

County Ambassador Program Basics

Time Commitment: 12 months – Graduation from the 4-H Program

Qualifications:

- 1) County Ambassadors must be between 14 – 18 years old and meet the 4-H membership requirements for the length of the term of service. On the first day of the appointment to County Ambassador, applicant must be at least 14 years old.
- 2) Applicant must have completed at least one year of membership in 4-H prior to the year of application. Membership does not have to be the most recent consecutive year.
- 3) Applicant must have demonstrated leadership experience and skills. To ensure that the position of County Ambassador is open to 4-H members in all program delivery modes (community club, afterschool club, SPIN club, summer camp, etc.), a member must document the following:
 - a) Mastery of a project as demonstrated by at least 6 hours of instruction, documented by a statement of skills
 - b) 40 hours of significant leadership roles, either inside or outside of 4-H, with at least 10 hours of leadership contributed to 4-H
 - c) 30 hours of citizenship and/or community service, either inside or outside of 4-H, with at least 6 hours through 4-H
 - d) 10 public speaking engagements, at least 2 of which must have been given at a 4-H event
 - e) Demonstrate involvement in 4-H as evidenced by a list of activities that are a combination of 15 of the following: project skill activities, 4-H events attended, and honors/recognition. Definitions for these three categories are found in the Record Book Manual under the section describing the Personal Development Report (PDR). Completing a PDR is not an application requirement for County Ambassador.

Alternatively, a member may submit documentation of having achieved a Gold Star Rank to satisfy the above 5 requirements. Documentation can be the signed and dated Star Rank chart or other written documentation, that is signed by an adult volunteer other than the parent, that the Gold Star Rank was achieved.

Position Responsibilities:

- 1) County Ambassadors and their parents will attend an orientation meeting that outlines duties and responsibilities.
- 2) Create and implement a Plan of Action as an individual or with members of your team during the first year of your term. (See page 12-16 of the County Ambassador Manual for more information)
- 3) Coordinate, plan, and lead the awards ceremony portion of Butte County 4-H's annual Awards Night.
- 4) Have at least one member of your team attend monthly Butte County Council Meetings to report on what you are working on.
- 5) Act as representatives of Butte County 4-H to the community at-large.
- 6) Assist with the planning and implementation of the Butte County "County Events" when available and when called upon.
- 7) Serve as a role model for younger members of the Butte County 4-H program
- 8) Attend the California 4-H State Leadership Conference if you are available (your first year is paid for by the Butte County 4-H Council).

APPLICATION OVERVIEW

Applicants will send the required application form, substantiating documents and letters of recommendation to their designated county contact by the date set by their county office or committee designated to administer the County Ambassador Program. Applications and related documents may be processed electronically or by paper forms. Required application elements include the following:

1. **Application Cover Sheet**
2. **Essay Responses** to questions on the Application.
3. **Resume** highlighting leadership and citizenship skills, as well as personal and professional development.
4. **Written Evidence of Leadership Experience and Skills**
5. **Letters of Recommendation (3):**
 - a. One letter from a 4-H youth member.
 - b. Two letters from adults who have knowledge of the applicant's leadership experience, skills and character. At least one of the letters must be from a 4-H adult who has knowledge of the applicant's skills and character demonstrated in the 4-H Youth Development Program.
 - c. Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant.
6. **Interview:**
 - a.a. Prepare and present a short talk (no longer than 7 minutes) on one of the following topics:
 - i. Leadership
 - ii. Service-Learning Projects
 - iii. What is 4-H?
 - b. Answer approximately 5 questions about your leadership experiences in and outside of 4-H and why you want to be a County Ambassador
 - c. The interview panel will consist of 3-5 members of the 4-H and Butte County Community
 - d. **Interviews will be held on the evening of April 29th.** You will receive a specific time after your application is submitted.

County Ambassador Overview

What Is a County Ambassador?

A County Ambassador is the *representative* and champion for the 4-H program in Butte County.

All County Ambassadors are *highly encouraged* to attend and participate in the 4-H State Leadership Conference, 4-H Youth Summits, as well as serve on statewide committees and participate in other activities or events beyond the county level. These experiences help expand leadership skills and are beneficial for those wishing to go on to become a State Ambassador.

The County Ambassador team plans their own activities and learning goals within the established guidelines as described in this Handbook (see pages 12 – 15 of the County Ambassador Handbook).

County Ambassadors act as visible 4-H members - role models for their fellow 4-H members, their county, their state and their world.

What Recognitions Distinguish County Ambassadors from Other 4-Hers?

County Ambassadors stand out among other 4-Hers because of special attire such as:

- County Ambassador Star Rank patch (hat) and lapel pin earned upon appointment and worn during years of service.
- County Ambassador uniform which includes a personalized jacket, polo shirt, and other items the team chooses to obtain.

The County Ambassador patch for the 4-H hat and/or pin for the lapel:



Guidelines for County Ambassadors

Being chosen as a County Ambassador is a working honor and in fulfilling it, members are expected to behave with a degree of maturity, composure and excellence. The following are a set of general guidelines for succeeding as a County Ambassador.

