

30th Annual NEED Youth Awards For Energy Achievement National Recognition Ceremonies

Congratulations!

We look forward to seeing you and your students in Washington D.C., June 25-28, 2010 to be recognized for outstanding energy education programs. This packet provides you with the information needed to participate in the 2010 National Recognition Ceremonies. We have included a checklist of items and deadlines. NEED is celebrating its 30th year of energy education, and we're pleased you'll be with us for the fun!

General Information:

Date: June 25- 28, 2010
Location: Hyatt Regency Crystal City, Arlington, Virginia
2799 Jefferson Davis Highway, Arlington, VA 22202
Web: www.hyatt.com Phone: (703) 418-1234

****Please Note: All hotel reservations must be made through NEED. ****
****Do not contact the hotel directly. ****

Cost: \$525 per person for registration.
All attendees must register.
NEED accepts Visa, MasterCard, and American Express.

Hotel Reservations: *Fax hotel forms to NEED at 1-800-847-1820 by May 17, 2010.*

Attendees: *Priority registration is given to teachers and students directly involved in the awards program. To maximize the number of awards program participants, teachers should consult their school districts to consider the number of non-educator chaperones needed for the group.*



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Fundraising Ideas:

-Make a presentation at your local home improvement store regarding energy efficient practices; share with the patrons your interest to attend the Awards conference.

- Hold a CFL fundraiser around your local community.

-Ask local restaurants, hardware stores, utility companies and other local companies for assistance for the trip.

Youth Awards Program Registration Fee

The 2010 Youth Awards National Recognition Ceremonies registration fee of **\$525.00** covers double occupancy lodging at the Hyatt Regency Crystal City, Friday dinner, Saturday breakfast and dinner, Sunday breakfast and dinner, and Monday breakfast. It also includes all tour – Tourmobile and Metro – passes and the Spirit of Washington Dinner Cruise. It is a weekend to celebrate and remember.

Deadline Checklist:

- ___ASAP** **Give one Student/Parent Information Sheet, Agenda, & Form B to each student & chaperone.**
Ask that forms be returned to you no later than May 17, 2010.

- ___ASAP** **Make travel arrangements for delegation.** Hyatt Regency provides transportation from Reagan/ Washington National Airport in their courtesy shuttles. If you are flying into a different airport, please check for ground transport on www.bwiairport.com or www.metwashairports.com. Please be sure to book travel so that the group may participate in the scheduled events.

- ___ASAP** **Contact Senators and Congressmen to schedule meetings and photo opportunities or to reserve special tours of the White House and Capitol.** Meetings with your representatives are best scheduled on Friday after your arrival or on Monday after 1:30 p.m.

- ___May 17** **Registration Form B due to you from students & chaperones.** Don't forget to fill one out yourself. All participants must register.

- ___May 17** **Room Reservations (school delegation Form A) and all special requests due to NEED.** Use Form A (School Delegation Form) to fax reservations to: FAX: 1-800-847-1820. TEL: 1-800-875-5029

- ___May 17** **Fax Awards Reply Form to NEED at 1-800-847-1820 or email all of your information to info@need.org.**

- ___May 24** **All Delegate Registration Form B and Registration Fees due at NEED via mail, FedEx, or UPS only.**

Before June 25 Gather souvenirs that represent your state to trade with other participants—pins, buttons, bumper stickers, etc. Have these ready to bring to the Parade of States Dinner.

Send all Registration Forms and Fees by May 24th to:
NEED, P. O. Box 10101, Manassas, VA 20108 or
Via Fed Ex or UPS to : 8408 Kao Circle, Manassas, VA 20110

Form A

**2010 Youth Awards Program for Energy Achievement
SCHOOL DELEGATION INFORMATION/ROOM RESERVATIONS**

Must be faxed to NEED at 1-800-847-1820

Due May 17, 2010

School/Organization: _____

Adult Sponsor/Teacher: (all confirmation materials will be sent to this designee and registration packet at the conference will be held under this name)

Teacher Home Phone: _____

School Street Address: _____ **State:** _____

City: _____ **Zip:** _____ **Email:** _____

School Telephone: _____ **FAX:** _____

U. S. Congressperson for School District: _____

DELEGATION ROOMING LIST

Please designate all adults with an asterisk (*) and all students with their age after their name. Students and adults may be placed two, three, or four to a room. Please be aware that the hotel is not able to place a cot in a room which has two double beds. All rooms are non-smoking. Delegates without roommates will be paired with delegates from other schools. Delegates wishing single occupancy must make arrangements with NEED and pay an additional \$350.00. Please note all special requests for adjoining rooms, same floor, handicapped accessible rooms, etc. on this form, we will attempt to honor them. If you plan to extend your stay with the hotel, please contact NEED at 800-875-5029.

Room 1.
1. _____
2. _____
3. _____
4. _____

Room 2.
1. _____
2. _____
3. _____
4. _____

Room 3.
1. _____
2. _____
3. _____
4. _____

Room 4.
1. _____
2. _____
3. _____
4. _____

State: _____

School Name: _____

Room 5.

1. _____
2. _____
3. _____
4. _____

Room 6.

1. _____
2. _____
3. _____
4. _____

Room 7.

