



MARCH 16 – 21, 2027 | WASHINGTON D.C

CWF @ IGNITE CHAPERONE GUIDE

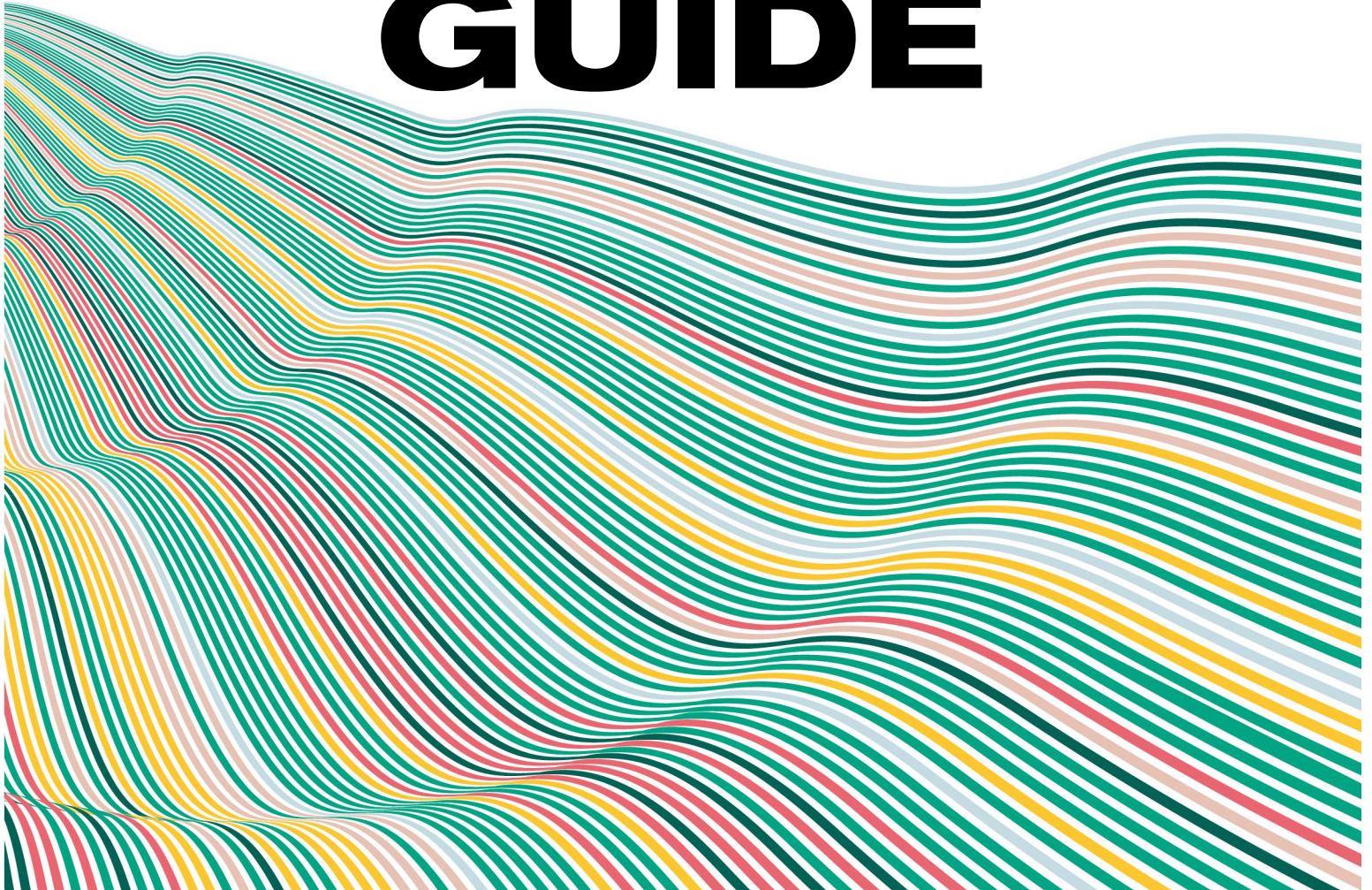


Table of Contents

Program Overview, Objectives & Participants, Dress Code and Code of Conduct.....	Click here
Before You Arrive: Payment, Registration Fee, Ignite Portal, Event App.....	Click here
Chaperones & Staffing: Roles, Responsibilities, Lead Chaperone Info.....	Click here
Travel & Transportation.....	Click here
Lodging & Hotel Incidentals.....	Click here
Schedule & Logistics.....	3-4
Programming & Activities.....	5-9
Health & Safety.....	Click here
Delegation Exploration and Ideas for Extended Stays in DC.....	Click here



