

64th National 4-H Dairy Conference

University of Wisconsin-Madison

September 30 – October 3, 2018



Coordinator Handbook

Please note this Coordinator Handbook is designed to be used in conjunction with the “Delegate and Adult Advisor Registration Materials & Handbook” which contains all necessary forms, seminar and leadership descriptions, emergency numbers, maps, etc. for delegates, Adult Advisors, and state/provincial coordinators.

Plan to arrive no later than 3:00 p.m.

Tentative Schedule

SUNDAY, SEPTEMBER 30

11:00 a.m. – 1:00 p.m.	Registration and Delegation Photos
11:00 a.m. – 3:00 p.m.	Guest Room Check-In
2:00 p.m.	Opening Assembly
3:30 p.m.	Get Acquainted
4:30 p.m.	Leadership Team Orientation Meetings
5:15 p.m.	Break
6:00 p.m.	Pin Exchange
6:30 p.m.	Dinner
8:30-9:30 p.m.	Recreation
8:30	Adult Advisor Orientation
9:30	Refreshment Break
10:00	Herd Meetings – followed by state/province meetings
11:00	Lights Out

MONDAY, OCTOBER 1

6:30 a.m.	Breakfast
7:40 a.m.	Busses depart
8:30 a.m.	ABS Global tour
10:00 a.m.	Busses depart from ABS
11:00 a.m.	Lunch, Fort Atkinson Congregational Church
12:20-4:00 p.m.	Hoard's Dairyman Registered Guernsey Farm, Hoard's Dairyman Publishing, National Dairy Shrine Museum, and Nasco International, Fort Atkinson
4:00 p.m.	Busses depart Fort Atkinson
5:30 p.m.	Free time or UW Campus tour
7:00 p.m.	Dinner
8:30 - 10:30 p.m.	Recreation
8:30 p.m.	Adult Advisor Meeting
10:20 p.m.	Herd Meetings
11:00 p.m.	Lights Out

TUESDAY, OCTOBER 2

7:00 a.m.	Breakfast
8:00 a.m.	Busses depart for UW-Madison Ag Campus
8:30 - 9:20 a.m.	Seminars – Session 1 How to Artificially Inseminate Dairy Cattle Dairy Foods Evaluation Marketing Dairy Products Farm Finance Developing a Comprehensive Herd Mating Strategy Feeding Calves to Reach Their Full Potential Lactation Lab Goat and Sheep Dairy Production Genomics Exploring Careers in Agriculture
9:30 – 10:20 a.m.	Seminars – Session 2
10:30 – 11:20 a.m.	Seminars – Session 3
11:30 a.m.	Busses depart for Lowell Center
11:45 a.m.	Lunch
1:00 – 1:35 p.m.	Round Robin Session 1
1:40 – 2:15 p.m.	Round Robin Session 2
2:20 – 2:55 p.m.	Round Robin Session 3
3:10 p.m.	Busses depart for Crave Brothers Farm
4:00 – 4:20 p.m.	Group Photo
4:20 p.m.	Farm Tour and Action Stations

6:00 p.m. Wisconsin Tailgate and Sponsor Career Fair
7:15 p.m. Assembly
8:00 p.m. Barn Dance
9:00 p.m. Busses depart for Lowell Hall
10:00 p.m. Adult Advisor Meeting
10:30 p.m. Herd Meetings
11:00 p.m. Lights Out

WEDNESDAY, OCTOBER 3

7:00 a.m. Breakfast
8:00 – 9:15 a.m. Seminars – Session 1
 Yellow Nametags: Science Fun with Dairy Foods
 Green Nametags: Advocating for Dairy by Telling Your Story
9:15 a.m. Break
9:30 – 10:45 a.m. Seminars – Session 2
 Yellow Nametags: Advocating for Dairy by Telling Your Story
 Green Nametags: Science Fun with Dairy Foods
10:45 a.m. Break
11:15 a.m. Busses leave for World Dairy Expo
12:00 p.m. PDCA Luncheon
1:00 p.m. Tour World Dairy Expo
3:30 – 5:30 p.m. Meet where busses dropped off at arrival for return to Lowell Center
 Busses leave at 3:30 p.m., 4:00 p.m., 4:30 p.m., 5:00 p.m. and 5:30 p.m.
7:00 p.m. Dinner
8:45 p.m. Herd Meetings
9:00 p.m. Adult Advisor Meeting
9:30 p.m. Farewell Dance
12:00 a.m. Lights Out

