**4-H Information Centers**

A 4-H Information Center will be staffed within each residence hall from 7 a.m. to midnight. Each 4-H Information Center is operated by a male and female team of head conference assistants with the help of all county conference assistants within the residence hall. 4-H Information Center locations and telephone numbers are listed in the Activity Guide.

The functions of the 4-H Information Centers are:

* Housing questions/problems.
* Provide location directions.
* Relay messages via a county message baggie system. Plastic baggies are labeled with the names of each county assigned to the respective residence hall. As messages are received, they are written down and inserted into the county’s baggie. CCAs & field staff should frequently check for messages. The see-through baggies make it easy to tell when someone from a county has a message. (If a message is urgent, effort is made to track down the participant immediately.)
* Provide basic first-aid supplies.
* Collect and disperse lost and found items.
* Replace lost name badges, meal cards, or Activity Guides.
* Create a “user friendly” atmosphere for participants.
* Distribute pencils and paper to participants upon request.
* Assist with questions.

At times the Information Centers areextremely busy; at other times there may be little to do for the Head CAs and CCAs staffing the centers. The activity level of the Information Centers depends greatly on the number of questions and problems that arise.