



Parent/Student Fact Sheet

Congratulations on becoming part of Washington Workshops! We look forward to our participants to this unique experience. There are over 50,000 individuals who are part of the Washington Workshops/Travel Tours family. Please take time to read through this fact sheet noting the underscored and bolded items. Reading these highlighted items should prepare you and your child for the coming seminar.

SCHEDULE:

You will visit most of our national memorials and museums. Along the way you will have an opportunity to ask questions of elected officials as well as tour historic landmarks. Therefore, it is important that you keep up on current issues prior to your arrival so that you will be able to ask questions of invited guest speakers and Members of Congress.

DRESS CODE:

As part of your exposure to D.C., we want to help participants dress the part as we encounter countless numbers of professionals. Besides, there are lots of photo ops and cool places to visit. Here's what we expect you to wear.

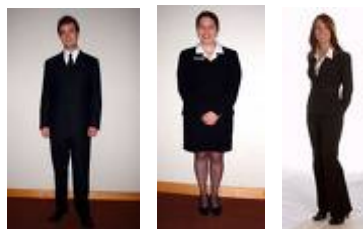
	Daytime	Evening
Sunday	<i>Casual</i>	<i>Casual</i>
Monday	<i>Business Casual</i>	<i>Casual</i>
Tuesday	<i>Professional</i>	<i>Business Casual</i>
Wednesday	<i>Professional</i>	<i>Teacher's Choice</i>
Thursday	<i>Business Casual</i>	<i>Business Casual</i>

PROFESSIONAL ATTIRE (Tuesday, Wednesday)

Boys—Coat or Blazer, Tie, Collared Shirt, Slacks or Khakis (No Denim), Dress Shoes (No Sneakers)

Girls—Dresses, Skirts and Blouses with Sleeves (No Tank Tops or Spaghetti Straps without a covering garment—short skirts and capris are not considered professional), Blazers with Blouse, Dress Slacks or Skirt (No Denim), **Comfortable** Dress Shoes (No Sneakers) *NO HATS

Examples of Professional Attire:



BUSINESS CASUAL (Mon., Tues. night, Thur.)

Boys—Collared Shirt, Polo Shirt, Slacks or Khakis (No Jeans), Comfortable Shoes (Sneakers by permission), No Flip-flops, no T-shirts, no shorts

Girls—Blouse or Polo Shirt, Slacks or Khakis (No tank tops, spaghetti straps, capri pants, jeans or jean skirts), Skirts, comfortable walking shoes (sneakers by permission), No shorts, No flip-flops,

* NO HATS

Examples of Business Casual Attire:



CASUAL ATTIRE (Sun., Mon. night, after events)

Boys—Good-looking jeans or shorts (no rips, stains, nor frayed edges), appropriate tops (no tears or offensive writing), sneakers

Girls—Good looking jeans or shorts (no rips, stains, nor frayed edges), appropriate tops, sneakers, No Tank tops or Half tops (no tears or offensive writing), or revealing mid-section attire.

PJ's are not permitted outside of your room,

*SHOES MUST BE WORN AT ALL TIMES

Examples of Casual Attire:



FREE TIME ATTIRE

Students can dress down and wear hats and more comfortable attire. Washington Workshops staff never tolerates revealing and/or offensive clothing. *Shoes must be worn at all times! No pajamas are permitted outside of your room.

** The winter months are always cold, so warm clothes are essential. You may call the office prior to your arrival concerning weather reports! March and April are cool, yet unpredictable. We suggest you bring an umbrella and a coat to be prepared for all weather situations that could arise.

In Preparation

All participants must have their **seminar charges paid in full** prior to Sunday registration. It is also imperative that students send a signed and completed **Standard Medical Information Form** so that it arrives in our office *prior* to the seminar. Finally, it is important that parents and students review this guide prior to arrival. This guide provides valuable information about the dress code and scheduling format.

All seminar costs are fully refundable (with the exception of the application fee) if you notify Washington Workshops **no later than eight (8) weeks** prior to the start of the seminar your child is scheduled to attend (e.g. Friday, December 8, 2006 for the Sunday, February 4, 2007 seminar).

Students should arrive at the site location between 12:00pm and 5:00pm on the Sunday of the seminar. Arrival is generally coordinated through your child's teacher. Upon arrival staff will direct the students to the registration area where room assignments, nametags, and seminar materials will be issued. Please understand that site locations may not be available until 3:00pm for move-in. There is a required orientation Sunday evening. Checkout will occur the following Friday by 9:00am (also normally arranged with the school group).

