Youth Delegate & Chaperone Guide Book*

* Some details subject to change.

Maryland 4-H ACTS
Annapolis • Civics • Thriving • Service

Overview of ACTS:

4-H civic engagement programs empower young people to be well-informed citizens who are actively engaged in their communities and the world. Youth participating in 4-H Civic engagement programs learn about civic affairs, build decision-making skills and develop a sense of understanding and confidence in relating and connecting to other people (4-h.org). Maryland 4-H ACTS will provide an opportunity for youth to travel to the state capitol, learn about civics, engage with legislators, and tell their 4-H stories. 4-H ACTS also celebrates and inspires youth to be engaged in civics and service.

Program Objectives:

- Gain civic knowledge, understanding, and skills to promote youth engagement within communities and government.
- Meet fellow 4-H'ers with similar interests in building social capital.
- Introduction to our State Capitol and its history through an interactive activity.
- Highlight 4-H stories to exchange ideas and promote 4-H.
- Educate legislators about 4-H and the positive impact it has on youth and our communities.

Event Details:

Audience: 4-H youth, Volunteers, and Faculty/Staff that have a spark in civics, service, and/or networking and want to share their 4-H story.
Date: Monday, February 20, 2023, 9:30 a.m. - 5:00 p.m.
Location: Historic Inns of Annapolis: Governor Calvert House, 58 State Circle, Annapolis, MD 21401

Tentative Agenda:

9:30 a.m.   Registration
10:00 a.m. Morning Assembly at Historic Inns of Annapolis: Governor Calvert House
        • Welcome & Kickoff
        • Making the Most of Your Visit - Advice from a Legislator
        • Understanding the Legislative Process & Gaining Insight to Your Role
        • Combining Civics & Service to Build Thriving Youth

12:00 p.m. Lunch in Annapolis - on your own
      https://www.visitannapolis.org/restaurants/downtown-annapolis

1:00 p.m.   Afternoon in Annapolis
        • Guided Tour of State House (1:30 p.m., limited to 60 people)
        • Making Connections - Meetings with your Legislators
        • Scavenger Hunt - (in and around) State House Annapolis

4:00 p.m.   4-H Showcase Social - Telling Your 4-H Story (poster session)

5:00 p.m. Adjournment

8:00 p.m. Evening (optional)
        • Observing the Legislature in Action - General Assembly Session

State House, Annapolis, Maryland, January 2014. Photo by Diane F. Evartt

About the Maryland Government: The Legislative Branch

Maryland General Assembly Concepts and Procedures

It is important to have a base understanding of Maryland legislative concepts and procedures. Read through the following to gain a better understanding of the Maryland Legislature.

Maryland Government Basics (Government at a Glance [website](#).)

➔ Like the federal government, Maryland has three branches of government: Legislative, Executive, Judicial.

➔ The General Assembly is Maryland's Legislative body and directly represents the people of Maryland. The legislature:
  ◆ Enacts laws necessary for the welfare of the State's citizens and certain laws dealing with counties and special taxing districts.
  ◆ Proposes amendments to the Maryland Constitution, which must be ratified by voters during the general election.
  ◆ Meets in regular session for 90 calendar days each year beginning the second Wednesday in January to act on more than 2500 pieces of legislation and the State's annual capital and operating budgets.
  ◆ Meets in special session when called by the Governor or when a majority of each house petitions the Governor.

➔ The Maryland General Assembly is bicameral, or composed of two bodies (sometimes called chambers). The two bodies are the Senate and the House of Delegates.

➔ Maryland has 47 districts with each district represented by one senator and 3 delegates. Some districts are wholly contained in one county and some districts contain multiple counties. The 47 districts are represented by 47 Senators and 141 Delegates.

➔ Legislators are elected every four years by the electorate (all the people in a country or area who are entitled to vote in an election)..

➔ The General Assembly of Maryland is a citizen legislature. This means that its legislative chamber is made up primarily of citizens who have a full-time occupation besides being a legislator.

