broady at (765) 494-8435 or broady@purdue.edu
## 2011 4-H Science Workshops Conference's Form

**Workshop Dates:** June 8-10

**Make all checks payable to:**

Purdue University  
CEC Business Services  
Stewart Center, Room 110  
128 Memorial Mall  
West Lafayette IN 47907-2034

**Registration Deadline:** May 15, 2011

Applications will be accepted after March 15, 2011

Cancellation refunds must be postmarked by June 1

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### Workshop Costs

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<td></td>
<td>$170.00</td>
<td>$0.00</td>
<td>?????-11YR-KAS</td>
</tr>
<tr>
<td>Robotics Scholarship</td>
<td></td>
<td>$85.00</td>
<td>$0.00</td>
<td>?????-11YR-KAS</td>
</tr>
</tbody>
</table>

**Total # delegates:** 0  
**Total payable to Purdue University:** $0.00

**Extension Educator submitting registration:**

**County Extension Office complete address:**

**CES Phone number:**  
**City**  
**State**  
**Zip**

**Email:**

---

Use Extension Database (ED) electronic entry procedures to register individual youth delegates. Instructions are located at: [www.four-h.purdue.edu/ED](http://www.four-h.purdue.edu/ED)

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It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution.

This material may be available in alternative formats. 1-888-EXT-INFO

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**Mail this form with payment**
This is a sample for you to use and can be downloaded from the www.four-h.purdue.edu website.

4-H YOUTH SCIENCE WORKSHOP
Delegate Enrollment Form
June 8, 9, and 10, 2011
Purdue University

* Please print *

Name: _____________________________________________________________________________________

Address: ___________________________________________________________________________________

City: __________________________________________   ZIP code: __________________________________

Phone: ______________________________________________________ Birthdate ______________________
(Area Code)                                     (Month - Day - Year)

Gender: _____Male   _____Female   Grade (as of Jan. 1, 2011)_______ T-shirt size:_______

I require auxillary aids and services because of a disability or special dietary needs. Please con-
tact me at the County Extension Office.

I am registering for the following 4-H Youth Science Workshop Option: (check one option)

_____Aerospace

Ambassador: __________General 4-H Program

Computer: (select one)

_____Software Engineering

_____Introduction to Flash

_____Engineering

Animal Science: (select one)

_____Beef

_____Dairy Cattle

_____Goat (Dairy & Meat)

_____Horse

_____Poultry

_____Rabbit

_____Sheep

_____Swine

_____Veterinary Science-Dog/Cat

_____Veterinary Science-Large Animal

Food Science

_____P.I.N.E (Plant, Insect, Natural Resources, Environment)

_____Robotics

RETURN FORM TO:
**Registration of Delegates**

The actual registration of delegates will be done through the Extension Database (ED). **Go to the ED website for up-to-date entry procedures for this is not complete.**

1. Open ED
2. Click “Set-up.”
3. Click the “Sync Members” button
   - Note- if someone is not on the pull down list, go back to the data entry page, do a find on the member and click on the “Sync” button and then go back to “Science Workshop”.
4. Now you are ready enter members into Science Workshops. Click on the “Science Workshop” button.
5. Click on the “New” button and then select the member from the pull-down member field to add this person to a workshop.
6. Select the appropriate workshop and specialty, if applicable. See list below.

**Workshop Lists and Specialty within the workshop**

A. Aerospace
B. Ambassador:
   a. General 4-H
C. Animal Sciences:
   a. Beef
   b. Dairy Cattle
   c. Goat (Dairy Goat and Meat Goat)
   d. Horse and Pony
   e. Poultry
   f. Rabbit
   g. Sheep
   h. Swine
   i. Veterinary Science –Dog and Cat
   j. Veterinary Science –Large Animals
D. Computer
   a. Software Engineering
   b. Introduction to Flash (Web Animation)
E. Engineering
F. Food Science
G. P.I.N.E
H. Robotics

7. Once you have completed entering a member or group of members into the workshops, do a print-out to confirm you have each person linked. If all delegates are linked, then you are done.

