



# 2024-2025 Napa County 4-H Ambassador

Applications Due: March 22, 2024 by 5:00pm



4-H County Ambassadors serve in the highest 4-H leadership role in Napa County 4-H. The 4-H County Ambassador position not only recognizes a member's leadership abilities, but it is also a working honor. 4-H County Ambassadors are liaisons between the county 4-H office, 4-H members and volunteers, and the public. They visit 4-H clubs in their county, network with other organizations within the community, and represent their county at the annual 4-H State Leadership Conference. 4-H County Ambassadors are role models for their fellow 4-H members and their community. Upon successful completion of 4-H County Ambassador responsibilities, youth will earn the 4-H All Star Award.

**Time Commitment:** 15 months, from May 1, 2024 to August 31, 2025. This provides a three-month overlap with the outgoing 4-H County Ambassadors. Youth may continue in the 4-H County Ambassador program for multiple years, as long as they are eligible to enroll as a youth.

## Qualifications

- Applicant must be between 14 – 18 years old by May 1, 2024.
- Applicant must have completed at least one year of membership in 4-H.
- Applicant must have demonstrated leadership experience and skills. This may be demonstrated either through a Gold Star or through mastery of a project as demonstrated by at least 6 hours of instruction, 40 hours of significant leadership roles, 30 hours of citizenship and/or community service, and 10 public speaking engagements.
- *Completing a 4-H Record Book is NOT a requirement.*
- *Having a gold star is NOT a requirement.*

## Reapplying as a previous Ambassador

Youth who have previously served as a Napa County Ambassador are encouraged to continue their leadership development. The application process for a returning ambassador is to complete the application cover sheet; no additional documents or steps are required.

## Responsibilities



- **Advise:** Help the UCCE 4-H Office make program priorities. Participate and be involved in 4-H decision-making through the Napa County 4-H Management Board and county committees.
- **Advocate:** Select a community issue of importance to the team and make a plan to improve that specific situation in the community, such as by creating a county service learning project.
- **Mentor:** Act as a role model to 4-H members; install 4-H club officers; visit 4-H clubs during the year; be an integral part of the county officer's training event; host a 4-H leadership development event for younger members.
- **Plan:** Support county 4-H events in key roles such as: parade marshals, emcee, plan and coordinate events, and serve as evaluators.
- **Promote:** Present a positive image of 4-H; represent 4-H to outside organizations. Wear 4-H attire and/or Ambassador attire at 4-H functions. Present 4-H to community organizations, write an article for a newspaper, or create a display at the library.
- **Teach:** Lead workshops or sessions at club, county, area, and state events.



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- **Be an active contributor to the 4-H County Ambassador program.** Follow the 4-H Code of Conduct, be a member in good standing, and be active contributors to the functions of the 4-H County Ambassador team.
- Encouraged to attend the **4-H State Leadership Conference** (typically July or August at a UC campus); financial support provided by the Napa County 4-H Management Board.
- **Act as 4-H Ambassadors.** Annually, the entire 4-H County Ambassador team (new and returning youth) will discuss the following responsibilities, develop a timeline for participation, and divide and assign responsibilities. The types of functions may vary each year depending on the needs in the 4-H program and community.

### Core Program Components

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.

### Conferring the 4-H All Star Award

Upon successful completion of Ambassador duties, and by being an active contributor to the 4-H County Ambassador program during their tenure, youth will be conferred the “4-H All Star Award” consisting of the All Star patch and pin.

### 4-H Leadership Menu

Ambassador leadership roles are presented through a variety of different activities and events. The following Leadership Menu list is an overview of the possible opportunities an Ambassador can choose from, but are not limited to.

Month	Event	Role Opportunity	Role Opportunity	Role Opportunity	Role Opportunity
May	Recognition Night	Plan	Design		
	State Field Day	Leadership Role	Community Service		
	Favorite Foods Day	Planning Committee Member	Teen Evaluator (may also present)	Community Service	
June	CA Focus & Citizenship Washington Focus	Participant			
July	State Leadership Conference	Participant			
August	Officer Installation	Leadership Role			
September	Club Visits	Leadership Role			
October	Achievement Night	Plan	Design	Coordinate	
	National 4-H Week Fall Recruitment	Plan	Design		
November & December	Service Learning Project	Plan	Design	Coordinate	
	Clover Field Day or New Family Event	Planning Committee Member	Community Service		
January	Youth Summit	Participant			
February	Presentation Day	Planning Committee Member	Teen Evaluator (may also present)	Event Emcee	Community Service
March	NCFB Ag Days	Host a Booth	Community Service		
April	Regional Presentation Day	Leadership Role	Community Service		
	JLAC Barn Dance	Community Service			
	Camping Conference	Participant			
	National 4-H Conference	Participant			

#### Year-round Opportunities:

4-H Management Board Committee Chair, serve on a county committee, club visits, fundraising, 4-H outreach & communications, etc.



