



YOUTH TO WASHINGTON HANDBOOK

North Dakota Association
of Rural Electric Cooperatives

WELCOME TO THE TRIP OF A LIFETIME!

Congratulations on being selected to represent North Dakota's electric cooperatives on the trip of a lifetime! The Electric Cooperative Youth Tour will bring you together with high school sophomores, juniors and seniors from across the country. In one jam-packed week, you and your fellow students will experience our nation's capital and visit locations people from around the world aspire to behold.

Although well known for its magnificent monuments and heroic memorials, Washington, D.C., is itself steeped in history. You'll walk the same halls, streets and ground as some of our greatest leaders and American heroes. You'll discover historic battlefields, national monuments, priceless works of art, world-class museums and many other treasures of our American heritage. The tour will also provide an opportunity to observe the inner workings of our nation's government. You'll visit with our state's elected leaders, and you'll have a chance to see where the laws affecting millions of citizens across the country are crafted. It is our mission to ensure you increase your appreciation of our country's heritage during your time in America's capital while also learning more about electric cooperatives.

On behalf of North Dakota electric cooperatives, we would like to extend a warm welcome to you! Important information is included in this manual to make your trip comfortable, safe and enjoyable. Please take the time to read everything to ensure you're well prepared for a great adventure!

Best regards,



Pamela Clark-Stein
Youth Tour Director
NDAREC



Krista Rausch
Lead Youth Tour Chaperone
NDAREC



THINGS TO KEEP IN MIND

DELEGATES

As an Electric Cooperative Youth Tour delegate, you are required to know and follow the rules. Please read this handbook thoroughly prior to arriving for orientation.

There will be other juniors and seniors accompanying you on the tour. These delegates — like you — are from rural communities across the state. Most have never met each other and will be just as nervous as you. We want to reassure you the Youth Tour staff has created an orientation agenda for the first day that allows you to get to know your fellow travelers and start to feel more at ease. You will find it hard to believe on the first day — but by the end of our time together you will have lifelong friends!

PARENTS

Please read this manual to familiarize yourself with the Youth Tour program. This will help you to assist your son or daughter in preparing for this once-in-a-lifetime opportunity.

To ensure a rewarding and memorable journey, it is imperative that your son or daughter read and follow the rules and guidelines set forth in this handbook. If you have any questions, please feel free to contact Youth Tour Director Pamela Clark-Stein at pstein@ndarec.com, (701) 667-6408 or (701) 220-4041.

YOUTH TOUR CHAPERONES

At orientation, you will meet your chaperones, who will accompany you while touring. There will be one chaperone for every five students. In addition, there will be chaperones from other states attending the Youth Tour in Washington, D.C. Your chaperones have cell phones and will be in touch with you constantly.

Your Youth Tour chaperones are there first and foremost to ensure your safety and well-being during the tour. They are there to support you. If you have a problem, please feel safe to confide in them. They will work hard to assist you and ensure you have a memorable experience.

YOUTH LEADERSHIP COUNCIL

In addition to attending the Electric Cooperative Youth Tour, delegates are encouraged to apply for a position on the National Rural Electric Cooperative Association's (NRECA) Youth Leadership Council (YLC), which includes one representative from each state.

Applications will be sent out in May, and the YLC delegate will be selected during Youth Tour. As members of YLC, delegates become a part of a prestigious group of talented individuals who will make new friends and become part of an influential network of current and past YLC members. These leaders will meet virtually throughout 2023 and participate in additional leadership training, co-op forums and community activities.

This annual leadership experience will officially commence at NRECA's 2024 PowerXchange, held in San Antonio, Texas. YLC delegates will need to be in San Antonio March 1- 6, 2024. The trip to San Antonio will be paid for by NDAREC and NRECA. Meals, travel, lodging and entertainment are all covered.

While in San Antonio, the group will spend a few days reflecting on the experiences they've had throughout the year, attend informational and entertaining conference sessions alongside electric cooperative leaders from across the country, and solidify lifelong friendships and connections.