Schedule & Logistics

CWF @ Ignite Schedule Information

All schedules for the CWF @ Ignite program are TENTATIVE, meaning they may change, up to the date of the event. Every effort will be made not to make drastic changes to the schedule, especially last minute. Whenever a significant alteration is made, you will be notified.

The most up to date schedule can be found [here](#).

Arrival Information

Your group may check into their assigned hotel any time after 4 p.m. on **Tuesday, March 16**. If you are delayed en route, please contact events@4-h.org or call 301-961-2901

CWF Registration will take place on **Wednesday, March 17** in your assigned bus dismissal room. Groups may not register before this time. At this time you will meet your Program Assistant(s) who will provide your name badges, any additional instructions and will provide instructions for loading buses for Capitol Hill Day.

Luggage Storage

If you would like to store your luggage before registration, luggage storage will be available through all hotels on Tuesday, March 16.

Onsite Registration Information

Hotel check in begins at 4 p.m. on Tuesday, March 16 at all hotels. If you arrive prior to 4 p.m., most likely hotel rooms will not be available. Upon check in you will receive your Ignite registration materials.

If you are delayed en route, please contact events@4-h.org or 301-961-2901. Arrangements will be made to orient your group to the program as quickly and smoothly as possible upon your arrival.

All Lead Chaperones are required to provide an approximate arrival time for your delegation.

Meals

The following meals are included in your Ignite ticket price:

- **Tuesday, March 16:** None.
 - Please make sure to make dinner arrangements for your group. Dinner at the Washington Hilton is not available due to limited contracted space.
- **Wednesday, March 17:** Breakfast To-Go, Capitol Hill Day Luncheon and Dinner
- **Thursday, March 26:** Breakfast, Lunch and Dinner
- **Friday, March 27:** Breakfast To-Go, Lunch and Dinner
- **Saturday, March 28:** Breakfast To-Go, Lunch and Dinner
- **Sunday, March 29:** Breakfast & Optional Boxed Lunch (sign-up required)

Many meals have assigned rooms and tables. Please respect these assignments and make sure your teens do as well to ensure adequate seating.

Bus Dismissal & Loading

Each time your delegation leaves the hotel, you will be dismissed from a specific location with your PA leading you to the designated bus. Please do not proceed to any buses without your PA.

Wednesday, March 17 – Capitol Hill Day

- Bus Dismissal at 7 a.m.

Thursday, March 18 – Self-Guided Tour of National Monuments & Memorials

- Bus Dismissal: 6 p.m.

Friday, March 19 – Arlington National Cemetery & Drive by Tour U.S. Marine Corps War Memorial

- Bus Dismissal at 6:30 a.m.

Saturday, March 20 – Community Service

- Bus Dismissal: 7:30 a.m.



Due to liability, staffing, and parking restrictions, groups will not, under ANY circumstances, be permitted to use their own bus, vans or private cars for Ignite activities.

Optional State's Night Out and Delegation Day

If you've attend CWF in the past, you may notice there is not a dedicated time for State's Night Out and Delegation Day during CWF @ Ignite. Based on feedback, these are no longer part of the core CWF @ Ignite schedule, but we did build the schedule in a way that delegations can plan these on their own if desired:

- **State's Night Out:** If interested in planning a State's Night Out, we recommend utilizing **Tuesday, March 16**. Dinner at the Washington Hilton is not offered (per the CWF @ Ignite schedule above) so this evening is a perfect opportunity to schedule State's Night Out plans, if interested. State's Night Out was historically a time the Lead Chaperone planned a unique experience for their group such as going to a theater show or sporting event. If interested, each delegation is responsible for their own transportation, tickets and dinner plans.
- **Delegation Day:** If interested in planning a Delegation Day, we recommend utilizing **Sunday, March 21**. Breakfast will be provided, and you may sign up for an optional boxed lunch to take with you. If interested, each delegation is responsible for their own transportation, tickets and plans.
- For ideas, see page 24 of the [Ignite Chaperone Guide](#).