1. _____
2. _____
3. _____
4. _____

Room 8.

1. _____
2. _____
3. _____
4. _____

Room 9.

1. _____
2. _____
3. _____
4. _____

Room 10.

1. _____
2. _____
3. _____
4. _____

SPECIAL REQUESTS: If you need a handicapped-accessible room, have a special request for sleeping arrangements, would like to request adjoining/adjacent rooms, or have other requirements, please note here. All rooms are non-smoking. The hotel makes every effort to place groups together but cannot guarantee that all requests will be granted.

**Teachers/Chaperones: Please fax to NEED by May 17, 2010:
FAX: 1-800-847-1820**

NEED Youth Awards Reply Form

The following information is needed to prepare for the 2010 Youth Awards for Energy Achievement. Please complete the form and fax it to NEED at 1-800-847-1820 or email the information to sforbes@need.org by May 17, 2010.

Lead Chaperone/Teacher Name: _____

School Name and State: _____

Number of registrants in delegation: _____ (adults) _____ (students)

Group break-down: _____ (Project Participants/Teacher) _____ (Guest/Sibling/Parent)

T-shirt numbers and sizes requested (adult sizes):

_____ (s)
_____ (m)
_____ (l)
_____ (xl)
_____ (xxl)

Congressional appointments and other special appointments (list times and dates):

How many vehicles will your group need to park at the conference? _____

If you are planning on parking vans, charter buses or other large vehicles, please contact the concierge at the Hyatt Crystal City for parking suggestions.

Any questions?

Return this fax to NEED by May 17, 2010 to:

1-800-847-1820 or via email to sforbes@need.org

DRAFT LETTER TO CONGRESS

Date

The Honorable
United States Senate or United States House of Representatives
Washington, D. C. (25510 - Senate, 25515 - House)

Dear Senator or Congressman/woman:

[School name in city] has been selected to attend the National Youth Awards Program for Energy Achievement sponsored by the National Energy Education Development [NEED] Project. This year, NEED celebrates its 30th Anniversary and great energy education success thanks to the hard work of thousands of student leaders across the country. Our energy team will join other award winners at the NEED Youth Awards Program June 25-28, 2010, at the Hyatt Regency Crystal City. NEED's "Kids Teaching Kids" approach encourages students to reach out to their peers and communities and to teach about energy in fun and innovative ways. *I am enclosing a summary of our award-winning project for your information.*

The highlight of this four-day program is the National Recognition Ceremonies at ten o'clock in the morning on Monday, June 28, 2010 held in the Yates Auditorium at the U.S. Department of the Interior at 1849 C Street, NW. I would like to invite you to attend the ceremony to visit with our team and to congratulate these outstanding student leaders. A photographer will be in attendance. If you are unable to meet with us at this time, we would like to make arrangements to stop by your office while we are in Washington. We will contact your office to make arrangements or you may contact us at: [insert appropriate numbers and addresses for your school.]

We look forward to hearing from you and meeting with you during our trip to Washington.

Sincerely,

Your Name (may be signed by students, teachers, principals, etc)

Enclosure: Project Summary

2010 Student/Parent Information Sheet

Congratulations on being selected to represent your school and your state at the NEED Project's Youth Awards for Energy Achievement in Washington D.C., from June 25-28, 2010. Students from all over the country will attend this program to receive recognition for their outstanding achievements in energy education. You will certainly have a busy four days – touring the nation's capital, enjoying a dinner cruise on the Potomac River, receiving your awards, and meeting new people.

About the Youth Awards Program

This program combines academic competition with recognition to acknowledge everyone involved in NEED during the year – and to recognize those who achieve excellence in energy education in their schools and communities. The students and teachers set goals and objectives, and keep a record of their activities. In April, the students combine their materials into scrapbooks and send them to state coordinators. The students write summaries of their projects for inclusion in the Annual Report.

How to prepare for the trip:

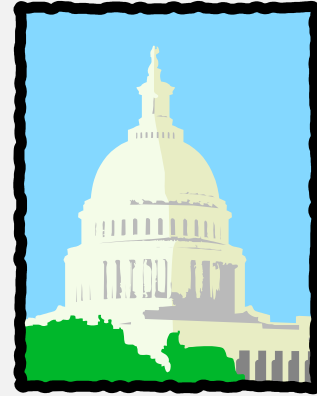
Your registration fees cover lodging, local transportation, and all meals, except for lunches on Saturday and Sunday when you will be out touring. You will be required to make a \$25.00 deposit at the hotel to cover phone calls, etc. The money will be refunded upon the departure. Chaperones may place all rooms on a credit card rather than deal with cash for individual rooms.



Many delegates bring souvenirs that represent their state to trade with others at the Parade of States Dinner. Brainstorm what local items your school can have donated for trading on Saturday night.



You may want to bring a camera. Be sure to put your name on all of your luggage and camera.