ORIENTATION

Parents are urged to attend orientation because we will discuss the logistics, itinerary and our accommodations. We will also cover the Youth Tour code of conduct and behavior expectations.

The North Dakota Association of Rural Electric Cooperatives (NDAREC) will host an orientation for Youth Tour delegates, their parents and chaperones on Saturday, June 17, 2023, at NDAREC headquarters, 3201 Nygren Drive NW, Mandan. The program will begin at 2 p.m.

After the orientation, a “get acquainted” dinner will be hosted by NDAREC. Hotel accommodations will be provided that night at the Baymont Inn & Suites for the delegates and parent(s) at no cost to the delegates or their parent(s).

At orientation, delegates will receive a backpack containing t-shirts for each day of the tour, a name badge holder, luggage tags and other miscellaneous items for their trip.

YOUTH TOUR TRAVEL

FLIGHTS

We will fly round-trip via Delta airlines. Our flight itinerary is included below. Please note: flight numbers and schedules are subject to change. We will keep delegates and parents apprised of any changes.

Sunday, June 18, 2023

DL3984	7 a.m.	Depart Bismarck Airport
	8:34 a.m.	Arrive Minneapolis-St. Paul International Airport
DL2436	10:39 a.m.	Depart Minneapolis-St. Paul International Airport
	2 p.m.	Arrive Ronald Reagan National Airport, Washington, D.C.

Friday, June 23, 2023

DL2442	7 p.m.	Depart Ronald Reagan National Airport, Washington, D.C.
	8:45 p.m.	Arrive Minneapolis-St. Paul International Airport
DL1126	10:55 p.m.	Depart Minneapolis-St. Paul International Airport
	12:22 a.m.	Arrive Bismarck Airport

HOTEL ACCOMMODATIONS

While exploring our nation’s capital, we stay at the Hyatt Regency Crystal City at Reagan National Airport, 2799 Richmond Highway, Arlington, Virginia, United States, 22202. The phone number is (703) 418-1234.

GROUND TRANSPORTATION

Once in Washington, D.C., we will travel via private tour bus. Food and drinks are allowed on the bus. However, if at any time the bus becomes messy or trash is left on the bus, we will be denied that privilege.

RETURNING TO NORTH DAKOTA AND DELEGATE PICK-UP

Parents are expected to pick up delegates from the Bismarck Airport. Delegates are scheduled to arrive at the airport at 12:22 a.m. on Saturday, June 24. Because we are arriving so late and many of you will have a long drive home, rooms will be provided for delegates and their parent(s) at the Baymont Inn and Suites.

HEALTH AND SAFETY PROTOCOLS

DURING THE TRIP

- Each chaperone will carry a first aid kit for minor ailments.
- There are two nurses on duty at the hotel. Be sure to let a chaperone know if something is wrong so any illness/injuries can be dealt with appropriately.
- Hand sanitizer will be readily available on the bus. Everyone will also receive their own bottle of travel-sized hand sanitizer for the duration of the trip.
- Be sure to stay hydrated! Washington, D.C., is hot and humid in June.
- Wear sunscreen daily as we will be spending a lot of time outdoors. Reapply as needed.
- In the event of an illness, a quarantine room will be available.

There will be two nurses on duty at the hotel 24 hours a day. Delegates feeling ill or those who are injured should contact Lead Chaperone Krista Rausch, (701) 720-7209, immediately.

MEDICAL NEEDS AND/OR HEALTH CONDITIONS

Delegates and parents are required to note any special medical needs or health conditions on the online medical form.

