

CWF



A Leadership Summit Through the Lens of American Democracy

2025 CHAPERONE GUIDE



Introduction

You and your young people are about to make history as participants of another year of CWF! We anticipate an exciting summer—one week that both you and your delegation will remember for a lifetime. Get your young people excited to learn about the history and culture of our nation, while having fun and meeting new people from across the country. Your group will be a part of a 60-year tradition of young people whose eyes are opened up to their own potential as leaders and citizens, in their club, their community, their country and their world!

We realize that each delegation goes through different processes to plan and carry out their CWF trip. In order to promote and maintain a smooth program, we ask that a copy of this coordinator handbook be distributed to both the Lead chaperone(s) and all other adult chaperones. We will also be holding several webinars this spring and early summer to offer opportunities to ask questions and receive more information about the program. We hope that this will help you prepare for a wonderful week in Washington!

The entire week will be focused on citizenship and leadership skills. The delegates will learn what they can do to be active in our political system TODAY, not just 10 years from now.

We have combined all of our required forms into one form for adult chaperones to complete and one form for teens to complete with their parent/guardian. The forms will be digital this year, but we will have paper copies available upon request if the teen and/or their parent/guardian does not have an email address. These forms include the National 4-H Council Code of Conduct and the Media Release form. All forms will be due by April 25, 2025 and will not be accepted onsite.

Please make sure to read the entire handbook as details have changed this year. If you have any questions, please contact events@4-h.org. Thank you for your continued interest in the CWF program!

Program Overview

Rooted in legacy but reimagined for today, CWF is THE event for teens to learn leadership and communication skills through history, democracy, and our amendments. For 6 days, teens from around the nation will gather to have meaningful discussions and learn the skills they need to lead their local communities and become change agents to build a brighter future.

Program Objectives

1. Strengthen leadership, communication and other civic engagement skills to advocate on a national level.
2. Understand the importance of civic responsibilities as they relate to the development of better citizens and leaders.
3. Exchange ideas, practice respect, and connect with other 4-H youth from across the US
4. Experience hands-on learning using the historical backdrop of our nation's Capital City, Washington, D.C.
5. Using skills learned, become change agents in your local community with Lead to Change action planning.

Key Dates & Deadlines

Date	Activity or Deadline
Monday, January 13, 2025	CWF Informational Webinar Recording
Friday, February 21, 2025	Registration Closes at 12 p.m. EST (or whenever we sell out)
Friday, March 7, 2025	Attendee Information Due at 12 p.m. EST
	Payments Due at 12 p.m. EST
	Last Day to Request Refund
Wednesday, March 26, 2025 at 3 p.m. EST	Lead Chaperone Webinar
Friday, April 25, 2025	All Required Forms Due
May 9, 2025	Lead Chaperone Forms due
June 7 – 13, 2025	CWF Week 1
June 14- 20, 2025	CWF Week 2
June 21 – 27, 2025	CWF Week 3

All webinars will be recorded and available if you are unable to attend at the scheduled time.

Program Staff



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National 4-H Council staff will facilitate CWF. Your Lead Chaperone is responsible for planning the program, distributing registration information, organizing logistics for workshops and field trips, and implementing and evaluating the program. During CWF, groups will interact with numerous members of Council staff and CWF Program Assistants.

Program Assistants (PA's) play a key role in the implementation of the CWF program. At the hotel, they greet visiting groups and orient them with the hotel, lead workshops, and assist chaperones. Off-site, PAs aid groups by providing route information, interpretation of sites, and coordinating field trip logistics. All PAs will be licensed and trained as District of Columbia Class B Tour Guides.

The Events & Youth Experiences team coordinates and executes CWF in partnership with the CWF Design Team to ensure that each CWF delegation has the best experience possible. They also train and manage the CWF Program Assistants who work directly with the youth.

Program Participants

High-school-aged youth may participate in CWF. Adult chaperones accompanying CWF delegates are asked to participate in chaperone meetings. Adults may not bring their own children, unless the children are CWF delegates. Council recommends that delegations include one adult for every 10 to 15 youth participants. **CHAPERONES MUST BE AT LEAST 19 YEARS OF AGE BY THE DATE THEIR PROGRAM BEGINS.** Each delegation MUST identify one Lead Chaperone.

Registration Fee

- 6 nights room and board checking in on:
 - Week 1: Saturday, June 7, 2025, and checking out on Friday, June 13, 2025
 - Week 2: Saturday, June 14, 2025, and checking out on Friday, June 20, 2025
 - Week 3: Saturday, June 21, 2025, and checking out on Friday, June 27, 2025
- All meals and breaks as described above (excluding state-organized meals and events).
- DC-area site visits and program materials
- Workshop materials
- Admission to sites on CWF agenda (does not include field trips arranged by delegation)
- Tuition does not include the cost of State's Night Out, Capitol Hill Day, or Delegation Exploration activities arranged by the group

Payment Policy

Your group's bill must be paid in full by March 7, 2025 Proof of payment or a PO must be received by. If neither of these are received, your order will be canceled and tickets will be opened up to the wait list.

Early Arrivals and Late Departures

If you'd like to arrive prior to the start of your week session or stay past the end of your week session, you will need to purchase those additional room nights directly with the hotel.

Hotel check-out is at noon on the last day of your schedule.

Transportation Package

- If your group will arrive by air, rail, van or private car and has not made other arrangements for bus transportation for use during the CWF program, you MUST pay for the transportation package.
- If you chose to add on transportation, you will be provided access to a bus during CWF. This bus will NOT be exclusive to your delegation and other delegations will also be on the same bus.
- You must provide your plans for States Night Out, Delegation Exploration and Capitol Hill Day by May 9, 2025 so we can coordinate logistics and ensure we can cover all transportation requests for these events.
- The transportation package does not include transportation to and from the airport.
 - Some delegations have used [Super Shuttle Express](#) for transportation to and from the airport
 - You may also choose to travel via Metro from the airport to the hotel

Due to liability, staffing, and parking restrictions, groups will not, under ANY circumstances, be permitted to use vans or private cars for structured CWF field trips.

Bus Drivers & Bus Parking



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- Groups traveling to Washington, D.C. by chartered motor coach should plan to use that coach for all transportation needs throughout the week. The following information should be provided to the Bus Company contracted for the trip:
 - Routes, maps, and other information will be distributed to all out-of-town drivers at the Bus Driver Meeting. All drivers must attend this meeting.
 - Week 1: Sunday, June 8, 2025
 - Week 2: Sunday, June 15, 2025
 - Week 3: Sunday, June 22, 2025
 - Routes have been selected to provide maximum exposure to the major sites of the nation’s capital. Program Assistants will accompany each group on most field trips and provide commentary on the area through which you travel. Please advise the bus company that routes will be “as directed” by National 4-H Council. Drivers are asked to cooperate by adhering to specific directions to assure maximum benefit to the participants.
 - Each bus MUST have a working public address system. Please be sure to confirm this with the Bus Company before you depart on your trip. The quality of your CWF field trips will depend largely on this feature.
- If you are providing your own bus, we will provide onsite parking for your bus within a 1-mile radius of the hotel.
- All parking fees for field trips will be the responsibility of you and/or the bus company.
 - Arlington National Cemetery: \$10 an hour, with a daily maximum of \$40 a day for commercial vehicles.
- We have confirmed that if you did not choose the transportation package, that you did add a bus driver to your order. Bus driver rooms are single-occupancy.
- When negotiating your bus contract, be sure to clarify who is responsible for meal and lodging expenses incurred by your bus driver.
- Bus drivers are able to participate in all meals as indicated above under Meals.
- The transportation needs of the scheduled CWF program are outlined below from the time of arrival to the time of departure. Transportation will be required daily. This schedule is to show those delegations planning their transportation the time frame to contract transportation needs.

Week 1

- Saturday, June 7
 - None
- Sunday, June 8
 - 7:30 p.m.- 10:30 p.m.
- Monday, June 9
 - 8:00 a.m.- 12:00 p.m.
- Tuesday, June 10
 - 8:00 a.m.-11:00 p.m.
(George Washington’s Mt Vernon or Arlington National Cemetery)
AND States Night Out
- Wednesday, June 11
 - 9 a.m. – 5:00 p.m.
- Thursday, June 12
 - 8:00 a.m.- 12:00 p.m.
 - 3:30 p.m.- 7:00 p.m.
- Friday, June 13
 - None

Week 2:

- Saturday, June 14
 - None
- Sunday, June 15
 - 7:30 p.m.- 10:30 p.m.
- Monday, June 16
 - 8:00 a.m.- 12:00 p.m.
- Tuesday, June 17
 - 8:00 a.m.-11:00 p.m.
(George Washington’s Mt Vernon or Arlington National Cemetery)
AND States Night Out
- Wednesday, June 18
 - 9 a.m. – 5:00 p.m.
- Thursday, June 19
 - 8:00 a.m.- 12:00 p.m.
 - 3:30 p.m.- 7:00 p.m.
- Friday, June 20
 - None

Week 3:

- Saturday, June 21
 - None
- Sunday, June 22
 - 7:30 p.m.- 10:30 p.m.
- Monday, June 23
 - 8:00 a.m.- 12:00 p.m.
- Tuesday, June 24
 - 8:00 a.m.-11:00 p.m.
(George Washington’s Mt Vernon or Arlington National Cemetery)
AND States Night Out
- Wednesday, June 25
 - 9 a.m. – 5:00 p.m.
- Thursday, June 26
 - 8:00 a.m.- 12:00 p.m.
 - 3:30 p.m.- 7:00 p.m.
- Friday, June 27
 - None

Meals

The following meals are paid and provided by CWF and National 4-H Council.

- Saturday: NONE
- Sunday: Breakfast, Lunch & Dinner
- Monday: Breakfast, Lunch & Dinner



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- Tuesday: Breakfast
- Wednesday: Breakfast (by sign-up) & Dinner
- Thursday: Breakfast, Lunch & Dinner
- Friday: Optional Breakfast (sign-up required)

Teen Lodging

- All teen rooms are double-occupancy.
- Youth delegates will have the opportunity to request a specific roommate. If no roommate is listed, the desired roommate requests to be roomed with someone else or your state has an odd number, we will work with the lead chaperone to determine a suitable roommate from another delegation. Attendees under the age of 18 will not be paired with attendees over the age of 18.
- Council is committed to providing equal opportunities for all youth and families to participate in Council programming, while also taking into account legally-protected characteristics including, but not limited to, race, color, religion, sex/gender, sexual orientation, gender identity or expression, national origin, veteran's status, disability and physical or mental handicap. You will be able to note if an ADA-compliant room or any other accommodations are needed.

Chaperone Lodging

- All adult chaperones will have single-occupancy rooms.
- Council's policy prohibits adults (individuals age 18 and older) from sharing lodging rooms with youth (individuals less than 18 years old), except when the adult and youth are immediate family members) or when the youth's parent or legal guardian approves staying with the adult. Council must be provided with a letter signed by the youth's parent or legal guardian and the State Program Leader from your state granting permission for a designated adult to stay in the youth's room.