Programming & Activities

CWF @ Ignite Specific Events

All general Ignite events can be found on page 17-18 in the general Ignite Chaperone Guide.

- **Arlington National Cemetery:** Visit the Kennedy Gravesite, the Tomb of the Unknown, Arlington House, and the changing of the guard. Be ready for the weather! Everyone 16 years and older needs a photo ID.
- **Capitol Hill Day:** See below.
- **Capitol Hill Day Luncheon:** Join members of the Congressional Clover Club, 4-H alumni now serving as staff on Capitol Hill, for a luncheon highlighting how their 4-H experiences shaped their leadership, civic engagement, and community impact. Hear firsthand how the values learned in 4-H continue to influence decisions and their service within the halls of Congress.
- **Congressional Clovers Panel:** This panel features former 4-H'ers now working on Capitol Hill who will share how their 4-H experiences shaped their career paths. Learn about the many roles within congressional offices and what it's like to work in government. The session provides real-world insights and inspiration for youth interested in public service careers.
- **Community Service:** Each CWF bus will participate in a community service project with a local organization, providing an opportunity to serve the Washington, D.C. community alongside your fellow delegates. Project assignments will be made in advance, and additional details including locations, activities, and any packing recommendations will be shared once experiences have been finalized.
- **Smithsonian Tours:** This will be an optional opportunity for your delegation to visit a Smithsonian Museum with a curated experience specifically focused on civic engagement. More information will be provided when the Lead Chaperone Form opens in December 2026.
- **Guided Tours of National Monuments & Memorials:** See below.
- **Lunch at Pentagon City Mall:** Back by popular demand. A food voucher will be provided for all attendees to purchase lunch at Pentagon City Mall.
- **Morning Session with Jill Bramble & 4-H Congressional Caucus Members**
- **Workshops:** See below.

Workshops

Workshops are required for all teens to attend. Each teen participating in the CWF @ Ignite track will pre-register for the following workshop sessions:

- 2 Career Connections Workshops
- 2 Explore Workshops

CWF @ Ignite Workshops will cover the same topics for all participants and will be assigned in advance. Teens will be randomly placed into workshop groups to ensure a mix of delegates from different states. Final topics and content for these sessions will be shared once confirmed. 2027 CWF @ Ignite Workshops include:

- **Civic Engagement & Leadership**
- **Local Government & Advocacy**
- **First Amendment Activity & Workshop**
- **Active Listening & Civil Discourse**
- **Town Hall**

CWF @ Ignite teens will need to pre-register to attend **Career Connections Workshops** and **Explore Workshops** of their choosing. We encourage early registration! Each workshop has limited capacity, and once capacity is reached, we cannot add additional seats for that workshop.

Teen workshop registration opens **January 13 at 3 p.m. EST**. All required forms must be completed by that time to register for workshops. Workshop registration closes on **January 22 at midnight EST**. Teens that do not register for workshops by January 22 will be assigned to open workshops.

Explore Workshops allow teens to explore other tracks and maybe even discover a new spark!

Career Connections Workshops help teens become career-ready by building essential life and professional skills, encouraging them to think bigger, explore pathways, and connect with real-world careers that lead to future success.

Guided Tours of National Monuments & Memorials

All attendees will be dropped off at the National Mall and will have access to a digital guide for a self-guided tour of Washington, D.C.'s monuments and memorials. Program Assistants will be located at monuments and memorials at the National Mall to provide commentary about each location.

- **Thursday (Night):** Delegations may stop at Constitution Gardens, World War II Memorial, Vietnam Veterans Memorial, Lincoln Memorial, Korean War Veterans Memorial, Martin Luther King Jr. Memorial, Franklin Delano Roosevelt Memorial and the Thomas Jefferson Memorial.
- **Friday:** Delegations will drive by the Marine Corps War Memorial on the way to Arlington National Cemetery.

Capitol Hill Day

Capitol Hill Day is your opportunity to explore the Capitol Hill area, take guided tours, and meet with Congress members. Please note that any appointments with Senators and House members are arranged by individual delegations, not by National 4-H Council.

