

June 22 - 25, 2012 | Hyatt Regency Crystal City | Arlington, Virginia

32nd Annual NEED Youth Awards For Energy Achievement National Recognition Ceremony



Congratulations!

We look forward to seeing you and your students in Washington D.C., June 22 - 25, 2012 to be recognized for outstanding energy education programs. This packet provides you with the information needed to participate in the 2012 National Recognition Ceremony. We have included a checklist of items and deadlines. NEED is celebrating its 32nd year of energy education, and we're pleased you'll be with us for the fun!

General Information:

Date: June 22-25, 2012
Location: Hyatt Regency Crystal City
2799 Jefferson Davis Highway,
Arlington, VA 22202
Web: www.hyatt.com Phone: 1-703-418-1234

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

Cost: \$550 per person for registration.
All attendees must register.
NEED accepts Visa, MasterCard, and American Express.

Hotel Reservations: Fax hotel forms (**Form A**) to NEED at 1-800-847-1820 by May 14, 2012.

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 2012 Youth Awards National Recognition Ceremonies registration fee of **\$550.00** per person 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 – DC Tours and Metro – passes and the Spirit of Washington Dinner Cruise. It is a weekend to celebrate, network, and plan for next

___ **ASAP**

Give one *Student/Parent Information Sheet, Agenda, and Form B* to each student, chaperone, and guest. Ask that forms be returned to you no later than May 14, 2012.

___ **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 transportation 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 14**

Registration *Form B* due to Lead Teacher from students and chaperones. Don't forget to fill one out yourself. All participants must register.

___ **May 14**

Room Reservations 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 14**

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

___ **May 21**

All Attendee Registration *Form B* and Registration Fees due at NEED via mail, FedEx, or UPS only.

***Send all Form Bs and Registration Fees by May 21st to:
NEED, P.O. Box 10101, Manassas, VA 20108 or
Via Fed Ex or UPS to: 8408 Kao Circle, Manassas, VA 20110***

Form A

**2012 Youth Awards Program for Energy Achievement
SCHOOL DELEGATION INFORMATION/ROOM RESERVATIONS**

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

Due May 14, 2012

School/Organization: _____ **State:** _____

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

Sponsor/Teacher Name: _____ **Teacher Home Phone:** _____

School Street Address: _____

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

School Telephone: (_____) _____ **Fax:** (_____) _____

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 that 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 and we will attempt to honor them. If you plan to extend your stay with the hotel, please contact NEED at 1-800-875-5029.

Room 1. (Name | Age)

Room 2. (Name | Age)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

Room 3. (Name | Age)

Room 4. (Name | Age)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

State: _____

School Name: _____

Room 5. (Name | Age)

Room 6. (Name | Age)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

Room 7. (Name | Age)

Room 8. (Name | Age)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

Room 9. (Name | Age)

Room 10. (Name | Age)

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

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.

2012 Youth Awards Program for Energy Achievement

AWARDS REPLY FORM

Due May 14, 2012

The following information is needed to prepare for the 2012 Youth Awards for Energy Achievement. Please complete and fax to NEED at 1-800-847-1820 or email the information to wmass@need.org.

Lead Chaperone/Teacher Name: _____

School Name: _____ **State:** _____

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

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

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

_____ (s)

_____ (m)

_____ (l)

_____ (xl)

_____ (xxl)

_____ Total

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 Regency Crystal City for parking suggestions.

Any questions?

Lead Teacher: Please return this form via fax or email to NEED by May 14, 2012.

Fax: 1-800-847-1820 or Email to wmass@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 32nd 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 22 - 25, 2012, 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 25, 2012, 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**

***Optional**

2012 Student/Parent Information

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 22 - 25, 2012. 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

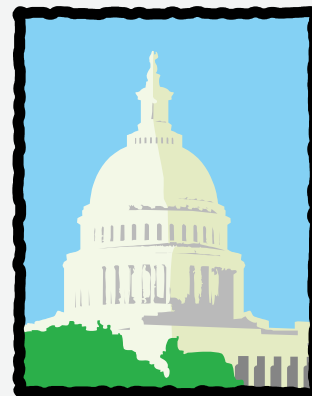
Your registration fees cover lodging, local transportation, and all meals, except for lunches on Saturday and Sunday when you will be out touring. You will be required to make a \$25.00 deposit at the hotel to cover phone calls, etc. The money will be refunded upon the departure. Chaperones may place all room deposits 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. Is your state famous for something?