How a Bill Becomes Law

In Maryland, an idea or concept must pass through many processes before it becomes law. Citizens of Maryland must approach their legislators to introduce new legislation. If their legislator agrees to sponsor the legislation, a bill is drafted by the Department of Legislative Services, reviewed by the legislator, and prepared for introduction.
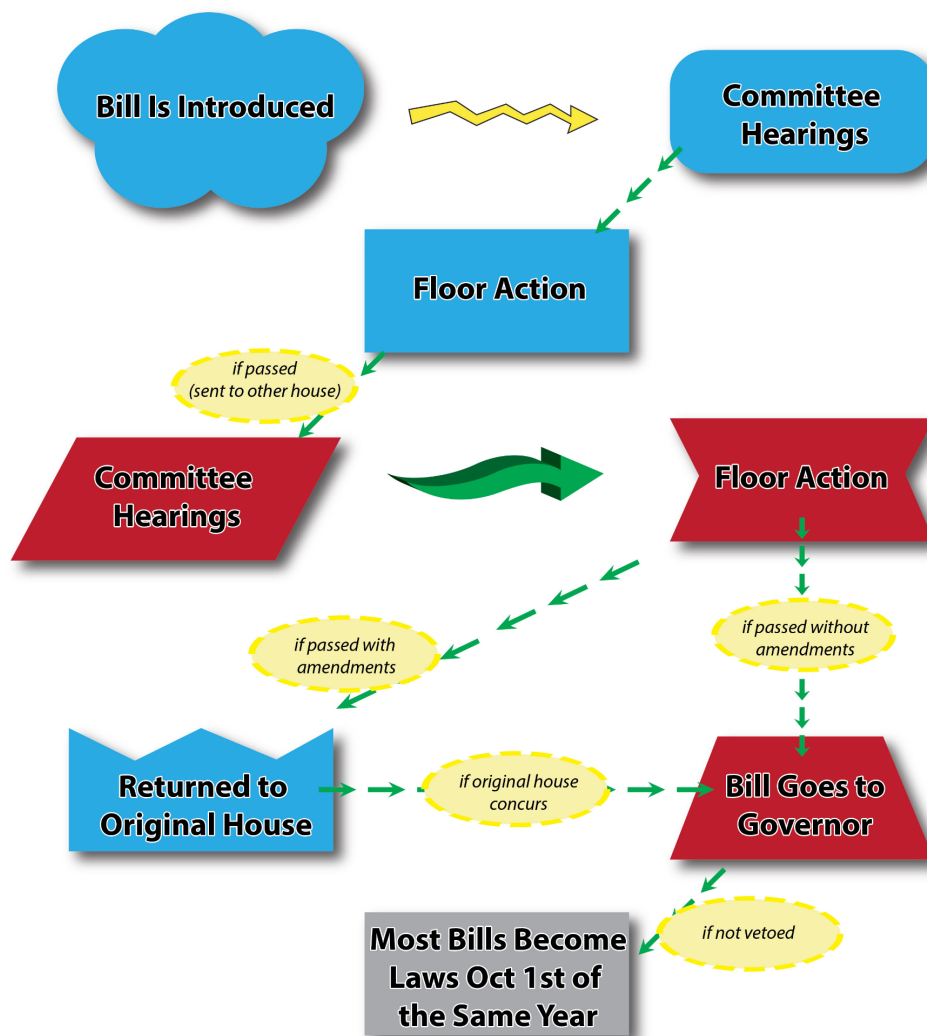
A piece of legislation often goes through a long and tedious process between the time it is introduced and when it is signed and adopted into law. Though you don't need to know all the steps, a basic understanding will help you to be a better advocate. Here is an outline of how new laws are adopted.

❖ A bill is introduced and presented by a legislator. The bill is given a number and then assigned to a committee in the House or Senate.