THURSDAY, OCTOBER 4

6:30-8:30 a.m. Complimentary continental breakfast & departure

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 UW-Extension provides equal opportunities in employment and programming, including Title IX and ADA.



An EEO/AA employer, University of Wisconsin-Madison provides equal opportunities in employment and programming, including Title IX and American with Disabilities (ADA) requirements."

Deadlines

July 17: Registration opens (Open July 17-August 21) – online at <https://national4hdairyconference.org/>.

August 21: Registration deadline for both delegates and chaperones.

August 21: Only same-gender substitutions allowed after this date.

August 21: Payment due. State or province contact person submits check payable to UW-Madison for registration fees. Payments should be mailed to University of Wisconsin-Madison, CALS Conference Services, 640 Babcock Drive, Madison, WI 53706.

August 29: Postmark deadline for Expectation Statements for Adults, Youth Expectation of Conduct Forms, and Field Trip Authorization Forms to be mailed to CALS Conference Services

August 29: Last day to cancel without financial penalty. Written notification of cancellation must be received by University of Wisconsin-Madison, CALS Conference Services by noon Central Time.

September 12: Chaperone Orientation Teleconferences in the evening at 7:00 p.m. ET, 6:00 p.m. CT, 5:00 p.m. MT, 4:00 p.m. PT (Call: 509-335-2277, Pass Code: 2575805)

September 13: Chaperone Orientation Teleconferences in the morning at 11:00 a.m. ET, 10:00 a.m. CT, 9:00 a.m. MT, 8:00 a.m. PT (Call: 509-335-2277, Pass Code: 9172372)

September 30 – October 3: National 4-H Dairy Conference

Celebrating 64 years of National 4-H Dairy Conference

National 4-H Dairy Conference

PURPOSE OF THE NATIONAL 4-H DAIRY CONFERENCE IS TO:

- provide a means by which various individuals and groups interested in the dairy industry and youth can cooperate to achieve educational objectives based on the developmental needs of youth.
- promote and sponsor an educational program which will provide a better understanding of the operations involved in the production, processing, marketing and use of dairy products, as well as related areas. and
- provide a broader understanding of careers available in dairy production, processing, marketing and other selected areas.



National 4-H Dairy Conference offers an excellent opportunity to interact with leaders in the dairy industry, U.W. dairy professors, dairy specialists from around the country, 4-H volunteer dairy leaders, corporate representatives and new friends with similar interests from across the U.S. and Canada.

EDUCATIONAL OBJECTIVES

To help selected 4-H youth:

- increase understanding of the dairy industry.
- learn about additional vocational and professional opportunities in the dairy industry.
- practice good citizenship, group participation and leadership responsibilities.
- develop additional individual initiative and competence in areas of special interest and aptitude in the dairy field and related areas.

ELIGIBILITY/BASIS OF SELECTION-YOUTH DELEGATES

Youth delegates should be selected from outstanding 4-H Dairy Project members who:

1. have participated at least three years in the 4-H Dairy Project, including the current year;
2. are at least 15 but not more than 18 years of age before January 1, 2018;
3. have outstanding records of 4-H Dairy accomplishments;
4. have abilities and talents which will enable them to make a real contribution to the conference;
5. have an interest in the production, marketing, processing and use of dairy products;
6. are capable of bringing the inspiration and information back to their state and passing it on to others through talks, reports, news stories, etc.;
7. have not attended the National 4-H Dairy Conference more than one year;
8. are **not exhibiting** dairy animals at this year's World Dairy Expo;
9. are **not participating** in this year's National 4-H Dairy Cattle Judging Contest.

