**County Delegation Suggested Meeting Agenda**

Suggested meeting time: Early June, 90 minutes

**Length Task**

10 minutes Get acquainted activity. (e.g., People Bingo or interview someone)

10 minutes Why go to Exploration Days?! Give an overview of the exciting things in store such as the fun sessions and Wharton Center entertainment. (These are listed in the Registration Book and Activity Guide.) Discuss the importance of attending sessions, recreation time and county meetings.

50 minutes Introduce county conference assistants (CCAs) and chaperones and review their roles and responsibilities. Job descriptions for each role can be printed from the 4-H Exploration Days web site at

 <http://4h.msue.msu.edu/events/4-h_exploration_days/responsibilities>

Inform everyone that there’s a 4-H Information Center in each residence hall where they can also go for assistance.

**Show the orientation segment of the 4-H Exploration Days DVD – your county office should have a copy.\*** A new DVD was created for 2015. It covers an overview of what to expect as well as reviews rules and expectations.

Provide and review the “Things to Know” handout to participants.

Conduct an activity such as the Stereotype Awareness Activity to help participants prepare for meeting others across the state. Other activities that would prepare participants for meeting and appreciating new people may also be used.

***\* Note:*** *A general guideline is to have only one person per inch of monitor or screen size. If your group size is too large to show everyone the DVD at once, you could split the group and have them rotate between the above sections.*

20 minutes Pick roommates, pay fee balances, collect any remaining permission forms and signatures, and handle transportation arrangements to and from the event.