



UNIVERSITY OF CALIFORNIA

4-H Youth Development Program

Monterey County

EMERALD STAR APPLICATION

This packet will serve as both an application for the Emerald Star Program and a tracking sheet to guide each step of the activity. The packet should be completed in sections, with only pages 1, 2, 3 and all requested content on those pages required to submit the application. Packets with the completed application section can be submitted to the 4-H Office at 1432 Abbott St, Salinas, CA 93901. The window of time in which a member can apply begins July 1st of a new program year and concludes on April 30th. Inquiries regarding the program and application can be directed to the 4-H office at (831) 759-7386.

The Monterey County Emerald Star Program provides an opportunity for 4-H youth to obtain an additional and optional star ranking, while helping their clubs, the 4-H program and/or the community. **The plan should serve the needs of the local 4-H Program** - not organizations outside of the program. Youth should grow and improve in the areas of organization, leadership and planning. Youth do not have to hold a specific, or any star rank to apply for the Emerald Star. Applicants must consider how they can fill a need for the 4-H program.

An Emerald Star applicant must present a plan to the Incentives and Recognition Committee that outlines their proposed activities. See more detail on the plan below.

I. TERM:

Each Emerald Star activity time span will vary depending on the plan that is proposed by the 4-H applicant. The length of time allotted to the plan by the applicant will be reviewed and checked by the Incentives and Recognition Committee to ensure that the plan is completed within a reasonable period of time, generally 9 months. (July 1st to April 30th)

II. ELIGIBILITY REQUIREMENTS:

1. Obtain and complete the application section of the Emerald Star Program Packet and return it to the Monterey County 4-H office at 1432 Abbott St, Salinas, CA 93901.
2. Be 12 years of age as of January 1 of the current 4-H year or be in 6th grade.
3. Must present a written plan to the Incentives and Recognition Committee outlining proposed goals, methods, resources needed, schedule and evaluation plans.
4. Receive approval, in writing, from a parent or legal guardian to ensure there is support at home.
5. Be able to secure funding for any costs including printing, travel, materials or other incidentals. Or, provide an activity that has costs to offset expenses.
6. Be able to secure transportation for all activities related to the plan proposed.
NOTE: No star rank is required to apply.
7. No more than 3 members may share an Emerald Star effort. The plan should clearly show how the work is shared equally among the team. Members should be similar in age or grade.

IV. EMERALD STAR PLAN:

Each Emerald Star applicant will create a written plan, like a proposal, to be submitted to the Council's Incentives and Recognition Committee. This plan will be the structure and guidance for the applicant to follow in order to obtain certain goals and requirements. Be sure to consider a plan in terms of time, energy and money

involved. Consider other commitments, schedules and transportation prior to submitting your application with your plan. The following is information about the plan:

1. Your plan can cover virtually anything as long as it makes a real contribution to the Monterey County 4-H Program. (Not outside organizations)
2. It may be a new event, adding to an existing event, laying ground work for a new project, creating an educational presentation, building new outreach opportunities, researching and presenting ideas for clubs on Community Service, collaborating with other agencies to find adult volunteers, bring back 4-H alumni, updating 4-H curriculum, creating new documents or, adding resources you think members need.
3. The plans could be a one-day activity or continue over a period of time. It can be a resource for clubs to borrow or use. It can be a lesson plan using 4-H curriculum. Or more!
4. Your plan will be evaluated based on:
 - Value to the Monterey County 4-H Program
 - Fulfillment of a real need
 - Creativity and originality
 - Practicality and feasibility
 - Completion of the plan
 - Details and specifics outlines in plan
 - Ability for you to show leadership beyond the project and community club levels
5. Your plan is a proposal that will be evaluated by the Incentives and Recognition Committee. After evaluation, the committee will either approve the plan as is, make recommendations and request alterations to the plan, or request that the application and plan be re-submitted after significant changes. Please be flexible!

V. STEPS IN THE PROCESS

1. Prepare an Emerald Star Plan and Application and submit it to the 4-H Office prior to the April deadline.
2. Attend an Incentives and Recognition Committee Meeting to present Emerald Star Plan and have it approved. (You will be contacted for the interview.)
3. Once approved, the Incentives and Recognition Committee will assign a mentor (other than a parent) to assist the 4-H youth with their plan. The mentor can be chosen by the applicant and approved by the committee, or the committee can assign one.
4. If plan is approved by the Incentives and Recognition Committee, be prepared to present the plan to County Council at one of the monthly meetings.
5. Proceed with completion of plan.
6. After completion of the plan, a written self-evaluation (a summary, answering predefined questions), optional pictures/supporting materials and the Emerald Star Application Packet will be completed and returned to the 4-H Office prior to the established deadline.
7. A final interview will be scheduled by the Incentives and Recognition Committee, and the results of the Emerald Star plan will be discussed. If the plan completion is not approved, the applicant will be advised what steps need to be taken to get the plan to an approved completion stage.
8. Once approved by the Incentives and Recognition Committee, the applicant should also present the results of their plan to County Council (depending on time constraints). Emerald Stars will be presented by a member of the County Council or the Incentives and Recognition Committee at the applicant's community club meeting and or at the annual Achievement Night.