Instructions can be found on the ED website: www.four-h.purdue.edu/ed. See main page or look under manuals.
HEALTH FORM
(Youth)
4-H Science Workshop
Event/Activity/Trip

County ________________________________ Dorm and/or Room Number ________________________________

Name ________________________________ Birthdate ________________________________

Street Address ________________________________ City ________________________________ State ________________________________ ZIP code ________________________________

(______) ________________________________ ________________________________
Day Phone Number Evening Phone Number

List any activities the participant should avoid (i.e., swimming):
________________________________________________________________________________
________________________________________________________________________________

Physical Record of Participant

<table>
<thead>
<tr>
<th>Heart Condition</th>
<th>Diabetes</th>
<th>Ear Infections</th>
<th>Bedwetting</th>
<th>Allergy to any medication</th>
<th>Other allergies (i.e., food, dust, pollen, animals)</th>
<th>Date of last tetanus shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
</table>

List medicines allergic to: ______________________________________
List other allergies ____________________________________________

Date of last tetanus shot: __________________________________

Please list any current medication being taken on reverse side of this form.

Any other medical record information that would be beneficial during the program or in an emergency:
________________________________________________________________________________
________________________________________________________________________________

PARENTAL AUTHORIZATION

Pursuant to Indiana Code Paragraph 16-36-1-6 and subject to any limitations listed below, I request and authorize Purdue University Cooperative Extension Service employees and their authorized agents to arrange for all reasonably necessary medical care, including transportation and hospitalization, for my child while in attendance at and participating in 4-H Youth Development events and activities.

I also understand that, as a result of my child’s participation in this program, it will be necessary for Purdue CES employees and other authorized personnel with the program to have access to relevant medical information pertaining to my child, and I authorize the use and disclosure of my child’s medical information to promote a safe and healthy experience for my child.

Parent/Legal Guardian Signature ________________________________ Date ________________________________ Witness to Parent/Legal Guardian Signature ________________________________ Date ________________________________
Parent/Guardian Telephone: (______) ________________________________ (______) ________________________________
Home Work

Both above signatures required for acceptance to participate

In case we cannot reach you, please list the name and phone number of a second party to contact:

Name __________________________________________________________________________________
Address _________________________________________________________________________________
Telephone: (______) ________________________________ (______) ________________________________
Home Work

Please complete the addendum on reverse side

Risk Management Forms Revised 10/04
ADDENDUM TO THE 4-H YOUTH HEALTH FORM

Complete this form if prescription medications are being taken by the student at the time of the event or if over-the-counter medication is to be administered by an Extension staff member or other authorized personnel. Medications must be carried in their original containers.

County: ______________________________

4-Her's Name: ____________________________________________________

Name of Medication: ________________________________________________________________

What Illness/Condition is this medication intended for: _______________________________________

Check one of the following:

_____ Tylenol/Ibuprofen may be administered by 4-H Youth Development event personnel
_____ Benadryl may be administered by 4-H Youth Development event personnel
_____ Medication is to be self administered by student
_____ Medication is to be administered by 4-H Youth Development event personnel

Dosage: ______________________________________ Refrigeration? Yes _____ No _____

Special Instructions: _________________________________________________________________

Other information (if applicable): ______________________________________________________

Date(s) to Administer: From ____________________________ To _________________________

Prescribing Doctor’s Name: _____________________________ Phone: (     ) _________________

Note: This form is to be used as a reference for 4-H participants who require any medication (prescription or “over-the-counter”). Administering of the medication is the responsibility of the participant. If health facilities and/or personnel are available at the facility and you prefer the trained personnel to administer the medication, you may request this prior to the event.

Event: _____________________________________ Date(s): ____________________________

Signature of Parent/Legal Guardian                                                            Date

______________________________________________     _____________________________
Signature of Parent/Legal Guardian                                                            Date
Housing Information
2011 4-H SCIENCE WORKSHOPS

CHECK-IN PROCEDURE: 9:00 a.m. - Noon on Wednesday, June 8th

Check-In Site: Earhart Hall
1. Have delegates come into the residence hall Activity Lounge, not front desk to register. Leave luggage on the lawn, in the bus or in the car until registration process has been completed.

2. Health forms will be the first stop and turn-in station.

3. Each delegate will receive the following during the registration process (stations).
   a. Name tag
   b. Room assignment
   c. Room key

4. After completing the Registration process have delegates go gather luggage and go to assigned residence hall dorm room and put things away.

5. Remind 4-H members, if they do not return their room key at the end of the conference, they will be charged $35.00.

6. Once settled into dorm room, they need to acquire lunch at a local restaurant.

7. Remind delegates of the importance of always being on time.
   First classes: 12:30 p.m. for Animal Science delegates and 12:45 p.m. for all other delegates.

