



Riverside County 4-H Youth Development Program

Riverside County 4-H Citizenship Program

California Focus



Washington Focus



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California Focus 4-H Citizenship Program

California Focus is a unique 4-H citizenship educational experience that combines hand on participation in workshops, debates and simulations with outstanding speakers, and visits to historical, cultural, and government sites. California's capital city, Sacramento, becomes a "living classroom" for this five-day, action packed adventure. This occurs yearly in June.

As a citizen of the "California Focus" you will register to vote, conduct a political campaign, elect constitutional officers, analyze the needs and issues of your district, and enact legislation with the goal of securing the governor's signature and making your bill a law.

Legislative appointments at the Capitol will allow delegates to meet face-to-face with senators and assembly persons from their home district. They can discuss current issues, learn how proposals are funded, and advocate for issues critical to them and their fellow constituents. The governor's staff presents an overview of the executive branch. A court clerk guides delegates through the judicial process while delegates sit in the chambers of the Supreme Court.

Tours are provided of historical, economic, political, and cultural significance to such locales as Old Sacramento, the Governor's Mansion, The Golden State Museum, Sutter's Fort, The Discovery Museum, The Railroad Museum, The Crocker Art Museum or the Sacramento City Cemetery.

Delegates extend their learning as they complete pre- California Focus citizenship projects. They also prepare and present a "Plan of Action" to implement back home in their respective communities. Outstanding plans are showcased at the conference and an award is given each year for the one that is judged the best. California Focus can be the beginning of a life of public participation that leaves you with a strong determination to become involved with the political process.

California Focus Citizenship Program Objectives:

- Explore government processes on a deeper level
- Increase your understanding of the functions of the three branches of government
- Identify your individual rights and responsibilities as a community member
- Participate in the legislative, political, and judicial process
- Learn how to communicate with government officials
- Learn to empower youth to take an active role in government
- Study California geography, history, heritage, culture, and economy

- Develop a personal plan of action to effect positive change
- Practice leadership skills
- Practice skills of independent living in an interdependent situation
- Meet and share ideas with young people from diverse areas and backgrounds

Program cost and time commitment to delegate and delegate's family. The estimated cost to do this program without fund raising is \$675.00 for 5 days and 4 nights in Sacramento including meals and lodging. A flight to Sacramento will normally be approximately \$200.00 round trip. The time involved is monthly meetings at the county 4-H office, trips to local government functions, and mandatory fundraising events. There also may be costs involved in the delegates "Call to Action" project. Anything not raised by sponsorships or fundraising events will be the responsibility of the delegate to pay before the trip. Deadline for monies paid is usually the end of May.

Age requirements 4-H Youth ages 14 - 19. Youth must be at least 14 years old by the time of California Focus Conference.

Washington Focus Citizenship 4-H Program

The Washington Focus Program will help you better understand how your individual actions can make a difference in our world. This unique program combines visits to historical and cultural attractions with participation in educational workshops and simulations. During your stay you'll have an opportunity to meet face-to-face with legislators, discuss contemporary issues and learn how proposals are funded and public policy is administered. In the process, you'll have a chance to share concerns, ideas, and information with peers from across the country.

The Washington Focus Program may include a spectacular night tour of the Jefferson Memorial, Washington Monument, the Lincoln Monument and the FDR Memorial. You will discover many American treasures at the Smithsonian Institute, see the original Declaration of Independence, the United States Constitution, and the Bill of Rights at the National Archives, and visit Mount Vernon. You will tour Arlington National Cemetery and witness the changing of the guard at the tomb of the Unknown Soldier and be able to touch the Vietnam War Memorial. A theater presentation at one of the area's well-known theaters is always a memorable experience.

The National 4-H Center will be your home away from home while you are in Washington D.C. This comfortable, full-service conference facility sits on a beautiful 12 acre campus just ten miles from the nation's capital. You'll enjoy recreation facilities, television, on-campus food, snacks and quiet places for visiting.