The Lead Chaperone is responsible for arranging all Capitol Hill Day activities, but delegates should also play an important role in the planning. Refer to the schedule to see how this day fits into the program week. Your day on Capitol Hill may include:

- Meeting with senators, representatives, and legislative staff to express opinions and ask questions.
- Attending congressional committee hearings and visiting the Senate or House Galleries to observe the legislative branch of government in action.
- Getting a tour of the Capitol from a Congress staff member.
- Visiting other government sites in the area

A general plan for Capitol Hill Day is due as part of the Lead Chaperone Form on **Friday, January 22**. While we understand that final confirmation from congressional offices may come later, submitting a general outline helps us prepare our PAs and National 4-H Council staff to better support your group onsite and ensure your schedule is realistic given transportation and walking time between locations.

Your delegation will be picked up at 4 p.m. on an agreed upon location from Capitol Hill. Your CWF PA will serve as Bus Captain for your bus.

Scheduling a Congressional Appointment

- Most visitors to Washington, D.C. consider visiting their legislators a priority. However, the time demands on members of Congress are extraordinary and sometimes previously made appointments cannot be met. In the congressperson's absence, you will most likely be met by a Congressional staff member. Staff members are very important in helping the legislator formulate opinions and policies. Take advantage of their knowledge and time and try not to feel slighted. Requests for appointments with senators and representatives must be made several months in advance. Include the following information in your letter requesting an appointment for your group:
 - The name of the group, the number in the group, and the name of the program you are attending.
 - The date and time your group wishes to meet with your legislator between **9:15 a.m.** and **2:30 p.m.** on **Wednesday, March 17, 2027**
 - THIS IS THE ONLY DAY of at CWF @ Ignite set aside for meetings with members of Congress. If possible, request appointments for early in the morning or immediately after lunch to use your time most effectively. Your elected members of Congress must arrange visits according to their personal schedules and commitments. However, whenever possible, they like to accommodate your group according to your schedule and will appreciate knowing what time options you have.
- Allow at least 20 minutes between each scheduled visit. Distances from the House side to the Senate side of the Capitol are greater than they appear and finding offices takes longer than you expect.
- Congressional offices may also be helpful in arranging special Capitol tours and obtaining tickets for White House tours, Library of Congress tours, etc. These requests must also be made several months in advance.
- Ask your congressperson's office about group photos that may be available at a small cost.

Contact Eliza Hernandez, Chief of Staff & Government Relations, National 4-H Council, at ehernandez@fourhcouncil.edu with any Scheduling requests.

Note: Even though you have a written confirmation from your representatives or senators, you should contact them soon after you arrive in Washington to reconfirm the appointment. Telephone the Capitol, (202) 224-3121, and ask for your senator or representative by name and state. Please include the delegates as much as possible in scheduling any appointments.

Writing to Your Senators and Representatives

Your elected representatives are interested in your viewpoints on contemporary issues. Advance preparation for your day on Capitol Hill might include studying a bill currently being considered by Congress, then writing your senator or representative a letter expressing your opinion on the proposed bill, explaining why you support or oppose it.

Visiting Members of Congress

Members of Congress appreciate the opportunity to learn more about the concerns of youth. The visits give your group an opportunity to get to know them and their concerns and to learn more about the legislative process. They are in Washington to represent you and it is important to be considerate of their position and time. They and their staff members are accustomed to filling the needs of visitors and can be helpful in many ways. Designate one person as the spokesperson to introduce the group. As soon as the group is settled, the spokesperson should make an introductory statement; identify the group and the purpose of the visit. Be sure to keep the visit friendly and within time limits.

It is important for your legislators to be aware of what important issues are of concern to your delegates and to the community in which they live. Think of an effective and brief way to communicate this. One method could be a folder or notebook of newspaper clippings, letters, photos, and other documentation of programs. Potential subjects for discussion with members of Congress are:

- Identify issues or concerns that directly influence your community or state. Find out the opinions of local citizens before arriving in Washington. Ask for the legislators' opinions and share your own.
- In what community service activities are you and your group involved?
- How do you and your community benefit from local, state and federal government programs?

Group Thank-You

You may want to present a special note, letter, certificate or other token to your congressperson or staff member to express appreciation for the visit. Be sure to include the name of your group, where you are from, and the occasion for your visit.