We also suggest that you review the sample schedule included in the brochure. Most of the sites mentioned will be on your son or daughter's itinerary.

Personal Belongings: *Please do not send your child with expensive electronic equipment such as DVD players, iPods, expensive digital cameras, video cameras, or MP3 players on the trip.***** There is the unfortunate possibility that it could be lost, damaged, broken, or that someone else may want to keep it for themselves. These items also increase wait time at security and are distracting to our staff and speakers. For many students, this could be their first overnight trip alone. Remind them to call home and also be responsible with their money and other valuables. They will each be given a **key card** and are accountable for its return at the end of the week. Prior to checkout, students should carefully pack and double check their rooms for any forgotten personal items, as they are often not recovered after departure.

Supervision

A number of experienced graduate and college students have been chosen as program administrators and counselors for all of the Washington Workshops sessions. This staff has a full and thorough knowledge of Washington. Staff members will accompany the participants to all activities and will live on site during the program week.

Rules and Regulations

As agreed to when signing the application for admission, students will be expected to abide by our 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.

The teachers will review the **Seminar Standards** prior to seminar attendance and these will be distributed to all seminar participants upon arrival in Washington. During orientation, the Program Administrator will review these guidelines as well as discuss the other basic rules regarding the seminar week and on-site environment.

In accordance with the handout, Washington Workshops has a protocol for enforcing the rules. The responses range from exclusion from an activity or loss of free time to the most severe: expulsion from the seminar without refund of tuition or fees. In cases of expulsion, the Director sends a notice to both the student's principal and parents giving a full explanation of the incident including the actions taken. The student will not receive his or her certificate of completion.

A note about cell phones: We expect that students respect the same rules that many schools have regarding cell phone use. Students should turn phones off during all seminar activities and make calls during meal times and evening free time only. Students are not to utilize text messaging, games, or web surfing features either. After formal warning, a second offense will result in confiscation of the phone until departure.

On Capitol Hill

One of the most unique opportunities for the seminar week is the time spent on Capitol Hill. We will pass through numerous security points and encounter by 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 requested 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, 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 (students should check their Representative and Senator web pages).

Noteworthy

A **budget** of \$250 spending money for the week should be ample. Assess souvenir shopping needs before the student leaves home! We recommend that students bring Travelers' Checks, not cash, for miscellaneous purchases while in Washington. Travelers' Checks are quite negotiable and can be cashed almost everywhere we go in town. We advise that all students review how to use these as well as have some sort of photo identification card. **Also along these lines, because of the unfortunate possibility of valuable items being lost, stolen, or damaged anytime one travels, we strongly suggest that students leave all expensive or valuable items at home.**

Cameras are always important items to bring on any trip. Since many people have similar cameras, it is a good idea to have your child's name and address on the camera. When taking pictures of speakers, students should snap them before and after their talks so the flash won't blind them during their address. Photographs are a lot of fun to have to record memories of the trip, so be sure your child brings enough film or memory cards! Film and batteries may be purchased at gift shops in

Washington but will probably be more expensive than at home--and many times the group will not have time to stop and shop. Be aware that there may be times when students will not be allowed to take pictures (for example - on the Floor of the House of Representatives) and we ask student cooperation in respecting the rules of the sites we visit regarding these restrictions. Please also contact airlines for policy regarding possible damage to film in security screenings.

A group photograph will be taken on the West Front of the Capitol and distributed to each student Thursday evening prior to seminar departure.

Please do not hesitate to call the Washington Workshops office on our toll-free number:
1-800-368-5688.

FINAL CHECKLIST:

I have sent to Washington Workshops:

1. ___ Final payment
2. ___ Completed Medical Information Form
3. ___ Roommate Request

I have studied and prepared for:

1. ___ Current Events
2. ___ Meeting my Senators and Representative
3. ___ Calling home from a pay phone using a calling card
4. ___ Lunch and spending money
5. ___ How to cash a traveler's check

I have packed:

1. ___ Dress clothes and comfortable shoes
2. ___ Alarm clock, watch, raincoats/umbrella
3. ___ Traveler's checks and photo identification
4. ___ Camera/film/batteries