Washington Focus Citizenship Program Objectives:

- Explore individual citizenship rights and privileges and understand your obligations and responsibilities as a United States Citizen.
- Learn how to identify issues facing youth and explore their causes and possible solutions.
- Establish communication with legislators, appointed officials and Representatives of public and private organizations to promote discussion of youth issues.
- Witness government in action and study historical sites to increase understanding and appreciation of American heritage.
- Develop a personal plan of action to initiate back home in your community.
- Practice leadership skills in citizenship
- Meet young people from across the nation to share concerns, ideas and inspiration

Program cost and time commitment to delegate and delegate's family. The estimated cost to do this program without fund raising is \$2,949.00 for 8 days 7 nights it includes meals, lodging, airfare and ground transportation. The time involved is monthly meetings at the county 4-H office, trips to local government functions and mandatory fund raising events. There also may be costs involved in delegates "Plan of Action" project. Anything not raised by sponsorships or fund raising events will be the responsibility of delegate to pay before trip. Deadline for monies paid is usually end of March beginning of April.

Age requirements: 4-H Youth ages 15 - 19. Youth must be at least 15 years old by the time of Washington Focus Conference.

Citizenship Focus Program Guidelines

1. **All candidates are required to participate at educational meetings, meetings to plan fundraisers, fund raising events and other required functions**, unless prior arrangements have been made with the Adult Focus Advisor. All absences, lack of participation, etc. will be noted by advisor.
2. Although most educational meetings are for candidates, there will be times when the adult advisor will request the attendance of parents/guardians. **It is especially important that parent/guardians attend meetings to plan fund raising events.**
3. No one other than team members (candidates) or their parents or guardians can attend Citizenship meetings
4. **Failure to participate in planned fund raising events will result in candidate having to pay all costs for trip. Please note money paid for an individual candidate, is not tax deductible**
5. **Violation of the 4-H Code of Conduct will result in a candidate being dropped from the focus program**
6. The focus team adviser will appoint one of the parents or guardians of a candidate to keep record of all funds generated for the citizenship focus team. This will involve keeping records of the following:
 - a. Number of hours worked by candidate and his/her, parent/guardian at a fund raising activity or event.
 - b. Number of tickets sold for a fund raising event
 - c. Donations/Sponsorships made (A donation form is provided to account for any money and/or equipment or supplies donated.

4-H Citizenship Focus Advisor Responsibilities

In order for 4-H California and Washington Focus candidates to successfully reach the goals and objectives of the program that they are participating in. It is essential that their Focus Advisor cooperate by:

1. Working with the total team and their parents/guardians to help candidates achieve the goals and objectives of the program they have been selected for.
2. Cooperating with team members and their parents/guardians.
3. Planning and conducting Citizenship educational meeting.
4. Notifying team members and their parent/guardians of meetings (scheduled or emergency), activities and fund raising events and of any changes.
5. Contacting individual candidates if there are any concerns, issues or problems
6. If concerns, issues or problems continue with a candidate, communicating with the candidates parents /guardians so that they can be resolved.
7. If concerns, issues or problems continue, communicating with the citizenship committee and the 4-H Youth Development Advisor.
8. Working with candidates and parent/guardians to schedule Citizenship meetings, activities and events.
9. Working with team members and parents/guardians to help them plan and conduct fundraising events.
10. Adhering to 4-H Code of Conduct.
11. Adhering to University of California Cooperative Extension Policies and Procedures.
12. Adhering to the guidelines set for the specific 4-H Focus Program and any activity, event or program planned by the team.

NOTE: The selection of a 4-H Citizenship Focus Advisor will be based on the following criteria.

1. Must be currently enrolled in the 4-H program as a volunteer leader in good standing.
2. Is not the parent/guardian of a 4-H member who has been selected for the specific Citizenship Focus Program that he/she has been asked to serve as advisor for.
3. Has an interest in helping youth learn about Citizenship, and can devote the time, attend the specific citizenship program they are selected for.

4-H Citizenship Team Responsibilities

In order for 4-H California and Washington candidates to successfully reach the goals and objectives for the program they are participating in, it is essential that all team members and 4-H leaders, selected by each team to serve as its advisors, cooperate by:

1. Working together to help the total team achieve its goals and objectives.
2. Cooperating with other team members, adult advisor, other parents/guardians and 4-H staff.
3. Being considerate of the feelings of others.
4. Openly communicating concerns, issues, and problems with the adult focus advisor selected by each team.
5. Participating in meetings, activities and events called by the adult advisor.
6. Completing citizenship assignments for citizenship focus meetings.
7. Adhering to 4-H Code of Conduct.
8. Adhering to University of California Cooperative Extension Policies and Procedures.
9. Adhering to guidelines set for the specific 4-H Focus Program and any activity, event or program planned by teams.

