

## **Extension Director/Administrator Guide for Coordinating PILD and National 4-H Conference Delegates REVISED 2.16.18**

This year the PILD (Public Issues Leadership Development) and National 4-H Conference delegates will be in Washington DC and conducting Hill visits on the same day—Wednesday, April 11, 2018. *To make this opportunity most effective, Extension Directors/Administrators are asked to coordinate these two delegations from their institutions.*

### **What you are asked to do:**

- Contact your state/institution's 4-H Youth Development Program Leader to determine if there are 4-H members and chaperones representing your institution who will be attending National 4-H Conference in the Washington DC area this year. Attached is a list of those institutions who have sent delegations in the past two years.
- If a youth delegation from your institution is attending this year, prior to the conferences, work with your university's Federal Relations Director to coordinate Hill visits for PILD and National 4-H Conference delegates together on Wednesday, April 11<sup>th</sup>.
- Prepare a one-two page summary of the important issues you want your PILD and 4-H Conference participants to talk about with your Senators and Congressional Representatives. 4-H successes should be included in this document along with other Extension programs.
- Make arrangements for a joint 4-H/PILD conference attendees "State's Night Out" dinner/activity on Tuesday, April 10<sup>th</sup>. Consider covering the meal expenses for the whole group.
- Ask your on-site PILD conference coordinator to host your State's Night Out activities, and afterwards assist your 4-H participants in making arrangements to return to the National 4-H Center in Chevy Chase, MD.

### **Opportunities and Preparation Information:**

- Participate in the "Preparing for your Hill Visits" webinar on February 22<sup>nd</sup> from 2:00-3:30 pm Eastern Time, hosted by National 4-H Headquarters. REVISED Connection details:  
Event URL: <https://go.umd.edu/PrepareHillVisits>  
Event number: 738 026 206  
Event password: 4HCONF-PILD
- Participate in the "Preparing for PILD" webinar on March 8<sup>th</sup> from 2:00-3:00 pm Eastern Time. Webinar link is: <https://extension.zoom.us/j/640784884>
- Review the information about preparation for PILD and Hill visits on the Joint Council of Extension Professionals (JCEP) PILD website found at: <http://www.jcep.org/public-issues-leadership-development-conference/pild-info-registration>.

### **What will happen while the delegations are in Washington DC?**

- On Tuesday April 10<sup>th</sup> by 4:00 pm Eastern Time, the 4-H delegates and their chaperones will be delivered by bus to the PILD conference hotel, Hyatt Crystal City, to meet with the PILD delegates from their institution.
- Delegations will practice and make any final decisions about who will do what during their Hill visits on Wednesday. The person providing leadership for your PILD delegation will provide leadership for this session, followed by the State's Night Out dinner/activity.