BASIS OF SELECTION--ADULT ADVISORS (STAFF OR VOLUNTEERS)

Your selected Adult Advisors must be willing to:

1. participate fully in the program;
2. ensure their delegates participate fully in the program and attend all scheduled events;
3. guide their delegation through the day's scheduled events;
4. meet each day with their delegates to monitor their well-being;
5. lead a delegation reflection meeting with their delegation;
6. assume responsibility for delegates' health care;
7. monitor and assist with care as needed;
8. collect and carry health forms for their delegates;
9. help their delegation discuss the programs they attend;
10. supervise and discipline any delegates as needed.

ADULT ADVISOR ASSIGNMENT & COVERAGE

States and provinces are responsible for selecting an adequate number of Adult Advisors to be responsible for their delegation. We strongly advise that every delegation be accompanied by at least one Adult Advisor. Every delegate must be assigned to an Adult Advisor of the same gender while at the conference. If your state or province cannot provide the appropriate Adult Advisor(s), please contact Wisconsin 4-H for assistance in identifying another state or province that can help with your Adult Advisor needs. **Note: Adult Advisors must be at least 21 years old and be approved to serve as a 4-H volunteer within their state/province.**

INSURANCE COVERAGE

Individual delegates and their families and/or states and provinces are responsible for obtaining health and accident insurance. UW-Extension provides minimal insurance for youth delegates attending 2018 National 4-H Dairy Conference from September 30 – October 3 (the dates they are on site). Coverage is primary to State liability insurance and the camper's personal insurance for covered medical expenses up to \$10,000 per student, but is intended to target injuries incurred related to camp activities. Visit <https://www.wisconsin.edu/risk-management/manual/camps-and-clinics/> for more information.

SPECIAL NEEDS OR DIETARY ARRANGEMENTS

Vegetarians will find a vegetarian entrée and several options offered at most meals. If any youth or adult in your delegation has special needs, please contact CALS Conference Services for any special transportation, dietary or other needs at conference@cals.wisc.edu or call (608) 263-1672. Accommodations will be made to the best of our abilities.

SUGGESTIONS FOR STATE/PROVINCIAL ORIENTATIONS

The orientation your state or provincial delegation receives sets the tone for delegate participation at National 4-H Dairy Conference. **Please consider the Conference objectives** listed at the beginning of this handbook. Youth need to know what to expect and what is expected of them. A formal orientation including the Adult Advisor(s) and possibly a youth from last year's delegation is very important. If geographical restrictions pose a problem, you may wish to hold a teleconference orientation.

Suggested State/Provincial Orientation Agenda

1. Get acquainted with other members of the state/provincial delegation, including the Adult Advisor(s).
2. Reinforce the purpose/objectives of Conference. Stress the concept of "bringing home" what is learned at Conference.
3. Stress the importance of representing your state or province well and respecting others.
4. Review the General and Planning Information sections in the Delegate and Adult Advisor Registration Materials & Handbook.
5. Stress the importance of **appropriate** dress. Comfortable walking shoes are a must!
6. Discuss safety precautions (airports, travel, city, and biosecurity on farm visits prior to conference).
7. Discuss financial arrangements.
8. Discuss personal financial responsibilities at Conference.
9. Share state/province expectations for reporting back to the state, county, local clubs, sponsors, etc.
10. Check that youth have ranked selections for seminars and leadership teams on their registration.
11. Review the Youth Expectation Statement and UW-General Waiver forms. Both youth and parent/guardian must sign them.

TRAVEL ARRANGEMENTS (PRICE INFORMATION CURRENT AS OF 6/1/18)

Travel dates: please plan to **arrive at the Lowell Center by 3:00 p.m. on Sunday, September 30.**

Flight arrangements: You have several choices of destination airports: Dane County Regional Airport is located on the north side of Madison, 25 minutes from the Lowell Center. However, it may be more economical to fly into Chicago or Milwaukee than into Madison, making the connection via bus.

