



County Ambassador

Application Packet

2024-2025 4-H Program Year



Deadline: 5:00pm, Friday, April 26, 2024

It is your responsibility to check with the Tehama County 4-H office to be sure your letters of recommendation have been received before the deadline. If letters are being submitted with the application packet, they must be in a sealed envelope. Letters may also be mailed or emailed to the UCCE Tehama County office.

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4-H County Ambassador

What Is a County Ambassador?

A County Ambassador is the representative and champion of the 4-H program in the county. All County Ambassadors are highly encouraged to attend and participate in the 4-H State Leadership Conference, 4-H Area Summits, as well as serve on statewide committees or the Statewide Management Board 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. County Ambassadors act as visible 4-H members - role models for their fellow 4-H members, their county, their state, and their world.

Required 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 five 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.

Application Process

- Informational Meeting and opportunity to ask questions **Friday, March 15, 2024, 5:30pm, Tehama UCCE 4-H Office.**
- Completed Application Packet must be submitted to the Tehama UCCE Office by **Friday, April 26, 2024, 5:00pm.**

Selection Process

The Tehama County 4-H Ambassador Review Committee (UCCE 4-H staff will select the review committee) will oversee the selection process which is outlined by the steps below:

- **Application Review:** Application packets received by the county deadline will be reviewed by the review committee to ensure that the applicant meets all minimum required qualifications.
- **Individual and/or Group Interview:** Interview questions are included in this packet and the same questions will be posed to each applicant.
- **Notification:** Applicants will be notified of their selection status within one month of the application deadline. Notification will be in writing. Applicants who are not selected for the position of Tehama County 4-H Ambassador are encouraged to re-apply the following year.

Application Requirements

Applicants will send the required application form, substantiating documents, and letters of recommendation to the Tehama County 4-H Office by the date printed on the front of this application packet. A complete application packet includes all 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. Three (3) Letters of Recommendation:
 - 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 the same. Letters must be in a sealed envelope and submitted along with the complete application packet.

Expectations of a County Ambassador

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 expectations that are necessary for succeeding as a County Ambassador.

- County Ambassador is a One-year commitment.
- Follow the 4-H Code of Conduct always. Members sign this at the time of enrollment each year. It can also be referenced here: <http://4h.ucanr.edu/files/211114.pdf>
- 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.

- Follow the dress guidelines and dress appropriately for events attended or participated in as a County Ambassador.
- 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.**
- 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.
- Attend and participate in the County Ambassador Meetings.
- Plan and implement Tehama County Awards Night.
- Install Club officers for the Tehama County 4-H Clubs.
- Have a representative attend the Tehama County Council Meetings.
- Attend a Tehama County Board of Supervisors Meeting (October).
- Promote 4-H participation.
- Encouraged to Attend the State Leadership Conference and/or other leadership workshops/conferences.
- Encouraged to attend the County Ambassador Essential Trainings.

Core Program Components

- **Plan of Action** - This plan will help the team stay focused on common goal throughout the year.
- **Leadership Competencies** - As a team, choose three of the six leadership competencies to work on during the year. Advise, Advocate, Mentor, Plan, Promote, and Teach.
- **Service Learning** – As a team, plan and implement at least one service-learning project.

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. Penalties include the following:

1. Verbal or written warning
2. Loss of financial support to attend State Leadership Conference
3. Dismissal from the County Ambassador program which includes forfeiture of the County Ambassador Pin, County Ambassador Star, and County Ambassador Uniform (shirt, jacket, nametag, etc.)

The severity of the penalty will be determined on a case-by-case basis, by the County Ambassador Coaches, with input from UCCE staff and/or academics. There is no set progression as it is possible to encounter scenarios in which dismissal is warranted without any warning. Examples include, but are not limited to outright defiance, refusal to perform assigned duties, bullying, etc. Please be aware of the requirements of the County Ambassador position and take steps to ensure that all expectations are met.

County Ambassador Application Cover Sheet

Name _____ Club/Unit/Program _____

Age on July 1st _____ Birthdate _____ Years in 4-H _____

Home Address _____

Member Email Address _____

Member Home Phone _____ Member Cell Phone _____

Parent/Guardian Name(s) _____

Parent/Guardian Contact Numbers _____

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 Tehama UCCE Office by April 26, 2024, 5:00PM. Incomplete applications will not be considered for review.

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 _____

Contact Number _____

Name of Organization (if other than 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 your 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.

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.**

DUE Friday, April 26, 2024, by 5:00pm TO THE Tehama UCCE OFFICE
1754 Walnut Street, Red Bluff, CA, 96080

Letter of Recommendation Request

Applicant Name: _____ is applying to be a Tehama County 4-H County Ambassador for the 2024-2025 program year.

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Leadership experience and skills are required to be a county ambassador. Please share your knowledge of the applicant's leadership experience, skills, and character.

- Significant leadership roles, inside or outside of 4-H.
- Citizenship and/or Community Service, inside or outside of 4-H.
- Public speaking experience.

Letters are confidential and will not be shared with the applicant.

Letters must be received by Friday, April 26, 2024, 5:00pm

Letters may be mailed or delivered directly in sealed in an envelope or emailed to Erin Paradis, ecparadis@ucanr.edu

Tehama County UCCE 4-H Youth Development Program
 "Ambassador Recommendation."
 1754 Walnut Street, Red Bluff, CA. 96080

Erin Paradis

4-H Community Education Specialist

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https://4h.ucanr.edu/Projects/Leadership/County_Ambassadors/