



Santa Cruz County 4-H Emerald Star 2017

Santa Cruz County 4-H Youth Development Program



What is an Emerald Star? The Emerald Star is a county ranked award to recognize leadership, individual goal setting, and accomplishment beyond the club level. It is not part of the state star rank system (Bronze, Silver, Gold, Platinum or All Star). It is designed to give older members opportunity to plan, prepare, supervise, complete and evaluate a special 4-H project in service to 4-H, a community, or a special need.

Note to Parents: This project is designed for youth to accomplish by themselves. Please encourage them to experience working with their mentor and advisors to complete this project.

Awards: Emerald Star award recipients will receive a coordinating felt Emerald Star and hat pin.

Who may apply for an Emerald Star? Any member in good standing who

- 1) Has a minimum of two years of club work
- 2) Is 14 years of age
- 3) Has achieved the Silver Star rank
- 4) Has not previously completed an Emerald Star Project.

Emerald Star candidates may work on a team project with one other individual, but working individually is highly recommended.

Note: Each team member must submit their own plan which should include what portion of the activity or project will be completed by the team member.

What does an Emerald Star applicant do? An Emerald Star applicant must present a plan of proposed leadership for an activity or project to be completed within 1 year or what is deemed appropriate.

The Emerald Star applicant must complete the 10 step process on page 2.

The applicant must show good leadership qualities and act in accordance with the 4-H code of conduct at all times from start to completion.

Applications are accepted in the months of October and April only.

What are some examples of Emerald Star activities or projects?

The activity/project requires leadership on a multi-club, area, county, or community level.

- ★ Organize a “new” project, field day, training day, learning day, or contest.
- ★ Improve or make a slide show or information pamphlet to promote 4-H or educate on a subject for county-wide use.
- ★ Establish a community service project, adopt a group home, tree planting, recycling, etc.
- ★ Increase visibility of 4-H, i.e. 4-H community display, appear on a radio show, coordinate a community event or parade participation, speak at multiple schools in the county.
- ★ Plan and implement some community pride, outreach, or service project.
(Should be in an area where there is a need)
- ★ Organize a group that will bring some kind service to a nursing home or the disabled.

Your plan can be something that no one has ever done or an expansion of what someone has already done or fills some kind of need in the county 4-H program or community.

Some important factors to consider when deciding what to do for an Emerald Star:

- ★ Is it something useful and needed?

- ★ Does it provide a chance for you (the applicant) to demonstrate leadership, citizenship, and life skills beyond your own club?
- ★ Does the activity/project have a realistic time schedule for completion?
- ★ Can you handle the scope of activity/project– cost, facility/area, time, skills necessary, people involved?



The Emerald Star 10 Step Process



1. Complete and submit two copies of the Santa Cruz County Emerald Star application.
 2. Send one copy to the I&R Chairperson and one copy to the 4-H Representative at the County 4-H office.¹
 3. Determine who would act as your Advisor. (I&R Committee can assist if needed)
 4. Attend an Incentive & Recognition (I&R) Committee application interview. Propose your Emerald Star project plan to the committee for review & approval.²
- Note:* The Emerald Star plan is either approved, not approved pending more planning/information or disapproved during this review.³
5. If approved, the applicant can begin his/her project as planned.
Any major revisions or changes shall be reported to your mentor/ I&R Committee.
 6. Compile and submit final report of the completed project for I&R Committee review.
 7. Upon successful completion, give a presentation about your completed Emerald Star project to the Santa Cruz 4-H County Council.
 8. Exhibit a panel/display board about the Emerald Star activity/project at the Santa Cruz County Fair in the Youth Dept. This is done so that others can see an example of an Emerald Star project.⁴
 9. Attend the County Awards Ceremony to be recognized and receive Emerald Star and pin. Exhibit the panel/display board at this event.⁵
 10. For Record Book credit include an Emerald Star Project report.

¹ Representative will place the submitted Emerald Star plan on the County Council meeting minutes for discussion. The Incentives & Recognition Committee will hereafter be responsible to approve and oversee the member's application and progress. Approved plan will be returned and must be retained by applicant for later final changes/approval.

² During this interview, you will be asked about details of your proposed activity/project and who you wish to act as your advisor (Not a family member or your club Leader).

³ The committee will issue a formal written letter of application status within one week of the interview.

⁴ Fair entry expense will be paid by the County 4-H program.

⁵ You may elect to receive your Emerald Star Award earlier/later at a County Council meeting/from your mentor or Club leader.

Note: Fill out a Jr/ Teen Leadership Development Report for leadership credit.



COMPLETION PROCESS



1. Think about what you want to do for your project. Refer to page 1 for some acceptable examples.
2. Talk to your community club leader about your idea, he or she will need to sign your application.
3. Ask an adult to act as your advisor during this project. If you cannot think of one, the committee will help you with a selection. *Note:* This person may not be a family member or your club leader.
4. Fill out the application and the goal and project information. Fill out the first part of a Junior and Teen Leadership Development Report form. Send these to the 4-H County YDP Representative and by email to the I&R Committee chairperson. (Keep a copy for your records.) Upon completion you will include final portion of Leadership Development form in your record book for credit.

Note: Do not begin any activity/project work until approval is given.

Use the chart below to organize your activities/project

Keep this chart handy. Use it to keep track of each step as you complete and to remind you of what you need to do next.