NOTE: Unless otherwise approved only Citizenship Focus Candidates are allowed to participate at Citizenship Focus meetings. Parents/Guardians may attend but cannot participate, unless advisor requests that they participate.

4-H Citizenship Focus Parent/Guardian Responsibilities

The following guidelines have been developed to clarify the role and responsibilities of parents/guardians of youth in California and /or Washington Citizenship Focus Programs

1. Ensure that their candidate attends all citizenship focus program meetings
2. If their candidate is for some reason unable to attend a meeting, they are to make sure that the member calls the focus advisor 24 hours in advance. In the event of an emergency they are to call the focus advisor as soon as possible.
3. Cooperate fully with the focus advisor.
4. Encourage their candidate to participate fully in all aspects of the citizenship focus program. (i.e. meetings, fundraising events, action plans, etc.)
5. At the request of focus advisor attend other meetings and county events.
6. Help the team and their advisor by planning and coordinating fundraising events. All fundraising events must be presented to the 4-H volunteer management board and the 4-H youth advisor for final approval by one of the team members and their focus advisor. All fundraising events are to be planned by team and their parents and guardians.
7. Should problems arise of any nature regarding the program or a personal problem, please contact focus advisor.
8. Should a problem or concern arise that cannot be resolved through the focus advisor, please contact the 4-H youth development advisor and the citizenship focus committee.
9. In the event that their candidate falls short of his/her goal of enough money to cover the cost of the planned focus trip, he/she will be required to pay the balance due for his/her portion of the trip and of the focus advisors fee.

Fund Raising Events

1. All efforts are to be made to plan dates, locations and times for fundraising events during the first few months at focus meetings. All fundraising events must be voted upon by the total group and approved by the focus advisor.
2. It is the responsibility of parents/guardians to organize and supervise fund raising events.
3. All team members and their parents/guardians must participate in fund raising, no exceptions.
4. All issues, concerns and problems related to fundraising events shall be directed to the parent or guardian in charge of that event. In the event that parent/guardian cannot answer or solve the problem it will be directed to the 4-H youth development advisor.
5. Accounting of all hours worked by candidates and money earned at fund raising events will be counted by 2 parents/guardians at event. Then the parent/guardian in charge of accounting will note all team members hours and then money will be given to Volunteer Management Board Treasure or 4-H youth development advisor and earmarked in account for citizenship focus.
6. Distribution of donations and/or income will be handled as follows:
 - a. Hours worked by candidates at fund raising events will be calculated and records maintained.
 - b. Donations acquired through solicitations made by individual team members are allotted as follows;
 1. $\frac{1}{2}$ will go in the whole team pot and be divided equally amongst all candidates.
 2. $\frac{1}{2}$ will be credited to the candidate that successfully solicited the donation.
 3. No donations will be accepted to support only one member of the team.
 4. Members that fail to participate in fund raiser, will run the risk of being excluded from the trip or will have to pay for the trip completely themselves. Fund raising is part of the learning experience for these candidates, it creates a team experience, it is not in their best interest to allow them to not be part of this.
7. Each fund raiser may require that parents/guardians donate seed money to get events started (ie purchase animal for fair auction, purchase candy-bars for sale, etc) Each person involved will donate same amount.
8. If more money is raised then is needed to fund citizenship focus trips, the money will be held in the citizenship account to help fund future citizenship focus trip candidates.

Final Selection of Delegates

The final selection of a Citizenship Focus Delegates is based upon the candidate's involvement and participation during the year. Please note that careful accounting will be kept of attendance, participation and funds generated by candidates.

Remember that although Riverside County is large it is possible to participate in meetings and to host activities, meetings, and fund raisers in your part of the county. Also phone conferencing, skype and Facebook live are other ways to ensure you participate fully.