❖ The bill is examined and heard by the committee members. Testimony, often representing the views of experts, public officials, and advocates, is presented to the committee at a bill hearing. The committee

then makes a favorable report, an unfavorable report, or no recommendation. If the committee does not support the bill, it dies.

❖ If the committee supports the bill, it goes to the floor of the chamber of origin for a vote.

❖ After debate, a vote is taken and the bill is either passed or defeated. If it is passed, the bill gets referred to the other chamber (House or Senate) and generally follows the same sequence of events. If it is defeated, the bill dies.

❖ The other chamber may choose to approve, reject, ignore, or change the bill through amendments. If it is approved or changed, it is sent back to the original house for concurrence. If it is rejected or ignored, the bill typically dies.

❖ If the original house does not accept the amendments, a conference committee comprised of members of both houses is appointed to work through the differences. Both houses must pass the bill in identical form; if they are unable to reach an agreement, the bill dies.

❖ In Maryland, shortly after the General Assembly Session ends, bills that have been passed are presented to the Governor. The Governor then has 30 days to either veto or sign the bills. A bill is adopted as law if either: the Governor signs the bill within the allotted time, or the bill is not vetoed within the 30-day period. Source:https://www.marylandfamilynetwork.org/for-advocates-advocacy/bills-and-budgets

How A Bill Becomes a Law Chart (Chart Source: https://sos.maryland.gov/mdkids/Pages/BillLaw.aspx)

Who Represents You?

Who are your representatives in the Maryland Legislature and what are their areas of focus? Research your county/city's current State Senator and Delegate(s) to learn about their roles and interests/areas of focus to prepare yourself for a meeting. This link to the Maryland Legislative District Map will help you identify which district you live in: MD Legislative District map

A. Find Your Representative using this interactive map.
- a. *State Senate:*
    1. Senator's name & picture (know what they look like, you never know when you'll run into them):
    _____
    2. County & District: _____
    3. Website: _____
    4. Email, phone, how to contact for a meeting: _____
    _____
    5. Other resources, people to contact (staffers): _____
    _____
    6. Information about Representative**: _____
    _____
    _____
    _____
    _____
    _____

- b. *House of Delegates:* You may have more than one delegate, some districts have up to three.

    Delegate 1:
    1. Delegate's name & picture (know what they look like, you never know when you'll run into them):
    _____
    2. County & District: _____
    3. Website: _____
    4. Email, phone, how to contact for a meeting: _____
    _____
    5. Other resources, people to contact (staffers): _____
    _____
    6. Information about Representative**: _____
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Delegate 2:
1. Delegate's name & picture (know what they look like, you never know when you'll run into them):
   _____
2. County & District: _____
3. Website: _____
4. Email, phone, how to contact for a meeting: _____
   _____
5. Other resources, people to contact (staffers): _____
   _____
6. Information about Representative**: _____
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Delegate 3:
1. Delegate's name & picture (know what they look like, you never know when you'll run into them):
   _____
2. County & District: _____
3. Website: _____
4. Email, phone, how to contact for a meeting: _____
   _____
5. Other resources, people to contact (staffers): _____
   _____
6. Information about Representative**: _____
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** Information about your representative. Find answers to the following questions to help you learn more about your representative.
- What is their legislative role(s)?
- Which legislative committee(s) are they members of?
- What are two or three bills they sponsored or co-sponsored?
- Do they relate to any of your interests? If so, have they passed any legislation on the topic?

Planning & Preparing for Legislative Meetings

Scheduling a Meeting: You _must_ set up a visit before the event, representatives will not likely accept a walk-in meeting on the day of the event.