As a County Ambassador, you are expected to:

1. **Follow the [4-H Code of Conduct](http://4h.ucanr.edu/files/172639.pdf) always.** Members sign this at the time of enrollment each year. It can also be referenced here: <http://4h.ucanr.edu/files/172639.pdf>
2. **Maintain a professional attitude** as a representative of the 4-H Youth Development Program. Remember that both peer friendships and youth-adult partnerships are working, professional relationships.
3. **Follow the [dress guidelines](#)** and dress appropriately for events attended or participated in as a County Ambassador. If the County Ambassador group has a uniform, this includes wearing Ambassador attire to an event when appropriate. The team should decide together what the dress requirements will be at each event. Coaches should participate in the conversation and not determine this for the team.
4. **Serve as a role model for younger members.** As a prominent senior member of the 4-H program, younger members will be watching County Ambassadors both on *and* off stage. Be mindful of this and aspire to set a good example always.
5. **Complete work on time.** Whether it is an independent project or part of a group project, members should always complete the work that is agreed upon, whether determined by the group or individually volunteered. Members who are having trouble completing tasks on time, must let the adult coach or County Ambassador team know so the adult coaches on the team can help. This should be viewed as a learning experience. Things happen, and everyone needs to learn how to ask for help.

Penalties for Not Fulfilling Responsibilities

Just as there are rewards for doing an outstanding job as a County Ambassador, there can also be consequences for not fulfilling the responsibilities of the position. These penalties will vary from county to county. Penalties might include loss of financial support to attend State Leadership Conference, or dismissal from the County Ambassador program which includes forfeiture of the County Ambassador pin and star, and/or county specific uniform (jacket, polo, nametag, etc.). Be aware of the requirements of the County Ambassador position and follow through to completion to meet all the expectations to receive recognition.

**Butte County 4-H
County Ambassador Application Cover Sheet**

Name _____ Club/Unit/Program _____

Age on 12/31/20 _____ Birth date _____ Years in 4-H _____

Home Address _____

Member Email Address _____

Member Home Phone _____ Member Cell Phone _____

Parent/Guardian Name(s) _____

Parent/Guardian Home Phone _____ Parent/Guardian Cell Phone _____

Create a packet of all written documents required (see next page) and attach to this cover sheet. Give the whole packet to an adult who will review and certify your involvement and ask them to complete the bottom portion of this cover sheet.

Complete applications (including this form and the components listed above) are due to the Butte County 4-H Office by **Friday, April, 23rd by 5:00pm**. You may also email completed applications to rpcleland@ucanr.edu by **Friday, April, 23rd by 5:00pm**. Incomplete or late applications will not be considered for evaluation.

By signing below, I certify that the applicant has provided the required application documentation and that, to the best of my knowledge, they meet all the qualifying criteria to apply for a 4-H County Ambassador.

Signature of Certifying Adult _____ Date _____

Printed Name of Adult _____ Role/Title _____

Email Address _____

Phone Number _____

Butte County 4-H County Ambassador Application Requirements

1. Essays: Answer the following prompts in three separate essays. Essays should not exceed 300 words and may be typed or handwritten.

- ☐ Why do you want to become a 4-H County Ambassador?
- ☐ What do you hope to gain from your County Ambassador experience?
- ☐ What do you hope to give to 4-H from you County Ambassador experience?

2. A Resume: highlighting leadership and citizenship skills, as well as personal and professional development. Find the template here: http://4h.ucanr.edu/Resources/Members/4-H_Resumes/

- ☐ Resume

3. Written Evidence of Leadership Experience and Skills (all the first five OR achievement of Gold Star Rank):

- ☐ Mastery of a project as demonstrated by at least 6 hours of instruction. Provide a statement of what project skills you have mastered
- ☐ 40 hours of significant leadership roles, either inside or outside of 4-H
- ☐ 30 hours of citizenship and/or community service, either inside or outside of 4-H
- ☐ 10 public speaking engagements, at least 2 of those must have been given at a 4-H event
- ☐ Demonstrate involvement in 4-H as evidenced by a list of activities that are a combination of 15 of the following: project skill activities, 4-H events attended, and honors/recognition. Definitions for these three categories are found in the Record Book Manual under the section describing the Personal Development Report (PDR). Completing a PDR is not an application requirement for County Ambassador

OR

- ☐ Achievement of a Gold Star Rank as evidenced by the signed and dated Star Rank chart or other documentation that verifies you have achieved this rank (A parent or relative cannot be signer)

4. Three (3) Letters of Recommendation:

- ☐ One letter from a 4-H youth member
- ☐ Two letters from adults who have knowledge of your leadership experience, skills and character. At least one of the letters must be from a 4-H adult who has knowledge of your skills and character demonstrated in the 4-H Youth Development Program
- ☐ Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant

5. Interview:

- ☐ Prepare and present a short talk (no longer than 7 minutes) on one of the following topics:
 - Leadership
 - Service-Learning Projects
 - What is 4-H?
- ☐ Answer approximately 5 questions about your leadership experiences in and outside of 4-H and why you want to be a County Ambassador
- ☐ The interview panel will consist of 3-5 members of the 4-H and Butte County Community
- ☐ **Interviews will be held on the evening of April 29th.** You will receive a specific time after your application is submitted.