# 2024-2025 Napa County 4-H County Ambassador Application

*Applications due by March 22, 2024*

**Application:** Candidates must send the required application form, substantiating documents, and letters of recommendation to the UCCE 4-H Office **by March 22, 2024**. Applications 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. 4-H Resume highlighting leadership and citizenship skills as well as personal and professional development
4. Written Evidence of Leadership Experience and Skills
5. 3 Letters of Recommendation: 1 letter from a 4-H youth member and 2 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 the applicant's skills and character demonstrated in the 4-H Youth Development Program. **The included recommendation template form may be completed in lieu of a formal recommendation letter if desired.** Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant.

Send applications by email to [suzanne.amaral@countyofnapa.org](mailto:suzanne.amaral@countyofnapa.org) or by mail to:  
UCCE Napa 4-H  
1710 Soscol Avenue, Suite 4  
Napa, CA 94559

## **Candidate Consideration Process (April 9, 2024 beginning at 5:30pm):**

Candidates will be invited to participate in an in-person evaluation process consisting of an individual interview with a selection committee. Interview questions will be provided to the applicant prior to the interview upon request.

**Notification:** All applicants will be notified in writing of their selection status approximately one week after the conclusion of the selection process.

**Selection Committee:** Candidates will be evaluated by a panel of judges, which may include 4-H volunteers and representatives from the community-at-large.

## **2024-2025 Ambassador Advisor:**

Jennifer Jensen

**Questions:** Please contact the UCCE Napa 4-H Office at (707) 253-4146 or [suzanne.amaral@countyofnapa.org](mailto:suzanne.amaral@countyofnapa.org).



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# 2024-2025 Napa County 4-H County Ambassador Application Cover Sheet

Applications due by March 22, 2024

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

Age on December 31<sup>st</sup> \_\_\_\_\_ Birthdate \_\_\_\_\_ Years in 4-H \_\_\_\_\_

Home Address \_\_\_\_\_

Member Email Address \_\_\_\_\_

Member Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Parent/Guardian Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Instructions:** Create a packet of all written documents required (see next page) and attach to this cover sheet. Give the packet to an adult who will review and certify your involvement and ask them to complete the bottom portion of this cover sheet.

Complete application (including this form and the components listed above) are due to the UCCE Napa County 4-H Office by March 22, 2024. Incomplete applications will not be considered for evaluation. Send applications by email to [suzanne.amaral@countyofnapa.org](mailto:suzanne.amaral@countyofnapa.org) or by mail to:

UCCE Napa 4-H  
1710 Soscol Avenue, Suite 4  
Napa, CA 94559

***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) \_\_\_\_\_

I am a first time applicant

I am a previous All Star Ambassador reapplying (*complete this page only*)



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**2024-2025 Napa County 4-H County Ambassador Application**  
**Application Requirements**  
*Applications due by March 22, 2024*

1. **Essay:** Respond to the following prompts in separate essays (maximum 300 words per essay).

- Why do you want to become a Napa County 4-H Ambassador?
- What do you hope to gain from your County Ambassador experience?
- What do you hope to give to 4-H from your County Ambassador experience?

2. **Resume:** highlighting leadership and citizenship skills, as well as personal and professional development. Find a template at: [http://4h.ucanr.edu/Resources/Member\\_Resources/4-H\\_Resumes/](http://4h.ucanr.edu/Resources/Member_Resources/4-H_Resumes/)

- Resume

3. **Written Evidence of Leadership Experience and Skills:**  
**(all five OR achievement of Gold Star Rank)**

- Achievement of a Gold Star Rank as evidenced by the signed and dated 4-H Star Rank chart or other documentation that verifies you have achieved this rank.

**OR**

- 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 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 All Star Ambassadors.

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.
- The recommendation template form on the next page may be completed in lieu of a formal recommendation letter if desired.
- Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant.



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# Napa County 4-H County Ambassador Application Letter of Recommendation Form

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

Name of Applicant Advocate \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Affiliation with Applicant \_\_\_\_\_

Length of Time Knowing Applicant \_\_\_\_\_

Please describe in detail what you know about the applicant's work ethic, character, leadership experience, and why you feel they deserve to be selected. *You may attach a separate page if needed.*

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Signature \_\_\_\_\_ Date \_\_\_\_\_



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## County Ambassador Evaluation Rubric

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

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

Essays					
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	
Resume					
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	
Evidence of Skills and Character (Documentation and Letters of Recommendation)					
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	
Individual Interview					
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	
Presentation					
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	



Criteria	Not Recommended (0 pts)	Recommended with Reservation (1 points)	Recommended (2 points)	Highly Recommended (3 points)
<b>Overall Recommendation</b>	I do not recommend this applicant for the role of County Ambassador.	This applicant meets the basic qualifications for the position, but I have hesitations about recommending them.	I recommend this applicant for the position as they have demonstrated good leadership skills and works well with a team.	I am confident that the applicant will make an excellent County Ambassador as they have met and/or exceeded all qualifications for the position.
				<b>Total Points (18 max):</b>

## Evaluator Notes

Applicant Name: \_\_\_\_\_ Total Points: \_\_\_\_\_

Summary of County Ambassador qualities:

Summary of challenges to being a County Ambassador:

Recommendations for Improvement:



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