Important Information

Date: June 25-28, 2010

Location:

Hyatt Regency Crystal City
Arlington, VA

Cost: \$525.00 per participant
All participants must register regardless of age

****Registration Forms are due to your teacher by May 17, 2010. ****

***Registration Forms and Fees Due to NEED by May 24, 2010. ***

Important Telephone Numbers:

NEED Headquarters:

1-800-875-5029

Hyatt Regency Crystal City:

1-703-418-1234

(ask for Mary Spruill's room)

Samantha Forbes, NEED staff:

1-217-691-4539 (mobile)

Rebecca Lamb, NEED staff:

1-847-942-5584 (mobile)

Mary Spruill, NEED staff:

1-703-628-8673 (mobile)

The dress for most of the program is casual – shorts and t-shirts. Walking shoes are a must. Washington weather is unpredictable, so be sure to bring long pants and a light jacket. An umbrella or a poncho is a good idea as well. Dress for Sunday evening’s dinner cruise will be cruise attire—Hawaiian shirts, luau clothes, something festive! **You will need dress clothes for the National Recognition Ceremony on Monday—collared shirts for the gentleman, dresses or dress pants for the ladies.** You will receive a NEED t-shirt at registration.



When you arrive at Reagan Washington National Airport proceed to baggage claim, where a NEED staff member will be waiting to escort your group to the Hyatt Courtesy Shuttle. If you are flying into any other airport in the area, please refer to the Teacher Deadline/Information Sheet for transportation options.

Security Tips and Considerations

Airport Arrival Time:

Arrive early. Heightened airport security measures increase the time needed to check in. Arriving at the airport two hours before your flight’s scheduled departure is advisable; however, passengers may want to consult with their airline for more specific arrival times. Build in even more time at the airport if traveling with young children, infants, or persons with disabilities.

For all parents to review with their children...

NEED recognizes the importance of safety and security and takes steps to help make all the students, parents, and teachers involved in this Youth Awards Program feel at home and safe here in the Nation’s Capital. Please review the list regarding safety.

1. Virtually all security checkpoints at airports, federal buildings and other tourist destinations now require photo identification. Students attending Youth Awards must carry photo identification. Most state and local motor vehicle agencies provide photo identification cards for a nominal fee.
2. Discuss the importance of not losing this identification card with your child, and mark all bags and personal items with appropriate identification.
3. Have a conversation with your child about staying with his/ her group, being aware of his/ her surroundings and listening to instructions from the NEED staff, school personnel, and tour company staff.
4. Be sure your child understands that joking about airport and building security is inappropriate and can result in significant problems.

If in doubt, don’t pack it.

Security Tips and Considerations

For all parents to review with their children (cont'd)...

When you are preparing for your trip, remember to pack smart – pack safe. You cannot bring the items listed below on your person or in carry-on luggage:

Before you Leave:

- Knives of any length, composition or description.
- Pressure containers – spray cans (hair spray, butane fuel, scuba tanks, propane tanks, CO2 cartridges, and self-inflating rafts.
- Weapons – firearms, ammunition, gunpowder, mace, tear gas, or pepper spray.
- Liquids – All liquids, gels, and aerosols must be in **three-ounce** or smaller containers. Larger containers that are half-full are not allowed. These items must be placed in a **single, quart-size**, zip-top, clear plastic bag and are subject to additional inspection at airport security.
- Electric wheelchairs must be transported in accordance with airline requirements. The battery may need to be disconnected, removed, and the terminals insulated to prevent short circuits.
- Leave gifts unwrapped. Airline security personnel will open gifts if the X-ray scan cannot determine the contents.
- Leave good jewelry at home and wear very little the day of travel. Metal detectors are highly sensitive – so you'll save time by not wearing lots of metal jewelry. This includes clothing with metal grommets, heavy soled shoes, etc.
- You will be limited to one carry-on bag that must fit in the overhead compartment and only one other personal item (purse, etc). Leave stuffed animals and extra pillows at home or pack them in your suitcase.
- Bring ticket or itinerary and photo i.d. with you in order to check in and clear security. You will have to show your identification two times: at airline check-in, and at security.
- As security restrictions may change frequently, check with your airline or <http://faa.gov> near the date of travel for any new regulations.

At the Airport:

- Watch your bags and personal belongings at all times.
- Do not accept packages from strangers
- If you see unattended bags or packages anywhere in the airport terminal or parking area, immediately report them to a security officer or other authority.
- Report any suspicious activities or individuals in the airport or parking lot to airport security.
- Don't joke about having a bomb or firearm. Don't discuss terrorism, weapons, explosives, or other threats while going through security checkpoint. The mere mention of the words such as "gun," "bomb," etc., can compel security personnel to detain and question you. They are trained to consider these comments as real threats.

Security Tips and Considerations

For all parents to review with their children (cont'd)...