Location of the Hyatt Regency Bethesda

7400 Wisconsin Ave
Bethesda, MD 20814

Directions

From the Capital Beltway (I-495):

- Take Exit 34 South, Rockville Pike toward Bethesda.
- Once off the exit, continue south on Wisconsin Ave.
- The Hyatt Regency Bethesda is on the right at 7400 Wisconsin Ave, with a covered entrance directly in front.

All Lead Chaperones are required to provide an approximate arrival time for your delegation so that we can alert the hotel to your arrival. The hotel will help direct buses to their parking after unloading your delegates.

Local Transportation

- [The Metro System](#): Washington's subway and transit system, the Washington Metro Area Transit Authority (WMATA), has a great website. It can give you specific travel times and costs to and from anywhere in the city.
- Getting To the Hotel (from downtown) with Metro: The closest metro station is called Bethesda. It is on the Red Line in the direction of Shady Grove or Grosvenor. If you wish to go towards DC, you would want to get on the red line to Grosvenor.
- The Hotel is directly on top of the Metro stop, so once you come out of the metro station, the hotel will be to your right.
- If you'd like to purchase SmarTrip cards prior to your arrival in Washington, D.C. you can do so [here](#).

Program Assistant Availability

The Program Assistants will conduct and be available for the CWF program from approximately breakfast until the evening Delegation Huddle, but are limited to conserve their energy. Any variance in availability must be confirmed and agreed fully upon by Events & Youth Experiences Team.

Program Assistants will not be available to accompany you to your Delegation Exploration and State's Night Out if you opt in. There is no additional cost owed to National 4-H Council for your PA to join you.



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- **Option 1:** If you'd like your PA to join you, we ask that you provide lunch and dinner for them and tickets for any activities you have planned.
- **Option 2:** Your PA will not join you for Delegation Exploration and States Night Out and will not be available for any navigation assistance during this timeframe.

You will make this decision in mid-April when you complete your Lead Chaperone Form.

Arrival Information

Your group may check into the hotel on their own any time after 4 p.m. on the first day of your session. CWF Registration will take place from 8:00 a.m- 10:00 a.m. on the second day of your session. Groups may not register before this time. You will be welcomed upon arrival by a Program Assistant who will help you with registration and orientation. If you arrive prior to this time, you will be welcomed by a PA once registration begins, not before.

If you are delayed en route, please contact events@4-h.org. Arrangements will be made to orient your group to the program as quickly and smoothly as possible upon your arrival.

Dress Code

Throughout CWF, participants will meet many people. Each delegate represents not only him or herself, but their family, county, state, peers, and 4-H. Clothing and grooming reflect upon the participants and what they represent. National 4-H Council defers to the dress code in place for each state or territory from which the delegate is attending.

It is the responsibility of each delegation to determine what is and is not appropriate for your specific delegation. Please remember we do not have an overall dress code and your dress code and policies may differ from others. If you have concerns with teens from other states, please address concerns with their chaperone and not with the teen directly.

All activities and sessions put on by National 4-H Council at CWF are casual. If your States Night Out, Delegation Exploration or Capitol Hill Day plans have specific dress codes, you will need to communicate this directly to your delegates.

Important Dress Code Information

- T-shirts with offensive slogans or messages that are in bad taste, clothing with political slogans are not allowed.
- Shoes and shirts must be worn at all times.

Workshops

Each delegate will be randomly pre-assigned to a workshop group, which allows for a mixture of delegates from different states in each workshop. We are finalizing which workshops will be offered at CWF this year and a list will be provided once finalized. [Workshops are required for all delegates to attend.](#)

Guided Tours of National Monuments & Memorials

Each delegation will be lead on a tour of Washington D.C. monuments and memorials by their Program Assistant(s) at three specific times. Delegates are encouraged to bring a camera and be prepared for the weather, rain or shine and bring a camera to get great pictures! If lightning is present, the tour will end early and all delegates will return to their buses early.

- **Sunday (Night):** Delegations will stop at Constitution Gardens, World War II Memorial, Vietnam Veterans Memorial, Lincoln Memorial, Korean War Veterans Memorial, Thomas Jefferson Memorial
- **Monday:** Delegations will stop at Franklin Delano Roosevelt Memorial, Martin Luther King Jr. Memorial, World War I Memorial, Photo stop in front of the White House
- **Thursday:** Delegations will stop at the Airforce Memorial, the Pentagon Memorial and the U.S. Marine Corps War Memorial.

CWF Events

Lead to Change Kick-Off: Learn what will make your action plan stand out. You'll receive worksheets and planning guides to get you started.

Chaperone Meeting: All adult chaperones are required to attend. We will review all rules and answer any questions you may have at this time.

Pin Trade & Social: Each delegation should bring something that can be traded with other delegations that signifies their home community. Pin Trade items should be inexpensive and/or homemade to show pride in one's home state. Delegates should bring their trading items to this activity and take advantage of this time to get to know their fellow CWF delegates.



Delegation Huddles: Each delegation will be pre-assigned a Delegation Room that can be used during Delegation Huddles. Delegation Huddles are used to recap and debrief the events of the day, plan and prep for the following day and work on their Lead to Change projects.

Smithsonian Museum Tours: In collaboration with the Smithsonian's Office of the Under Secretary for Education, we're excited to offer you the opportunity to sign up for a guided tour of one of the renowned Smithsonian museums. This is your chance to explore world-class exhibits and immerse yourself in the rich history and culture that the Smithsonian has to offer. Don't miss out on this incredible opportunity to experience the fascinating collections and learn from expert guides in a truly unique setting!

Town Hall: This activity is designed to foster open, respectful discussions on issues that impact the lives of teens. It provides a safe space where individuals can express their opinions without judgment, using the principles of active listening and civil discourse. The goal is to encourage meaningful conversations, promote tolerance, and explore different perspectives on topics that are relevant to the delegates at CWF. Through this activity, participants will strengthen their communication skills and gain a deeper understanding of the importance of respectful dialogue.

State's Night Out: The Lead Chaperone arranges this evening and dinner is NOT provided by CWF. Refer to the States Night Out section for ideas and information.

Capitol Hill Day: This is your opportunity to explore the Capitol Hill area, take guided tours, and meet with Congress members. Please note that any appointments with Senators and House members are arranged by individual delegations, not by CWF or the National 4-H Council. For more details, refer to the Capitol Hill section. While we recommend wearing CWF polos for the visit, the choice of attire is ultimately up to each state.

Trivia & Social: This is not your average game night! Trivia and games related to U.S. government, civics and Washington, D.C. will allow your delegates to prove their knowledge of all things U.S. Government.

Lead to Change Gallery Viewing: The Lead to Change Gallery Viewing is an opportunity for teams to present their project idea by showcasing their poster and making a short project pitch. They will receive meaningful feedback about their project. Teams can split their time to be able to talk about their project to youth and adult participants and look at other team's posters to get ideas and provide feedback to other teams.

Delegation Exploration: This is your time to build your own adventure and explore D.C. Lunch is NOT provided. Refer to the Delegation Exploration section for ideas and information.

Celebration: Dance the night away with all your new friends.



CWF General Schedule Information

All schedules for the CWF program are TENTATIVE, meaning they may change throughout the year, up to the date of your group's arrival. Every effort will be made not to make drastic changes to the schedule, especially last minute. Whenever a significant alteration is made, you will be notified.

Week 1: June 7-13

Week 2: June 14-20

Week 3: June 21- 27

Saturday	
Time	Activity
4 p.m.	Hotel Check-In Begins: Arrive on your own time

Sunday	
Time	Activity
8 a.m. – 10 a.m.	Breakfast and Registration
10 a.m. – 11 a.m.	Welcome & Orientation
11 a.m. – 11:45 a.m.	Workshop
	Chaperone Meeting
12 p.m. – 1 p.m.	Lead to Change Kick-Off
	Lunch
	Bus Driver Meeting
1:15 p.m. – 2 p.m.	Workshop
2:15 p.m. – 3 p.m.	Workshop
3:15 p.m. – 4 p.m.	Workshop
4 p.m. – 5 p.m.	Lead to Change Planning Time
5 p.m. – 6:30 p.m.	Pin Trade & Social
	Dinner
6:30 p.m. – 7 p.m.	Bus Dismissal
7 p.m. – 10:30 p.m.	Guided Night Tour of National Monuments & Memorials: <ul style="list-style-type: none"> • Constitution Gardens • World War II Memorial • Vietnam Veterans Memorial • Lincoln Memorial • Korean War Veterans Memorial • Thomas Jefferson Memorial
11 p.m.	Curfew

Monday	
Time	Activity
7 a.m. – 8 a.m.	Breakfast
8 a.m. – 9 a.m.	Bus Dismissal / Travel Time
9 a.m. – 11:30 a.m.	Guided Tour of National Monuments & Memorials: <ul style="list-style-type: none"> • Franklin Delano Roosevelt Memorial • Martin Luther King Jr. Memorial • World War I Memorial • Photo stop in front of the White House
11:30 a.m. - 12 p.m.	Travel Time
12 p.m. – 1 p.m.	Lunch
1:15 p.m. – 2 p.m.	Workshop
2 p.m. – 3:30 p.m.	Lead to Change Planning Time
3:30 p.m. – 5:30 p.m.	First Amendment Activity
6 p.m. – 7 p.m.	Dinner
7:15 p.m. – 8 p.m.	Workshop
8:15 p.m. – 10 p.m.	Trivia & Social
10 p.m. – 11 p.m.	Delegation Huddle
11 p.m.	Curfew



Tuesday		
Time	Activity	
8 a.m. – 9 a.m.	Breakfast	
9 a.m. – 10 a.m.	Bus Dismissal / Travel Time	
10 a.m. – 12 p.m.	Arlington National Cemetery or George Washington's Mount Vernon	
12 p.m. - 4 p.m.	Delegation Exploration	Lunch on own
6 p.m. – 11 p.m.	State's Night Out	Dinner on own
11 p.m.	Curfew	

Wednesday		
Time	Activity	
8 a.m. – 9 a.m.	Optional Breakfast (Sign-up required)	
9 a.m. – 4 p.m.	Capitol Hill Day	Lunch on own
4 p.m. – 5 p.m.	Travel Time/Break	
5 p.m. – 5:45 p.m.	Workshop	
6 p.m. – 7 p.m.	Dinner	
7 p.m. – 8 p.m.	Lead to Change Planning Time	
8 p.m. – 10 p.m.	Town Hall	
10 p.m. – 11 p.m.	Delegation Huddle	
11 p.m.	Curfew	

Thursday	
Time	Activity
7 a.m. – 8 a.m.	Breakfast
8 a.m. – 9 a.m.	Bus Dismissal / Travel Time
9 a.m. – 11 a.m.	Smithsonian Museum Tours
11 a.m. – 12 p.m.	Travel Time
12 p.m. – 1 p.m.	Lunch
1 p.m. - 2 p.m.	Final Lead to Change Planning
2 p.m. – 3:30 p.m.	Lead to Change Gallery Viewing
3:30 p.m. – 4:30 p.m.	Bus Dismissal / Travel Time
4:30 p.m. – 6 p.m.	Guided Tour of National Monuments & Memorials: <ul style="list-style-type: none"> • Airforce Memorial • Pentagon Memorial • U.S. Marine Corps War Memorial
6 p.m. – 7 p.m.	Travel Time
7 p.m. – 7:30 p.m.	Break
7:30 p.m. – 10 p.m.	Dinner & Celebration
11 p.m.	Curfew

Friday	
Time	Activity
8 a.m. – 9 a.m.	Optional Breakfast (Sign up required)
Noon	Hotel check out



Lead Chaperone's Roles and Responsibilities

Lead Chaperones are the primary contact with National 4-H Council (Council) staff prior to and during CWF. Lead Chaperones are responsible for the conduct and discipline of the delegates, group behavior, logistical arrangements, delegating responsibility to adult chaperones, and coordinating arrangements with National 4-H Council (Council) Staff.