1. Use the information you found in your research to contact your local representative.
2. Talk to the office assistant or leave an email or voice message clearly explaining what your purpose is, when you plan to visit, and that you would like an appointment with your legislator.
3. Refer to the agenda to see what times work best for scheduling meetings. Note the Opening session is from 10 a.m. - 12:00 p.m., the State Tour is from 2 - 3 p.m., and the Showcase starts at 4 p.m. You will need to be flexible as they have busy schedules.
4. The legislator's office can assist you in making the arrangements. If your legislator serves more than one county, you may ask to combine the appointment. Also, if there are other people from your county/city attending 4-H ACTS, you should schedule your visit together.
5. Request a short period of time, no longer than 15 - 20 minutes.
6. Invite them to the 4-H Showcase Social, 4:00 p.m. at the Historic Inns of Annapolis while scheduling your meeting.
7. Be flexible, if the meeting gets rescheduled or you are asked to speak with a staffer, it's okay.

Preparing for Legislative Discussion

1. Have a few key talking points and questions prepared.

       a. Prepare about 5 questions (refer to your research), prioritize them. You may not get through all the questions but you should be prepared. We don't want to waste their time.

       b. Have key facts to share with them such as what 4-H is, your interests/ sparks (projects/ roles) in 4-H, how 4-H is part of your community, what you have learned from 4-H. Ideas should be clear and concise.

2. Know their interests (refer to your research). Align their interests with your questions, key points, and 4-H story. Explain how they can help 4-H in your community.

Questions/ Talking Points/ Facts

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3. If you are meeting in a group, set times for each person to engage in the conversation. Decide who will ask which questions and the order in which each person will speak. Ensure all participants have a chance to talk.

Notes:

Designing an Elevator Speech: When representing an organization you never know when someone may ask you about your event/organization, so be prepared with a concise, accurate answer - this is your elevator speech.

- ❖ Introduce yourself by stating your name, reason for being in the area, and county you represent
- ❖ Explain why you are in the area.
- ❖ Highlight a project you've done, a role you have, a trip were participated in - explain what you did and what you learned
- ❖ Wrap-up/ Thank them for listening, let them know they can look up 4-H in their area. If appropriate, for the event, let them know there will be a 4-H Showcase that they can drop by to learn more about 4-H youth and their achievements.

Sample Elevator Speech
- ❖ Introduction: Hi, my name is _____ (first name) and I belong to 4-H in _____ county/city. I'm part of the _____ club/group.
- ❖ Explain: Today we're here to learn about civics, meet with our county/city representatives, and share our 4-H stories to demonstrate why 4-H is important to our communities.
- ❖ Highlight:
  - ➢ In 4-H I have had experiences such as…
  - ➢ My favorite 4-H project is _____ because _____
  - ➢ As part of the _____ group/club I have done _____ where I learned _____
- ❖ Wrap-up: You can learn more about 4-H by reaching out to our county extension office or finding us online. 4-H youth are having a Showcase today at 4:00 p.m. if you'd like to learn more about our activities.

Design your own speech here:

4-H ACTS Planning Details

Attendance

This is not a drop-off event. Come as a family or county/city group with adult oversight. Registration will be done individually via 4-H Online.

