



## County Ambassador Program Information

**Time Commitment: 12 months (July – June)**

### 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.

### Application Requirements

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.

**The application process CANNOT require a 4-H Record Book or any parts of the Record Book (except the 4-H Resume and the Star Rank chart as evidence of attaining the Gold Star).**

### **Ambassador Selection Process**

The county's review committee shall review the applications. The UCCE 4-H staff, 4-H Advisor and/or a designated volunteer committee should determine the best mix of people to serve on the review committee. **At least one member of the committee must be a youth member.** The review committee may include UCCE 4-H staff, current Ambassadors, current Ambassador Coaches, county I&R Committee members, community members or Volunteer Management Organization (VMO) designees.

The first review of the application should establish that the applicant meets the qualifying criteria. In addition to the application packet, the selection process can include additional steps.

Each county's selection process can contain any of the following components. The application and notification components are both mandatory. Selection committees should choose the components that best fit the size and style of their County Ambassador program. *Evaluation rubrics should be modified to mirror the selection process and total maximum points adjusted to fit the components of the selection process.*

### **Group Interview**

Often this is a simulated exercise in teamwork that is observed by the interviewers. The exercise usually involves some form of project planning, such as a hypothetical awards ceremony or leadership event. It can also be a series of complex initiative activities that are sufficiently front-loaded and debriefed. The group interview gives some evidence of how well the 4-H County Ambassador candidates will work together if selected.

### **Presentation/Prepared Speech**

A presentation may be delivered to the review committee. The topics from which the applicant could choose should be limited to three. Possible topics for the speeches may include:

- Leadership
- Youth/Adult partnerships
- Service-learning projects
- What is 4-H?
- What is your favorite 4-H project and why?
- “To make the best better”

### **Individual Interview**

The process may include an individual interview for each applicant with a panel of 2-3 county designees. Interview questions should be made available to the applicants. The same question(s) should be posed to each applicant. Possible interview questions may include:

- Describe something that you have accomplished in the last year that was hard to do.
- What challenges did you face and how did you change plans to achieve this accomplishment?
- Describe a conflict you have been in and talk about how you handled it.
- How would someone else describe your leadership style?
- If you could teach everyone in the world one thing, what would it be and why?
- How would you describe 4-H to someone who is not familiar with the program?

### **Notification**

At a certain date designated by the county, applicants will be notified in writing of their selection status. Applicants shall be told when notification will occur. Applicants who are not accepted should be given detailed examples of what they need to do to apply next year. If they need more experience in a certain area, tell them exactly what would help improve their skills to achieve a potentially successful application.

## **County Ambassador Coaches**

### **Coach Role**

The Coach’s role is one of partnering and collaborating with County Ambassadors to implement best practices in positive youth development. Best practices include but are not limited to: setting group agreements at the beginning of the term as to how the group will function, facilitating educational components of the program and allowing youth to facilitate meetings and rotating leadership responsibility. A Coach should be flexible when working with County Ambassadors. Also, depending on the County’s program, being a Coach could involve significant time commitments. Coaches are expected to:

- Chaperone events and conferences when Ambassadors are present.
- Partner with County Ambassador team to coordinate meetings.
- Provide guidance to and collaborate with the County Ambassador team to ensure the team has clear, reasonable and obtainable goals.
- Facilitate good communications between the coaches and the team, as well as between team members.

- Ensure that the team considers possible resources, including content experts, to accomplish the team's goals.
- Be knowledgeable of 4-H policies and ensure that the policies are followed. (The UCCE 4-H Program Representative or 4-H Advisor is a resource for policy interpretations.)

### Coach Selection

**There should be two coaches**, at least one of which must be 21 years of age or older.

- One should be appointed by the 4-H Volunteer Management Organization (VMO) with approval and endorsement from the UCCE 4-H Program Professionals and should have experience working with teens, preferably the County Ambassador program.
- One should be selected by the County Ambassador team. Selection should be based on skills that help the team reach their goals. Consider recent alumnus or past County Ambassador. **This coach must be approved and endorsed by UCCE 4-H Program Professionals.**

Both coaches must:

- Be currently registered as a 4-H volunteer.
- Have the ability to travel and drive youth to events.
- Not be a parent or sibling of a current County Ambassador or related to the other coach.
  - If this cannot be avoided, the parent may serve as a County Ambassador coach only if they recuse themselves from selection interviews. **This arrangement must be approved by UCCE 4-H Program Professionals.**

In cases when the county has less than 4 County Ambassadors, one coach may be acceptable if another adult is present at all meetings, events and activities. This second adult could be a rotating parent responsibility or any other solution that meets the two-deep policy.

## CORE PROGRAM COMPONENTS

### Plan of Action

County Ambassador teams will develop a Plan of Action for the term. This plan will help the team stay focused on common goals throughout the year.

The team will follow these steps:

- 1) Learn about and choose three Leadership Competencies to work on during the term.
- 2) Develop and complete a Service Learning Project that combines the use of all three selected leadership competencies.
- 3) Set and manage team goals for the selected leadership competencies. Goals should be realistic and achievable while at the same time allow the team to dream big and stretch the skills and strengths of the members.
- 4) Reflect on the goals and achievements of the year.

### **Leadership Competencies**

The Leadership Competencies are specific skill sets researched and developed by the University of Illinois 4-H Program. The University of California 4-H Youth Development Program is piloting the use of these competencies to standardize core leadership programs. The California 4-H State Ambassadors have been using these competencies since 2014 to help guide their work.