Prior to CWF:

- Read the Planning Guide thoroughly!
- Plan and conduct Delegate (Youth) Orientation.
- Orient adult chaperones.
- Coordinate Pin Trade items for your delegation.
- Review Lead to Change Planning Guide to ensure best use of time onsite.
- Plan for State's Night Out, Capitol Hill Day and Delegation Exploration.
- Submit the Lead Chaperone form on your CWF portal for your delegation by May 9, 2025.

Suggested Agenda to Use for Your Adult Chaperone Orientation:

- Review program objectives
- Review delegates' CWF program schedule
- Review CWF program content
- Review Adult Chaperone job summary and Roles & Responsibilities
- Clarify and reinforce dress code and enforce all code of conduct policies
- Review Helpful Hints for your week in the nation's capital

Chaperone Roles and Responsibilities

Job Summary: The Adult Chaperones are to work with the Lead Chaperone to carry out the duties necessary for a successful group experience at CWF. These duties include monitoring conduct and enforcing the discipline of delegates as well as working in cooperation with the CWF Staff.

Roles & Responsibilities

- Play a primary role in enforcing delegates' compliance with Code of Conduct rules.
- Discuss the standards of behavior you expect from your group. How will they dress? How will they act? How will you communicate expectations to the delegates? What are the consequences of misconduct? How will you, the adult team, lay the ground rules?
- Serve as a role model for CWF youth delegates. This includes maintaining a good sense of humor and staying positive.
- Help the CWF staff move the group efficiently, keep track of delegates, and provide other assistance as needed on field trips.
- Attend and participate in adult meeting onsite.
- Assist Lead Chaperone in delegation huddles.
- Help the Lead Chaperone carry out group responsibilities.
- Work with delegates to ensure an enjoyable learning experience.
- Encourage delegates to continue thinking about ways to use the CWF experience and information to strengthen 4-H programs back home.
- Keep delegates quiet and in their room after 11 p.m. (curfew)
- Monitor the health of delegates and carry basic first aid supplies and emergency medical consent forms.

An adult must stay with any delegate who is sick and must remain at the Hotel while the group is off-campus. National 4-H Council (Council) cannot assume any responsibility for delegates left unaccompanied when they are ill.

Parent/Guardian Orientation

Suggested Agenda to Use for Parent/Guardian Orientation:

- Review the CWF Schedule.
- Review the Required Forms.
- Be certain that parents understand the program is strenuous and requires that each delegate be healthy. Parents should realistically evaluate the delegate's health.
- Parents must give written permission, for emergency medical treatment. HOSPITALS WILL NOT TREAT MINORS WITHOUT PARENTAL CONSENT.



- Review refund policy: All refund requests must be made by providing written notice to Council by Friday, March 7th 2025 at 12:00 p.m.. ET. Your refund request must include the order number and reason for requesting a refund. If your request is received by Friday, March 7th 2025 at 12:00 p.m.. ET with the required information, you will receive a refund in full.
- Packing List:
 - With the unpredictability of the weather in Washington, D.C. at this time of year, it helps to be ready for anything. Here are a few tips to help you prepare:
 - Clothes that mix and match well to create multiple outfits so you will have what you need without overpacking.. Your state will tell you if there is a limit to the number of bags that you can bring.
 - Light clothes (weather will be HOT and HUMID!)
 - Comfortable dress shoes for Capitol Hill day (if applicable)
 - Comfortable walking shoes
 - A lightweight jacket, sweater or cardigan you can easily throw on if the hotel conference rooms get too cold.
 - An umbrella or raingear
 - Pen and paper for workshops
 - A camera and plenty of batteries and/or memory
 - Items to trade with other teen attendees (if not provided by delegation) during Pin Trade
 - Personal spending money for personal items, souvenirs or snacks. Attendees sometimes want to supplement meals/snacks with delivered food from local eating establishments and items from vending machines. There may be a significant cost difference when comparing other areas to the DC metropolitan area. Meals can easily cost more than \$12 for lunch and \$20 - \$30 for dinner—don't forget tips! There are several opportunities for delegates to purchase items, including essential toiletry items, souvenirs, and clothing sold at the hotel; local vendors and gift shops during off-site activities; and grocery stores, restaurants, and drugstores.
 - Always keep your valuables with you; do not pack them in your suitcase.
 - Check with your airline (if applicable) for luggage fee, size, and weight limitations for your luggage as airlines differ. If your luggage is oversized, you will have an additional charge for checking it. Ask your state coordinator if luggage fees are to be paid by individual delegates or state.
 - The Transportation Security Administration (TSA) provides a comprehensive list of items that can and can't be packed in your carry-on and checked baggage [here](#).

It is essential that the Lead Chaperone be aware of any existing health challenges, such as asthma, diabetes or any conditions that might require special arrangements. Lead Chaperone must inform chaperones of these challenges.

National 4-H Council (Council) must also be notified, prior to the group's arrival, of any special dietary needs your delegates may have (e.g., food allergies, dietary restrictions, etc.) If you have allergies, we do our best to work with the hotel to accommodate. If your delegates have food preferences or are picky eaters, please plan snacks accordingly.

Helpful Hints

Things to remember when packing:

- Weather: Washington, D.C. is very warm and humid in the summer. Daytime temperatures ranging from the high 80's to mid-90 are typical. You will be spending a great deal of time walking outdoors during the CWF program, so planning your wardrobe accordingly and drinking plenty of healthy liquids will help make your stay more pleasant. During the warm months, thunderstorms and rain showers are also common, so pack a few items to prepare for those times as well.
- Trade Items: Many delegates bring items to trade with participants from other states. Lead Chaperones may help obtain these items or delegates can make them. Handmade items often are the most sought-after. Pins and stickers are also very popular. Delegates can be creative and find trading items that represent their hometown. Everyone should bring their items to the Pin Trade & Social on Saturday evening.
- Spending Money: You will be responsible for purchasing at least three meals on your own during CWF. You may also want to allow a little extra money for souvenirs.



You and your delegates have some free time to explore Washington D.C. If you plan carefully, you can accomplish a great deal on that day.

- Week 1: Tuesday, June 10
- Week 2: Tuesday, June 17
- Week 3: Thursday, June 17

See below for ideas on what to do. Your Tuesday will consist of the following activities:

- Breakfast at the hotel
- Bus dismissal
- Arlington National Cemetery OR George Washington's Mount Vernon (based on pre-sign up):
 - Arlington National Cemetery: If you choose Arlington National Cemetery, you will arrive at approximately 10 a.m. (depending on traffic). You will travel via private tram to visit the Kennedy Gravesite, the Tomb of the Unknown, Arlington House, and the changing of the guard. Be ready for the weather! Everyone 16 years and older needs a photo ID.
 - George Washington's Mount Vernon: If you choose Mount Vernon, you will arrive at approximately 10 a.m. (depending on traffic). Your admission and mansion tour is fully booked and paid. If you'd like to book additional specialty tours during your time at Mount Vernon (at your own cost) there is a 20-person minimum and tours must be booked 2 weeks in advance. They generally require an additional fee. Your delegation will be pre-assigned for a specific mansion tour time between 10 a.m.-noon because there is limited capacity for each time slot.
- Delegation Exploration is scheduled from 12:00 p.m. - 4:00 p.m. (no lunch provided). You are welcome to stay at Arlington National Cemetery or George Washington's Mount Vernon or proceed to other plans
- State's Night Out 4 p.m. - 11 p.m. (no dinner provided)
- You must return to the hotel by 11:00 p.m. curfew.

Tourism Information

- [Washington D.C. Convention and Tourism Corporation](#): 202-789-7000
- [Cultural Tourism D.C.](#) : 202-661-7581
- [D.C. Chamber of Commerce](#): 202-328-4748
- [National Park Service](#) 202-619-7222

Government Sites

- [White House](#): 202-456-7041
 - Available by prior request only
 - Public tours of the White House are available. Requests must be submitted through one's Member of Congress.
 - These self-guided tours are available from 7:30 a.m. to 11:30 a.m. Tuesday through Thursday, 7:30 a.m. to 1:30 p.m. Friday and Saturday. (excluding federal holidays or unless otherwise noted). Tour hours will be extended when possible based on the official White House schedule. Tours are scheduled on a first-come, first-served basis. Requests can be submitted up to six months in advance and no less than 21 days in advance. You are encouraged to submit your request as early as possible as a limited number of spaces are available. All White House tours are free of charge. (Please note that White House tours may be subject to last-minute cancellation.)
- [White House Visitors Center](#): 202-208-1631
 - Open daily from 7:30 a.m. to 4 p.m.
 - White House tours are significantly enhanced if visitors stop by the White House Visitor Center located at the southeast corner of 15th and E Streets, before or after the tour. The Center features many aspects of the White House, including its architecture, furnishings, first families, social events, and relations with the press and world leaders, as well as a thirty-minute video. Allow between 20 minutes and one hour to explore the exhibits. The White House Historical Association also sponsors a sales area. Restrooms are available.
- [Bureau of Engraving and Printing](#): 202-874-2330
 - Open Monday to Friday 8:30 a.m. to 3:15 p.m. with the last entry at 2:45 p.m.
 - "School group" arrangements available; call and see if you qualify. Free tickets are available at the ticket kiosk at 8 a.m., usually gone before 9 a.m. 14th and C Streets SW, The Bureau makes paper currency, postage stamps, treasury notes, military certificates, and invitations for the White House. Line forms early.
- [National Archives](#): 866-272-6272
 - Open daily from 10 a.m. to 5:30 p.m. Last admission is 30 min prior to closing.
 - Admission is free.



- Located at 7th St and Constitution Avenue, the National Archive display the original Declaration of Independence, The U.S. Constitution, and The Bill of Rights. The Archives also contain records of the U.S. government, including documents, maps, pictures, sound recordings and drawings created in the course of government activity. Allow 30 to 45 minutes for your visit.
- [The Pentagon](#): 703-697-1776
 - Available by prior request only
 - To take a guided tour of the Pentagon, you must make a reservation in advance. Schedules can fill up quickly, so it is advisable to book your tour well in advance of your visit. Reservations may be booked from 8 to 90 days in advance. Reservations will not be accepted for tour dates within 7 days or more than 90 days away. Please review the Tour Guidelines and Security Information before requesting a tour. Hours: All guided tours of the Pentagon are free and available by reservation only. Tours are conducted Monday through Friday from 9 a.m. to 3 p.m. Book a Tour: U.S. Residents can reserve a tour by contacting their Congressional and Senate Representative. The Congressional office staff often submit requests for constituents. Contact information for state representatives can be found at either www.house.gov for your Congressional office or www.senate.gov for your Senator's office.