Travel

You will travel from your county to Annapolis on your own. Parking is available in the Navy Marine Corp Stadium Lot (550 Taylor Ave. Annapolis, MD 21401) for $5/car. The State Shuttle will take you to the central business district for $2 CASH/ person, one way; buses run approx. every 20 mins. You will get off on College Ave. near St Johns St, it's a 3 min walk to the Historic Inns of Annapolis: Governor Calvert Housen. The program starts promptly at 10:00 a.m.
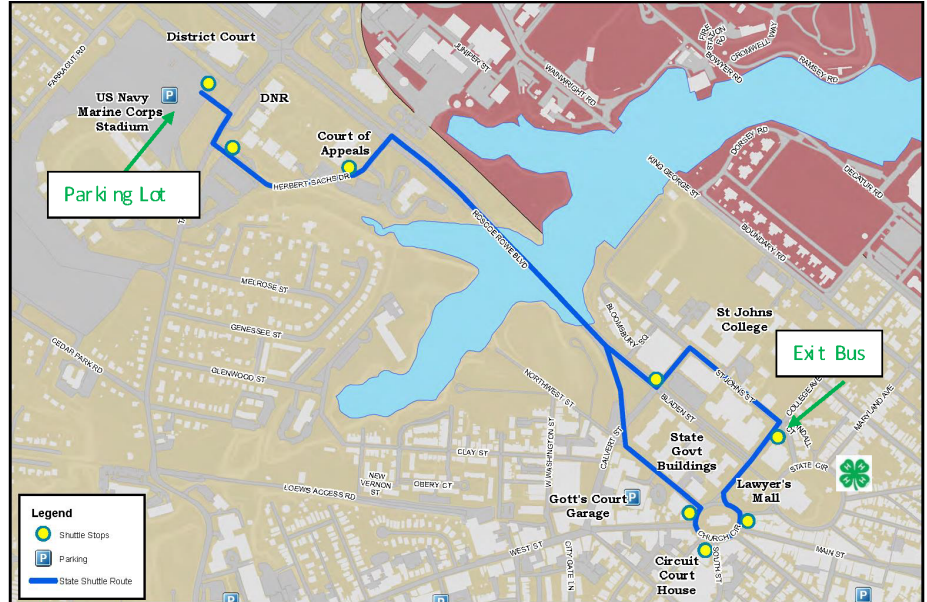

Dress Code for Event

When meeting with officials you are representing yourself, your family, your community, and Maryland 4-H.

➢ Appropriate attire from head to toe is expected; business professional or business casual*.
➢ Business professional or business casual outerwear, no *sweatshirts in Legislative meetings*.
➢ Remove hat upon entering, wipe feet if needed.
➢ Be clean and well groomed. May wish to take a minute before the meeting to use the restroom.

Business Casual   **Business Professional**

* Business Casual	* Business Professional
Slacks or skirts; dress. Button downs, blouse, polo shirts without ties, appropriate dress shirts. Sweater, no sweatshirt. Dress/ career shoes, boots. (Heels not recommended)	Black, navy, or gray are the most acceptable suit colors (jackets, pants/skirt). (Heels not recommended)
Not appropriate: Athletic clothing, denim, or leggings. Tennis/athletic shoes or flip flops.	

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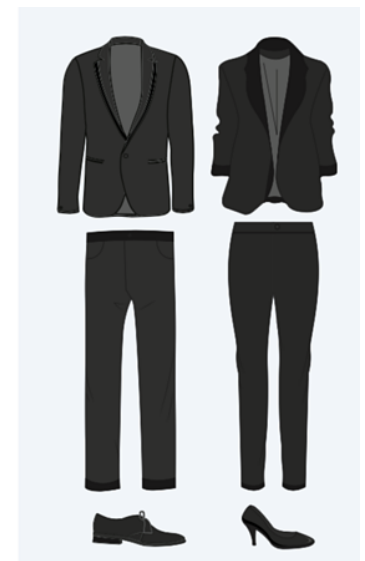
Entering State Buildings

Photo ID will be required. Everyone will be passing through a metal detector, plan accordingly. No pocket knives or backpacks please.

Representative Meetings

- ❖ Positive First Impressions:
    - ➢ Before entering a meeting, turn your cell phone off or set on silent.
    - ➢ Be prompt, be at the office a few minutes early.
    - ➢ Walk into the meeting with your head up and a smile on your face.
    - ➢ Greet with a hand shake; maybe a fist bump for health precautions.
    - ➢ Choose one youth to introduce the group and thank the representative for meeting with them.
    - ➢ Address with the correct title: Senator (last name), Delegate (last name). You are not on a first name basis, even if you have met before, start the conversation with their proper title.

- ❖ Conversation Reminders - keep discussion positive at all times, we are not here to debate.
    - ➢ Discuss similarities (from research), ask the questions planned, state your key ideas.
    - ➢ Tell them about yourself and your interest in meeting them. Refer to planning & prep. notes.
    - ➢ Be friendly yet confident; be mindful of your volume and tone, indoor voice is appropriate.
    - ➢ If meeting as a group, everyone should remain focused on the conversation, side chatter is a disruption.

