

El Dorado County Emerald Star Project

Information and application packet
University of California Cooperative Extension

What Is The Purpose of The Emerald Star?

The Emerald Star is a county award for service to the community and/or to 4-H. Its purpose is to encourage older members to attain a higher level of leadership development through an individual program of planning, action and evaluation/reflection; promote the development of mentoring relationships between a member and leaders; and to create opportunities to conduct 4-H activities outside the community club which will benefit the local community and/or 4-H as a whole.

Who May Apply for Emerald Star rank?

Any member, in the 7th grade or above, may earn the Emerald Star.

How Can It Be Earned?

By planning, developing, and carrying out a service to meet a community need or a special 4-H county-wide need. The end result must be to produce or do something that is useful and needed, with long-lasting benefits. You will design something that helps you develop skills beyond the project or club level. You need to design something that you, as an individual, take on the responsibility for accomplishing or getting something accomplished.

Your work should fill some substantial need in the community or a gap, beyond the normal range, in the 4-H program. You should be able to complete it within 6 months, but it should not exceed 12 months. If extenuating circumstances occur beyond your control, Council may consider approving a one-time extension.

Emerald Star projects can be to teach, serve, inform, illustrate, coordinate, create literature or activities and events beyond the scope of a regular project. Possible examples include but are not limited to: make or improve a slide show/movie marketing 4-H; preparing a mini-fair or field day for 4-H members; provide information for county use, such as a pamphlet/brochure on a particular facet of 4-H; hold a project training day; accomplish a major community service on a county level; set up a speaker's bureau; develop a plan for organizing a 4-H response to a community disaster. Please remember these are only examples/ideas-- the possibilities are limitless!!! Be creative!!! Be original!!! The idea is to do something NEW. If the plan is not a new event, then you must show how your idea will significantly improve an existing program.

You may pursue something related to your personal interests, that builds on knowledge and skills you already have, or you may choose a subject or approach that you want to learn about. Your plan would then need to include how you will learn about the subject.

Emerald Star work is to be accomplished in addition to your project and club work. Remember, you must be enrolled in 4-H!

How the Program Works:

1. Fill out the Emerald Star application
 2. Call the program representative in the 4-H office and discuss your idea to be sure it meets a 4-H or community need prior to additional planning.
 3. Select a qualified adult advisor/mentor who agrees to be available to help you plan your project and also counsel, advise, and encourage you as you accomplish your goal and enhance your skills. Your mentor may not be a family member or your community club leader. Important—if the best qualified person to assist you as a mentor is not a current 4-H leader, s/he must be willing to register as a leader (including being fingerprinted). Be aware that results can take 4-6 weeks to be returned. You cannot work with your mentor prior to a leader's card being issued.
 4. A timeline and a proposed budget must be included with your plan.
 5. Include some sort of publicity in your plan. (If you write an article for the local paper and they don't use it, include a copy in your final report to Council.) This is an excellent way to "market" 4-H and give you, your club, and 4-H recognition in the community.
 6. When you have completed your planning form and obtained the required signatures, call the 4-H office to arrange to be placed on the agenda for the next Leader's Council meeting (3rd Tues. of each month at 7pm). Make sure your mentor has a copy of your plan and can attend the meeting with you.
 7. Attend a Leader's Council and be prepared to do an oral presentation (like at Presentation Day) of your idea/project plan for approval. Bring 4 copies of the plan for Council. Your club leader should also bring their copy to the meeting.
 8. Once Council approves and signs the plan, you may begin the project work. Remember, adults can advise, but YOU must carry out the work.
 9. When your work is completed, fill out the evaluation form included in this packet. Your mentor also has a form to complete. Call the 4-H office to be placed on the Council agenda, and return with your mentor. Bring your evaluations and 4 copies for Council. Your final requirements will be to do a short poster presentation (ala Presentation Day), including photos, of your accomplishment; AND submit a short article about your results for the Hot Line. Your work will be evaluated in terms of how you completed your plan's requirements.
 10. The Emerald Star patch for your hat will be awarded upon successful completion.
 11. Attend County Awards Night, with your mentor, so you both may receive the final award and recognition for your service/accomplishments.
4. Include this plan packet in your record book after your PDR and your 4-H story.

Emerald Star PLANNING Form

Name : _____

Address : _____

Phone Number: _____ Email: _____

Birth date: _____ Age(as of Jan 1/project year): _____

Club: _____

Years in 4-H: _____ Grade: _____ Current Star Rank: _____

Title of Project/Service
Plan: _____

Expected Start Date: _____ Expected Completion Date _____

FILL IN RESPONSES BELOW. USE EXTRA SHEETS AS NEEDED

4. **BACKGROUND:** Describe the community or 4-H need you would like to address. Include a description of where the problem occurs, how often, the size/scope of the problem, the impact that it causes or the consequences if it is NOT solved, and how 4-H or the community will benefit if the need is met.