Shuttle between the Madison Airport and Lowell Center: States/provinces must make their own travel arrangements between the airport and conference site. You may wish to coordinate your trips with other states/provinces. Listed below is information regarding some available taxi/shuttle service options between Dane County Regional Airport (Madison) and UW-Madison campus. All costs are approximate and are subject to change.

Van Galder Bus from Chicago: Van Galder Bus Company offers shuttle buses from O'Hare Airport and Midway Airport to Madison (\$60 - \$64 round trip). The bus stops at O'Hare and Midway terminals and, depending on construction, at or near the Memorial Union in Madison, 800 Langdon Street, just 1½ blocks west of the Lowell Center. The bus ride takes about three hours. For schedules and tickets, visit their website at <http://www.coachusa.com/vangalder/ss.tickets.asp>.

Badger Bus from Milwaukee: Badger Bus Company offers shuttle buses from Mitchell International Airport to Madison for approximately \$46 round trip when fare is purchased on line. The bus departs every two or three hours daily for a 1½-2 hour ride to the stop at 700 Langdon Street, just a block from the Lowell Center. Visit their website at www.badgerbus.com for schedules, airport boarding site, and other information.

Greyhound bus: If you arrive by Greyhound bus, disembark at the Madison Greyhound drop-off point, which is in the process of finding a permanent location, and take a taxi to the Lowell Center. Call 1-800-231-2222 for current schedules and fare information or visit their website at www.greyhound.com.

Shuttle between the Madison Airport and Lowell Center

States/provinces must make their own travel arrangements between Dane County Regional Airport (Madison) and the UW-Madison campus conference site. You may wish to coordinate your trips with other states/provinces. Listed below is information regarding some available taxi/shuttle service options. All costs are approximate and are subject to change.

1. Madison Taxi: 608-255-8294 or book online at <http://www.madtaxi.com/> This taxi service will accept reservations for airport and bus terminal service. Taxi cabs will be standing by for small groups at the airport. Up to four persons may ride in a single cab for approx. \$16 PER CAB. Otherwise a minivan will hold up to 6 passengers (\$20 PER VAN). A full sized van will hold 14 passengers (\$75 per first hour per van [one hour minimum]; \$15 per every 15 minutes after that (needs to be reserved 1 day ahead.) Visa, MasterCard, American Express, and Discover cards accepted.
2. Union Cab of Madison: 608-242-2000 or book online <http://www.unioncab.com/> – Standard meter service. Four (4) person per car maximum. Metered but probably about \$22 per trip per cab. Would be able to accommodate larger groups if called a day in advance. Also, a van service is available (6 people maximum per van) at the standard meter cost or about \$22 per van per trip. Accepts all major credit cards including Visa, MasterCard, American Express, and Discover.
3. Badger Cab Shared Ride Service: 608-256-5566 or book online at <http://www.badgercab.com/> – Airport to Lowell \$15 for 1 PERSON and \$1 each extra PERSON up to 4 people maximum as long as all 4 people are in the same group. To use Badger Cab service, when exiting the Madison Airport, go to Door 7, where there is a taxi stand. If there are no Badger Cabs available there, then call the service to request one. Badger Cab does not have any vans. They accept debit cards and all major credit cards, including Visa, MasterCard, American Express and Discover. NOTE: “Shared ride” indicates that if the cab is not full, the cab may stop and pick up additional passengers on the way to your destination.
4. Green Cab of Madison: (608) 255-1234 – or book online <http://www.greencabofmadison.com/> Inexpensive shared rides.

Lodging

All delegates, youth and adult, are required to stay at the conference lodging facilities. The lodging facility is the Lowell Center, 610 Langdon Street, Madison, WI 53703-1195 (608-256-2621). Dairy judging teams may NOT stay at the Lowell Center due to space limitation. For more information about the conference site, visit <http://conferencing.uwex.edu/lodging.cfm>

If a roommate preference is not listed, roommate(s) will be randomly assigned. Rooming assignments will be made by the planning committee. Each room will house three to four delegates of the same sex. We will do our best to keep delegates from the same state together. Youth from small delegations may be housed with delegates from other states. If you have an odd number of delegates, they may also be housed with delegates from other states. Adults will be housed 2 per room when possible and will be assigned to rooms on the same floors as their delegates. If someone has special needs, please let us know and we will do our best to accommodate them. Plan to arrive no later than 3:00 p.m. on Sunday. Check out by 11:00 a.m. on day of departure.

