



## MEMORANDUM

TO: 4-H and FFA Wildlife Habitat Education Program (WHEP) Coaches, State Coordinators, and National WHEP Committee Members

FROM: Rob Chapman  
Chair, 2016 WHEP National Committee

Sheldon Owen, West Virginia University  
Chair, 2016 National 4-H WHEP Invitational

SUBJECT: 2016 National 4-H WHEP Invitational

DATE: May 2, 2016

This is the official announcement for the 2016 National 4-H WHEP Invitational, which will be held at the Canaan Valley Resort State Park in Davis, West Virginia, July 24 – 27, 2016.

### CONTEST REGION

The region in which the 2016 contest will be held is **Eastern Deciduous Forest**. We will be using the 2016 revision of the WHEP manual. The manual can be accessed at [www.whep.org](http://www.whep.org). Make sure you refer to this edition for the 2016 contest.

### LOCATION

The national event will take place in the beautiful and scenic Canaan Valley in eastern West Virginia. Lodging, registration, meals, and various activities will take place at the Canaan Valley Resort State Park. Information regarding the location and its amenities may be found at [www.canaanresort.com](http://www.canaanresort.com). You may not check in to the resort prior to July 24<sup>th</sup>.

### DATE

The 2016 National 4-H Wildlife Habitat Education Program Invitational will be held Sunday, July 24<sup>th</sup> through Wednesday, July 27<sup>th</sup>. All participants should plan to arrive between 3:00 p.m. and 5:00 p.m. on Sunday, July 24<sup>th</sup>. Participants depart after breakfast on Wednesday, July 27<sup>th</sup>.

## COST

\$200 per person

Food and lodging will be provided during the Invitational through the registration fee and sponsorships from many local organizations and businesses. Each team is responsible for transportation expenses, liability coverage, etc. to and from the Invitational.

## DEADLINES

June 1, 2016 – State's intention to participate due

July 1, 2016 – Online Registration due

July 8, 2016 – Paperwork and payment due

## INTENTION

Each state WHEP coordinator should notify us of your intention to attend by **June 1** by completing an online form on the WHEP website ([www.whep.org](http://www.whep.org)). Print the form using your browser before you submit. A confirmation email will be sent from Cassie Young ([whep.org@gmail.com](mailto:whep.org@gmail.com)).

## REGISTRATION

Online Registration is due on or before **July 1**. A state team consists of either 3 or 4 senior 4-H members or FFA contestants and 1 or 2 adult coaches/chaperones who are certified 4-H/FFA leaders from that state. Only one 4-H team per state and one FFA team per state may attend. Register online at [www.whep.org](http://www.whep.org) by completing the appropriate forms. Print the forms using your browser before you submit. A confirmation email will be sent from Cassie Young.

Health and Permission forms will be available when you register. Each youth and adult must complete all forms.

Mail all original completed forms with signatures and check (\$200/person) made payable to **West Virginia University** at the address below. The forms and payment must arrive **by July 8**.

Cassie Young  
National WHEP Invitational  
Scott County Tennessee Extension  
PO Box 470  
2845 Baker Hwy  
Huntsville, TN 37756-0470

If you prefer to pay by credit card, call Becky Casteel, WVU Extension Service, at 304-293-2565. You will still need to mail the forms to Sheldon Cooper at the above address.

Incomplete forms and/or lack of payment by deadline may result in an individual or team being disqualified from the Invitational. In addition, **bring a copy of all forms with you to the competition.**

#### SPECIAL NEEDS

If you have any special needs or require special accommodations, please notify Cassie Young (whep.org@gmail.com) no later than **July 1**. Special needs include, but are not limited to, diet, mobility, education, and lodging requirements. Please list and describe any special needs as best you can. You will be contacted by the contest committee for any clarifications.

#### ARRIVAL/DEPARTURE

Teams interested in flying to the event have a few options on airports. The largest airports (more flight options) will be Pittsburgh International Airport (3.5 hours away) or Dulles International Airport near Washington DC (3 hours away). You also have BWI Airport in Baltimore, MD and Ronald Reagan Washington National Airport in Washington, DC. Both BWI and Reagan are within a four (4) hour drive. There are two smaller airports within two (2) hours drive which are Morgantown Municipal Airport in Morgantown and North Central West Virginia Airport in Clarksburg, WV.

Registration and room check-in will be between 3:00 pm and 5:00 pm (EDT) at the Canaan Valley Resort State Park in Davis, WV on Sunday, July 24<sup>th</sup>. Specific information will be sent to the coordinating coach after registration. Those arriving after 6:00 p.m. cannot be guaranteed supper on July 24<sup>th</sup>. Participants depart after breakfast on Wednesday, July 27<sup>th</sup>. Room check-out is 12:00 pm.

#### OTHER ACCOMMODATIONS

We cannot accommodate non-participants at this event. **Families and individuals other than the 2 coaches/chaperones are not allowed to participate in any of the Invitational events other than the banquet and awards ceremony.** Any family members who wish to attend the banquet and awards ceremony on Tuesday, July 26<sup>th</sup> can purchase tickets (\$25 each) in advance of the event. Ticket ordering information is available on the website ([www.whep.org](http://www.whep.org)).

There are numerous hotels near the Canaan Valley State Park Resort for non-participant family members. Camping is also available in the park. Be sure to book early.

#### COACHES TOUR

The coaches' tour will take place on Tuesday, July 26<sup>th</sup>. Coaches/chaperones will spend the day visiting nearby attractions. All coaches/chaperones are required to participate in the tour to ensure that in the event of an emergency, coaches/chaperones can be located quickly.

## EDUCATIONAL/FUN DAY

The Education and Fun Days will be combined this year. There will be Education Day activities on Monday morning and many Fun Day activities on Monday afternoon.

## THINGS TO BRING

Your state flag (bring one with grommets)

Share Fair items (foods, pins, stickers, mementos, unique items from your state, etc.)

Field clothes and shoes/boots (***This is important! Shorts and open shoes will not be allowed on the educational day or the contest day. Long-sleeved shirts and leather footwear are strongly recommended. This is your responsibility. We will not wait for individuals to go back to their rooms to change clothes.***)

Clothing for the awards banquet will be informal (**no formal dress**)

Team shirts

Swimsuit and beach towel

Sunscreen, sunglasses, hat

Insect repellent

Raincoat

Clipboard and pencils

Camera (optional)

Binoculars (optional)

Medications

## RESPONSIBILITIES

Adult coaches and chaperones are responsible for the actions of their youth and are expected to supervise them at all times except during the contest on Tuesday, July 26<sup>th</sup>.

Coaches/chaperones will need to have their team members at the appropriate places on time.

## SURROUNDING ATTRACTIONS

There are a number of attractions and sites worth visiting while in Alabama. If you plan to stay longer or arrive before the event, visit [Alabama.travel](http://Alabama.travel) for site-seeing and tourism opportunities.

## ADDITIONAL INFORMATION

Questions regarding facilities or travel plans: Sheldon Owen ([sheldon.owen@mail.wvu.edu](mailto:sheldon.owen@mail.wvu.edu); 304-293-2990)

Questions regarding registration: Cassie Young ([whep.org@gmail.com](mailto:whep.org@gmail.com); 423-663-4777)

Questions regarding contest material: Rob Chapman ([rob.chapman@frontier.com](mailto:rob.chapman@frontier.com); 812-662-4999)