Places to Visit on Capitol Hill:

Please see the site guide for information on places to visit on your Capitol Hill Day. Suggested places within easy walking distance include:

- Congressional Committee Hearings: 202-224-3121
 - www.house.gov, www.senate.gov, www.washingtonpost.com
 - Before leaving the hotel on Capitol Hill Day, obtain a copy of "Today in Congress" from The Washington Post. This will list the times and locations of committee hearings scheduled for the day. This is an excellent way to observe your representatives at work. Most committees meet at 10:00 a.m. and at 2:00 p.m., and are open to the public unless otherwise noted.
- [United States Capitol](http://www.uscapitol.gov): 202-225-6827
 - Tours available Monday – Saturday from 8:30 a.m. to 4:30 p.m.
 - To visit areas of the Capitol beyond the Capitol Visitor Center, you must make a reservation in advance. Note that currently tour schedules are closed, however, are expected to open very soon to the public. Tour schedules can fill up quickly, so it is advisable to book your tour as soon as tours are available. It may also be necessary if you desire a tour of the Capitol to connect with your congressperson to get a tour with their staff members. Guided tours of the historic Capitol begin at the orientation theaters with a 13-minute film, "Out of Many, One," which will take you on a journey through our country's struggle to establish the world's first truly representative democracy and introduce you to the magnificent building that houses our Congress. Once inside the historic Capitol, visitors will see the Crypt of the Capitol, the Rotunda, and National Statuary Hall. All tours begin and end at the Capitol Visitor Center.
 - U.S. residents can also go directly through the offices of their Representative or Senators. Many Congressional offices offer their own staff-led tours to constituent groups of up to 15 people, and most can assist you in booking a general tour.
 - The following are prohibited in the Capitol:
 - Aerosol and non-aerosol sprays
 - Cans and bottles
 - Oversized suitcases, duffle bags, and oversized backpacks
 - Knives of any length, razors, and box cutters
 - Mace and pepper spray

- Food or drink, including water (note that bottles are not allowed, which are allowed in most other places. Be sure to call ahead before your tour, as this information is subject to change).
- [Library of Congress](#): 202-707-5458
 - Tuesday, Wednesday, Friday and Saturday: 10:00 a.m. – 5:00 p.m.
 - Thursday: 10:00 a.m. – 8:00 p.m.
 - Closed Sunday and Monday
 - Last entry for visitors is 30 minutes prior to closing.
 - Free Timed-Entry Tickets Required:
 - Reserve free same-day tickets online [here](#) each day at 9 a.m. ET.
 - Reserve free advance tickets online [here](#).
 - There is a gift shop in the Jefferson Building, which sells books, cards, and crafts. The Library of Congress contains nearly 164 million items, including books, newspapers, manuscripts, maps, motion pictures, recordings, prints, and posters. Public services include Braille books and talking books for the blind, as well as tapes and discs. From the visitors' gallery, one can view the main reading room under the beautiful dome. Exhibits in the Great Hall include a Gutenberg Bible and the hand-executed Bible of Mainz. On Monday through Friday, public tours, for groups of 10 or less, for the Jefferson Building leave between 10:30 a.m. and 3:30 p.m., on the half-hour.
 - Groups of 21 people or more must request free timed-entry tickets by completing the [group registration form](#).
- [United States Supreme Court](#): 202-479-3211
 - Open Monday – Friday from 9 a.m. to 4:30 p.m.
 - Free to enter and no reservation needed.
 - The nine justices of the highest court in the land hear arguments starting the first Monday in October and continuing through April. They hand down decisions from April through June. A free 25-minute film is shown to the public throughout the day. There are exhibits on the history of the Court on the lower level. Plan to spend at least 45 minutes in the Supreme Court Building, and attend either the lecture or the film to gain a better understanding of the Court. Court sessions, which begin at 10:00 a.m., are open to the public on a first-come, first-serve basis. When court is not in session, a brief lecture on the court takes place in the courtroom every hour on the half-hour, 9:30 a.m. to 3:30 p.m.
 - All visitors must pass through security screening before entering the building. During the months of March – June, visitors should anticipate longer wait times to enter the building due to larger crowds visiting the Nation's Capital.
- [Folger Shakespeare Library](#): 202-544-4600
 - Open Monday – Saturday from 10 a.m. to 5 p.m. Box Office is open from 12 p.m. to 5 p.m.
 - Located at 201 East Capitol Street SE, this library holds largest collection of Shakespeare works in the world, plus a small Elizabethan theater.
- [United States Botanic Garden](#): 202-225-8333
 - The conservatory is open daily from 10 a.m. to 5 p.m.
 - The US Botanic Garden is proud to offer the citizens of Washington and visitors from across the nation a beautiful and fascinating living plant museum here on our Nation's Mall at the foot of the U.S. Capitol. You can also visit Bartholdi Park, which is located directly across the street, next to the Rayburn Office Building.
- [Union Station](#): 202-289-1908
 - Shops open Monday – Saturday from 10 a.m. – 9 p.m., Sunday from noon – 6 p.m.
 - There are many features of this Beaux-arts center that visitors seem to enjoy including a variety of food and shopping venues.
- [National Postal Museum](#): 202-633-9360
 - Open daily from 10 a.m. to 5:30 p.m.
 - Next to Union Station, this museum has interactive exhibits and postal history. This is a great destination for groups and a wonderful "off the mall" museum. The Postal Museum is a part of the Smithsonian Institution.