1. The Focus Advisor in cooperation will keep records of attendance, involvement and participation at meetings, Citizenship Action Plans (Community Service) and fundraising events with a parent/guardian of a delegate.
2. All funds are team funds. However, documentation will be kept of time spend or funds generated by each members. In the event that there are grant funds obtained which identify they must be given to certain populations or earmarked for certain projects. The Focus Advisor working with county staff will direct how these funds will be used for the whole teams benefit.
3. Should problems arise due to lack of involvement and/or participation at focus meetings and programs the candidate will be asked to brainstorm solutions to difficulties preventing attendance with focus advisor and candidates parent/guardians and come to an understanding of a solution that will be followed so candidate can complete program.
4. Should a candidate fail to participate in planned fund raising events parent/guardians will be notified.
5. Should a candidate fall short of the money needed to cover the cost of the planned Focus trip, he/she will be required to pay the balance due for his/her portion of the trip and portion of the Focus Advisors Fee.
6. Should a candidate break the 4-H Code of Conduct they will not be confirmed as a delegate, thus they will not be able to participate in the Citizenship Focus Trip.
7. In the event that a candidate is unable to attend his/her scheduled Focus Trip, for medical and/or other valid reasons, the Focus Advisor is to be notified in writing.
8. The Focus Advisor will notify the Citizenship Committee if a candidate is unable to attend his/her scheduled Focus Trip so they can determine if candidate will be allowed to participate in the program the following year.
9. If the Citizenship Committee determines that the member will be allowed to participate in the program the following year, all funds earned will be kept in trust for that candidate. However, the member must participate in the educational program planned by the new Focus Advisor and help the new team earn its funds for their trip.

Problem Solving

Recognizing that there may be a time when problems occur and to ensure that the goals and objectives of the 4-H Citizenship Focus Team are not hampered. The following guidelines have been developed to provide members of the focus Teams, Advisors, and/or parents/guardians with specific steps which are to be followed.

1. Any concerns, problems or issues should first be directed to the Adult Focus Advisor.
2. In the event that the concern, problem or issue cannot be solved it will be handled in the following manner:
 - a. If the problem regards the amount of money earned by the team and or an individual team member the 4-H Management Board Treasurer is to be contacted.
 - b. If the problem or issue regards questions regarding fundraising events the 4-H Youth Development Advisor is to be contacted.
 - c. If the problem, concern or issue is of a personal nature it is to be referred to the 4-H Youth Development Advisor, to the Riverside County 4-H Citizenship Committee and the 4-H Management Board President.
3. In the event the problem, concern or issue is an infraction of the 4-H Code of Conduct, the 4-H Youth Development Advisor is to be contacted

Application for Citizen Focus Program

Due October 1, 2019

Email to sbarrett@ucanr.edu or mail to Riverside County 4-H Office, 21150 Box Springs Road, Suite 202, Moreno Valley, CA 92557

If you need more space please add pages

Name: _____

Address: _____

Phone Number: _____

Email: _____

Age: _____ Gender: _____ Years in 4-H: _____

Which Citizenship Focus Program Applying For: Cal Focus _____ Washington Focus _____

Please explain the reasons you wish to be a delegate for this program:

If you could change the Riverside County 4-H Program in one way, what would you do and why. Please explain your answer in detail:

Please attach a resume and one letter of recommendation from a non-family member adult.

Citizenship Focus Program Delegate Contract

I _____ will follow all Citizen Focus Guidelines. I will attend all meeting and complete the Citizen Focus Curriculum before I attend the Citizenship Focus Trip.

I am responsible to fund raise for the trip and if our team does not raise the amount needed for the trip, I will need to pay the balance.

I will follow the 4-H Code of Conduct in all 4-H activities and be a good role model for the younger 4-H members.

When I meet with elected officials, I will dress in 4-H uniform or business casual attire and be respectful and open in communication. When contacting public officials, I will return phone calls and emails with in one day and speak with them in a businesslike manner.

I will return any emails or phone calls from my Focus advisor promptly (within 1 day) and consult her in a timely manner if I'm experiencing difficulties following this contract.

I will keep my parent/guardian up to date on all things happening with meetings and fund raising and notify them of upcoming meetings and fund-raising events.

I will complete my Citizenship Focus project in a timely manner and present the results to the 4-H Volunteer Management Board in a written report.

Signed: _____ Citizen Focus Delegate

Signed: _____ Parent/Guardian

Signed: _____ Citizen Focus Advisor