Smithsonian Museums

- [National Museum of American History](#): (202) 633-3717
 - Open daily from 10 a.m. to 5:30 p.m.
 - Located at the Northwest corner of the Mall, this museum has something for everyone. Some exhibits include "First Ladies: Political Role and Public Image," "The American Presidency: A Glorious Burden," the Star Spangled Banner, and many items of American history and culture.
 - Eat at America's Table is the main eatery at the museum. The menu includes traditional culinary dishes from our nation's kitchens, cheese and charcuterie, and classic American sandwiches, great American barbecue and grill favorites (burgers, hot dogs, pulled pork sandwiches etc...) as well as cooking inspired by Tex-Mex and Native-American traditions. The café also offers classic salads made fresh with seasonal inspiration. Guests will find freshly brewed coffee as well as wine, beer, and other bottled beverages. All desserts are made in house.
 - Open 11 a.m. to 4 p.m.
- [National Air and Space Museum - Flagship Building](#): 202-633-2214
 - Open daily from 10:00 a.m. to 5:30 p.m.
 - Located at the Southeast corner of the Mall, learn about the history of flight and see aircraft, spacecraft, and related items. There are movies in the Einstein Planetarium and the Johnston IMAX Theater for an additional charge. Check the website for hours.
 - An individual can reserve up to [six free timed-entry passes](#) for their visit. If you are reserving for a group of 10 or more please visit the [group reservations page](#).
 - Dining Option: Mars Café (Lower Level) Coffee and full espresso bar, featuring locally roasted "Bird Friendly" artisan coffees, specialty teas, and a selection of seasonally inspired sandwiches, warm paninis, salads, and pastries. Open 10 a.m. to 5 p.m.
- [National Air and Space Museum - Udvar Hazy Center](#): 703-572-4118
 - Open daily from 10 a.m. to 5:30 p.m.
 - The center features an observation tower where visitors can watch air traffic at Dulles airport and there are hangars holding 200 aircraft and 135 spacecraft and an IMAX theatre.
 - Dining Option: Shake Shack favorites including burgers, hot dogs, chicken sandwiches, fries, frozen custard, coffee, and shakes—including two exclusives, the Constellation Crunch Concrete and Out of This World Shake. In addition, pre-packaged salads and sandwiches are available as a quick pick option. Open 11 a.m. to 5 p.m.
- [National Museum of the American Indian](#): 202-633-6644
 - Open daily from 10 a.m. to 5:30 p.m.
 - The newest edition to the Smithsonian Museums on the National Mall, this museum is an institution of living cultures dedicated to the preservation, study, and exhibition of the life, languages, literature, history and arts of the Native peoples of the Americas.
- [National Museum of Natural History](#): 202-633-1000
 - Open daily from 10 a.m. to 5:30 p.m.
 - This building is located on the North side of the Mall and is easily recognizable by its green dome. It is home to the Hope diamond and gem collection, a dinosaur display, and a marine life exhibit. IMAX movies are also offered for an additional charge.
 - Dining Options: Atrium Café (Ground Floor)
The museum's largest café, featuring family-friendly menus such as Butcher Craft Burgers, a seasonal Chef's Market Table, desserts, beverages, wine/beer, and coffee.
Open: 11 a.m. to 3 p.m.



- Dining Option: Ocean Terrace Café (First Floor): The Ocean Terrace Café has been developed with a greater focus on grains and vegetables being at the core of a daily diet. Entrees feature sustainable items, seasonally available local produce, artisan craft foods, vegetable focused entrees, and the reduced use of proteins. Try our fair-trade certified coffees and teas along with house-baked pastries and desserts. Open: 11:30 a.m. to 2 p.m.
- [Freer and Sackler Art Galleries](#): 202-633-4880
 - Open daily from 10 a.m. to 5:30 p.m.
 - Featuring large collections of Asian art, the Freer and Sackler Art Galleries are located on the National Mall.
- [Smithsonian American Art Museum and National Portrait Gallery](#): 202-633-7970
 - Open daily from 11:30 a.m. to 7:00 p.m.
 - The Smithsonian American Art Museum is home to one of the largest and most inclusive collections of American Art in the world, including art from the colonial period to today. The museum is located on 8th and F Streets, NW.
- [Renwick Gallery](#): 202-633-1000
 - Open daily from 10 a.m. to 5:30 p.m.
 - The Renwick Gallery houses the Smithsonian American Art Museum's collection of contemporary craft and decorative art on 17th and Pennsylvania NW near the White House.
- [Hirshhorn Museum](#): 202-633-4674
 - Open daily from 10 a.m. to 5:30 p.m.
 - The Hirshhorn Museum and Sculpture Garden is the Smithsonian's museum of international modern and contemporary art.
 - Dining Option: Dolcetta Coffee & Gelato @ Hirshhorn: Handmade seasonal gelato, specialty espresso drinks, and small batch pastries from one of D.C.'s most popular locally-owned coffee purveyors, housed in a stunning new lobby coffee bar designed by celebrated artist and architect Hiroshi Sugimoto. The space also features furnishings created by Sugimoto and his studio, including tables from a 700-year-old Japanese nutmeg tree.
Open: 10 a.m. to 5 p.m.
- [National Museum of African American History and Culture](#): 844-750-3012
 - Open daily from 10 a.m. to 5:30 p.m.
 - Located in-between the Washington Monument and National Museum of American History, the National Museum is the only museum in the country to focus on the preserving and understanding of African American life, culture, and history.
 - Dining Options: Sweet Home Café
The 2017 James Beard Award nominated Sweet Home Café showcases the rich culture and history of the African American people with traditional, authentic offerings as well as present-day food traditions.
11 a.m. to 3 p.m.
- [Arts and Industries Building](#): 202-633-1000
 - The Arts and Industries building was opened in 1881 to house the exhibits of the World's Fair in Philadelphia. Now the building houses rotating exhibits, which are constantly being changed. This museum is currently closed for renovation.
- [Smithsonian's National Zoo & Conservation Biology Institute](#): 202-633-4888
 - Grounds open daily from 6 a.m. to 8 p.m.
 - Buildings open daily from 10 a.m. to 6 p.m.
 - Located at 3001 Connecticut Ave. NW.
 - Admission is free.
 - Dining Options:
 - Elevation Burger at Mane Grill (near Tiger/Lion Hill): Hamburgers, chicken sandwiches, vegetarian burgers, vegan burgers, hot dogs, grilled cheese, chicken tenders, fries, and milkshakes. Opens at 10:30 a.m.
 - Zoo Market Café (outside the Small Mammal House): Zoo Market Café featuring offers delicious, made-to-order sandwiches and wraps featuring Boar's Head® meats, fresh salads, hot breakfast sandwiches and Bird Friendly coffee. Or, indulge your sweet tooth with gelati, Italian ice, frozen custard and cookies! Vegetarian options available. Hours vary based on weather and park attendance
 - Sbarro (Panda Plaza): Pizza, stromboli, hot dogs, chicken tenders, soft drinks. Opens at 9 a.m.
 - Auntie Anne's & Carvel (Panda Overlook, Mane Grill (weekends only)): Soft pretzels, pretzel dogs, frozen lemonade, Carvel ice cream, soft drinks. Hours vary based on weather and park attendance
 - Food Trucks: Ben & Jerry's, Bootheel Bar B Que, Dippin' Dots, Dolci Gelati, Popcorn Wagon, Vintage Views. Hours vary based on weather and park attendance

Sporting Events

- [Washington Nationals Baseball](#): 202-675-6287
- [Baltimore Orioles Baseball](#): 888-848-2473
- [D.C. United Men's Soccer](#): 202-587-5000



- [Washington Mystics Women's Basketball](#): 1-877-324-6671

Other

- [International Spy Museum](#): 202-393-7798
 - Open daily from 9 a.m. to 8 p.m.
 - Ticket prices vary based on day/time, but start at around \$30 per person.
 - The International Spy Museum opened to rave reviews in April of 2003, and has been a huge success. The museum chronicles the history of spying across the globe, and features the largest collection of international espionage-related artifacts open to the public. Please contact the International Spy Museum for more information.
- [Artehouse DC](#)
 - An innovative leader in the field of digital and experiential art, ARTEHOUSE expands the possibilities of art and how you experience it through cutting edge technology-driven exhibitions and experiences.
 - Ticket pricing varies, but is approximately \$28 per person.
- [National Building Museum](#): 202-272-2448
 - Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 5 p.m.
 - 5th and F Streets NW, Learn about D.C. history and history of buildings and architecture in D.C. This beautiful building is the site of many presidential inauguration balls, and has changing exhibits. \$7 for youth (3-17) and students, \$10 for adults.
- [National Gallery of Art West and East Wings](#): 202-737-4215
 - Open Monday – Saturday from 10 a.m. to 5 p.m., Sunday from 11 a.m. to 6 p.m.
 - Located on the Northeast corner of the Mall, these art galleries contain works by Da Vinci, Monet, Rembrandt, Whistler, Picasso, Degas, and Van Gogh. (Not part of the Smithsonian) Admission is free.
- [National Geographic Museum](#)
 - TEMPORARILY CLOSED
- [United States Holocaust Memorial Museum](#): 202-488-0406 's
 - Open daily from 10 a.m. to 5:30 p.m.
 - This museum is located between 14th and 15th Streets SW. Admission free, but TIMED PASSES are necessary for visiting the Permanent Exhibition — The Holocaust. These tickets can be obtained at the Museum on the day of your visit or in advance by calling tickets.com at (800) 400–9373. Each day, the Museum distributes on a first–come, first–served basis a large but limited number of timed entry passes for use that same day.
 - To secure a group reservation for 21 or more, fill out the form found at [this site](#). The form must be submitted a minimum of 4 weeks in advance. The required chaperone ratio is 1 adult for every 7 students.
- [Washington Monument](#): 202-426-6841
 - Summer Hours (Memorial Day to Labor Day): 9:00 a.m. to 5:00 p.m.
 - Tickets are required in order to enter the Washington Monument. The ticket system is administered through the National Park Reservation Service (NPRS). Reservations for the Washington Monument may be made between 10 a.m. and 5 p.m. EST by calling 1-800-967-2283 or over the internet [here](#).
 - Tickets can be reserved from 24 hours up to 3 months in advance. Hours for the ticket kiosk are 8:30 a.m. to 4:30 p.m.
 - Tickets are usually distributed for the day during the morning hours, so it is important to be at the kiosk early.
- [Ford's Theatre](#): 202-347-4833
 - Open daily from 9 a.m. to 5:00 p.m. Box office open from 8:30 a.m. to 5:00 p.m.
 - Ford's Theatre is both a historic site and an operating performing arts facility. It offers family productions, just as it did in 1865 when President Lincoln was assassinated there. The theater has been restored to look exactly as it did that historic night.
 - Be sure to check out the Peterson House across the street. This is where President Lincoln was taken after he was shot; it still contains the bed where he died. Advance individual tickets are \$3.5, Limited number of same-day tickets available at the Ford's Theatre Box Office beginning at 8:30 a.m.
- [Old Post Office Tower](#): 202-462-6841
 - Open 9 a.m. to 4 p.m. seven days a week.
- [Hard Rock Café](#): 202-737-7625
 - Monday – Thursday 11 a.m. to 9 p.m., Friday – Saturday 11 a.m. to 10 p.m.
 - On the corner of 10th and E Street, NW.
- [National Cathedral Tour](#): 202-537-6200
 - Open 10 a.m. – 5 p.m. most days. Hours vary based on events.
 - Admission is free, but there are many ticketed tours available ranging in price. Check [here](#) for details.
 - The National Cathedral is the world's sixth-largest Cathedral. Marvel at old-world artisanship and Gothic architecture.
- [O Museum in the mansion](#): 202-496-2070



