



WASHINGTON WORKSHOPS FOUNDATION

STUDENT ACCEPTANCE GUIDE FOR JUNIOR HIGH/MIDDLE SCHOOL SEMINARS

Seminar Planning and Information Guide for Parents and Students



U.S Capitol Building



Iwo Jima Marines Memorial



The White House



Jefferson Memorial

DEAR PARENTS AND STUDENTS:

Thank you for your application and interest in attending the Washington Workshops Junior High/Middle School Seminar. I am pleased to notify you and your family that we have confirmed your registration and congratulate you on your efforts and interest in joining us for this exciting and memorable experience.

This guide contains helpful background information, a sample schedule, dress code guidelines, helpful suggestions and an overview of the rules and regulations of the program to help make your Washington Workshops seminar experience a success.

If you have any questions or concerns prior to the beginning of your seminar, or if we can be of assistance to you, please don't hesitate to contact our office. Our entire team is committed to making your experience in Washington, D.C., safe, memorable and enjoyable. We look forward to welcoming you in the months ahead.

Warm regards,

Tom Crossan, Executive Director

SAMPLE SCHEDULE

The schedule below is a sample of some of the itinerary items you will experience during your seminar. Your school schedule may vary depending on the availability of activities, events, site visits, guest speakers and specific scheduling requests from your school and organizing teacher.

SUNDAY

- 3-5:00pm Program registration
- 5:30pm Dinner
- 6:30pm Orientation
- 9:00pm School planning meeting

MONDAY

- 9:00am Visit Mount Vernon
- 1:15pm Group photo
- 2:00pm Visit Museum of Natural History
- 5:30pm Dinner in Georgetown
- 6:30pm Washington by Night, a guided tour of major memorials via Chartered Motor Coach

TUESDAY

- 9:15am Washington, D.C. Memorials Visit
- 11:00am Embassy Visit
- 12:15pm Visit the National Air and Space Museum
- 7:00pm Evening speaker, such as Mr. Matthew Felling, CBSNews.com's "Public Eye"

WEDNESDAY

- 9:00am Individual Congressional appointments with Senators and Representatives
- 1:30pm Supreme Court Orientation
- 2:30pm Visit the House and Senate Public Galleries
- 6:00pm Dinner at Hotel

THURSDAY

- 10:00am Customized schedule selection including Smithsonian Museums, Holocaust Memorial Museum, Newseum – "The Interactive Museum of the Media and the News" or other group appointments
- 6:30pm Twilight Cruise on the Potomac River including catered dinner and chaperoned student dance

FRIDAY

- 9:00am Optional visits to the Mall and Smithsonian Museums as individual school schedules permit
- 9-Noon Departure and hotel checkout

Please be aware that security matters are always a concern in Washington, D.C. therefore at all times there is a chance of having variations and modifications to scheduled appointments and tours.



Washington Workshops participants enjoy the architecture of the U.S. Capitol.



Washington Workshops students participate in a wreath laying at Arlington National Cemetery.

DRESS CODE AND WEATHER

Please see the suggested dress code for each day of your visit. The dress code may be subject to some adjustments once you arrive based on weather or changes in the schedule, however the outline below provides a very close outline of a typical seminar week. Washington, D.C. is a city of professionals and as part of your experience we want you to feel like a Washingtonian. Please be sure to pack comfortable shoes for all dress codes as you will do quite a bit of walking to take in the sites.

	DAYTIME	EVENING
SUNDAY	Casual	Casual
MONDAY	Business Casual	Casual
TUESDAY	Professional	Business Casual
WEDNESDAY	Professional	Teacher's Choice
THURSDAY	Business Casual	Business Casual



Washington Workshops students looking sharp and enjoying a group photo at an embassy briefing.

Please visit www.weather.com or check the national weather report prior to your departure to help you prepare your packing list. No matter the time of year, we always recommend an umbrella and clothing you can layer as the weather in Washington, D.C. can be unpredictable and we sometimes enjoy rain, sun and snow in one day. In general, you can expect the following:

WINTER - Cold temperatures with rain, snow and sun (sometimes in the same day). Wear layers and bring an umbrella.

SPRING - Sun and rain. You should definitely bring an umbrella during these months and clothes you can layer.

SUMMER - Sun and rain. Warm temperatures and rain showers are common. June through September can also be very hot and humid with afternoon rain storms common.

FALL - Warm days and cool, comfortable evenings.

IN PREPARATION

All participants must have their seminar tuition paid in full prior to their arrival in order to successfully register for the seminar. It is also imperative that students send in their signed and completed Seminar Standards and Standard Medical Information Form prior to the seminar.