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



Important Information

Date: June 22 - 25, 2012

Location:
Hyatt Regency Crystal City
Arlington, VA

Cost: \$550.00 per participant
All participants must register regardless of age

****Registration Forms are due to your teacher by May 14, 2012. ****

Important Telephone Number:

NEED Headquarters:
1-800-875-5029

What to wear

The dress for most of the program is casual – shorts and t-shirts. You will receive a NEED t-shirt at registration. 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!



The National Recognition Ceremony on Monday is business attire (shirt and tie for gentlemen and appropriate length dresses/pantsuits for ladies). It is extremely important that all groups are dressed professionally for the ceremony. Please no jeans, shorts, flip flops, or other casual wear at the ceremony.

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.

Arrival at Reagan (DCA):

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

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.

- Virtually all security checkpoints at airports, federal buildings, and other tourist destinations now require photo identification. Students attending all Youth Awards events must carry photo identification. Most state and local motor vehicle agencies provide photo identification cards for a nominal fee.
- Discuss the importance of not losing this identification card with your child, and mark all bags and personal items with appropriate identification.
- 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.
- Be sure your child understands that joking about airport and building security is inappropriate and can result in significant problems.

Security Tips and Considerations

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

*If in doubt,
don't pack it.*

- Knives of any length, composition, or description.
- Pressure containers – spray cans, hair spray, butane fuel, scuba tanks, propane tanks, CO2 cartridges, or 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 jewelry 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 identification 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 the security checkpoint. The mere mention of 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 before or at check-in.
- 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 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 ID when traveling
 - Date of Birth
 - Gender

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/or 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 police. If you see an unattended bag or item, please use the courtesy phones throughout all terminals at Reagan to contact airport police.
- 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 the 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. A \$25.00 refundable deposit is required for each 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 1-703-418-1234 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.

DC Tour and Metro: On Saturday and Sunday, you will be using DC Tours double decker bus and Metro to tour the city at your own speed. On Saturday, you will be provided a Metro pass to get to and from Union Station where you will start your tour. On Sunday you will receive an all day Metro pass for exploring other parts of the city. If you would like to plan your trip, check out: DC Tours <http://www.dctours.us/?event=offer.detail&offerId=2162> 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 provides each attendee with a new 2012 - 2013 NEED t-shirt. 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 professionally for the National Recognition Ceremony on Monday, June 25. Business attire is expected for the ceremony (shirt and tie for gentleman, and **appropriate length** dresses/pantsuits for ladies).



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. DC Tours 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://www.nps.gov/wamo/index.htm>

The Washington Monument is temporarily closed due to damage from the August 23, 2011 earthquake. The National Park Service has closed the Monument to visitors and is assessing the damage.

In the event that it reopens by June 2012, hours would be 9:00 a.m. – 9:45 p.m. daily. 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 DC Tours Hop-on-Hop-Off Double Decker Bus. 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 to see anything you missed Saturday!

-Allow three hours each to experience: the Holocaust Museum and the Spy Museum.

-The Metro runs on a time schedule. You can access the schedule 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.

-It will take time to get to the hotel after touring on Sunday – give your group extra time to get back before the cruise.

-On Monday, 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 **no earlier** than 3:00 p.m.

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. The museum is open 9:00 a.m. – 7:00 p.m. Monday through Thursday, 9:00 a.m. – 8:00 p.m. Friday and Saturday, and 10:00 a.m. – 7:00 p.m. on Sundays. There is an entry fee.

Eastern Market – <http://www.easternmarket-dc.org>

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 Street and 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 9:00 a.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 theater. 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/fdre/index.htm>

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. The grounds are open 24 hours a day, seven days a week. 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 10:00 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 1-800-400-9373 or visit tickets.com.

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

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. – 7:00 p.m. every day. Advanced tickets are recommended and can be purchased through their website listed above. There is an 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. The grounds are open 24 hours a day, seven days a week with park rangers available for questions 9:30 a.m. – 11:30 p.m.

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. every day.

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 DC Tours red route.

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 Cooper-Hewitt National Design Museum and The Arts and Industries Building are currently closed for renovations.

Additional Tour Information

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 DC Tours red route, or is a short walk north of the Capitol on Columbus Circle.

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 or scheduled with your Congressional Representative.

U.S. Navy Memorial – www.navy memorial.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 DC Tours blue route. It is open to the public 24 hours a day but park rangers are available to answer questions from 9:30 a.m. – 11:45 p.m. daily.

World War II Memorial – www.wwiimemorial.com

The memorial 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.

