

Thank you for completing our Declaration of Intent to attend the 2023 National Wildlife Habitat Education Program competition in Milford, Iowa! We're so excited to have you attend and share this beautiful part of our state with you. We'll be lodging at [Lakeshore Center at Okoboji](#) and learning at the [Iowa Lakeside Laboratory](#) right next door. The names are easy to confuse, but we promise a map in future correspondence and a beautiful view for four days in late July and August!

We now have a number of formal registration steps for you to complete for your coaches and chaperones and each of your competitors **before July 1st**. It's our intention for each team to have 2 coaches/chaperones and up to 4 competitors (ideally with each gender of participants represented by a coach). If you plan to send more than 2 coaches, please just let us know the rationale.

Here's what to do.

State staff (e.g., FFA or 4-H lead contact) are responsible for registering their team members and coaches, which will include the following details:

1. Use this link to register your team: <https://go.iastate.edu/ABIH3G>
2. Before logging in, Gather youth team members' and coaches' registration information and required waivers.
 - a. See attached: 2023 National WHEP Required Forms to Upload at Registration_ALL: these need to be completed and uploaded at registration.
 - b. See attached: 2023 NWHEP Information Needed for Youth & Coach Registration: this will be manually entered for each registrant in the forms below.
3. Enter youth team member and coach registration information and upload the completed waivers to register the state team.
4. When state staff are uploading each individual registrant's form, please name the file "First name.last name_state participant is from." For example, "Jane.Doe_Iowa."
5. State staff will pay all coach and youth team member's registration fees through one credit card payment. We do not intend to accept check payment this year. If that's an issue, please let us know.
 - a. Registration is \$200/attendee and includes all lodging and food from Sunday night to Wednesday morning.

Other important details:

- If you have any special needs or require special accommodations, please notify Cassie Young (whep.org@gmail.com) as soon as possible and no later than July 1. Special needs include, but are not limited to, 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.
- Iowa 4-H rules requires all adult chaperones be screened prior to participating in a 4-H event. This screening process could include those associated with being a 4-H volunteer, FFA advisor, and/or a High School Ag Teacher. You will not be required to provide proof of screening with registration, as it is expected that screening is done by your sponsoring organization (e.g., state 4-H, FFA, school) prior to the event.
- Youth and coach participants need to bring their own bed linens and towels to the event.
- If you have additional attendees that wish to purchase dinner tickets for the August 1st awards banquet they can be purchased for \$25 each at this link: <https://go.iastate.edu/FEBH56>

- Housing for families and other coaches or chaperones is available in the region, but can fill up quickly in this popular tourist destination. Please consider booking local hotels early. The Iowa [Lakeshore Center](#) (where coaches and participants will be housed in bunk-style accommodations) also has a few hotel-style rooms available for rent.
- 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, August 1. Please be mindful about gender composition of your team and chaperones to balance housing and supervision.
- Chaperones are responsible for their state's youth health and well-being during this event. Information regarding local health care options will be provided in coach welcome packets. Coaches should bring health information and related forms required by their sponsoring institutions.

Questions about the event, contest material, and registration: Adam Janke (ajanke@iastate.edu) or Kaycie Waters (kwaters@iastate.edu)

Questions about team registration or purchasing additional August 1 dinner banquet tickets for the 2023 National WHEP competition: registrations@iastate.edu.

Thank you for your time and interest! We'll look forward to seeing your registration details and then soon seeing you in Iowa!