The Illinois Teen Leadership Conference provides high school teens with the skills to enhance their leadership roles, making them more effective local leaders. The Conference is open to ANY Illinois high school teen leader age 14 or above. As an organization devoted to the development of young people, we invite you to share this opportunity with your teens. Note that space is limited 100 participants and will be filled on a first-come, first-served basis.

Dates: January 13-14, 2018

Conference location: Decatur Conference Center & Hotel, 4191 US 36 West, Decatur, IL 62522

Open to any Illinois teen in high school ages 14 and above who is serving in a leadership role. Youth attend as a group with other teens from their organization. An adult leader/advisor is required to attend with any teens from your organization. There is no fee for adult leaders/advisors as the cost is being covered by the Illinois 4-H Foundation.

Registration procedures:
- Youth should be registered by their organization. A PDF of a paper registration form is available (attached) to assist in collecting the information needed for the online registration. DO NOT SEND THE PAPER FORM IN. This is for your use only.
- Payment is by credit card only.
- Required forms (emergency medical and liability risk waiver, code of conduct, and photo/media release) are on the event website as well as attached to this email. Submit required forms for each youth and adult leader/advisor to the State 4-H Office by December 11. (address at the bottom of this document)
- Participants must rank their workshop choices when registering.
- Adult leaders/advisors must also complete the online registration form and be screened or provide proof from their organization of current screening. Additional screening information provided in the Volunteer Screening Instructions below.
- Each group must have an adult leader/advisor. Groups of 10 or more will require 2 adults (one of each gender if attendees are a mixed group)
- To complete registration, each youth must have an adult leader/advisor listed on their online registration form.

Registration: Opens October 18. To register visit: go.illinois.edu/4hteen
Registration closes: December 4 or when capacity is met.
Required Forms Deadline: Forms must be postmarked by December 11 and mailed to: State 4-H Office, Teen Leadership Conference, ATTN: Karen Bickers, 801 N. Country Fair Drive, Champaign, IL 61821. Forms can be found attached to the invitation email or by going to the online registration form and clicking on the link provided in the top section.
Cost: The $175 fee will cover hotel room (2/room), t-shirt, dinner, breakfast, lunch, snack, and programming.

Workshop 1 Registration: Participants have four options for this session; however, they will attend TWO of the following sessions and need to rank their preferences on the registration form (1=most wanted; to 4=least wanted):

- **Your Digital Image**: What is your Brand? Learn what your online profile really says about you and how to build a digital identity that shows college acceptance officers, scholarship committees, and potential employers what they want to see.
- **Let’s Shout About It**: Speaking in front of a group is the #1 fear, but it’s required of leaders. Learn tips to help alleviate some of that anxiety and become more comfortable in preparing presentations.
- **Snap, Post, Tweet, Repeat**: You know your group is amazing, but who else does? Explore ways you can use SnapChat, Instagram, and other social media sites to help your group raise funds, recruit members, or share the good stuff your group is doing to change the world. Yep, we’ll be snapping and posting throughout the session!
- **Advocate for Change**: You want to change a school rule or convince the park district that a skateboard park is needed. Where do you start, what steps are needed, or who do you need to talk to? This session will help you get organized and prepared to make the impact needed to advocate for change in your community around issues that are important to you.

Workshop 2 Registration: Youth will attend ONE of the following two sessions and should indicate which one most suits their experience level:

- **Finding Your Niche (for “experienced” leaders)**
  So you’re a leader, now what? Let us help you figure out how to make your leadership experience count for something beyond your current experiences.

- **New Leaders – Will You Sink or Swim?**
  As a new leader, you have lots of questions and have a lot to learn. Discover how to be great at it and the traps to avoid along the way.

Conference check in: 9:00 – 9:45 a.m. on Saturday, January 13, 2018,
Program begins: 10:00 a.m.
Program ends: 11:15 a.m. on Sunday, January 14, 2018

Cancellations & Refunds: All cancellations and refund requests must be received in writing by the State 4-H Office by 5 p.m. on the date specified below in order to receive any portion of a refund. Requests may be faxed (217/333-9287) or e-mailed to illinois4H@illinois.edu.

- Cancellations prior to 5 p.m. on December 4, 2017 will receive a full refund.
- Cancellations made between December 4, 2017 (5 p.m.) and December 18, 2017 (5 p.m.) will receive a 50% refund.
- No refunds will be issued for cancellations received after 5:00 p.m. on December 18, 2017.

*NOTE: Another teen of the same gender may be substituted for a cancellation up to January 10, 2018 (5 p.m.) without penalty. If a substitute is not named, no refund will be issued after the December 18*
Adult Leaders/Advisors

- Adult leaders/advisors use the same link as youths to register. Adults may attend the conference at no charge, thanks to the generosity of the Illinois 4-H Foundation.
- One adult must be registered for each group. Groups of 10 or more youth leaders will require 2 adults (one of each gender if attendees are a mixed group).
- Adults must be at least 21 years or older.
- All adults who attend the Teen Leadership Conference representing a school or community organization must be screened as per University of Illinois policies OR have completed screening that includes criminal background check and Child Abuse & Neglect Screening through their organization. Youth organizations can send an email or letter on letterhead verifying the adult coming has been screened and providing the screening system used. The University of Illinois Extension reserves the right to require additional screening to meet University policies. Screening verification address in the next section.
- Adult leaders/advisors will also serve as chaperones during the conference.
- Adult leaders/advisors will be assigned two per hotel room.

Volunteer Screening Instructions for Adult Leaders/Advisors:

- Complete the Child Abuse & Neglect Screening (CANTS) form (attached), giving permission to conduct a background check. Fax (217-333-9287) or email the form to Karen Bickers (kbickers@illinois.edu).
- Complete a Conviction Information Name Check Request form (Illinois State Police Check), giving permission to conduct conviction check. Fax (217-333-9287) or email the form to Karen Bickers (kbickers@illinois.edu).
- Complete two required online training modules. Both of these short training modules can be accessed at the website below:
  - Child Protection Training
  - Overnight Chaperone Training
    https://4h.extension.illinois.edu/volunteers/training/
    NOTE – when you access the online training site for the first time you will need to create a log in which requires you to enter an email address and a password. A confirmation of training completion will be sent to the email provided; email confirmation will also be sent to the State 4-H Office.

Planning: The Illinois 4-H Teen Leadership Planning Committee – made up of teens and adults -- plans and leads this conference.

Support: The program is supported with funds from the Illinois 4-H Foundation and additional sponsors.

For more information: If you have any questions about the content, program agenda, or curriculum of the conference, please feel free to contact the following member of the planning committee:

- Debra Stocker, dstocker@illinois.edu
If you have any questions about registration, payment, or logistics of the conference, please feel free to contact the following member of the State 4-H Office:

- Carla Blue, blue1@illinois.edu.

Address to mail screening verification and/or required forms:
State 4-H Office
Teen Leadership Conference
ATTN: Karen Bickers
801 N. Country Fair Drive
Champaign, IL 61821