Martin Luther King Jr. National Memorial – <http://www.mlkmemorial.org/>

The newest national memorial opened in August 2011 and is located southwest of the National Mall. The official address of the monument, 1964 Independence Avenue, S.W., commemorates the year that the Civil Rights Act of 1964 became law. The memorial is open daily from 8:00 a.m. – 12:00 a.m.

Lunch Suggestions:

Union Station – an array of choices. www.unionstationdc.com

Old Post Office Pavillion – 1100 Pennsylvania Ave. – www.oldpostofficedc.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

Hard Rock Café – 999 E Street, NW. www.hardrock.com

Good Stuff Eatery & We The Pizza – 303 Pennsylvania Ave SE– local DC restaurants by Celebrity Chef Spike Mendelsohn www.goodstuffeatery.com & www.wethepizza.com

Special Interest

Special Exhibits at the Smithsonian Museums

Include:

-Air & Space-

- *Fly Marines! The Centennial of Marine Corps Aviation: 1912 - 2012*

-American History-

- *First Ladies at the Smithsonian The Star-Spangled Banner: The Flag that Inspired the National Anthem*
- *National Treasures of Pop Culture*
- *You Must Remember This*
- *Snowboarding*

-Natural History-

- *X-Ray Vision: Fish Inside Out*
- *Hope Diamond*
- *Eternal Life in Ancient Egypt*
- *Dinosaurs in Our Backyard*

-American Art Museum-

- *African American Art in the 20th century*
- *The Art of Video Games*

-American Indian Museum-

- *A Song for the Horse Nation*

-Postal Museum-

- *Fire & Ice: Hindenburg and Titanic*
- *Amelia Earhart's Personal Collection*
- *Alphabetilately*

-Smithsonian Castle-

- *The Wonder of Light: Touch & Learn*
- *Smithson's Crypt*

If you're hungry while at the museums, be sure to check out one of the many Smithsonian cafés!

www.si.edu/dining

Form B page 1

2012 NEED Youth Awards Program for Energy Achievement
REGISTRATION INFORMATION

(ALL ATTENDEES MUST COMPLETE ALL SECTIONS)

Please Type or Print Legibly in Black/Blue Pen**

[] I am a STUDENT PROJECT PARTICIPANT
[] I am a TEACHER PROJECT PARTICIPANT
If there is more than one teacher attending,
please indicate the lead teacher for your school

OR

[] I am a chaperone (designated by lead teacher)
[] I am an adult/family member accompanying a
project participant
[] I am a sibling/family member accompanying a
project participant
[] Other (please explain)

Last Name: First Name:

Preferred Name for Nametag:

Sex: Birth Date: Age: Grade:

Circle T Shirt Size (Adult): S M L XL XXL

School/Organization: School Phone Number: () -

Home Address: City: State: Zip Code:

Parent/Guardian Name:

Home Phone Number: E-mail:

Emergency Contact Name:

Emergency Phone Numbers: Cell () - Home () - Work (-)

**Note: The information provided on this form is used to create nametags, programs, and more. Please write legibly and completely to ensure information is printed correctly.

TRAVEL INFORMATION

Arrival

Departure

Arrival Date: Arrival Time:

Departure Date: Departure Time:

Travel by:

Travel by:

[] Car

[] Car

[] Air

[] Air

Airport: [] *Reagan National (DCA)

[] Other

[] Washington Dulles (IAD)

[] Baltimore Washington (BWI)

Airline:

Flight #:

[] Other

* Transportation to the hotel upon arrival will be provided only from Reagan National Airport by Hyatt Regency courtesy vans, all day on June 22, and to Reagan National Airport from the hotel on June 25. If your group is arriving at another airport, please refer to www.bwiairport.com or www.metwashairports.com to assist you in making transportation arrangements.

Form B page 2

MEDICAL HISTORY FORM
(all attendees must complete)

Name _____ Date of Birth _____

Insurance Company _____

Policy Number _____

Emergency Contact _____ Phone _____

Food Allergies _____

Other Allergies (only those applicable to DC visit) _____

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

(all attendees – including adults – must complete and sign)

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 and all affiliated/related events, activities, and occurrences. 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: _____

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

Form B page 3

LIABILITY RELEASE FORM

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

I acknowledge that The National Energy Education Development (NEED) Project is conducting the Youth Awards Program for Energy Achievement Program from June 22 - 25, 2012, on the condition that each of the individuals who elect to participate in the Program, or their parents/guardians, release NEED, its directors, officers, executives, 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 attendee 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, officers, executives, 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, successors, and personal representatives.

Signed this _____ day of _____, 2012.