ARRIVING AT NATIONAL 4-H DAIRY CONFERENCE

Delegates should plan to arrive by 3:00 p.m. on Sunday, September 30 and stay through completion of the program late Wednesday night. Plan to depart on Thursday morning.

Checking in at Registration

On-site registration will occur Sunday, September 30 between 11:00 a.m. – 1:00 p.m. at the Lowell Center, 610 Langdon Street, Madison, WI 53703-1195. Please refer to Instructions for Registration for additional registration information.

REGISTRATION PROCESS

Adult and Youth Delegates must complete the “Registration and Lodging Reservation Form” and return it to their state or province contact person. It is the responsibility of the state or province contact person to electronically register the delegation **by August 21**. (All reservations must be submitted to Wisconsin 4-H via on-line registration since the Lowell Center staff CANNOT accept reservations.) No rooms can be held later than August 21 due to hotel reservation restrictions. As a consequence, **no registrations can be accepted after August 21.**

Registration & Lodging Fees

The registration fee of \$375 for each youth and adult delegate covers the costs of conducting the conference, lodging for Sunday, Monday, Tuesday, and Wednesday nights in Lowell Center, conference transportation, recreation, and meals.

Parking Permit

Very limited parking is available on-site to registered guests at the Lowell Center at the cost of \$10 per day. For special parking needs such as buses or large trailers, contact UW Transportation Services, 21 North Park Street, Madison WI 53704 (tel: 608-263-6666). Parking is not guaranteed and is assigned on a first-requested, first-served basis. Please indicate your parking requests on the Registration Summary & Payment Form found in the Coordinator Handbook.

Expectation Statements for Adults, Youth Expectation of Conduct Forms, and Field Trip Authorization Forms

All participants must complete and submit original expectation and original field trip waiver forms. All forms should be postmarked by August 29 and sent to University of Wisconsin-Madison, CALS Conference Services, 640 Babcock Drive, Madison, WI 53706. State/Provinces should distribute and collect their own forms and forward them to the Adult Advisor(s) for the delegation.

Please advise the Parents/Guardians: They are responsible for advising you if there are any health or emergency contact changes after submitting forms to your state/province coordinator.

Press Release

University of Wisconsin, CALS Conference Services
640 Babcock Drive, Madison, WI 53706

608/263-1672

September 30, 2018

*Note to State/Province Coordinator: Please fill in the blanks and change this release to meet your needs. You may want to localize it based on the delegation from your state or province. This release has **not** been sent to news media in your area.*

AREA YOUTH PARTICIPATE IN NATIONAL 4-H DAIRY CONFERENCE

MADISON, WI- A delegation of _____ 4-H'ers enjoyed several days of fun and learning during the 64th annual National 4-H Dairy Conference on the University of Wisconsin campus in Madison, September 30 – October 3, 2018. The educational program attracted approximately 200 youth and adult delegates from across the U.S.A. and Canada.

The delegation included _____ . They were selected from a field of applicants to attend the conference based on past experience, knowledge and interest in the dairy industry.

The four-day experience exposed 4-H members to new dairy science technology and dairy- related careers. Through a combination of workshops, speakers, educational field trips and networking with other dairy-oriented youth, 4-H members gained information they could use to strengthen their futures in the dairy industry. Hands-on learning workshop topics included biotechnology, genetics, foods evaluation, animal nutrition and marketing. "Meeting people from all over the country who share similar interests was great! I learned so much!" reported one delegate.