- Embark on an exciting self-guided adventure through secret doors and hidden passages. Walk in the footsteps of presidents and freedom fighters. No maps or hints — just your sleuthing skills! Each visit promises access to at least 60 legendary rooms and 32 concealed passages. Which rooms and which secret doors change daily, as there are 112 rooms and nearly 90 secret doors!
- Ticket pricing varies. Dinner can be arranged onsite if desired through the museum.
- [DC Ghost Tour](#)
 - Unlike our standard tour, private groups are led by a tour guide who is focused on your group, and only your group. This allows for an experience that can be tailored to your group's unique needs, personalities, or interests.
 - Inquisitive types can ask their guide as many questions as desired without feeling self-conscious. Photography enthusiasts can take the time to pause at each tour stop and snap photos to their hearts' content.
 - Ticket pricing varies.
- [Brookside Gardens](#)
 - Brookside Gardens is Montgomery County's incomparable, award-winning 50-acre public display garden within Wheaton Regional Park. Gardens also features two conservatories for year-round enjoyment. Admission to the gardens is free. The Gardens are open from sunrise to sunset.
- [Wharf DC City Cruises](#): 866-302-2469
 - Water experiences beyond compare. Choose from a variety of cruises including: dinner cruises, brunch cruises, lunch cruises and sightseeing cruises. All of the vessels are conveniently docked at The Wharf, giving you the perfect launch point to explore the nation's capital from the water.
 - Ticket pricing varies.
- [Escape the Room](#): 202-742-4352
 - Ticket pricing varies. Hours vary based on location.
- [Medieval Times Baltimore](#): 1-888-WE-JOUST
 - The top knights of our kingdom will battle with brawn and steel to determine one victor to protect the throne. Join us as we feast and raise a goblet to our Queen.
 - Ticket pricing varies, but is approximately \$70 per person and includes dinner.
- [Dave & Buster's](#): 301-273-2700
 - Sunday, Wednesday and Thursday, 10 a.m. – Midnight. Monday & Tuesday, 11 a.m. – Midnight, Friday & Saturday, 10 a.m. – 1 a.m.
- [Planet World Museum](#): 202-931-3139
 - Monday, Wednesday – Friday, 10 a.m. – 5 p.m. Saturday – Sunday, 10 a.m. – 6 p.m. Tuesday, CLOSED
- [Spyher Spy Tours](#): 703-653-0115
 - Tours vary based on what type of Spy tour you want

State's Night Out

On Tuesday evening, each delegation has the opportunity to plan a unique experience for their group. Each delegation must make their own arrangements for State's Night Out. We do not offer the opportunity to have dinner at the Hyatt Regency Bethesda, so you will need to plan for dinner for your delegation.

Theaters

- [Kennedy Center for the Performing Arts](#): 202-467-4600
- [Millenium Stage](#): 202-467-4600
 - Daily, Free— No Tickets required. At DC's arts and cultural facility, visitors can now hear a FREE concert every day of the week at 6:00 p.m. Performances will range from professional comedians, to jazz artists to college choirs. Simply come to the Kennedy Center's grand foyer and enjoy!
- [Shear Madness](#): 202-467-4600
 - This comedy 'whodunit' lets the audience play armchair detective. A murder is committed in a unisex hair salon in Georgetown, D.C. The audience joins in the investigation, eventually voting on the guilty party. May be too mature for some young people.
 - No shows during CWF this year.
- [National Theatre](#): 202-628-6161
 - The oldest, continuously operated theater in America, the National Theater opened at its current site, two blocks from the White House, in 1835. The National Theater offers Broadway productions, Tony Award winners, and similar productions.
 - No shows during CWF this year.
- [Warner Theater](#): 202-783-4000



- Opened in 1924 as a silent movie theater, today the Warner presents the finest in theatrical and dance presentations. Located downtown, 1 block from Pennsylvania Avenue.
- No shows during CWF this year.
- [The Shakespeare Theater](#): 202-547-1122
 - Downtown theater dedicates itself to becoming the nation’s premier destination for classical theater. Presents 5 major epic productions a year.
 - No shows during CWF this year.
- [Folger Theater](#): 202-544-7077
 - The Folger Shakespeare Library on Capitol Hill features an Elizabethan-style theater that exclusively shows Shakespeare plays.
- [The Mead Center for American Theatre - Arena Stage](#): 202-488-3300
 - Located on 6th Street Southwest, the Mead Center showcases American theatre with numerous plays, musicals, and other productions.
 - No shows during CWF this year.
- [Toby’s Dinner Theater](#): 1-800-88-TOBYS
 - Toby’s is the premiere dinner theater in the D.C. area. Features a buffet-style dinner and “in-the-round” stage. Staff is very familiar with 4-H groups. Be sure to book early. Located in Columbia, MD.
- [Woolly Mammoth Theatre](#): 202-393-3939
 - The Tony Award-winning Woolly Mammoth Theatre Company creates theatre that highlights the stunning, challenging, and tremendous complexity of our world. For over 40 years, Woolly has maintained a high standard of artistic rigor while simultaneously daring to take risks, innovate, and push beyond perceived boundaries.
 - One of the few remaining theatres in the country to maintain a company of artists, Woolly serves an essential research and development role within the American theatre. Plays premiered here have gone on to productions at hundreds of theatres all over the world and have had lasting impacts on the field. Woolly is located in Washington, DC, equidistant from the Capitol and the White House. This unique location influences Woolly’s investment in actively working towards an equitable, participatory, and creative democracy.
- [Round House Theatre](#): 240-644-1100
 - Dubbed “the current meteor in DC theatre” by Peter Marks of The Washington Post, Round House Theatre is one of the “Big Six” professional theatres in the Washington, DC area. Round House is a theatre for everyone.

You can also reference the Delegation Day section for ideas on what to plan for State’s Night Out.

Capitol Hill Day

The Lead Chaperone is responsible for arranging all Capitol Hill Day activities, but delegates should also play an important role in the planning. Refer to the Tentative Schedule to see how this day fits into the program week. Your day on Capitol Hill may include:

- Meeting with senators, representatives, and legislative staff to express opinions and ask questions.
- Attending congressional committee hearings and visiting the Senate or House Galleries to observe the legislative branch of government in action.
- Getting a tour of the Capitol from a Congress staff member.
- Visiting other government sites in the area (listed on pg. 13)

Capitol Hill Day takes place on the following dates for each week:

- Week 1: Wednesday, June 11, 2025
- Week 2: Wednesday, June 18, 2025
- Week 3: Wednesday, June 25, 2025

Your delegation must return to the hotel by 6 p.m. for dinner.

Scheduling a Congressional Appointment

- Most visitors to Washington, D.C. consider visiting their legislators a priority. However, the time demands on members of Congress are extraordinary and sometimes previously made appointments cannot be met. In the congressperson’s absence, you will most likely be met by a Congressional staff member. Staff members are very important in helping the legislator formulate opinions and policies. Take advantage of their knowledge and time and try not to feel slighted. Requests for appointments with senators and representatives must be made several months in advance. Include the following information in your letter requesting an appointment for your group:



- The name of the group, the number in the group, and the name of the program you are attending.
 - The date and time your group wishes to meet with your legislator between 9 a.m. and 2 p.m. on Capitol Hill Day
 - Week 1: Wednesday, June 11, 2025
 - Week 2: Wednesday, June 18, 2025
 - Week 3: Wednesday, June 25, 2025
 - THIS IS THE ONLY DAY of Citizenship Washington Focus (CWF) set aside for meetings with members of Congress. If possible, request appointments for early in the morning or immediately after lunch to use your time most effectively. Your elected members of Congress must arrange visits according to their personal schedules and commitments. However, whenever possible, they like to accommodate your group according to your schedule and will appreciate knowing what time options you have.
- Allow at least 20 minutes between each scheduled visit. Distances from the House side to the Senate side of the Capitol are greater than they appear and finding offices takes longer than you expect.
 - Congressional offices may also be helpful in arranging special Capitol tours and obtaining tickets for White House tours, Library of Congress tours, etc. These requests must also be made several months in advance.
 - Ask your congressperson's office about group photos that may be available at a small cost.

Note: Even though you have a written confirmation from your representatives or senators, you should contact them soon after you arrive in Washington to reconfirm the appointment. Telephone the Capitol, (202) 224-3121, and ask for your senator or representative by name and state. Also, please include the delegates as much as possible in scheduling any appointments.

Writing to Your Senators and Representatives

Your elected representatives are interested in your viewpoints on contemporary issues. Advance preparation for your day on Capitol Hill might include studying a bill currently being considered by Congress, then writing your senator or representative a letter expressing your opinion on the proposed bill, explaining why you support or oppose it.

Appropriate Forms of Written Address Are:

Senator
The Honorable Pat Jones
United States Senate
Washington, D.C. 20510

Dear Senator Jones,

Appropriate Forms of Verbal Address Are:
Senator Jones

The Honorable Pat Smith
U.S. House of Representatives
Washington, D.C. 20510

Dear Representative Smith,

Appropriate Forms of Verbal Address Are:
Congressman/Congresswoman Smith
Representative Smith

Visiting Members of Congress

Members of Congress appreciate the opportunity to learn more about the concerns of youth. The visits give your group an opportunity to get to know them and their concerns and to learn more about the legislative process. They are in Washington to represent you and it is important to be considerate of their position and time. They and their staff members are accustomed to filling the needs of visitors and can be helpful in many ways. Designate one person as the spokesperson to introduce the group. As soon as the group is settled, the spokesperson should make an introductory statement; identify the group and the purpose of the visit. Be sure to keep the visit friendly and within time limits.

It is important for your legislators to be aware of what important issues are of concern to you and to the community in which you live. Think of an effective and brief way to communicate this. One method could be a folder or notebook of newspaper clippings, letters, photos, and other documentation of programs. Potential subjects for discussion with members of Congress are:

- Inquire about issues discussed at your CWF workshops.
- Identify issues or concerns that directly influence your community or state. Find out the opinions of local citizens before arriving in Washington. Ask for the legislators' opinions and share your own.
- In what community service activities are you and your group involved?
- How do you and your community benefit from local, state and federal government programs?

Group Thank-You

You may want to present a special note, letter, certificate or other token to your congressperson or staff member to express appreciation for the visit. Be sure to include the name of your group, where you are from, and the occasion for your visit.