Checking In:

- Keep in mind that many airlines are charging additional fees for checked luggage which must be paid at check-in or before.
- Adult passengers must bring a government-issued photo ID. The FAA requires that air carriers request government-issued identification, such as a driver's license or draft card, if the passenger appears old enough to have an ID. Contact your local motor vehicle office to secure a photo identification for your students.
- E-ticket travelers should check with their airline to make sure they have proper documentation.
- Passengers will be required to provide the following Secure Flight Passenger Data (SFPD) to their airline when making a reservation:
 - Name as it appears on government-issued I.D. when traveling
 - Date of Birth
 - Gender
 - Redress Number (most passengers do not have redress numbers)

Security Checkpoints:

- Only ticketed passengers are allowed beyond the security checkpoints, unless a passenger requires parental oversight or must be accompanied by a medical assistant.
- Electronic items, such as laptop computers and cell phones, may be subjected to additional screening. Be prepared to remove your laptop from its travel case so it can be X-rayed separately. If you're bringing computer games, radios, and CD players – be sure to mark them with your name, and have them charged so they can be turned on if required at security.
- Shoes, belts, and loose fitting clothing such as sweatshirts must be removed and scanned at security checkpoints. Try to wear shoes that are easy to slip on and off when you are traveling. Beverages such as bottled water and soda are not allowed through security checkpoints. Beverages purchased after the checkpoint are allowed on flights.

Information Specific to Washington Reagan National Airport

- There are no facilities for short or long term luggage storage at the airport
- Passengers are urged to arrive two hours before their flight due to increased time it may take to get through airline ticketing and security.
- Unattended bags will be immediately confiscated by the Airport's Authority Police. If you see an unattended bag or item, please use the courtesy phones throughout all terminals at Reagan to contact Airport's Authority.
- For passengers with medical conditions that require you to carry a needle and/ or syringe on your person or in your carry-on luggage you must also have the medication that requires such injections on your person. The medication must be packaged with a pharmaceutical label or professionally printed label identifying the medication.

Important Conference Information

Airport Arrival: The Hyatt Regency provides a shuttle from Reagan National Airport to the hotel. NEED staff will make every attempt to meet your group at baggage claim when your plane arrives. They will be wearing NEED t-shirts. Upon landing, proceed to baggage claim. The Hyatt Shuttle is available outside every half hour if not more frequently. If you need assistance, please contact the Hyatt Regency at (703) 418-1234 (ask for NEED registration desk).

Bellmen: The bellman have been tipped for handling your luggage, you need not tip them unless you wish to.

Hotel (see also Registration section): When you arrive at the Hyatt Regency, check into your rooms at the front desk. Check-in time is 3:00 p.m. Some rooms may be available early. The lead teacher is welcome to check the group in if the rooms are available. Many of you have made special requests of the hotel on your rooming list. Please know that although the hotel staff does their best to fulfill each of them, they are limited by architecture and chaperone availability as the rooms are assigned. If all rooms in your group are not ready for check-in please be patient. The hotel cannot give you a room outside your group block. Each person will be required to submit a \$25.00 refundable deposit for your hotel room phone. If you, as group leader, wish to place all deposits on a credit card or pay for all deposits in cash, you may do so. Credit card deposits will speed check in and check out. Phone calls made from the room to outside the hotel are over \$1.00 each and will be billed to the room.

Registration: If you are arriving in the city early, we suggest you bring additional funds for Metro passes, get some touring in early, and meet with your Congressional Representatives. Plan on checking into your rooms as you arrive. If your rooms are not yet ready, the bellman will hold your bags. From the hotel registration desk, proceed down the escalators to the NEED Registration Booth – where you will pick up nametags, materials, tickets, etc. This will be the NEED Information Booth for the duration of the conference. DO NOT bring your students or chaperones to the NEED Registration Booth, only the leader of your group is necessary for check in. This NEED Information Booth will be open all day, every day, during the conference.

Parking: Valet Parking is covered in your registration fee. Carpooling is encouraged. It is appropriate to tip the valets.

Vans and Charter Buses: If your delegation is driving a van, please contact the hotel concierge at (703)418-1234 for parking options for large vehicles. Please plan on making alternative parking arrangements for charter buses. There is no parking near the hotel for charter buses.

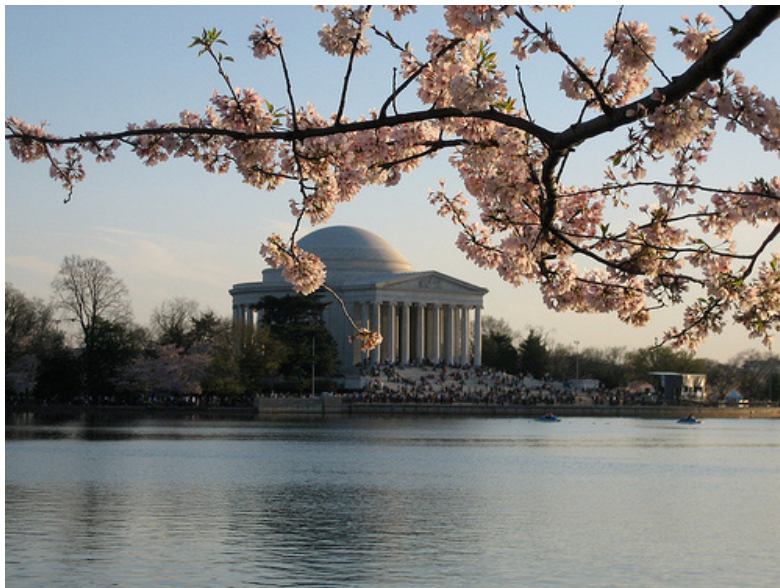
Congress: If you have made contact with your Congressional Representatives, please make a note of that on your Awards Reply form. Remember, *all attendees are expected to attend all sessions*, so please be sure not to schedule visits during NEED sessions. Your Congressional Representatives can book special tours for you in the Washington area – if you need numbers to contact them, please call the NEED office.