***IMPORTANT NOTE FOR PARENTS:** Because our trip requires physical stamina, it is important we are aware of all health conditions or behavioral issues. Health conditions include but are not limited to: insulin-dependent diabetes, cardiac conditions, asthma, seizure disorders, cognitive disorders and serious allergies. These conditions will not exclude delegates from participating in Youth Tour, but we need to be aware of them to ensure the delegates' health and safety.*



HOTEL INFORMATION

HOTEL

Hyatt Regency Crystal City at Reagan National Airport
2799 Richmond Highway, Arlington, Virginia, United States, 22202
(703) 418-1234

ROOM ASSIGNMENTS

You will be sharing a room with a randomly assigned, gender-appropriate delegate. Each delegate will have his/her/their own bed. Unfortunately, we can't honor special rooming requests, and room changes will not be allowed.

SECURITY, BED CHECKS AND CURFEW

Each night, students must return to their assigned rooms before curfew. Unless otherwise noted on the itinerary, the nightly curfew will be 10:30 p.m. Every evening, bed checks will be performed by Youth Tour chaperones. Chaperones require face-to-face confirmation that delegates are in their assigned rooms.

Security guards will monitor the hallways between the hours of 11:00 p.m. and 6:30 a.m. Any delegate observed out of his/her/their room once bed checks have occurred will be subject to reprimand and could be sent home at his/her/their parents' expense.

Chaperone rooms are distributed among the delegates' rooms to ensure immediate availability in the event of an emergency.

HOTEL MISCELLANEOUS

If you need anything while you are at the hotel, DO NOT GO TO THE FRONT DESK. Please contact Krista Rausch, the lead chaperone, with your request.

- **Telephone calls:** You will have a phone in your room to use for calls within the hotel; however, you will NOT be allowed to make long-distance calls from your room at any time during the week.
 - **Hotel services and amenities:** To keep hotel costs affordable, you will have limited or no access to many guest services and amenities offered at the hotel during our trip including room service, pay-per-view TV channels, valet service, long-distance telephone, etc.
 - **Wake-up calls:** The hotel we will be staying at will be very busy this time of year and the wake-up call service may be overwhelmed or unreliable. We recommend you bring a travel alarm clock or use the alarm clock function on your cell phone. It is very important delegates are on time so we can stick to our very busy schedule. If you are an early riser, we encourage you to wake up roommates and friends who may oversleep. If you are aware your roommate is still sleeping at designated meeting time, please inform the lead chaperone immediately.
 - **Swimming pool and workout facilities:** Unfortunately, the pool and gym at the hotel will not be available to delegates during our stay.
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WHAT TO BRING

MEDICATION

Delegates should carry medications in their original containers and plan to take them on their own, as prescribed. Prescription medications must be noted on the health form where indicated.

Over-the-counter medications (i.e. Tylenol, Claritin, etc.) may be kept by the individual delegate to use as needed.

PHOTO ID

Be sure to bring a government-issued photo ID, such as a driver's license or passport. A school ID is NOT acceptable. Some tour stops will have a security checkpoint requiring some form of government-issued photo ID. We ask that you carry this ID in your name badge holder to reduce the risk of it being lost or stolen.

NAME BADGE HOLDER

You will be given a name badge holder at orientation. Delegates will, unless otherwise directed by the Youth Tour director or chaperones, wear name badges at all times. The name badge holder has a zipper pocket, making it easy to safely store cash, credit/debit cards and personal identification in place of a purse or wallet. The fewer items you carry through security mean less time lost at a tour stop. Since you are required to always wear the badge, there is very little chance of items being lost or stolen.

MONEY AND VALUABLES

Remember this is an all-inclusive trip, which means your electric cooperative will pay for all your travel, lodging and meals. Each delegate will be given a debit card to cover the cost of scheduled meals during the trip. Debit cards will be used for meal stops at food courts and/or other "fast food" options. These stops will be clearly marked on your itinerary and you will be reminded before exiting the bus on those stops.

You will need to take your own money for personal items such as souvenirs, snacks, post cards, etc. We will not be stopping at banks during the tour, so be careful with the money you bring. Budget your money and keep it safe! Poor money management is not considered an emergency.