Arrival and departure information will be coordinated between the lead teacher of the group and our office. Please make sure that both you and the student know meeting places and times to avoid delays or problems. Upon arrival to Washington, D.C. our staff will direct students to the registration area where room assignments, nametags, and seminar materials will be issued. In most cases, both students and accompanying adults will be given time to refresh before the actual commencement of the seminar, if time permits. At the official start of the seminar, our team will hold an orientation where you will have the opportunity to meet fellow students, meet our staff, review the seminar schedule, rules and regulations and answer any questions you might have.

PERSONAL BELONGINGS

Washington, D.C. is a very photogenic city and we encourage students to bring cameras to capture their experiences and time with friends during their visit. Please be advised there are some site visits, exhibits and areas of Washington, D.C. where photography is prohibited. Our staff will brief students regarding these restrictions when necessary and students are encouraged to ask a staff member, or chaperone if they are unsure whether photography is allowed. Since many people have similar cameras, we suggest you write your child's name and address on the camera and/or camera bag.

I-pods, MP3 players and cell phones are allowed in the seminar, however students must follow the seminar regulations regarding these items (Please see page 4 for more information). The Washington Workshops is not responsible for any personal items lost, damaged or stolen during the seminar.

Each student will be given a key/entry card to open the door of their room. Students will be responsible for keeping track of these key cards and must turn them in upon check out. Students should also be careful to double check their rooms before checking out to insure they have all of their personal belongings.

SUPERVISION

In addition to their accompanying teachers and chaperones, all students are supervised by our qualified management team and seminar staff. Our staff is carefully screened, well trained and have experience working with and leading student groups in and around Washington, D.C. Our management staff is on-call 24 hours a day to assist with any contingency and your child's safety and enjoyment is our top priority.

ON CAPITOL HILL

One of the most unique opportunities during the seminar week is the time spent on Capitol Hill. We will pass through numerous security points and encounter many professional Hill staffers. With this in mind, we ask your help in sharing the following expectations: maintain a low level of noise, walk single file on the right hand side of the hallway, and be prepared to pass through metal detectors.

The scheduled speakers, gracious in donating their time, focus on sharing their insight about our government and its functions. We encourage students to ask questions of the speakers about any issue that concerns them. As a sign of respect and to develop a sense of comfort in speaking in front of the whole group, we ask students to stand up, state their name and where they are from, and then ask their question. Many participants have found it helpful to write down their questions beforehand.

Students typically visit the offices of their Senators and their Representative. If your member is not in town, your child should be able to speak with one of his or her aides. A truly interesting and exciting seminar experience depends on student involvement. In order to make the week educational and entertaining it is recommended that students do some pre-seminar preparation. Washington Workshops suggests that students read the newspaper and watch the national evening news and take a look at their Representative and Senator web pages (www.house.gov and www.senate.gov) to gain a familiarity with current events. Plus, it is important that all students have a thorough understanding of the basic framework of government, especially the names of their elected officials in Washington and the issues they have been working on.

RULES AND REGULATIONS

For over 40 years, Washington Workshops has taken pride in the mature and cooperative attitude of all our participants. We will continue to strive for these high ideals and values.

A copy of our seminar standards is included on page 4 of this guide. Please read through the seminar standards carefully and return the signed copy with your Standard Medical Information Form prior to the beginning of the seminar. Our program administrator team will review these guidelines during orientation at the beginning of the seminar. The seminar standards were designed to insure the safety and well-being of all our seminar participants as well as a fun and memorable week in Washington, D.C.

NOTEWORTHY

A budget of \$250 spending money for the week should be very ample. We recommend students bring Travelers Checks or Debit Cards for most of their purchases in Washington, D.C. Average lunch prices range from \$8-\$12 depending on each site and most locations accept debit cards and travelers checks. All students should make sure they understand how to successfully use these items prior to their departure and be sure to have some form of photo identification with them at all times.

FINAL CHECKLIST

I HAVE SENT TO WASHINGTON WORKSHOPS:

- Final payment
- Completed Seminar Standard Form
- Completed Medical Information Form
- Roommate Request

I HAVE STUDIED AND PREPARED FOR:

- Current Events
- Meeting my Senators and Representative
- How to cash a travelers check and/or use my debit card

I HAVE PACKED:

- Dress clothes and comfortable shoes according to season
- Alarm clock, watch, raincoats/umbrella
- Traveler's checks and photo identification
- Camera/film/batteries

CONTACT US

Please feel free to contact us if you have any questions about this program or any other Washington Workshops Seminars.

The Washington Workshops Foundation
3222 N Street, NW, Suite 340
Washington, D.C. 20007
Phone: 800-368-5688
Fax: 202-965-1018
info@workshops.org
www.workshops.org

SEMINAR STANDARDS

As Washington Workshops participants, there are several rules and regulations that must be respected in order to ensure a safe and rewarding experience for all:

1. IT IS IMPERATIVE THAT YOU LISTEN TO AND FOLLOW ALL DIRECTIONS AND ANNOUNCEMENTS GIVEN BY STAFF.

Washington Workshops administrators and counselors will supervise and account for the whereabouts of each student with the support of the school faculty and chaperones. Each staff member is a valuable source of information about the city and Capitol Hill in particular.