4. **RESOURCES YOU WILL NEED:** What resources do you have or will you need to acquire to get your goal accomplished? (Mark those you have with an “H”; those you need with an “N”.) What approvals will you need? Who else will need to help you? What will it cost to obtain resources? How will you pay for/get it paid for? Include your budget here.

4. **YOUR PLAN:** Use the space below to describe the major tasks that must be accomplished to achieve your goal. Include the dates by which you plan to have certain things done. How will you publicize your event/project?

4. **EVALUATION:** How will you determine that you have achieved your planned results? How will you evaluate your results? How will you determine that the intended recipients received the benefits of your efforts? i.e.—observation, a sample of your finished product, letters/comments from recipients, pictures, survey, etc.

PRE-APPROVAL OF PLAN

APPROVAL BY UCCE OFFICE REPRESENTATIVE:

Signed: _____ Date: _____

Name: _____

EMERALD STAR APPLICANT:

I understand and agree to meet all the requirements to be eligible for the Emerald Star.

Signed: _____ Date: _____

MENTOR:

I agree to provide mentoring to _____ as s/he carries out this service.

Signed: _____ Date: _____

Name: _____

PARENTS/GUARDIAN/CAREGIVERS:

I/We understand and will support my/our 4-H member in carrying out this service.

Signed: _____ Date: _____

Name(s): _____

COMMUNITY CLUB LEADER:

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

Signed: _____ Date: _____

Name: _____

COUNCIL PRESIDENT OR VICE PRESIDENT:

Member and project approval for Emerald Star Program plan:

Signed: _____ Date: _____

**EI DORADO COUNTY 4- H EMERALD STAR
EVALUATION FORM**

Name: _____ Expected Start Date: _____

_____ Expected Finish Date: _____

(Title of your Service Plan)

FILL IN RESPONSES BELOW. USE EXTRA PAGES IF NEEDED.

1. How did you reach your goal? Outline the steps you actually took from start to finish. Include a copy of any publicity you did and the results you felt it achieved. Include your project budget with anticipated and actual expenses, the source of the funds, and the difference between the two budgets, if any.

2. How would you describe the results that your efforts actually produced?

3. What are the results of your evaluation?

4. Was your original timetable realistic? Did you have time to do everything you wanted to do? If not, what would have been a more realistic timetable?

5. What did you learn personally? What skills did you improve and how? What was your greatest satisfaction? What was your biggest frustration? What would you like to have done differently and why?

6. Poster presentation and article completed? Date: _____

7. Presenting to Leader's Council Date: _____

8. How would you improve the Emerald Star Program?

Mentor's Evaluation Form

Member's Name : _____

Title of Project : _____

Mentor's Name : _____

Address : _____

Phone : _____

COMMENTS :

1. How did the project go? Did the member follow the plan? Do his/her own work? What do you think they learned as a result of the project? What did others learn? What went well? What could have gone better?

2. How did you feel in your role as a mentor? What went well? What could have been better?

3. Did you need support from the 4-H program? Was it easily obtained and timely? Was it useful? Were you satisfied with the information you received about the Emerald Star Program? Did it help you in your role with the member? What would improve it? How?

4. Did you enjoy serving as a mentor? Would you consider doing it again in the future if a member asked? Why/why not?

CERTIFICATION FOR EMERALD STAR COMPLETION

EMERALD STAR APPLICANT:

I have successfully completed my project and met all the requirements for eligibility for the Emerald Star rank.

Signed: _____ Date: _____

MENTOR:

(Name of Member) _____ has completed all the requirements of the Emerald Star Program in carrying out and completing this service. I nominate him/her to receive the Emerald Star.

Signed: _____ Date : _____

PARENTS/GUARDIANS/CAREGIVERS:

(Name of Member) _____ has completed all the requirements of the Emerald Star Program in carrying out and completing this service. I/We nominate him/her to receive the Emerald Star.

Signed : _____ Date : _____

COMMUNITY CLUB LEADER:

(Name of Member) _____ has completed all the requirements of the Emerald Star Program in carrying out and completing this service. I nominate him/her to receive the Emerald Star.

Signed : _____ Date : _____

4-H COUNTY COUNCIL PRESIDENT OR VICE PRESIDENT :

(Name of Member) _____ has completed all the requirements of the Emerald Star Program and is hereby awarded the Emerald Star. You have served 4-H and the community well and we are very proud of you! CONGRATULATIONS on your achievement!!!

Signed : _____ Date : _____