UNIVERSITY OF CALIFORNIA

4-H Youth Development Program

Monterey County

EMERALD STAR APPLICATION

Applicant Information

Name _____ Current 4-H Club _____
Address _____ City _____ State _____ Zip _____
Phone (H) _____ (C) _____ Email _____
Date of Birth _____ Current Age _____ Years in 4-H _____

Plan of Action Summary

Title of Plan _____
Proposed start date _____ Proposed completion date _____
Proposed Mentor (Can be chosen by applicant or assigned by committee) _____

Plan of Action Details and Timeline

On a separate sheet of paper answer the following questions. (In ink or typed) There is no minimum or maximum length, but provide a clear and concise idea of what you are proposing.

1. List at least 3 goals for your plan.
2. Write a short list of what will other 4-H members do and learn from your plan.
3. How does your plan serve the local 4-H Program?
4. List what resources will you need (money, facilities, equipment, people, etc.)
5. What items do you need to start? If none, list what items you already have.
6. What 4-H ages will benefit, what clubs, and why will the Leaders' Council benefit?
7. What obstacles might you face?
8. What things will possibly interfere or prevent you from completing you plan and how will you overcome those obstacles?
9. How will you document your plan to show the selection committee what you have completed your goals? (Video, photos, letters, flyers?)
10. How will you know your project was successful and useful? What will be your measurement of success?



UNIVERSITY OF CALIFORNIA

4-H Youth Development Program

Monterey County

EMERALD STAR AGREEMENT

It shall be the duty of each Emerald Star applicant to become fully acquainted with the requirements and responsibilities.

1. The Emerald Star applicant shall wear appropriate clothing while participating in any activities associated with the activity.
2. Emerald Star applicants must exhibit exemplary behavior, be respectful to all, shall not use foul or abusive language (including gestures), be a role model to other 4-H members, and display a positive attitude. Both in person and through social media.
3. Attend all required meetings as outlined in section V.
4. Complete the plan as outlined along with all paperwork, evaluations and completion documents.

Applicant

I have personally prepared this application and believe it to be correct. I agree to complete my plan of action as outlined. I understand that should any false or inaccurate statements be purposely given, I can be denied further consideration for receiving my Emerald Star.

Name (Please Print)

Signature of Applicant

Date

Parent or Guardian

As the parent or guardian of the applicant I approve him/her to apply for an Emerald Star and carry out the activities outlined in his/her plan.

Name (Please Print)

Signature of Parent/Guardian

Date

Community Leader

As Community Leader I have reviewed this application and believe it to be correct. I also verify that this member is in good standing and therefore eligible to apply for the Emerald Star.

Name (Please Print)

Signature of Community Club Leader

Date

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities or with respect to any of its employment policies, practices, or procedures. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's equal employment opportunity policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.



UNIVERSITY OF CALIFORNIA

4-H Youth Development Program

Monterey County

EMERALD STAR

INCENTIVES AND RECOGNITION COMMITTEE AUTHORIZATION AND RECOMMENDATION WORKSHEET

Date application received _____ Date presented to committee _____

Approval votes _____ Denial votes _____ Approved Approved with changes Denied

Incentives and Recognition Committee members present

Requested changes to plan

Recommendations and suggestions

Official Emerald Star Mentor

Name _____ Phone: _____
Address _____ e-mail _____

Additional Dates

Next Check-In date with Incentives and Recognition Committee _____
Date for presentation to County Council _____



UNIVERSITY OF CALIFORNIA

4-H Youth Development Program

Monterey County

EMERALD STAR APPROVAL SIGNATURE PAGE

Committee and 4-H Office Authorization

After reviewing the application submitted by _____ to the Incentives and Recognition Committee, the plan proposed has been approved with amendments and changes indicated. The applicant is authorized to begin.

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of 4-H Office Representative

Date

4-H Applicant Approval

After reviewing the changes requested and the suggestion from the Incentives and Recognition Committee, I _____ agree to accept my plan and move forward in the Emerald Star Program.

Name (Please Print)

Signature of Applicant

Date



UNIVERSITY OF CALIFORNIA
4-H Youth Development Program
Monterey County
EMERALD STAR
EVALUATION AND COMPLETION WORKSHEET

On a separate sheet of paper answer the following questions by placing the corresponding number next to the answer. (In ink or typed) There is no minimum or maximum length, but explain fully what you did. *Please submit any surveys, comments, or feedback on your Emerald Star Project. Please also include photos and any copies of hand-outs used, worksheets or typed literature.*

1. How did you complete your plan? (What happened, what did you do?)
2. What did you learn from this project or plan and what did others learn?
3. What were the strengths and weaknesses of your plan/project? What unexpected things, good or bad happened and how did you handle them? What things would you have changed or done different?
4. How many 4-H members, clubs, organizations or people did you reach with your plan?
5. Do you feel that your plan was successful overall? Why or why not?
6. If you could tell us anything about your plan and how you completed it that has not already been answered, what would you tell us?
7. What things would you change about the Emerald Star? What things helped you the most in completing your plan?

Committee and 4-H Office Authorization

After reviewing the completed Emerald Star Application and Evaluation, from _____, it is the decision of the Incentives and Recognition Committee that the completion of this Emerald Star Plan be approved and _____ be awarded with his/her Emerald Star.

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of Committee Representative

Date

Name (Please Print)

Signature of 4-H Office Representative

Date

Date for Emerald Star final presentation to County Council _____

Date for presentation of Emerald Star to 4-H member at community club _____

Comments: _____

Emerald Star Committee Date _____

Emerald Star Committee Date _____

Emerald Star Committee Date _____

4-H Youth Development Staff Date _____