**General Headquarters**

General Headquarters is located in the West Akers Hall Lounge. The telephone number is 517-353‑2922. Headquarters is staffed from 7 a.m. to midnight on Wednesday and Thursday and from 7 a.m. to 2:30 p.m. on Friday. If you need help during the night, contact the West Akers desk receptionist at 517-353-3358. The receptionist will put you in touch with the 4-H Exploration Days program director.

The functions of General Headquarters are:

* Relay messages from Headquarters to the 4-H Information Centers.
* Early arrival registration.
* Session information/problems.
* Distribution of session supplies, audiovisual materials and signs.
* Distribution of complimentary meal tickets for instructors not receiving honoraria and volunteer award interview selection committee members.
* Disciplinary action for severe behavior problems.
* Transportation to and/or from the hospital if it’s unavailable through a participant’s county.
* Lost and found items (not hall-specific).
* Assist with any and all questions.