Tourmobile and Metro: On Saturday and Sunday, you will be using Tourmobile and Metro to tour the city at your own speed. On Saturday, you will be provided a Metro pass to get to and from Arlington Cemetery where you will exchange your Tourmobile voucher for a “Tourmobile Tour Pass.” Maps will be provided at Registration. If you would like to plan your trip, check out: <http://www.tourmobile.com> or Metro at <http://www.wmata.com>.



Additional Information

- Changes to the agenda may occur as planning for the program continues. Watch www.need.org/youthawards for last minute changes to the agenda.
- NEED will provide each attendee with a new 2010-2011 NEED T-shirt. There is an Awards Reply Form attached for you to request sizes for your group. Please remember that t-shirts are adult sizes. If you would like to purchase additional shirts, please contact NEED to reserve them.
- Bring extra cash for snacks and soda from the drink machines and gift shop. Lunch on Saturday and Sunday is “on your own” so groups may lunch at a location of their choice. There are great new places near the hotel!
- Spirit of Washington ticket covers tea, coffee, or water. Please bring additional funds for soft drinks or specialty beverages. Photos may also be available for purchase.
- For most of the conference casual clothing may be worn. There is a swimming pool, so bring a swimsuit. Please be aware that the hotel can be cool. Bring fun cruise wear for the dinner cruise on the Potomac River. It is **very important** that all groups dress appropriately for the National Recognition Ceremony on Monday, June 28. Business attire is expected for the ceremony (shirt and tie for gentleman, and dresses/ pantsuits for ladies).



Tour Information

Jefferson Memorial – <http://www.nps.gov/thje/index.htm>

A 19-foot bronze statue inside the neoclassical marble monument memorialized Thomas Jefferson. The memorial is located across the Tidal Basin near the Bureau of Engraving and Printing. Tourmobile stops at the Memorial. The memorial is open from 9:30 a.m. until 11:30 p.m.

Lincoln Memorial – <http://www.nps.gov/linc/index.htm>

Located on the opposite end of the Mall from the Capitol, the Lincoln Memorial is one of the first sights to greet visitors into the city. Inside a 19-foot marble statue of Lincoln is flanked by inscriptions of Lincoln's *Gettysburg Address* and his second *Inaugural Address*. The memorial is open from 9:30 a.m. until 11:30 p.m.

The National Zoo – <http://nationalzoo.si.edu>

The zoo has over 6,000 animals and is highlighted by its giant pandas, cheetahs, and indoor rainforest. The National Zoo is committed to education, there are learning stations located at just about every exhibit, so it is a great place for kids. The National Zoo is free for everyone and is open from 10:00 a.m. until 6:00 p.m.

Washington Monument - <http://reservations.nps.gov>

The Washington Monument is open daily from 9:00 a.m. – 9:45 p.m. In order to enter, tickets are required. Free tickets are given out for that day's visitors at the National Park Service Kiosk at 15th Street at 15th Street and Madison Drive. Arrive early to get tickets. The kiosk opens at 8:30 a.m. Tickets can be reserved in advance by calling 1-800-967-2283 or online.

White House – <http://www.whitehouse.gov/history/tours/>

Tours are only for groups of ten or more. You need to contact your member of Congress to set up the tour for you. You cannot tour without going through your congressional office, and arrangements must be made more than a month in advance. Scheduling is limited, so arrange your visit as soon as possible. Call 202-456-7041 or visit the website for more information.

Tips for the Trip:

- If your group wants to have additional time for touring, consider booking your flight to arrive early Friday to have some time to visit the city before registration.
- Washington D.C. can have hot and humid summer days- carry water with you while out touring. Don't forget to mark your name on your water bottle.
- Saturday will be time to tour using Tourmobile Sightseeing. You will have a chance to visit: Arlington Cemetery, Lincoln Memorial, Vietnam Veterans Memorial, World War II Memorial, White House Visitor's Center, the Smithsonian Museums along the Mall, Union Station, U.S. Capitol, Washington Monument, the Holocaust Museum, and the Jefferson Memorial.
- Sunday you will have an all-day Metro pass. You may visit any of the sights from the Tourmobile list you would like to spend more time at, or travel to other parts of the city.
- Museums that you should allow three hours to experience include: the Holocaust Museum and the Spy Museum.
- The Metro runs on a time schedule. You can access the time on their website, www.wmata.com. Do not try to hold train doors open. If your group misses the train, keep your group together and wait for the next train the group cannot fit on to the train.
- It will take time to get back to the hotel after the ceremony and retrieve your luggage. It is a good idea to plan your flight home after 3:00 p.m.
- If this is your first trip to D.C., and you need additional tips email sforbes@need.org.

Additional Tour Information

Crime and Punishment Museum – <http://www.crimemuseum.org>

One of the newest museums in Washington, the Crime and Punishment Museum's interactive exhibits allow visitors to explore the history of law enforcement. Entry Fee.