Take extra precautions with any valuables you may bring such as cameras, watches, jewelry, etc. While we will generally be touring in well-protected areas, Washington, D.C., is a city where theft is common. Here are some tips to keep your valuables safe:

- Keep cash and credit/debit cards in your name badge holder. Since it is worn at all times while you are touring and in the hotel, chances are you will not misplace it.
 - Try to have identification on all your valuable items.
 - NEVER set a camera, wallet or purse down while you are shopping and/or touring. Due to our schedule, we can't return to previous stops for items left behind.
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WHAT TO BRING (CONTINUED)

CELL PHONE POLICY

We require all delegates to bring a cell phone, because we have found this to be an effective means of communication in the event of an emergency. If you do not have a cell phone, borrow one from a family member or contact the Youth Tour director to discuss other options. Pre-paid phones are also acceptable options as long as they can receive texts and have the option for data use (in case you need a map should you be separated from the group).

Our cell phone policy is simple. You are welcome to carry phones with you during the day while we are outside of the hotel and use them to take pictures. However, it is also important to be aware of your surroundings and live in the moment.

Delegates are not allowed to text or message excessively while touring or participating in group activities. Unless there is an emergency, personal calls and texts from family and friends should be limited to those hours when you are in your hotel room. Delegates who use their phone excessively during the day will be given a warning and parents will be notified. If they continue to ignore the policy, a chaperone will take possession of their phone, and it will be returned to the student at the chaperone's discretion.

If you have a family emergency arise, please report it to a chaperone immediately and arrangements will be made for you to communicate with the appropriate individuals.

In the event of an emergency, parents may contact Lead Chaperone Krista Rausch at (701) 720-7209.

CAMERA

If you bring a digital camera, bring plenty of memory cards.

If you plan to use the camera on your cell phone, please read the Cell Phone Policy included in this handbook.

PERSONAL ELECTRONICS AND COMPUTERS

One of the many benefits of the Electric Cooperative Youth Tour is the opportunity to meet your fellow delegates and make new friends across the state and country. It is difficult to get to know people — and you could miss important instructions — if you are surfing the internet or listening to your music.

We encourage you to bring a personal electronic device for use in your hotel room and on the airplane. However, we ask delegates to **leave laptop computers at home**. There is very limited access to free WiFi service while on Youth Tour.

WHAT TO PACK

LUGGAGE

All delegates will be allowed one checked bag up to 50 pounds, which will be paid for by their electric cooperative. Any additional checked baggage fees or overweight baggage fees will be at the delegates' own expense.

In addition, the airline allows one carry-on and one personal item (i.e. purse, backpack, etc.). The carry-on must be small enough to fit in the overhead compartment or underneath the seat in front of you. If it does not fit those guidelines, you will be required to check the bag at your expense. To get more information on baggage restrictions/requirements please visit www.delta.com.

Each delegate is provided with a backpack and six shirts (one for each day of the trip) at orientation. Please make sure you leave enough room in your luggage for the shirts. Some delegates use their backpack as one of their carry-on bags.

DRESS/CLOTHING GUIDELINES

As a participant of the North Dakota Youth Tour, you are representing your cooperative, your community and the state of North Dakota. You are expected to always dress appropriately. Please be sure to read this section thoroughly to ensure you meet all the clothing requirements.

You will be given a different colored t-shirt to wear each day while touring as well as a shirt for each travel day. With the exception of Capitol Hill Day and our evening at the Kennedy Center (see below), dress will be casual, but tasteful. Shorts, skirts, capris and jeans are acceptable. Choose your clothes and shoes wisely! You will do a lot of walking during this trip, so your clothes and shoes should be comfortable. When we are not on the bus, there will be limited opportunities to sit down, and some portions of the tour will involve walking multiple miles in the summer heat of Washington D.C., so please plan accordingly.