4-H is the youth education program of the Cooperative Extension system in the U.S. Department of Agriculture. National 4-H Dairy Conference is sponsored by the University of Wisconsin-Extension, University of Wisconsin-Madison, Cooperating Friends of 4-H and the Dairy Industry, World Dairy Expo, and the National 4-H Dairy Conference Planning Committee. Supplemental monetary support is provided by numerous corporate sponsors including: ABS Global; Accelerated Genetics, AgStar Financial Services; Agropur; American Dairy Science Association; AMPI; Cargill, Inc.; Crave Brothers Farm, Crave Brothers Farmstead Cheese, LLC; Culvers; Dairy Farmers of America; Datamars; DeLaval; Farm First Co-op; Foremost Farms; Hoard's Dairyman; IBA; John Deere Co.; Milk Specialties; Mycogen Seeds; Nasco International, Inc.; National Dairy Shrine; PDCA; Select Sires, Inc.; SEMEX; SMS; Stan Erwine, DMI; Star Blends; SunOpta; Udder Tech, Inc.; Vita Plus; WinField United; Wisconsin Milk Marketing Board; and World Dairy Expo.

To learn more about 4-H Youth Development programs in your area, contact your local Extension office at (_____)_____ .*****

INSTRUCTIONS FOR REGISTRATION AND LODGING

To State or Provincial 4-H Dairy Contacts:

Registration and Lodging Reservation Forms are available in the Delegate and Adult Advisor Registration Materials and Handbook on-line at <http://national4hdairyconference.org> or they may be duplicated for distribution to projected delegates and Adult Advisors planning to attend the National 4-H Dairy Conference. Collect the completed forms and enter the registrations electronically by August 21. **On-line registration will open on July 17 at <https://national4hdairyconference.org/>**

Registrations will not be accepted from delegates without Adult Advisors of the same gender. (States may share Adult Advisors. Please call (608) 263-1672 if you need assistance with identification of state contacts and potential Adult Advisors.) Please note that delegates must be at least 15 but not more than 18 by January 1, 2018 and Adult Advisors must be at least 21 years of age by Conference.

Registrations must be entered electronically by August 21 at <https://national4hdairyconference.org/>

Cancellation & Substitutions Policy

- **Cancellations received in writing prior to noon CDT, August 29** will be accepted without penalty to your state or province.
- **Cancellations received after noon CDT, August 29** will result in a forfeiture of the entire registration fee of \$400 for the cancelled person.
- **If substituting another person** for a cancellation, please notify us in writing immediately. Due to lodging constraints, after August 21, only same-gender alternates can be accepted up until the beginning of the conference.

University of Wisconsin-Madison, CALS Conference Services

640 Babcock Drive

Madison WI 53706

Fax: (608) 262-5088

E-mail: conference@cals.wisc.edu

2018 National 4-H Dairy Conference Registration Summary & Payment Form

Calculation for registration, lodging and parking

This form will enable you to calculate registration fees and pre/post conference lodging or late fees, if any. The room rates for pre/post-conference lodging are different from conference rates. The registration fee includes lodging for Sunday, Monday, Tuesday and Wednesday nights. Room assignments will be provided at check-in Sunday, September 30.

State/Province: _____

REGISTRATION FEES (INCLUDE REGISTRATION, LODGING AND PARKING)

Number of people in delegation: _____ @ \$375 per person \$ _____

Private Room Request: Number of people ____ x ____ nights @ \$35 extra per person per night \$ _____

Parking at the Lowell Center: _____ nights @ \$10 per vehicle per night \$ _____
(Note parking is limited. sorry, no buses or trailers.)

EARLY ARRIVALS AND/OR LATE DEPARTURES

LODGING FEES PRIOR TO SUNDAY, SEPTEMBER 30 AND/OR AFTER WEDNESDAY, OCTOBER 3

Number of people ____ x ____ nights @ \$45 per person per night \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

(An exchange fee will be charged for non-U.S. currency.)

Send this Registration Summary & Payment Form with a check payable to **UW-Madison** or fill out the credit card information below:

Visa MasterCard American Express Discover

Card Number: _____ Expiration Date: _____

Name On Card: _____

Signature: _____

Must be postmarked by August 21.

Send to:

University of Wisconsin-Madison, CALS Conference Services
640 Babcock Drive
Madison WI 53706