### **Service Learning**

The opportunity to be of service, to make a difference, to do something important and to contribute energy, ideas and time to the community is a pillar of the 4-H citizenship mission mandate. Service learning connects meaningful community actions and service with learning, personal growth and civic responsibility. For more information on Service Learning and to access the Service Learning Toolkit, see:

[http://4h.ucanr.edu/Projects/Citizenship/service\\_learning/](http://4h.ucanr.edu/Projects/Citizenship/service_learning/)

### **GPS Goal Management**

Goal management skills are used by almost all successful people in the world. It is easier to get somewhere when you know where you are going, how you are getting there, and what you are going to do when things get in your way. The 4-H Study of Positive Youth Development indicates that adolescents who exhibit higher levels of goal-directed strategies and behaviors are more likely to thrive and contribute to society. (Lerner, 2007)

## Leadership Competencies with Example Activities

### ADVISE

- **Participate and be involved in decision-making at county level for 4-H.**
- Examples: County 4-H Council or Management Board, county level committee, Youth Council or Advisory Board

### ADVOCATE

- **Select a community issue of importance to the team and make a plan to improve that specific situation in the community.**
- Examples: County Service Learning Project, County Ambassador Platform, National Youth Science Day

### MENTOR

- **Encourage members in the county to grow as a person and 4-Her.**
- Examples: County activity or event requiring mentorship of younger members, county-wide project support, special interest group or activity support

### PLAN

- **Improve 4-H in the county by working with others to carry out events for 4-H members.**
- Examples: Achievement Night, Officer Training, Presentation Day, Field Day, clinics

### PROMOTE

- **Present a positive image of 4-H in the county.**
- Examples: Farm Bureau, outreach event (health fair, parade, farmers' market, etc.), civic event, fair, National 4-H Week, National Youth Science Day

### TEACH

- **Lead workshops or lessons on a specific subject (team or individual choice).**
- Examples: Officer Training, Area Youth Summit, multi-county conference, State Leadership Conference, Youth Experiences in Science (YES!), county-wide project lessons

## County Ambassador Evaluation Rubric

*(Each evaluator completes one per applicant, scores are averaged, all forms turned in)*

Applicant Name: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Evaluator's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Essays</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>Interest in County Ambassador Program</b>	Applicant shows no interest in serving as a County Ambassador	Applicant shows interest in program but provides no reasons or goals	Applicant shows clear interest in County Ambassador program and outlines goals	Applicant shows passion for county 4-H program and leadership; details appropriate goals in essays	
<b>Resume</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>Demonstrates Involvement in 4-H</b>	Resume does not document examples of leadership, citizenship, or personal/professional development	Resume documents at least 1 entry each for leadership, citizenship, and personal/professional development	Resume documents at least 2 entries each for leadership, citizenship, and personal/professional development	Resume documents at least 3 entries each for leadership, citizenship, and personal/professional development	
<b>Evidence of Skills and Character (Documentation and Letters of Recommendation)</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>Leadership Skills &amp; Character</b>	Documentation does not meet the criteria and references do NOT recommend the applicant for this position	Documentation meets the criteria and references recommend the applicant for the position citing minimal reasoning	Documentation meets the criteria and references recommend applicant which generally support their professionalism, skills and character	Documentation meets the criteria and references highly recommend and cite specific examples in support of professionalism, skills and character	
<b>Group Interview</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>Teamwork</b>	Applicant demonstrates poor teamwork skills; listening and cooperative skills need improvement	Applicant passively works as a member of the team; contributes to a larger team effort	Applicant is active in uniting the team and performs well in both 'leader' and 'follower' roles	Applicant leads the group in setting goals, achieving them, and/or shifting gears along the way	
<b>Individual Interview</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>The 6 Cs</b> (confidence, competence, character, caring, connection, contribution)	Applicant shows little to no indication of development of any of the 6 Cs	Applicant shows some indication in the development of one or two of the 6 Cs, evidence is weak	Applicant shows clear indication in the development of 3 or more of the 6 Cs	Applicant shows strong indication in the development of 4 or more of the 6 Cs	
<b>Presentation</b>					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
<b>Program Knowledge &amp; Presentation Ability</b>	Inadequate information; unorganized; volume, pronunciation or vocal variation needs improvement; body language or gestures need improvement	Adequate knowledge of subject; logical progression; voice and language are adequate; closing is clear and organized	In-depth knowledge of subject; skill and creativity in organization; voice and language are effective; businesslike and personable conduct; closing well organized	Full subject knowledge; strong structure that enhances effect of the presentation; volume, tone, timing, inflection, and language enhance presentation; professional and personable demeanor	
<b>Total Points (18 max):</b>					



Tulare County 4-H Youth Development Program ♦ 4437-B S. Laspina St ♦ Tulare, CA 93274  
(559) 684-3300 Fax ♦ (559) 685-3319 ♦ [http://ucanr.edu/sites/4-H\\_Tulare/](http://ucanr.edu/sites/4-H_Tulare/)

## Tulare County 4-H County Ambassador Application Cover Sheet

Name \_\_\_\_\_ Club/Unit/Program \_\_\_\_\_

Age on December 31<sup>st</sup> \_\_\_\_\_ Birthdate \_\_\_\_\_ 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 Tulare County 4-H Office by July 15, 2021. Incomplete 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 \_\_\_\_\_

Name of Organization (if other than 4-H) \_\_\_\_\_



## Tulare 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/](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