

CODE OF CONDUCT

As a participant in the Illinois 4-H Junior Leadership Conference, you have the responsibility of representing the Illinois 4-H program to the public. You are expected to conduct yourself in a manner that will bring honor to you and your family, as well as to 4-H. This Code of Conduct has been approved for use by the University of Illinois. Delegates and their parents are expected to sign the registration form indicating that they will abide by this code and agree to the actions that may possibly be taken.

ALL delegates to the 4-H Junior Leadership Conference are responsible for their conduct to Extension personnel and/or volunteers supervising the event. This responsibility is necessary for the health, safety, and welfare of the participants, and will be rigidly adhered to and uniformly enforced.

The following conduct is not allowed and is subject to disciplinary action:

Category 1

- a. Possession, use, or distribution of alcohol and other drugs, including tobacco products. (*Prescription drugs must be listed on the delegates's Emergency Medical Form*)
- b. Willful theft and destruction of public or private property (*Delegates will be responsible for paying for any damages to hotel and/or personal property.*)
- c. Involvement in sexual misconduct or harassment. (*Delegates may not be in a room housing members of the opposite sex. They are expected to exhibit dignified and restrained actions in expressing affection toward other delegates.*)
- d. Possession or use of dangerous weapons or materials, including fireworks.
- e. Fighting or other acts of violence that endanger the safety of yourself or others.

In addition, 4-H representatives reserve the right to inspect rooms and items brought to rooms by delegates, such as back packs, purses, luggage, etc., when there is reason to believe Category 1 violations have been committed. Such inspections will be conducted in a reasonable manner and limited in scope to such areas or items necessary based upon the information leading to the inspection. Delegates and their parent/guardian consent that the delegate's room and personal items may be inspected by 4-H officials, as a condition of participating in the 4-H program and agree to cooperate with such inspections.

Category 2

- a. Willfully breaking curfew (*Delegates are to be in their own rooms by the stated curfew. Adult chaperones should not be revisiting rooms after room check, 15 minutes following said curfew .*)
- b. Unauthorized use of vehicles (*Delegates cannot use their vehicles once the convention has started without specific written permission from the 4-H Headquarters Staff.*)
- c. Participating in gambling.
- d. Unauthorized absence from the planned program or site of the event. (*Delegates are to attend all sessions of the convention. Some workshops may involve leaving the hotel area; however, this will be done in groups and is not to be done by individuals.*)

- e. Intentionally interfering with or disrupting the event.
- f. Use of profanity and/or abusive language.
- g. Disregard for public or personal property.
- h. Public displays of affection or other inappropriate actions.
- i. Failure to comply with direction of Extension personnel, including designated adults acting within their duties and guidelines.

Consequences

University of Illinois Extension reserves the right to restrict participation in future activities for those individuals who have been removed from an activity for behavior, as outlined in Category 1 or Category 2. In all cases, the participant will be responsible for retribution of any damages incurred by his/her actions.

Category 1

1. When notified of any of the actions under Category 1, the adult in charge, will ascertain the relevant facts, and, with concurrence from University of Illinois Extension staff, will notify the affected participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations and, if necessary, law enforcement officials will be notified. While facts are being verified, the participant will be removed from the 4-H activity/event and be under direct supervision of an adult chaperon.
2. The parent/guardian will also be notified of the actions of the participant, and upon finding the allegations to be true, must immediately remove the participant from the activity, at the parent/guardian's expense.
3. Documentation must be completed on an "Incident Report Form."

Category 2

1. When notified of any of the actions listed under Category 2, the adult in charge will ascertain the relevant facts, and, with concurrence from University of Illinois Extension staff, will notify the affected participant of the action and any supporting evidence. The participant will be allowed an opportunity to answer the allegations. While the facts are being verified, the participant will be removed from the 4-H activity/event and be under direct supervision of an adult chaperon.
2. The parent/guardian of participants who violate curfew or use vehicles without authorization, as outlined in Category 2, a. and b., will be notified of the actions of the participant, and must immediately remove the participant from the activity, at the parent's or guardian's expense. Participants who willfully disobey conduct as described in Category 2, c. through i., will receive a verbal warning for the first commission and the adult in charge will make a written notation of the warning (initialed by the adult and the participant.) Upon receiving a second warning, the parent or guardian will be notified of the behavior and must make arrangements for removal of the participant from the activity, at the parent's or guardian's expense.

REGISTRATION FEES

____ I have attached an application for an Illinois 4-H Foundation Scholarship. (*First time attendees only; Scholarship applications are due **January 7, 2005.***)

Registration Fee	\$80.00	\$80.00*
T-Shirt Order (from front)	_____ X \$9.00	_____
TOTAL ENCLOSED		_____

Checks should be made out to "University of Illinois"

* The \$80 fee must be paid. If a scholarship is awarded, delegate will receive a reimbursement following the Conference.

PLEASE NOTE: REGISTRATION IS LIMITED TO THE FIRST 125 JUNIOR HIGH 4-H MEMBERS WHO REGISTER (PLUS THEIR CHAPERONES). FIRST OPPORTUNITY WILL GO TO FIRST-TIME ATTENDEES UNTIL JANUARY 10 - AT THAT TIME, THOSE WHO HAVE ATTENDED PREVIOUSLY WILL BE ADDED ON A FIRST COME, FIRST SERVED BASIS. IF YOUR REGISTRATION IS RECEIVED AFTER THE CONFERENCE IS FULL, YOU WILL BE PLACED ON A WAITING LIST. IF YOU ARE NOT ABLE TO ATTEND BECAUSE OF FULL REGISTRATION, YOUR COMPLETE PAYMENT WILL BE REFUNDED.

REFUND POLICY

Cancellations prior to the January 24 registration deadline will receive a full refund.

Cancellations made between January 24 and February 1 will receive a 50% refund (\$40.00).

No refunds will be issued for cancellations received after 5:00 p.m. on January 31.

All cancellations and refund requests must be received IN WRITING by the State 4-H Office by 5:00 p.m. on the date specified in order to receive any portion of a refund. Requests may be faxed (217/333-9287) or e-mailed (*dstocker@uiuc.edu*).

Delegates: Return these forms to your local Extension office by their posted deadline. Remember, registration is on a first-come, first-served basis.

University of Illinois Extension Unit Staff: Registrations **MUST** be **postmarked by the January 24th deadline.**

This entire form must be completed – including all medical information and complete payment. Incomplete or unsigned forms will be returned and that individual's registration will be delayed until the complete form is submitted. If an Extension office is paying for registrations via fund transfer, **please send a completed transfer request form to the State 4-H Office.** We will forward the form to the fiscal office. All checks should be made payable to the *University of Illinois* and sent **WITH** the registration forms to the State 4-H Office.

State 4-H Office USE ONLY: Amount: _____ [] Check # _____ [] County Voucher # _____
[] Foundation Scholarship [] Cash [] Other _____