CHECK-OUT PROCEDURE: Noon - 1:00 p.m. on Friday, June 10th

1. Adult may collect ALL room keys in single manilla envelopes or have delegates to return.

2. Check each room for forgotten articles and possible damages, then lock all doors.

3. Return keys to Residence Hall Front Desk counter.

4. Pick up health forms.

5. Load up and have a SAFE trip home.
RESIDENCE HALL INFORMATION

Residence Hall / Room Assignments

Residence Hall Assignments:

County Residence Hall assignments are made by the Purdue Housing Coordinator. This year’s assignment is: **Earhart Hall**

Individual Room Assignments:

Made by area chaperones at the registration table during the check-in process.

Staff

Deans:

There will be one Dean of Women and one Dean of Men.

Area Housing Chairperson:

Each Extension Area has two (2) Area Housing Chairpersons (1 male, 1 female).

Residence Hall Supervision / Discipline

Discipline:

All chaperones are to discipline (as needed) any delegate, regardless of whether they are from the chaperone’s area or not. Any major problems will be handled by a Dean and/or State 4-H Staff member, with the appropriate chaperones.

RESIDENCE HALL ASSIGNMENTS - 2010

Dean of Men      -      TBA
Dean of Women     -      Jane Ann Beard
Earnhart Hall     -      All Delegates
INSURANCE COVERAGE AND HEALTH

HEALTH FORMS:
Each delegate will receive a health form in their packet from Conference Services.

MEDICAL COVERAGE:
The 4-H Science Workshops pay for the limited accident/medical policy that covers workshop participants from the time they leave the county until they return home. This is plan number 3 with American Income Life Insurance Company. This plan will pay for covered expenses up to 365 days from the date of the injury.

PROCEDURE FOR HANDLING MEDICAL PROBLEMS:

Day (8:00 a.m. - 5:00 p.m.)
If an injury or illness is serious enough for emergency room treatment, the workshop participant will be transported to Purdue University Student Hospital (PUSH) or Home Hospital for treatment. This will be arranged by the adult chaperone/staff with the respective workshop.

Evening/Night (5:00 p.m. - 8:00 a.m.)
If an injury or illness is serious enough for emergency room treatment, call the Dean of Men/Women.

LIABILITY COVERAGE:
Purdue University carries a liability policy on educators and volunteers acting within the scope of their duties for Purdue University.

INSURANCE CLAIMS:
Medical - Forward all bills, immediately upon receiving them, to:

Dr. Carl Broady  
Ag. Administration Bldg., Room 226  
Purdue University  
615 W. State Street  
West Lafayette, IN  47907-2053  
(765) 494-8427

Be sure to remind the families of patients about this, as they are the ones who will probably receive the bills.
JOB DESCRIPTIONS - HOUSING

DEAN OF MEN AND WOMEN

a. Responsible for the welfare, conduct and supervision of the total Science Workshop housing. This includes delegates, families, guests, etc.

b. Handle problems relative to emergencies, acute discipline cases, etc.

c. Receive calls from the area chaperones on delegate situations after hours.

d. Work closely with the 4-H Science Workshop Housing Coordinator.

AREA HOUSING CHAIRPERSON

a. Responsible for the welfare, conduct and supervision of Science Workshop delegates from their area.

b. Solicit help and cooperation from other chaperones in turning out lights.

c. Responsible for calling their Dean each evening as soon as all of the delegates from their area are present and individually accounted for. This call should occur before 12 midnight.
Preparation of County Delegates
COUNTY ORIENTATION MEETING AGENDA
(Before leaving the county, if possible)

1. Get acquainted activity (include parent introductions).
2. Chaperones - review their roles and responsibilities.
3. Review 4-H Science Workshop objectives.
4. Discuss the importance of total participation, being on time, and showing respect to speakers and facilities.
5. Discuss delegates’ expectations and responsibilities (provide a copy to each delegate and their parents).
6. Explain the procedure for handling behavior problems.
7. Review health care and emergency procedures. (A completed health form must be submitted for each participant.)
8. Provide delegates and parents with the Department of Youth Development and Ag. Education telephone number (765) 494-8422.
9. Explain housing assignments. (You may or may not want to let delegates sign up for roommates.)
10. Discuss lost and found procedures
12. Review check-out time and procedure.
13. Remind parents of the time and place the delegates will return to the county.
Dear 4-H Member,

Congratulations - you have been selected as a 2010 4-H Science Workshop delegate to Purdue University!

Read through all the material in the accompanying packet. Everything is important.

You will need to prepare for this experience by:

1. Understanding personal responsibilities of being a delegate - review Behavioral Expectations for State and National Events.