Places to Visit on Capitol Hill:

Please see the site guide for information on places to visit on your Capitol Hill Day. Suggested places within easy walking distance include:

- **Congressional Committee Hearings: 202-224-3121**
 - www.house.gov, www.senate.gov, www.washingtonpost.com
 - Before leaving the hotel on Capitol Hill Day, obtain a copy of "Today in Congress" from The Washington Post. This will list the times and locations of committee hearings scheduled for the day. This is an excellent way to observe your representatives at work. Most committees meet at 10:00 a.m. and at 2:00 p.m., and are open to the public unless otherwise noted.
- **[United States Capitol: 202-225-6827](https://www.uscapitol.gov)**
 - Tours available Monday – Saturday from 8:30 a.m. to 4:30 p.m.
 - To visit areas of the Capitol beyond the Capitol Visitor Center, you must make a reservation in advance. Note that currently tour schedules are closed, however, are expected to open very soon to the public. Tour schedules can fill up quickly, so it is advisable to book your tour as soon as tours are available. It may also be necessary if you desire a tour of the Capitol to connect with your congressperson to get a tour with their staff members. Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall. All tours begin and end at the Capitol Visitor Center.
 - U.S. residents can also go directly through the offices of their Representative or Senators. Many Congressional offices offer their own staff-led tours to constituent groups of up to 15 people, and most can assist you in booking a general tour.
 - The following are prohibited in the Capitol:
 - Aerosol and non-aerosol sprays
 - Cans and bottles
 - Oversized suitcases, duffle bags, and oversized backpacks
 - Knives of any length, razors, and box cutters
 - Mace and pepper spray
 - Food or drink, including water (note that bottles are not allowed, which are allowed in most other places. Be sure to call ahead before your tour, as this information is subject to change.
- **[Library of Congress: 202-707-5458](https://www.loc.gov)**
 - Tuesday, Wednesday, Friday and Saturday: 10:00 a.m. - 5:00 p.m.
 - Thursday: 10:00 a.m. - 8:00 p.m.
 - Closed Sunday and Monday
 - Last entry for visitors is 30 minutes prior to closing.
 - Free Timed-Entry Tickets Required:
 - Reserve free same-day tickets online [here](#) each day at 9 a.m. ET.
 - Reserve free advance tickets online [here](#).
 - There is a gift shop in the Jefferson Building, which sells books, cards, and crafts. The Library of Congress contains nearly 164 million items, including books, newspapers, manuscripts, maps, motion pictures, recordings, prints, and posters. Public services include Braille books and talking books for the blind, as well as tapes and discs. From the visitors' gallery, one can view the main reading room under the beautiful dome. Exhibits in the Great Hall include a Gutenberg Bible and the hand-executed Bible of Mainz. On Monday through Friday, public tours, for groups of 10 or less, for the Jefferson Building leave between 10:30 a.m. and 3:30 p.m., on the half-hour.
 - Groups of 21 people or more must request free timed-entry tickets by completing the [group registration form](#).
- **[United States Supreme Court: 202-479-3211](https://www.supremecourt.gov)**
 - Open Monday – Friday from 9 a.m. to 4:30 p.m.
 - Free to enter and no reservation needed.
 - The nine justices of the highest court in the land hear arguments starting the first Monday in October and continuing through April. They hand down decisions from April through June. A free 25-minute film is shown to the public throughout the day. There are exhibits on the history of the Court on the lower level. Plan to spend at least 45 minutes in the Supreme Court Building, and attend either the lecture or the film to gain a better understanding of the Court. Court sessions, which begin at 10:00 a.m., are open to the public on a first-come, first-serve basis. When court is not in session, a brief lecture on the court takes place in the courtroom every hour on the half-hour, 9:30 a.m. to 3:30 p.m.



- All visitors must pass through security screening before entering the building. During the months of March – June, visitors should anticipate longer wait times to enter the building due to larger crowds visiting the Nation’s Capital.
- [Folger Shakespeare Library](#): 202-544-4600
 - Open Monday – Saturday from 10 a.m. to 5 p.m. Box Office is open from 12 p.m. to 5 p.m.
 - Located at 201 East Capitol Street SE, this library holds largest collection of Shakespeare works in the world, plus a small Elizabethan theater.
- [United States Botanic Garden](#): 202-225-8333
 - The conservatory is open daily from 10 a.m. to 5 p.m.
 - The US Botanic Garden is proud to offer the citizens of Washington and visitors from across the nation a beautiful and fascinating living plant museum here on our Nation's Mall at the foot of the U.S. Capitol. You can also visit Bartholdi Park, which is located directly across the street, next to the Rayburn Office Building.
- [Union Station](#): 202-289-1908
 - Shops open Monday – Saturday from 10 a.m. – 9 p.m., Sunday from noon – 6 p.m.
 - There are many features of this BeauX-arts center that visitors seem to enjoy including a variety of food and shopping venues. Many of the normal options that you would see in Union Station have not opened yet, or are closed for good, due to COVID. Please be advised that you may not have as wide of a selection as you are used to if you have been to CWF before.
- [National Postal Museum](#): 202-633-9360
 - Open daily from 10 a.m. to 5:30 p.m.
 - Next to Union Station, this museum has interactive exhibits and postal history. This is a great destination for groups and a wonderful “off the mall” museum. The Postal Museum is a part of the Smithsonian Institution.

Places to Eat on Capitol Hill (*Means restricted to Staff Members from 11:45 a.m. to 1:15 p.m.)

- House of Representatives Restaurants:
 - Cannon Carry-out, Cannon HOB, Rm. B-114
 - Monday – Friday 7:30 a.m. to 4 p.m.
 - Capitol Coffee Shop, U.S. Capitol, Rm. HB-9*
 - Monday – Friday 7:30 a.m. to 7 p.m.
 - Congressional Restaurants, U.S. Capitol, Rms. H-117-120*
 - Monday – Friday 8 a.m. to 2 p.m.
 - Longworth Cafeteria, Longworth HOB, Rm. B-233*
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
 - Rayburn Cafeteria, Rayburn HOB, Rm. B-357*
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
 - Rayburn Pizza Plus, Rayburn HOB, Second Floor
 - Monday – Friday 11 a.m. to 7 p.m.
- Senate Restaurants:
 - Capitol Snack Bar, U.S. Capitol, Rm. SB-10
 - Monday – Friday 7:30 a.m. to 4 p.m.
 - Dirksen Servery and Dining Room, Dirksen SOB, Basement (north side)*
 - Monday – Friday 7:30 a.m. to 3:00 p.m.
 - Dirksen Buffet, Dirksen SOB, Basement (south side)
 - Monday – Friday 11:30 a.m. to 2:30 p.m.
 - Russell Coffee Shop, Russell SOB, Rm. SR-B65
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
- Library of Congress:
 - James Madison Cafe, James Madison Memorial Building, 6th Floor
 - Breakfast: Monday – Friday 8:30 a.m. to 10:30 a.m.
 - Lunch: Monday- Friday 11:00 a.m. to 2:00 p.m.
 - Subway
 - Monday- Friday 11:00 a.m. to 4:00 p.m.
 - Dunkin Donuts
 - Monday- Friday 7:30 a.m.- 5:00 p.m.
 - Adams Snack Bar, John Adams Building, 1st floor



- Monday- Friday 8:30 a.m. to 3:30 p.m.
 - Jefferson Coffee Shop, Thomas Jefferson Building, Cellar Level
 - Monday- Friday 8:30 a.m.- 4:00 p.m. Saturday 8:30 a.m.- 2:00 p.m.
- Supreme Court:
 - Supreme Court Cafeteria, Supreme Court Building, Ground Floor
 - Monday – Friday 7:30 a.m. to 4:00 p.m.
- [Union Station](#):
 - Union Station Food Court, Lower Level
 - Monday – Friday 6 a.m. to 9 p.m., Saturday 9 a.m.- 9 p.m., and Sunday 7 a.m.- 6 p.m. (hours may vary by location)
- [We The Pizza](#):
 - Monday- Sunday 11:00 a.m. to 10:00 pm.
 - 305 Pennsylvania Ave SE, Washington, DC 20003

Ideas for those coming early or leaving late from CWF

Cities

- [Annapolis, MD](#): Annapolis is the capital of Maryland, home to the U.S. Naval Academy and is the “sailing capital of America.” You can tour the Naval Academy or take a harbor cruise. Located 50 miles east of Washington, D.C.
- [Baltimore, MD](#): Baltimore features many exciting attractions such as historic Ft. McHenry, the Inner Harbor, Federal Hill, National Aquarium, Science Center and sports team such as the Orioles and Ravens. Located 35 minutes northeast of Washington, D.C.
- [Richmond, VA](#): Visit the capitol of the Confederacy and the heart of Virginia on your way to Washington. Located on I-95 and I-64, 120 miles south of Washington, D.C.
- [Williamsburg, VA](#): Go back in time in colonial Williamsburg. Located 150 miles south of Washington, D.C.
- [Philadelphia, PA](#): Philadelphia is the second largest metropolitan area on the east coast, and includes many historical sites. Located 133 miles north of Washington, D.C.
- [New York City, NY](#): Visit the Big Apple while you are on the east coast. New York is a four hour drive from Washington, D.C. and is second only to Washington in the amount of tourist attractions. Located 224 miles northeast of Washington, D.C.

Historical Attractions

- [Gettysburg National Military Park](#): 717-334-1124
 - Park grounds open daily from 8 a.m. to 6 p.m.
 - Gettysburg National Military Park is open year-round. There is no fee for entrance to the park, National Cemetery, or park buildings. The Gettysburg National Cemetery is open at dawn and closes at sunset. Gettysburg is roughly an hour and 20 minutes north of Washington, D.C. on Route 15. A battlefield guide can be booked for around \$152.
- [Manassas National Battle Field Park](#): 703 361-1339
 - Park grounds open daily from dawn to dusk.
 - This battle field was the scene of two Civil War clashes in 1861 and 1862. Located 30 minutes from Washington in Manassas, VA.
- [Monticello](#): 434-984-9800
 - Open daily Monday- Friday from 8:30 a.m. to 6:00 p.m., Saturday from 8:30 a.m. to 7:30 p.m., and Sunday 8:30 a.m. to 7:00 p.m.
 - The famous home of Thomas Jefferson is located 3 hours south-west of Washington, D.C. in Charlottesville, VA. Also located in Charlottesville is the University of Virginia. Admission for student groups is \$8.00 per person.

National Parks

- [Shenandoah National Park](#) 540-999-3500
 - Conveniently located on approach to Washington D.C. from the west on I-66 or I-64, Shenandoah offers camping, hiking, picnic areas and beautiful scenery.
- [Blue Ridge Parkway](#): 828-298-0398
 - Connecting Great Smoky Mountain National Park and Shenandoah National Park, the Blue Ridge Parkway provides a scenic route to D.C. from the south. Includes hiking, camping and picnic areas.

Amusement Parks

- [King’s Dominion](#): 804-876-5000
 - Boasted as the largest amusement park on the East Coast, King’s Dominion is roughly an hour and a half south of Washington, D.C. Features 12 roller coasters and a 19-acre water park.



- [Six Flags America](#): 301-249-1500 (press 1, then 3 for group sales OR 4 for tickets and general information)
 - Six Flags America for the Washington/Baltimore area features over 100 rides and attractions, including 8 roller coasters and a water park. The regular group rate is \$33 plus tax per person.