Eastern Market – <http://www.easternmarketdc.com>

Eastern Market is one of the few public markets left in Washington D.C., and the only one retaining its original public market function. If you need a break from touring, enjoy the arts and crafts, fresh farm goods and flea market (Sunday only) on Capitol Hill. Eastern Market can be reached by Metro and is only one block north of the Eastern Market Metro Station on the southeast corner of 7th & Pennsylvania Avenue, on the Blue and Orange lines. Open Saturday and Sunday, hours vary.

Ford's Theater and the House Where Lincoln Died – <http://www.fordstheatre.org/home/plan-your-visit>

A historic, still operational theater is the site of President Abraham Lincoln's assassination. The theater and the Museum in the basement are open from 9:00a.m. until 5:00 p.m. each day. Please call the National Park Service on site (202.426.6924) to check the schedule before visiting the theatre. Across the street is the House Where Lincoln Died, known as the Peterson House. The house is in its original condition and has a variety of artifacts from the era. Hard Rock Café is right next door!

Franklin Delano Roosevelt Memorial – <http://www.nps.gov/fdrm/>

The seven-acre site near the Jefferson Memorial, depicts the 12 years of Roosevelt's presidency. Four outdoor "gallery" rooms feature ten bronze sculptures depicting President Roosevelt, Eleanor Roosevelt, and events from the Great Depression and World War II. It is fully wheelchair accessible.

Holocaust Memorial Museum – <http://www.ushmm.org>

Admission to the permanent exhibit is free, but timed tickets are required. Tickets for each day's tours are available beginning at 10:00 a.m. outside the 14th Street and Independence Avenue entrance. No more than four tickets will be given to one person. Groups of 10 or more should be scheduled through the tour office. The museum is open 10 a.m. – 5:30 p.m. each day. There are exhibits open to the public without tickets as well. For advance tickets for a small fee call 800-400-9373 or visit tickets.com.

International Spy Museum – <http://www.spymuseum.org/index.asp>

Covering all things espionage, this hands-on museum walks you through the history of spying and the devices used. The Spy Museum is open 9:00 a.m. – 8:00 p.m. Advanced tickets are recommended and can be purchased at their website listed above. Entry Fee.

Kennedy Center – www.kennedy-center.org

This national center dedicated to the performing arts is a museum in itself. With a variety of shows available and lots of halls to explore, the Kennedy Center is a wonderful way to witness the nation's commitment to the arts.

Korean War Memorial - <http://www.nps.gov/kowa>

This memorial consists of sculptures of 19 ground troops moving toward victory in Korea, joined by the 2,400 faces of support personnel etched in a granite mural. The memorial is located near the Lincoln Memorial.

National Archives – <http://www.archives.gov/dc-metro/washington/index.html>

Home to the Declaration of Independence, the Constitution, the Bill of Rights, and the Magna Carta, this building hosts the foundation of American history. The Archives is open 10:00 a.m. – 7:00 p.m.

The Old Post Office Pavilion – <http://www.oldpostofficedc.com>

The former United States Post Office houses more than 80 shops and restaurants. It is a great place to have lunch while out touring. The 315 foot clock tower has a great view of the city, if you don't mind the height. Open Saturday from 10:00 a.m. – 8:00 p.m. and Sunday from noon to 7:00 p.m. Take Metro to Federal Triangle or use Tourmobile.

The Smithsonian – www.si.edu

The Smithsonian museums are the best of the nation's museums. You will find new and exciting things happening at this series of museums each visit. Most museums are open 10:00 a.m. – 5:30 p.m. The American History Museum has summer extended hours of 10:00 a.m. – 6:30 p.m. The Arts and Industries Building is currently closed in preparation for renovation.

Union Station – www.unionstationdc.com

The main hub for train travel in Washington D.C., the historic Union Station houses a number of shops and restaurants along with a large basement food court! Union Station can be accessed by the Metro on the Red line, on Tourmobile, or is a short walk north of the Capitol on Columbus Circle.



Additional Tour Information

U.S. Capitol – <http://www.visitthecapitol.gov/>

Located at the far end of the Mall, the Capitol serves as the business center for the legislative branch of United States Government. The new Capitol Visitor Center is now open on the east side of the Capitol. Due to high demand, group tours should be booked online in advance.

U.S. Navy Memorial – www.navyMemorial.org

Located off Pennsylvania Avenue, the 100-foot world map forms the plaza featuring fountains, statues, and historical exhibits of the country's time at sea. The visitor's center is open Monday through Saturday 9:30 a.m. until 5:00 p.m. and features the movie *At Sea*.

Vietnam Veterans Memorial – www.nps.gov/vive/index.htm

The somber memorial of black granite is inscribed with the names of over 58,191 soldiers who died or remain missing from the Vietnam War. This memorial is located in front of the Lincoln Memorial and is available on the Tourmobile Tour.

World War II Memorial – www.wwiimemorial.com

The newest national memorial opened at the end of April 2005. It is dedicated to the 16 million people who served during World War II. Located on the Mall between the Lincoln Memorial and Washington Monument, the memorial is out in the open and easily accessible to all. With beautiful ponds and fountains, the WWII Memorial is a popular place to visit this summer.