- ❖ End the conversation with a "Thank you", possibly state you are looking forward to any follow up information you discussed and remind them about the 4-H Showcase Social, ex. "Looking forward to seeing you at our 4-H Showcase, 4 p.m. at the Historic Inn, Governor Calvert House.

State House Tour

A 60-minute guided tour of the Maryland State House and the Thurgood Marshall Memorial is available for up to 60 participants starting at 2:00 p.m. The exact meeting location for the tour will be given during the 4-H ACTS Welcome Session.

Scavenger Hunt

After the morning session, youth will be given a list of items to find and photograph in small groups as a fun way of discovering everything from sculptures of historic figures, historic markers, to architecture and where to find cracked corn to feed the ducks. Small prizes will be awarded for these efforts.

Registration

Registration for the event will be through 4-H OnLine. Please check the website for updates on when registration is open. To register, the accompanying adult must be identified.

4-H Showcase Social

The 4-H Showcase starts promptly at 4:00 p.m. at the Historic Inns at Annapolis; arrival at the site should be no later than 3:45 p.m., earlier if set-up for a Showcase Display is required. This is an interactive session for 4-H'ers to share a program, event, service, accomplishment, etc. The audience is composed of fellow 4-H youth, families, faculty and staff, invited guests from the University of Maryland, and invited State Representatives. Youth presenters will have a specific space around the conference room(s) and invited guests can move around to interact with and learn from the youth.

Showcasing Your 4-H Story (Program, Event, Service Project, or Other Accomplishment):
  a. Presentations can be given by individuals, clubs/groups, or members of a county 4-H program.
  b. The presentation is a display such as a project (demonstration style), a tri-fold, or poster highlighting your accomplishment, think Science Fair. Possible topics to display are community service projects, Diamond Clover projects, participation in National Trips, club events, a 4-H project, …
  c. Key Points to Highlight:
      i. What is the focus of the presentation: Title?
      ii. Why did you choose to participate/ be involved?
      iii. What was learned from the experience/ how did you grow personally?
      iv. How did it benefit others/ communities?
  d. Formatting
      i. Poster/ Presentation
          1. Bullet main points, use font that one can read from a short distance
          2. Add pictures to display you and your work
      ii. Display/ Demonstration
          1. You may display/demo. your actual project (as appropriate)
          2. Showcase steps/ procedures of your project

Ideas for Showcase: use this space to brainstorm ideas for your showcase.

After Attending 4-H ACTS

Sending Note(s) of Gratitude

Send a note to Legislators/ Staffers that you met with during 4-H ACTS thanking them for their time. You might include an action step if discussed and/or make reference to a key point discussed to highlight an idea. If they attended the Showcase, be sure to thank them for attending as well.

Send a note to individuals who assisted you with your participation in the 4-H ACTS event such as parent, family member, volunteer, 4-H faculty/staff, etc.

Speaker(s). You can express gratitude to people that spoke at the event, possibly inspiring you.

Extending the Experience

After the event there are a number of ways to share your experience with other communities.

- ☐ Write an article for a local newspaper/ extension newsletters
- ☐ Give a summary at a club, volunteer, leaders' meeting
- ☐ Share your experience with peers at an extracurricular club or a class
- ☐ Meet with a local leaders to continue to develop a network of 4-H supporters

Continuing Service Career Exploration

There are many career options to research. Here are a few:

1. Advocate/ Lobbyist
2. Political Action Committees (PACs)
3. Counselor: career, school
4. Law: attorney, judge, paralegal, officer
5. Speech Writer/ Journalist
6. Public Policy Specialist
7. IRS/ FBI/ CIA
8. Foreign Intelligence
9. Government Liaison
10. Public Relations Specialist