2. Understanding residence hall living on a Big Ten campus. The following items will be provided for you: a blanket, pillow, pillowcase and sheets, a washcloth, towels and soap. The residence hall is air-conditioned.

3. Packing a suitcase as efficiently as possible. (They get heavy as you carry them and transportation space is limited.) Some items to bring along might include:

   - personal items          - alarm clock         - spending money for
   - camera (at your own risk) - rain wear          - meals, snacks, and
   - approved swimwear (no cut-offs, walking shorts, etc) souvenir, (est. cost of $50)

   - Consider appropriate clothes: Short shorts, halter tops and mid-rif tops **ARE NOT APPROPRIATE.** A jogging outfit is appropriate for exercise time; along with sportswear for the Co-Rec Gym, school wear for general sessions and a comfortable, yet modest outfit for evening dance time. Perhaps it’s easiest, if you chat with a former delegate to these workshops, but please remember you are representing 4-H everywhere on campus and you want to look your best at all times.

4. Considering the amount of personal money you bring (discuss parent letter). Leave excess valuables at home.

5. Completing the Health Form.

6. Grasping the importance of the name badge you will receive later.

7. Making certain you know when and where to meet transportation to Purdue.

Most of all, plan to meet many new 4-H friends as you enjoy a unique 4-H trip.

Sincerely,

Extension Educator

Attachments: Behavioral Expectations for State and National 4-H Events
          Health Form
          Travel Arrangements
Dear Parent,

As your 4-H member begins to prepare for a 4-H Science Workshop at Purdue University, please consider the following information:

What is a 4-H Science Workshop?

It is a three-day conference conducted for 600 4-H members from Indiana’s 92 counties. The 4-H Science Workshops provide important learning experiences and are an opportunity for 4-H members to:

- Meet and make new friends with youth from across the state of Indiana, as well as a select group of students from other states.
- Live on the Purdue University campus and experience life in a residence hall.
- Learn that a land-grant university, like Purdue, is dedicated to the development of people through teaching, research, and extension education.
- Participate in a conference planned and prepared by the resident faculty at Purdue University.
- Learn more about the 4-H program as a participant in one of Purdue’s many educational activities.
- Develop a feeling that the 4-H program makes an important contribution to both youth and adults on a state-wide basis.

Who Sponsors This Trip?

It’s different in each county; however, it is a good idea to ask me for any specifics prior to our departure. A thank you note mailed by your son or daughter from campus is most appreciated - you may wish to remind them of this.

How Much Money Is Needed?

Most meals are a part of the conference fee. In addition to some extra food money (late-night pizza, maybe), souvenirs are available near campus (maybe $40 - $50).

What Is The Expected Behavior On A College Campus?

4-H has specific Behavioral Expectations for State and National 4-H Events. Please discuss these with your son or daughter to avoid any misunderstanding relative to conduct. Respect for others' well-being and their property is important (please don’t hesitate to ask me for an extra copy of the behavioral expectations, if you do not already have one).

We will abide by closing hours and a lights-out policy. Residence rooms are locked and keys are issued to each delegate. There is no key deposit, but a lost key costs $35.00. Also, any property damage will be assessed to the persons living in the room, during the time the damage occurred.

Parents please do not drive to the Purdue campus when your teen calls and says they are bored or their tummy hurts without contacting your local 4-H Youth Educator or the State 4-H Office first to clarify the situation. Personal safety and health of young people are our upmost concern, but they also need to learn independence and how to adjust to new surroundings.

What Is The Address?

The 4-H members are in residence such a short time that mail would not reach them. In the event of an emergency, contact: Purdue University Police at (765) 494-8221

If you have additional questions, please let me know. We want all of our 4-H delegates to have a fun and educational experience during the 2010 4-H Science Workshops.

Sincerely,

Extension Educator
Purdue Facilities of Interest:

- Airport – B11
- Bell Tower - G6
- Classroom of 1950 (CL50) – G7
- Hospital, Purdue Student (PUSH) – F5
- Purdue Memorial Union (PMU) - H7
- Recreational Sports Center (RSC) – D6
- Stewart Center (STEW) – H7 - Movie
- Visitor Information/Parking Services (PGNW) – H5

Eateries:

- McDonalds – F5
- Purdue Memorial Union - H7 - dance
- Subway, Pizza Hut - B7
- Chauncey Hill Restaurants - I8

Residence Halls:

- Earhart Hall – D7 (ERHT)
- Earhart Dining—D7

You may purchase meals on your own.