Lunch Suggestions:

- **Union Station** an array of choices. www.unioinstationdc.com
- **Old Post Office Pavillion**- 1100 Pennsylvania – www.oldofficedc.com.
- **Golden Triangle** also has a variety of places to choose from, visit <http://goldentriangle.com/dining>, to view the list of restaurants.
- **Chinatown/Gallery Place** – Around Chinatown, on the Red line, you will find many food options. There are also a few options inside Gallery Place, www.galleryplace.com
- **ESPN Zone** – 555 12th Street, NW. For menu options and hours visit www.espnzone.com.
- **Hard Rock Café** – 999 E Street, NW. www.hardrock.com

Special Interest:

- The **Smithsonian Folklife Festival**, June 24-28, 2010. This annual festival will allow you to explore the many arts, dance, entertainment, and food of a variety of cultures. The festival encourages exploring the different traditions by presenting them on the Mall. The public can learn from one another and begin to understand the culture. 2010 Smithsonian Folklife Festival will feature *Asian Pacific America: Local Lives, Global Ties, Mexico*, and *Smithsonian Inside Out*. The festival website is packed full of information regarding the festival, check it out at www.festival.si.edu/2010.

- Special Exhibits at the Smithsonian Museums Include:

- **Air & Space**-
~ *Moving Beyond Earth*
- **American History** –
~ *Holidays on Display*
~ *Abraham Lincoln: An Extraordinary Life*
~ *Stories on Money*
~ *National Treasures of Popular Culture*
~ *Invention At Play*
- **Natural History** -
~ *The Sant Ocean Hall Focus Gallery: Deeper than Light*
- **American Art Museum** -
~ *Thomas Moran Landscapes*

- Watch the **Smithsonian Video Tour** with Ben Stiller:
http://www.si.edu/visit/InfoCenter/video_tour.htm.

- The **National Geographic Museum** located at 1145 17 Street NW, Washington D.C. has numerous exhibits (some free and some with a nominal fee) which offer a view into worlds few have explored. Visit <http://events.nationalgeographic.com/events/exhibits/> for more information on current exhibits.

THE NEED PROJECT 2010

Youth Awards Program for Energy Achievement REGISTRATION INFORMATION (ALL REGISTRANTS MUST COMPLETE ALL PARTS)

Please Print or Type

<input type="checkbox"/> Project Participant or <input type="checkbox"/> Guest/Sibling/Parent	&	<input type="checkbox"/> Student or <input type="checkbox"/> Adult
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Last Name: _____ First Name: _____
 State: _____ Sex: _____ Birth Date: _____ Age: _____ Grade: _____
 School/Organization: _____ School Phone Number: _____
 Home Address: _____ City: _____ State: _____ Zip Code: _____
 Parents Names: _____ Home Phone Number: _____
 Parents Work Phone Numbers: _____ E-mail: _____

TRAVEL INFORMATION

Arrival

Car Train Air

Arrival Date	Arrival Time
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* Reagan National Dulles BWI

Airline	Flight Number
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Student Traveling Alone

Departure

Car Train Air

Departure Date	Departure Time
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*Reagan National Dulles BWI

Airline	Flight Number
---------	---------------

Student Traveling Alone

** Transportation to the hotel upon arrival will be provided only from Reagan National Airport by Hyatt Regency courtesy vans, all day on June 25, and to Reagan National Airport from the hotel on June 28. Please refer to www.bwiairport.com or www.metwashairports.com if your group is arriving at another airport. These sites will assist you in making transportation arrangements.*

MEDICAL HISTORY FORM
(all registrants must complete)

Name _____ Date of Birth _____

Insurance Company _____

Policy Number _____

Emergency Contact _____ Phone _____

Allergies: _____

Any special illnesses and/or conditions? _____

Will student be in charge of medications? _____ If not, who will? _____

Special Dietary needs? _____

Any other information? _____

Should student be restricted from any type of activity? If yes, please explain: _____

(If student is taking medications on a regular basis, please supply in labeled prescription containers.)

MEDICAL PERMISSION FORM
(adult registrants must sign also)

The undersigned parent/guardian of _____ authorizes the National Energy Education Development (NEED) Project to obtain medical care for the above named individual in the event of an emergency while the individual is in attendance at the NEED Project's Youth Awards Program for Energy Achievement. If possible, the parent/guardian of the above named individual will be contacted if/when such care is necessary. Permission is hereby granted to any licensed physician or accredited medical facility and its associates to perform any medical and/or surgical procedures that are deemed essential to the treatment of the above named individual.

Signed: **X** _____ Date: _____
Parent/Guardian or Adult Delegate

IF THE DELEGATE HAS ANY SPECIAL NEEDS, PLEASE LIST THEM HERE:

LIABILITY RELEASE FORM

(Must be signed by adult registrants and parents of minors)

I acknowledge that the National Energy Education Development (NEED) Project is conducting the Youth Awards Program for Energy Achievement from June 25-28, 2010, on the condition that each of the individuals who elect to participate in the Program, or their parents/guardians, release NEED, its directors, employees, agents, and volunteers from any claim of liability arising out of participation in the Program.