Beaches

- [Virginia Beach, VA](#): Virginia Beach is a very popular tourist destination and Virginia's largest city. It is accessible by interstate and located just east of Norfolk.
- [Ocean City, MD](#): Ocean City is Maryland's number 1 beach destination. Located 2 1/2 hours east of Washington across the Bay Bridge.

Other

- [National Aquarium in Baltimore](#): 410-576-3800
- Open Mon-Thurs and Sat from 9 a.m. to 5 p.m., Fri 9 a.m. to 8 p.m., Sun 9 a.m. to 6 p.m.
- The National Aquarium is Baltimore's number one tourist attraction and home to more than 10,500 marine and freshwater animals. Book a reservation in advance.



National 4-H Council CWF 2025 Emergency Action Plan

Hotel Facility Address:

One Bethesda Metro Center (7400 Wisconsin Ave), Bethesda, MD 20814

The purpose of this **Emergency Action Plan (EAP)** is to provide clear guidelines and procedures for ensuring the safety and well-being of all participants, attendees, staff, and vendors involved in the **CWF 2025 event**. This plan outlines the steps to take in case of various emergencies, including but not limited to medical incidents, fire, severe weather, active shooter situations, and other potential crises. It applies to the **main event facility (7400 Wisconsin Ave), Bethesda, MD**, as well as any additional offsite locations related to the event.

This plan has been developed in collaboration with National **4-H Council** and **Hyatt Regency Bethesda**. The plan is based on local and national safety standards. All stakeholders involved in the planning, coordination, and execution of CWF 2025 are expected to adhere to the safety protocols outlined in this plan.

Health & Wellness

Teen and adult participants are expected to be responsible for their own health. Anyone not feeling well or displaying signs of illness within 72 hours of departure should not attend CWF. Anyone not feeling well or displaying signs of illness during the event should alert an adult chaperone or Council staff and then consider segregating themselves from others in order to not spread any potential illness. For Youth not feeling well or displaying signs of illness during the Event, the particular Youth will need to alert an adult/guardian, and the adult/guardian shall make sure the Youth is safe while segregating themselves.

Key Safety Guidelines

The personal safety of each attendee is of utmost importance. Every attendee and chaperone are entitled to be emotionally, physically, and socially safe. If you feel vulnerable in any of these ways, contact a chaperone or member of the Council staff. You will be listened to and assisted appropriately. Please don't be hesitant to bring concerning situations to our attention.

Name Badges

All attendees will receive a name badge and a lanyard. These must be worn at all times, when outside their hotel rooms, with the participant's name clearly visible. This is an event requirement to identify you as an authorized participant and help staff assist you if needed.

Name badges function as a meal ticket and identification for security purposes while at the hotel. If you don't have your name badge, you will be asked by Council staff to go back to your room to get it. The name badge will also function as identification and allow chaperones to find attendees in crowded areas. Name badges not only help us to know who you are but also keep out those who do not belong. When entering CWF and offsite venues, you may be asked to show your name tag or identification. Be prepared to comply with this request as part of our security protocol.

Chaperones concerned about attendee safety and anonymity when offsite may instruct teens to put their name badge inside their shirt so the teen is still wearing the name badge, but it is not visible.

Suspicious Activity or Individuals:

- **Report Suspicious Behavior Immediately**
If you see any suspicious individuals or situations, **report them immediately to your Lead Chaperone, your designated Program Assistant, and/or Council staff**. Trust your instincts—if something doesn't feel right, it's important to bring it to the attention of the authorities.
- **What to Look For:**
Suspicious activity may include, but is not limited to:
 - o People loitering in restricted areas.
 - o Bags or packages left unattended.
 - o Individuals acting unusually nervous or trying to avoid detection.

Behavioral Expectations:



- **Stay Calm and Follow Instructions**
In the event of an emergency, it is vital to remain calm and follow the instructions of event staff, security officers, and local law enforcement. They are trained to manage and respond to situations quickly and effectively.
- **Keep A Positive Attitude Toward Security Personnel and Staff.**
Security personnel and staff are doing their best to ensure your safety. Be respectful, patient, and cooperative with them. **A positive attitude is crucial** in maintaining a smooth and safe environment.

General Hotel and On-Site Safety:

Adult chaperones must know where youth attendees are at all times in case of an emergency. Youth attendees and adults are expected to attend all CWF activities. Youth attendees must remain at the hotel or assigned event area throughout the event. In addition, adult chaperones who need to leave the hotel or events—for example, if an adult needs to accompany an injured youth to the hospital—must notify Council staff as well as identify another eligible adult chaperone who will serve as a chaperone for their youth attendees. An attendee should not leave the hotel without notifying Council staff.

Know the Hotel Layout:

- **Familiarize yourself with the exits:** Upon check-in, note emergency exits, stairwells, and the location of fire alarms or extinguishers. Knowing the nearest exit can be critical in case of an emergency.
- **Elevator security:** Always be cautious when using elevators, especially late at night. If possible, avoid entering an elevator with someone who seems suspicious or out of place.

Hotel Room:

- **Lock all doors and windows:** Ensure that your hotel room door is securely locked when you're inside. Use additional security features such as the deadbolt and security chain. Use the peep hole in the door to see who is there before opening it.
- **If the room has windows that open, double-check that they are locked as well.**
- **Doors that are propped open make an easy target for thieves and other criminals.** Even for short trips to adjoining rooms or to the closest ice machine, delegates must lock doors securely.
- **Use the safe:** Store valuables (e.g., passports, electronics, jewelry) in the in-room safe, which is usually provided. Avoid leaving items of value out in plain sight, even when you're in the room. You agreed that National 4-H Council cannot be responsible for the loss of personal property.
- **Don't announce your room number:** Keep your room number private. Avoid discussing it in public areas or on the phone.

Be Aware of Your Surroundings:

- **Stay aware of your environment:** The Hyatt Regency Bethesda is in a busy area, so always be conscious of your surroundings when you enter or exit the hotel. Pay attention to the time of day, who is around you, and if anything feels off.
- **Limit your phone use:** Try to avoid distractions like texting or talking on the phone when walking through hotel corridors or when exiting the building.

Hotel Amenities:

- **Fitness center:** When using hotel gyms, don't leave personal items unattended. Always lock up valuables in the locker room, and if you feel uncomfortable or notice any unusual behavior, leave immediately. Ordering hotel room service is not allowed.

Delivery Food Services:

Use Trusted Delivery Platforms: Order from well-known and reputable delivery services or restaurants with positive reviews to ensure quality and safety.

- **Track Your Order:** Take advantage of tracking features provided by the delivery service to stay updated on the status of your order and expected delivery time.
- **Contactless Delivery:** Opt for contactless delivery options, if available, to minimize in-person interactions. Ensure the delivery person leaves the food in a safe and designated location.
- **Meet the delivery person in a well-lit, populated area.** Youth attendees should never meet a delivery person alone.
- **Check the Packaging:** Before eating, inspect the food packaging to ensure it is sealed and hasn't been tampered with. If something seems off, contact the delivery service or restaurant immediately.

Report Suspicious Activity:

- **Be proactive:** If you see anything suspicious, such as individuals loitering in hallways or unusual activity around the entrance, report it to hotel security right away.
- **Trust your instincts:** If you feel uneasy about a situation, seek help from hotel staff, Council staff or security.



Emergency Contact Info:

- Know local emergency numbers: The Hyatt staff will be trained in safety procedures, but it's always good to have the local emergency contact numbers handy (e.g., 911 for police, fire, or medical emergencies).
- Keep a list of important contacts: Make sure you have emergency contacts saved on your phone and let a friend or family member know your itinerary.
- It is important for Council staff to stay informed when an emergency situation arises. If an emergency does occur or you need to contact our on-site team, you can text or call this number 301-961-2901 and it will connect you to the first available team member. Remember, in the case of serious injury or emergency your first call should always be to 911.

Medical Emergency Situations:

In any medical emergency, the first step is to remain calm and act quickly. The following steps will guide you in responding to different types of medical emergencies.

Call for Help:

- Immediate Response: If you or someone else requires medical attention, call 911 immediately and then notify event staff.
- Provide Detailed Information: When calling 911, be sure to provide the following details (This is not an exhaustive list):
 - The exact location of the incident (venue name, building, room number, etc.).
 - A description of the medical emergency (e.g., heart attack, injury, allergic reaction).
 - Any known medical conditions or allergies the person may have.

Notify Event Staff:

- After calling 911, immediately inform event staff or security personnel so they can:
 - Guide emergency responders to the location.
 - Coordinate evacuation if necessary.

Follow Event Staff Instructions:

- Cooperate fully with event staff and medical responders.

Fire & Evacuation Procedures:

In the unlikely event of a fire, the outlined procedures ensure that everyone remains as safe as possible and facilitates a coordinated response to the emergency.

Fire Emergency Procedures:

Fire Alarm Activation:

- **Alert Signal:**
 - ⌚ Strobe lights will flash.
 - ⌚ An announcement will advise: "**Fire Emergency, Please Evacuate by the Nearest Exit.**"

Evacuation Activation:

- **Alert Signal:**
 - ⌚ Strobe lights will flash.
 - ⌚ An announcement will advise: "**Evacuate the Building by the Nearest Exit.**"

Non-Emergency Alarms:

- **Action:**
 - ⌚ If a non-emergency alarm occurs, all guests should remain in their current location and wait for further instructions.
 - ⌚ Instructions will be broadcast via the **Public Address System** throughout the hotel.
 - ⌚ If evacuation becomes necessary, the **Hotel Emergency Response Team** will direct you to the nearest exit.

Evacuation Routes:

Evacuation route maps are posted on each floor to ensure a clean, safe, and organized evacuation in case of an emergency. These maps contain critical information, including:

1. **Emergency Exits:** Clearly marked routes for quickly exiting the building in an emergency.
2. **Primary and Secondary Evacuation Routes:**
Primary Route: The main evacuation path to the designated safe area.
Secondary Route: An alternative path to use if the primary route is blocked or unsafe.