2. QUIET HOURS ARE 9:30PM - 8:00AM. You will be sharing the hotel with fellow students, your teachers and chaperones, and other hotel guests. Please respect your neighbors. During quiet hours no noise should be heard in the hallways, neighboring rooms, the vending machine area, or lobby areas.

3. CURFEW IS 10:00PM! In addition to quiet hours, participants have a nightly curfew, at which time each student must be in his or her respective room. Staff will perform a bed check nightly at curfew both verifying your presence as well as answering any questions, concerns, or problems. The 10:00pm curfew will be strictly enforced.

4. NO ALCOHOL, ILLEGAL DRUG USE, OR SMOKING. Such behavior is absolutely prohibited at all times during your stay. No Psychological or sexual harassment either verbal or physical of your fellow students or staff will ever be tolerated in any form or instance. Any violation will lead to your immediate expulsion.

5. PROPER BUS BEHAVIOR: Stay seated during travel, don't kneel on the seat, no gum chewing, keep track of all personal items, throw away trash, and listen during all announcements.

6. HOTEL PROVISIONS: No television, cooking, or music after curfew. No leaving your room after bed check. No one may leave the hotel without a chaperone or staff member. Phones are for use to contact parents and relatives—no games with fellow participants or pranks. No phone calls other than through calling cards will be permitted. You may not lean out or hold anything out windows. Vandalism to property, including tampering with fire alarms and elevators, will not be tolerated. It will be considered as a serious program violation.

7. PUNCTUAL ATTENDANCE AT ALL SCHEDULED SESSIONS IS REQUIRED. Students must act with respect and open-mindedness throughout the week and understand that they will be interacting with groups that are different geographically and culturally. Courteous and polite attention to all speakers is expected and required. Professionals of considerable caliber have volunteered their time to speak with you and be available for questions. We owe them an atmosphere of dignity and quiet attention.

8. NO STUDENT MAY LEAVE THE GROUP TO MEET WITH RELATIVES OR FRIENDS WITHOUT A SIGNED NOTE FROM A PARENT OR GUARDIAN. This note must reach the Workshops office prior to the intended meeting. The note should include the name, telephone number, and address of who you are visiting with. Students may leave the seminar only with an authorized adult, and must return prior to curfew.

9. CELL PHONE AND ELECTRONICS USE: We expect that students respect the same rules that schools have regarding electronic devices, especially cell phones and iPods/MP3 players. You should turn phones and iPods off during all seminar activities and make calls or use them only during meals and evening free time. You are also not to utilize text messaging, games, or web surfing features. After formal warning, a second offense will result in confiscation of the device until departure. Any inappropriate or offensive material viewed, stored, or played (and other such transgressions) during the seminar will result in severe disciplinary action for anyone in possession or who views or shares such material. Earphones or ear buds may not be worn during seminar activities, including while on the bus.

10. YOU MUST WEAR YOUR NAMETAG AT ALL TIMES. This serves as your means of identification, your meal ticket, your access to scheduled events, and as a way to get to know the other participants of the program. If lost, please find a staff member as soon as possible to obtain a replacement. Failure to wear your nametag could lead to denied access to events planned during the week.

THE FOLLOWING CONSEQUENCES WILL BE IN EFFECT:

- 1st violation will lead to a stern warning
- 2nd violation will lead to the student spending the next day with a chaperone
- 3rd violation will lead to loss of privileges and that student may miss an event
- Further violations or serious violations can lead to expulsion from the program.

11. DISCLAIMER

All travel and recreational activities, are voluntary and are conducted solely for the benefit and entertainment of its participants. Washington Workshops will not be held responsible in whole or in part, for any injury, loss or damage incurred as a result of participation in any of the activities scheduled or unscheduled throughout the program. I fully understand that the Washington Workshops Foundation, its partners, tour operators and staff shall not be held liable or responsible for (A) any damages to or loss of property during the seminar; and (B) any illness, accident, dismemberment or death during the seminar. The participant waves any claims against the Washington Workshops Foundation, its staff and partnering tour operators for any such damage or loss.

PLEASE SIGN AND DATE BELOW TO INDICATE YOUR UNDERSTANDING AND AGREEMENT IN COMPLYING WITH THESE STANDARDS. THANK YOU VERY MUCH FOR YOUR COOPERATION!

Name of Student: _____

Signature: _____

Date: _____

Name of Parent: _____

Signature: _____

Date: _____



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