I am at least 18 years of age or am the parent or legal guardian of the participant and hereby expressly consent to the participation of my child or ward pursuant to the terms of this release. I understand that the Program will involve some activity that could involve the risk of injury. I acknowledge that the nature of the Program has been fully explained to me to my satisfaction and that I have had the opportunity to ask questions before signing this Release. My participation in the Program is strictly voluntary.

As an inducement to NEED for sponsoring and conducting this Program, I hereby assume full responsibility for any and all injuries and other losses that my child, or I, may suffer because of participation in the Program, regardless of the cause of the injury or loss.

I also agree that I will not hold NEED responsible in any way for any act or failure to act by any director, employee, agent, or volunteer of NEED or any other person who participates in any way in the Program.

I understand that NEED is relying on this Release and I agree to be legally bound by it. This Release shall be binding upon my heirs and personal representatives.

Signed this _____ day of _____, 2010.

Signature: **X** _____

[] Parent [] Guardian of: _____



Preliminary Agenda

Friday, June 25, 2010

12:00 p.m. – 11:00 p.m. **Information Booth Open** – Ballroom Level

3:00 p.m. – 5:00 p.m. **Hotel Check-in** – Front Desk

12:00 p.m. – 6:00 p.m. **Conference Registration** – Ballroom Level

3:00 p.m. – 6:00 p.m. **Energy Expo** – Room TBD
Enjoy energy activities, learn about energy careers and celebrate NEED's 30th anniversary.

4:30 p.m. – 6:00 p.m. **High School Reception** – Room TBD
High School students have a chance to meet and discuss their projects.

6:00 p.m. – 7:00 p.m. **Welcoming Banquet** – Regency Ballroom ABCD
It's a night in Little Italy! Enjoy dinner with NEED students and sponsors.

7:00 p.m. – 8:30 p.m. **Welcoming Program** – Regency Ballroom ABCD
Meet Youth Awards and NEED staff and your fellow award winners through NEED activities and icebreakers.

During Energy Feud **Lead Teacher Meeting – Conference Theatre, Ballroom Level**
Lead teachers will be invited to attend a brief meeting to receive last minute information and tips for making the weekend easy and fun.

8:30 p.m. – 9:00 p.m. **Ice Cream Social** – Regency Ballroom ABCD

11:15 p.m. **Lights Out!**

Saturday, June 26, 2010

7:00 a.m. – 11:00 p.m. **Information Booth Open** – Ballroom Level

7:00 a.m. – 8:00 a.m. **Breakfast** – Regency Ballroom ABCD

8:15 a.m. **Walk or Shuttle to Metro** – Front Lobby
Metro tickets are in registration packets. Metro tickets will take you to Arlington Cemetery where you'll board Tourmobile.

8:30 a.m. – 5:30 p.m. **Tour Washington, DC**
Open touring of Washington's memorials, Capitol Hill, Smithsonian museums, and other points of interest aboard Tourmobile. NEED staff members are available if you or your group have questions.

5:30 p.m. – 7:00 p.m. **State Leadership Meeting** – Chesapeake, Top Floor

7:00 p.m. – 10:30 p.m. **Parade of States Dinner** – Regency Ballroom ABCD
Attendees exchange trinkets and memorabilia from their home states with other award winners. A great DJ will provide music for dancing the evening away!

11:00 p.m. **Lights Out!**

Sunday, June 27, 2010

- 7:00 a.m. – 11:00 p.m. **Information Booth Open** – Ballroom Level
- 7:00 a.m. – 8:00 a.m. **Continental Breakfast** – Regency Ballroom ABCD
- 8:00 a.m. – 10:00 a.m. **NEED Activity Breakouts** – Room TBD
NEED's newest activities are presented for students at all grade levels.
- 10:00 a.m. **Metro Touring** – Pick up tickets at the **NEED Infobooth**
- 5:15 p.m. **Board Buses for the Spirit of Washington Dinner Cruise Shuttle A departs** – Front Lobby
- 6:00 p.m. **Shuttle B departs** – Front Lobby
- 6:30 p.m. – 10:00 p.m. **"Spirit of Washington" Dinner Cruise**
Buses will take you to the pier for a tropic cruise down the Potomac River with the NEED Project Board of Directors and sponsors. Be sure to wear your Hawaiian gear!
- 11:15 p.m. **Lights Out!**

Monday, June 28, 2010

- 7:00 a.m. – 8:45 a.m. **Information Booth Open** – Ballroom Level
- 7:00 a.m. – 8:00 a.m. **Check-out** – Front Lobby
Get ready for National Recognition Ceremonies, pack up and check out.
- 7:00 a.m. – 8:45 a.m. **Breakfast** – Regency ABCD
- 8:00 a.m. **Board Buses for National Recognition Ceremony** – Front Lobby
Shuttle A departs
- 8:45 a.m. **Shuttle B departs**
- 10:00 a.m. – 12:00 p.m. **National Recognition Ceremony**
*Yates Auditorium, Department of the Interior, 1849 C Street, NW, Washington DC
Presentation of the Colors, Keynote and Awards Presentations.
Congressional representatives are invited to attend.*
- 12:15 p.m. **Return to hotel OR depart for Congressional Visits**