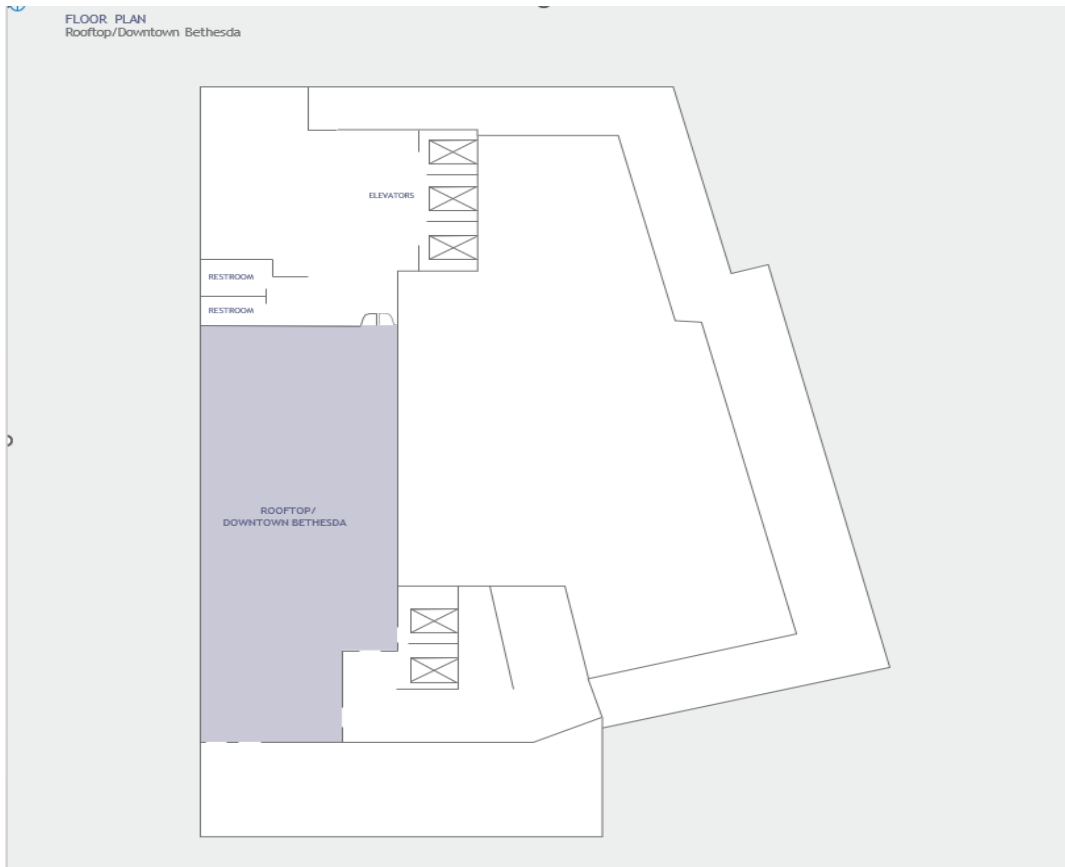
3. **Locations of Fire Extinguishers:** The map will show where fire extinguishers are located in case of fire, ensuring they can be accessed quickly for a small fire before evacuation, if safe to do so.
4. **Fire Alarm Pull Stations' Locations:** Fire alarm pull stations are marked to enable anyone to activate the alarm and notify everyone of a fire emergency.
5. **Assembly Points:** Designated safe areas where all evacuees should gather once they have exited the building. These areas should be well away from the building, utilities, or any potential hazards.

Key Points to Remember:

- Familiarize Yourself with the evacuation map.
- Follow the Routes: Always use the primary or secondary evacuation routes to exit.
- Do Not Block Exits or Routes: Keep evacuation pathways clear at all times.
- Know the Location of Fire Extinguishers and Alarm Stations: These can be critical in containing or alerting others to danger.
- Report to Assembly Points: After evacuating, go directly to the assembly area and stay there until further instructions are given

Hotel Layout:





Active Shooter and Shelter-in-Place Procedures:

2025 is Council's top priority. In the unlikely event of an active shooter situation or a need for a shelter-in-place order, the following plans will help guide attendees, staff, and vendors to safety. It is critical to remain calm, follow instructions, and take immediate action as directed by Council staff, hotel staff or local law enforcement.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.

Active Shooter Response Plans:

In the event of an active shooter situation, the best course of action is to Run, Hide, Fight. This is the Run, Hide, Fight protocol to follow, along with specific instructions (as below) to ensure everyone's safety.

Run (Evacuate)

- Get away: That is your top priority! If you are able to do so safely, leave the area immediately and encourage others to do the same.
- Help others if you can, but you must escape.
- Warn others to stay away from the area.
- Use the Nearest Exit: Exit the building using the nearest available exit (do not use elevators).
- Leave behind any belongings.
- Follow Council Staff Directions: If staff are directing an evacuation, follow their instructions immediately.
- Move to Safe Locations: Once outside, move at least 500 feet away from the building to a designated assembly area. Do not re-enter the building until it is cleared by law enforcement.

Hide (Shelter in Place)

- If you cannot evacuate or it is unsafe to do so, find a secure area to hide.
 - Find a Safe Room:
 - ♣ Lock or barricade yourself in a room. If possible, use furniture or other objects to block the door.



- ♣ Turn off all lights, silence your phone, and remain as quiet as possible.
- Stay Low:
 - ♣ Drop to the ground, stay away from windows and doors, and keep out of the line of sight.
- Stay Hidden and Stay Calm:
 - ♣ Wait for law enforcement to arrive. Law enforcement will prioritize rescuing people in secure locations.

Fight (As a Last Resort)

- Only if your life is in immediate danger should you attempt to fight the shooter.
- Fight to Defend Yourself and Others:
 - Use anything you can find (chairs, fire extinguishers, books) to improvise weapons and physically defend yourself and others.
 - Commit to your actions. Fight. Do not hesitate.
 - Be prepared to inflict severe injury to shooter.
- Target Vulnerable Areas:
 - Aim for vulnerable areas like the attacker's face, head, and groin.
- Create Distractions:
 - Throw objects, create noise, or make quick movements to distract the attacker and increase your chances of escaping or gaining control of the situation

First Officers on scene will not stop to help the injured. Their priority is to end the incident as fast as possible. Rescue teams will move in after the first officers and will treat and move the injured to safety.

Reporting the Incident

- Call 911: If you are able to do so safely, call 911 (or local emergency number) to report the situation. Provide the following information:
 - Your exact location (room number, building, or area).
 - Description of the shooter (how many shooters, clothing description, weapons, etc.).
 - Status of the shooter (active, stationary, in a specific area, etc.)

Offsite Visit Safety & Procedures:

As with any large city, normal safety precautions should be taken as you travel to the Washington, D.C. metropolitan area. The well-trodden sections of Washington, DC that boast of museums, shopping, hotels, and restaurants are patrolled by local police officers and/or uniformed or undercover FBI, NSA, CIA, Secret Service, Park Police, Capitol Police, Metro Police.

That being said, normal precautions should be taken. Secure your purse, wallet, and phone, and stay in well-lit, heavily traveled areas. In and around downtown Washington, DC, you may encounter a number of panhandlers waiting to appeal to the generosity of visitors. They can be aggressive in asking you for money. It is suggested that you remain courteous but politely turn down their requests. If you encounter any issues while off-site, dial 911 for any emergencies, and report any accidents or crimes immediately to appropriate staff.

During CWF, attendees may visit national landmarks and federal buildings in which they will need to pass through security screening. Please keep this in mind as you carry items – along with souvenirs purchased – when you are visiting museums and federal buildings. Most security measures prohibit large purses or backpacks, so keep this in mind as well.

Chaperone Responsibilities:

1. Ensure Adherence to Safety Guidelines:
 - Familiarize yourself with all the site-specific safety rules.
 - Make sure youth understand and follow these rules throughout the visit.
2. Constant Supervision:
 - Youth must always be under adult supervision.
 - Keep your group together and ensure no one strays from the group.
3. Use of the Buddy System:
 - Before the visit, explain the buddy system to youth.
 - Assign each youth a buddy so they always have someone to stay with, especially during transitions or activities that may separate the group.
4. Regular Accountability:



- o Frequently count your group to ensure everyone is accounted for, especially before and after any activities or when transitioning to new locations.
 - o Set a time and place to meet up with the group at the end of the visit.
5. Be Available and Responsive:
 - o Stay alert to any safety concerns or needs that arise.
 - o Be the first point of contact for youth and respond to any emergencies promptly.
 6. Limit Cell Phone Use:
 - o Keep your phone usage to a minimum, only using it for emergencies or trip-related matters to remain attentive and focused on your duties.

In Case of an Emergency During Transit:

- Stay Calm: Respond calmly to the situation and keep youth calm as well.
- Contact Authorities: If necessary, contact emergency services immediately.
- Communicate with the Group: Ensure everyone knows what to do, whether it's staying in place, evacuating, or following emergency protocols.
- Document the Incident: Note the event details, including what happened and how it was handled, for later review and reporting.

Emergency Bus Evacuation Procedures

1. Listen to All Directions of the Bus Driver and Bus Captain
 - Always pay attention to the driver and Bus Captains instructions during an emergency to ensure a quick and safe evacuation.
2. When Should Youth Evacuate the Bus?
 - Normally, passengers remain on the bus during emergencies, but evacuation is required in certain situations:
 - Fire or Danger of Fire
 - Presence of Hazardous Materials
 - Unsafe Position of the Bus
3. Fire or Danger of Fire:
 - Immediate Evacuation: If there is a fire or the risk of fire (e.g., a fire in the engine or anywhere on the bus), evacuation must occur right away.
 - Evacuation Method:
 - Evacuate through the door furthest from the fire or source of danger.
 - Passengers closest to the fire should be evacuated first.
 - Once outside, move at least 100 feet away from the bus and wait for the driver's instructions.
 - Danger of Fire: If there's any existing fire near the bus or combustible materials like gasoline present, students should be evacuated.
4. Presence of Hazardous Materials:
 - Evacuation Required: If hazardous materials (including dangerous fumes or vapors) are near or inside the bus, passengers should evacuate immediately.
 - Safety First: Do not wait for the driver's confirmation if the materials are potentially harmful to health.
5. Unsafe Position of the Bus:
 - Driver's Decision: If the bus stops due to an accident, mechanical failure, or other issues, the driver must decide whether it is safer to stay on the bus or evacuate.
 - Evacuation Required if:
 - The bus is stopped in the path of a train or adjacent to railroad tracks.
 - The bus's position may change and increase danger (e.g., on a slope or near unstable terrain).
 - There is a risk of collision with other vehicles or obstacles.
 - The bus is stopped in an area where visibility is limited (e.g., around a curve or over a hill where drivers cannot see the bus 300 feet ahead).
6. General Evacuation Guidelines:
 - Follow the driver's orders calmly and quickly.
 - Always move to a safe distance from the bus to avoid further danger.
 - Stay with your group and wait for further instructions.
 - Keep in mind that your safety is the top priority—never hesitate to evacuate if you sense immediate danger.

Local First Aid & Emergency Resources

It is the suggestion of the Youth Experiences Team that each Lead Chaperone bring some first aid supplies with them.

- Poison Control Center



- o 1-800-222-1222 Emergency Hotline 24/7
- Hospitals
 - o Suburban Hospital
 - ♣ 8600 Old Georgetown Road
 - ♣ Bethesda, MD 20814
 - ♣ 301-896-3100
 - o UM Laurel Medical Center
 - ♣ 7150 Contee Rd
 - ♣ Bethesda, MD 20707
 - ♣ 240-677-1001
- Fire & Police
 - o Bethesda Fire Department Station 6
 - ♣ 6600 Wisconsin Ave
 - ♣ Chevy Chase, MD 20815
 - ♣ 301-652-5602
 - o Chevy Chase Village Police Department
 - ♣ 5906 Connecticut Ave
 - ♣ Chevy Chase, MD 20815
 - ♣ 301-654-7300
- Pharmacies:
 - o CVS
 - ♣ 6917 Arlington Road
 - ♣ Bethesda, MD 20814
 - ♣ 301-656-2522
 - o Walgreens
 - ♣ 6906 Arlington Road
 - ♣ Bethesda, MD 20814
 - ♣ 301-841-0249