Steps	Action	Who or Where	Status	Date	Mentor Initial	Notes
Step 1,2 APPLY	Fill out an Emerald Star Application/Plan & Jr/Teen Report	Send to 4-H Representative County 4-H Office And I&R Chair	<i>Completed</i> <i>Both Copies Sent</i>			
Step 3 CHOOSE	Select an Advisor for your Project	4-H Leader	<i>Need help</i> <i>Determined</i>			
Step 4 PROPOSE PLAN	Proposal Interview	I&R Committee	<i>Pending</i> <i>Disapproved</i> <i>Approved</i>			
Step 5 DO	Complete your Emerald Star Activity/Project	You	<i>In process</i> <i>Complete</i>			
Step 6 REPORT	Compile Project & JR/Teen Reports <u>Send to I&R Committee</u>	I&R Committee	<i>In process</i> <i>Complete</i>			
Step 7 PRESENT	Present completed Project to County Council.	Santa Cruz 4-H County Council	<i>Incomplete</i> <i>Complete</i>			
Step 8 RECORD	Include Jr/Teen Leader Development Report in Record Book	Record Book	<i>Recorded</i>			
Step 9	Create a Display panel and enter it in	SCC Fair (Sept)	<i>Complete</i>			<i>Specify approved county event</i>

EXHIBIT	the County Fair or other county event	Other county event	<i>Incomplete</i>			
Step 10 ATTEND	Attend the County Awards & Recognition Ceremony. Exhibit the Display Board/Panel.	Awards Ceremony (August)	<i>Attended</i>			

DETAILS: Helpful notes to understand.

The Advisor must be an approved 4-H youth program Leader that is not a family member. They should be someone familiar with the County requirements of this type of youth award and should be someone who the applicant is comfortable working with. They must be approved by the Incentive and Recognition Committee before any project work is begun.

Note: Approval may be done by email you do not have to wait for a regularly scheduled I&R meeting. You may contact the I&R chair who will get your confirmation for you.

The Emerald Star Report should include what the project was, how many participated or benefited from the project, who helped, costs incurred or funds generated, goals met, your thoughts about the project, successes and/or disappointments, how it was promoted – with samples of handouts, flyers, event notebooks, or other project notes and materials, anything else pertinent to the activity/project.

Also: you will want to put these examples into your record book.

The Emerald Star Display Board/Panel can be a tri-fold free standing panel, or wall panel display that explains the purpose, need, execution, and results of the Emerald Star project. It should be colorful, have eye appeal, be easy to understand and follow. The Santa Cruz County Fair guide comes out in June and requires an entry form be sent in with fees (which County Council will reimburse). The fair form usually needs to be mailed by August 1st. Other approved County events include Spring Fair and County Awards Day.

The Emerald Star Presentation to the County Council should conform to one of the following- Demonstration, Illustrated Talk, Prepared Speech or Audio Visual formats listed in the 4-H Presentation Manual (Rev. 3 , 2005).

Note: Should you choose to do an audio/visual presentation you will want to keep in mind how you may display that at County Fair. Contact the 4-H Youth department listed in the County Fair book or the County Fair office to determine what they have that you may use to secure display anything with computerized components. The county fair personnel are always very helpful.

The project rime frame will depend on the project selected. The application includes an estimated completion date for reference only. The I&R committee shall review the estimated completion date for appropriateness with regard to the project proposed.

Note: Emerald Star projects are generally 6 months to 1 year in length from planning to completion due to events such as the county fair and awards ceremony needing to be attended.

Note: For any reason beyond your control impeding your ability to physically attend the awards ceremony make sure your display is there and someone may receive your award on your behalf.

Santa Cruz County Emerald Star Application and Plan

Name _____ Phone # _____ Email _____

Address _____ City/Zip _____

Years in 4-H (including current year) Club _____ Date _____

Age _____ Star Rank _____ Emerald Star Project Partner (If any) _____

Title of the Emerald Star Plan _____

Start date _____ Estimated completion date _____

Instructions: Please answer the following questions in essay format and attach your essay to this form. Not to exceed 3 pages total.

- 1. Proposed Plan** - What is your plan for this Emerald Star activity or project
-How will this plan benefit an area, community, special need, and 4-H?
- 2. Goals & Objectives** - What do you want to accomplish?
-What will you learn and what will others do and learn?
-Why do you want to undertake this particular activity or program?
- 3. Resources** - What resources will you need (money, facilities, equipment, people, etc.)?
- How do you plan to attain what you will need?
- 4. Evaluation** - How will you know your activity or project was successful and useful?
- 5. Individual Growth** - What do you hope to gain from this experience?
- 6. Advisor** - Have you selected an Emerald Star activity or project Advisor?
-Why did you select this person?

Signature of Applicant:

Signed _____ Date _____

Signature of Parent(s) or Guardian(s):

I/we have read and understand and will support my son/daughter in carrying out this activity/project.

Signed _____ Date _____

Signature of 4-H Community Club Leader

I nominate this 4-H member to be considered for the Emerald Star Program.

Signed _____ Date _____

Approved/Denied Comments: (may be given in an email)

Incentives and Recognition Committee Chair

Date

EMERALD STAR COMPLETION APPROVAL FINAL SIGNATURES

Note: You may turn your completed project into a county meeting or I &R meeting to receive required signatures. Should there be an absent member at time of completion. The I&R chairperson or your mentor will help you receive the required signatures.

This certifies that _____ has successfully completed

his/her 4-H Emerald Star Activity/Project titled _____.

Date of Plan Completion _____

Printed Name Signature of Emerald Star Advisor Date

Printed Name Signature of I&R Committee Chairperson Date

Printed Name Signature of I&R Committee Member Date

Printed Name Signature of I&R Committee Member Date

Printed Name Signature of I&R Committee Member Date

Printed Name Signature of 4-H YDP Representative Date

Does the applicant prefer the Emerald Star be awarded at the next County Council meeting or at the annual County Awards Day? _____

Congratulations!