Signature: **X** _____

Please Check One:

Parent Guardian of: _____



Form B page 4

RULES FORM
(all attendees must read and complete)

Attendees must wear name tags at all times. The back of the nametag contains very important information should you get lost or need assistance.

Attendees must carry their photo ID at all times.

Attendees must follow the program agenda and attend all scheduled events, unless other arrangements are made in advance.

"Lights out" will be strictly enforced. Group chaperones are responsible for their students' well-being and behavior at all times.

Appropriate and responsible behavior is *required* at all times, especially during meals, meetings, while on the buses, and when touring our nation's capital.

Adults accompanying student groups are expected to follow conference rules and to exhibit appropriate behavior at all times. Should any adult exhibit inappropriate behavior, NEED will take necessary measures to remove the individual from the conference and hotel property.

Adults are reminded that there is no smoking allowed on conference buses or on the Spirit of Washington dinner cruise. All hotel rooms are non-smoking.

I understand that if I/my child break(s) any of these rules, the NEED staff may call me at any time, day or night. I also understand that any illegal, violent, disruptive, or dangerous behavior by me or my child will require me, at the discretion of the NEED staff, to make immediate arrangements for me or my child to leave the program at my expense.

X

X

Attendee Signature

Parent/Guardian Signature

MULTIMEDIA PERMISSION
(all registrants must complete)

I give my permission for audio recordings/snapshots/videos of my child participating in NEED activities to be used in multimedia promotions such as brochures, newsletters, program videos, social media, and/or the NEED website.

Parent/Guardian Signature: _____

Print Name: _____

Phone Number: _____ Cell Phone: _____

Date: _____

All attendees: Please return completed forms to lead teacher by May 14th. Lead Teacher: Please return completed forms and all fees by May 21st to:

NEED, 8408 Kao Circle, Manassas, VA 20110

Preliminary Agenda

Friday, June 22, 2012

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

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

2:00 p.m. – 5:30 p.m. **Energy Carnival** – Ballroom Level Foyer

Come participate in fun Energy Carnival Activities for a chance to win cool prizes.

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

4:30 p.m. – 6:00 p.m. **High School Reception** – Arlington/ Fairfax

High School students have a chance to meet and discuss their projects.

6:00 p.m. – 7:00 p.m. **Welcoming Banquet** – Regency Ballroom EF

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 EF

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 EF Foyer

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

Saturday, June 23, 2012

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

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

8:15 a.m. **Walk or Shuttle to Metro** – Front Lobby

Metro tickets are in registration packets. Metro tickets will take you to Union Station where you will board the DC Tours Bus. NEED staff members are available if you or your group have questions.

8:30 a.m. – 5:30 p.m. **Tour Washington, D.C.**

Open touring of Washington's memorials, Capitol Hill, Smithsonian museums, and other points of interest aboard the DC Tours double decker bus.

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

7:00 p.m. – 10:30 p.m. **Parade of States Dinner** – Regency Ballroom EF

Attendees exchange trinkets and memorabilia from their home states with other award winners. A great DJ will provide music for showing off your great dance moves!

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

Sunday, June 24, 2012

- 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 EF
- 8:15 a.m. – 10:00 a.m. **NEED Activity Breakouts** – Primary Level (Ballroom), Intermediate (Kennedy/Jefferson/Lincoln/Roosevelt Rooms), Secondary (Arlington/Fairfax Rooms)
- NEED's newest activities are presented for students at all grade levels*
- 10:00 a.m. **Metro Touring** – Pick up all-day metro tickets at the NEED Infobooth no earlier than 9:45 a.m.
- 10:00 a.m. – 4:00 p.m. **Tour Washington, D.C.**
- Travel at your own pace and route via the DC Metro to explore the sites you missed yesterday! Make sure to allow plenty of return time for travel back to the Hyatt so you can be ready to board the bus for the Spirit of Washington Dinner Cruise.*
- 5:15 p.m. **Board Buses for the Spirit of Washington Dinner Cruise** – Front Lobby
- Shuttle A Departs**
- 6:00 p.m. **Shuttle B Departs**
- 6:30 p.m. – 10:00 p.m. **Spirit of Washington Dinner Cruise**
- Buses will take you to the pier for a tropical-themed 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 25, 2012

- 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 Ballroom EF
- 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 Speaker, and Awards Presentations.*
- Congressional representatives are invited to attend.*
- *No food or liquids are allowed in Yates Auditorium. All bags subject to search.*
- 12:15 p.m. **Return to Hotel OR Depart for Congressional Visits**