Capitol Hill Day. On Wednesday, when we meet with our Congressional delegation, the attire will be more formal. A polo will be provided, and the expectation is for everyone to wear either black pants, nice black shorts (not basketball shorts) or a black skirt. If you have any questions on what is appropriate, please contact Youth Tour Director Pamela Clark Stein at pstein@ndarec.com, (701) 667-6408 or (701) 220-4041.

Kennedy Center. On Thursday, we will attend a stage production of *The Lion King* at the John F. Kennedy Center for Performing Arts. Please pack a more formal outfit for the event, such as a nice shirt and pants or a dress. We will return to the hotel to change before the show.

WHAT TO PACK (CONTINUED)

THE FOLLOWING CLOTHING POLICIES WILL BE ENFORCED:

- Clothing must be tasteful, but comfortable.
- Your clothing may not be revealing or overly tight.
- Clothing should fit at the waist or upper hip, and shorts and skirts must be midlength in length or longer.
- Your chest, back, torso, midsection and undergarments must be covered at all times.
- Clothing displaying images of alcohol or tobacco products, or offensive words and pictures is not permitted.
- Clothing must not be torn or ripped.
- Cut-off shorts, gym shorts and spandex are NOT allowed.
- Yoga pants, leggings and sweatpants are NOT allowed.
- Political attire is not permitted during the trip as you are representing your electric cooperative. If you choose to purchase these items, you will be asked to keep them in your luggage. If you're seen wearing these items, you will be given a warning. If you continue to wear the item, a chaperone will take possession of it.
- Absolutely no flip-flops are allowed during the trip. These types of shoes can be hazardous while touring and cause accidents such as falls or getting caught in escalators or other moving walkways. Tennis shoes, hiking shoes, flats and sandals (if they have a strap that goes around the back of your ankle) are good choices.

ADDITIONAL ITEMS TO PACK

By following the clothing recommendations outlined here and looking over the itinerary, you should have a good sense of what to pack. As stated previously, you will be given six shirts to wear each day of the trip. You can wear shorts, pants, capris or skirts. Disposable rain ponchos will also be available for each delegate.

OTHER SUGGESTED ITEMS:

- Hat (please note: there are times hats will not be allowed, such as when we meet with our congressional delegation)
- A sweater and/or jacket
- Sunscreen
- Sunglasses
- Extra contact lenses and solution
- Prescription medication
- Aspirin and over-the-counter medication, as needed

DO NOT PACK:

- Knives, guns, explosives, lighters, etc.
 - Alcohol, tobacco or illegal drugs
 - Laptops, laser pointers or other electronics
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MORE HELPFUL INFORMATION

MEALS

We provide three meals per day, as well as water and snacks throughout our busy schedule. Breakfast will be served at the hotel every morning before we leave. Lunch and dinner may be in a restaurant, a food court or catered. No one goes hungry on Youth Tour!

If you have special dietary needs, please note them on the delegate health form and notify Lead Chaperone Krista Rausch prior to departure at krausch@ndarec.com, (701) 667-6411 or (701) 720-7209.

MONEY

You will be given a pre-loaded debit card at orientation. This card should be kept in your name badge holder, along with your photo ID, cash and other debit/credit cards. The provided debit card will be used for counter service meals. A list of the days and places it should be used will be given to you with the card, as well as a suggested budget per meal. Please remember to budget and keep the card safe.

STAYING HEALTHY

We have a very rigorous itinerary throughout the six-day trip, and Washington, D.C., can be very hot and humid. It is important to eat during designated meal times and stay hydrated! This will help you keep your energy level stable and ensure you do not become ill and miss any of the trip. We provide access to cold bottled water throughout the trip, along with snacks in between meals.

We will be doing a good deal of walking while in Washington, D.C., so please keep this in mind when selecting a pair of comfortable, sturdy walking shoes. Blisters can be very painful.



