**Bed Check**

* **All county participants are to be (1) in their assigned rooms by 11:15 p.m., and (2) quiet by midnight.** Chaperones that have participants who wish to go to bed before 11:15 p.m. may hold their huddle meeting before 11 p.m.
* CCAs and county chaperones are responsible for bed checking their participants using the male and female housing sheets. CCAs and county chaperones must account for all county participants each night after curfew, making certain the individuals assigned to each room are in their own rooms and quiet. Participants may not trade rooms once keys have been issued. If an emergency which warrants a room change does occur, the change must be approved by the CCA, and the HCAs must be notified.
* Participants who are missing must be located before contacting the hall Information Center with an “all accounted for.” If assistance is needed in locating participants not on the floor at curfew, the CCA should contact their county staff person or the HCAs at their 4-H Information Center.
* **When all participants in the county or multi-county delegation are accounted for, the CCA must notify their 4-H Information Center.** This should be done as soon as possible after the 11:15 p.m. curfew.
* CCAs should remain on duty on their floor, along with chaperones, until the entire floor is quiet. Adults should remain on the housing floor with their youth until morning.
* When all participants in the hall are accounted for, the Information Center relays this information to General Headquarters and the 4-H Information Center closes for the night.
* In the morning, participants should not leave their assigned floor any earlier than 6:45 a.m.