Places to Eat on Capitol Hill (*Means restricted to Staff Members from 11:45 a.m. to 1:15 p.m.)

- House of Representatives Restaurants:
 - Cannon Carry-out, Cannon HOB, Rm. B-114
 - Monday – Friday 7:30 a.m. to 4 p.m.
 - Capitol Coffee Shop, U.S. Capitol, Rm. HB-9*
 - Monday – Friday 7:30 a.m. to 7 p.m.
 - Congressional Restaurants, U.S. Capitol, Rms. H-117-120*
 - Monday – Friday 8 a.m. to 2 p.m.
 - Longworth Cafeteria, Longworth HOB, Rm. B-233*
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
 - Rayburn Cafeteria, Rayburn HOB, Rm. B-357*
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
 - Rayburn Pizza Plus, Rayburn HOB, Second Floor
 - Monday – Friday 11 a.m. to 7 p.m.
- Senate Restaurants:
 - Capitol Snack Bar, U.S. Capitol, Rm. SB-10
 - Monday – Friday 7:30 a.m. to 4 p.m.
 - Dirksen Servery and Dining Room, Dirksen SOB, Basement (north side)*
 - Monday – Friday 7:30 a.m. to 3:00 p.m.
 - Dirksen Buffet, Dirksen SOB, Basement (south side)
 - Monday – Friday 11:30 a.m. to 2:30 p.m.
 - Russell Coffee Shop, Russell SOB, Rm. SR-B65
 - Monday – Friday 7:30 a.m. to 2:30 p.m.
- Library of Congress:
 - James Madison Cafe, James Madison Memorial Building, 6th Floor
 - Breakfast: Monday – Friday 8:30 a.m. to 10:30 a.m.
 - Lunch: Monday- Friday 11:00 a.m. to 2:00 p.m.
 - Subway
 - Monday- Friday 11:00 a.m. to 4:00 p.m.
 - Dunkin Donuts
 - Monday- Friday 7:30 a.m.- 5:00 p.m.
 - Adams Snack Bar, John Adams Building, 1st floor
 - Monday- Friday 8:30 a.m. to 3:30 p.m.
 - Jefferson Coffee Shop, Thomas Jefferson Building, Cellar Level
 - Monday- Friday 8:30 a.m.- 4:00 p.m. Saturday 8:30 a.m.- 2:00 p.m.
- Supreme Court:
 - Supreme Court Cafeteria, Supreme Court Building, Ground Floor
 - Monday – Friday 7:30 a.m. to 4:00 p.m.
- [Union Station](#):
 - Union Station Food Court, Lower Level
 - Monday – Friday 6 a.m. to 9 p.m., Saturday 9 a.m.- 9 p.m., and Sunday 7 a.m.- 6 p.m. (hours may vary by location)
- [We The Pizza](#):
 - Monday- Sunday 11:00 a.m. to 10:00 pm.
 - 305 Pennsylvania Ave SE, Washington, DC 20003