YOUTH TOUR CODE OF CONDUCT

DELEGATE CONDUCT

The following list of guidelines should always be observed while on the Electric Cooperative Youth Tour:

- **NO GIRLS IN BOYS' ROOMS AND NO BOYS IN GIRLS' ROOMS! BREAKING THIS RULE WILL EARN YOU A TRIP HOME AT THE EXPENSE OF YOUR PARENT(S).**
 - There will be a curfew every night. Delegates must be in their rooms for bed check each night without exception. Any delegate observed outside his/her room once bed checks have occurred will be subject to reprimand and could be sent home at the expense of his/her/their parent(s).
 - The legal drinking age for alcoholic beverages is 21 years of age. Any delegate suspected of drinking or using illegal drugs will be reported to local law enforcement and sent home at the expense of his/her/their parent(s).
 - **BE ON TIME.** It is very important that delegates are on time so we can stick to our very busy schedule. If you are an early riser, we encourage you to wake up roommates and friends who may oversleep. If you are aware your roommate is still sleeping at designated meeting time, please inform the lead chaperone immediately.
 - Wear your name badge holder at all times. Keep your money, debit/credit card(s) and photo ID in your name badge holder. Do not leave money out in your hotel room. Do not give money to panhandlers.
 - Avoid excessive noise (verbal and/or electronic).
 - Appropriate clothing is required to be worn in all public areas, including the hotel hallways.
 - Do not damage property or steal any items. Any damages incurred above and beyond normal wear and tear or costs for stolen items will be assessed and charged to those responsible.
 - Do not crowd the elevators or escalators or hold elevator doors open for extended periods of time. Be courteous.
 - Do not leave your bags or personal belongings unattended in the hallway or lobby.
 - Food and beverage deliveries from outside the hotel (DoorDash, Uber Eats, etc.) are not permitted.
 - For safety reasons, do not prop hotel doors open when stepping out of the room even for a short period of time. There are other guests in the hotel that are not part of Youth Tour.
 - All local and state ordinances must be observed and are enforced on hotel properties by hotel staff and law enforcement authorities.
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DOS AND DO NOTS

DO...

- Wear your name badge holder at all times.
- Conduct yourself in a safe and mature manner at all times.
- Be in your assigned hotel room prior to bed check each night.
- Always walk to the right, allowing room for others to pass by. Remember, you are not the only one at museums, hotels or on the sidewalks.
- Keep your hotel room neat and clean.
- Remember safety first. ALWAYS stay in a group of three or more when touring.
- Remember to drink plenty of fluids and use sunscreen as needed. Don't let a sunburn or dehydration ruin your trip!
- Let a Youth Tour chaperone know immediately if you become ill or injured.
- Have fun!

DON'T...

- Use cigarettes, alcohol or drugs (other than prescription medication) while on the Electric Cooperative Youth Tour. This is strictly prohibited, and violators will be returned home IMMEDIATELY at their parents' expense.
- Leave the hotel premises at any time without a chaperone.
- Violate the "NO GIRLS IN BOYS' ROOM, NO BOYS IN GIRLS' ROOM" rule.
- Go off by yourself while touring. Stay in groups of at least three or more at all times.
- Talk with street people who may try to give you brochures or give you directions. Do NOT give them money!
- Leave valuables in your hotel room while you are away.
- Joke when security is checking your belongings. The security officers take their jobs very seriously and you may detain our group by joking about smuggling bombs, weapons, etc.



MAKE IT A ONCE-IN-A-LIFETIME TRIP!

- Arrive prepared. There is a tremendous amount of walking involved. Break in those shoes BEFORE the Youth Tour.
- Always remember to travel in groups of three or more during tour stops.
- Try to sit with new people when you get on the bus or when eating meals. Making new friends is the best part of the trip.
- Sometimes weather or other problems arise which result in a change to our itinerary. It is best if everyone remains flexible during these times. Don't worry because your Youth Tour director and chaperones have a variety of back-up plans to ensure you will still have a rewarding and memorable trip to Washington, D.C.

SEE YOU SOON!!!





