



UCCE Tehama County

# County 4-H Ambassador Program

## Application Packet for the 2025-2026 Program Year

**Informational Meeting and opportunity to ask questions: Friday, March 14, 2025**

### Application Requirements:

- Application Cover Sheet
- Essay Responses
- 4-H Resume
- Written Evidence of Leadership Experiences and Skills
- Three (3) Letters of Recommendation

**Application Deadline: 5:00pm, Friday, April 25, 2025**

It is your responsibility to check with the Tehama County 4-H office staff to be sure your letters of recommendation have been received before the deadline. If letters are submitted with the application packet, they must be in a sealed envelope. Letters may also be mailed or emailed to the UCCE Tehama County Office.

UCCE Tehama County  
1754 Walnut Street  
Red Bluff, CA 96080

Jessica Oylear, 4-H Secretary  
jmoylear@ucanr.edu

Erin Paradis, 4-H Community Education Specialist  
ecparadis@ucanr.edu

### What is a County Ambassador?

A County Ambassador is the *representative* and champion of the county 4-H program. While no two County Ambassador programs are identical, they follow the same guidelines, provide similar opportunities, and have the same learning goals.

All County Ambassadors are *highly encouraged* to attend and participate in the California 4-H State Leadership Conference (at the beginning of their term), serve on statewide committees, and participate in other activities or events beyond the county level. These experiences help expand leadership skills and are beneficial for those wishing to become State Ambassadors.

The County Ambassador team plans their activities and learning goals within the established guidelines as described Ambassador Handbook (see pages 14 – 16).

County Ambassadors act as visible 4-H members - role models for their fellow 4-H members, their county, their state, and their world.

### 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 of County Ambassador, applicants must be at least 14 years old.**
2. Applicants must have at least one year of prior 4-H membership, which does not need to be consecutive or the most recent year.
3. Applicants must demonstrate leadership experience and skills by documenting the following:
  - a. **Mastery of a project:** A minimum of 6 hours of instruction, supported by a skills statement.
  - b. **Significant leadership roles:** 40 hours, with at least 10 hours within 4-H.
  - c. **Civic Engagement and/or community service:** 30 hours, with at least 6 hours through 4-H.
  - d. **Public speaking engagements:** 10 total, including at least 2 at 4-H events.
  - e. **Involvement in 4-H:** A list of 15 activities, which may include project skill activities, attendance at 4-H events, honors, and recognition. **OR** achieve a Gold Star Rank.

### Documenting Involvement in 4-H

Applicants can use the PDR or the Summary of 4-H Work form to demonstrate completing at least 15 activities items in the Achievement Program.

Applicants may also 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, other written documentation, signed by a non-parent adult volunteer, that the achievement was awarded.

### **Expectations of a County Ambassador**

Being chosen as a County Ambassador is a working honor, and in fulfilling it, members are expected to behave with a degree of maturity, composure, and excellence.

As a County Ambassador, you are expected to:

- Follow the 4-H Code of Conduct always. Members sign this at the time of enrollment each year.
- Maintain a professional attitude as a representative of the 4-H Youth Development Program. Remember that both peer friendships and youth-adult partnerships are working, professional relationships.
- Follow the dress guidelines and dress appropriately for events attended or participated in as a County Ambassador.
- Serve as a role model for younger members. As a prominent senior member of the 4-H program, younger members will be watching County Ambassadors both on and off stage. Be mindful of this and aspire to set a good example always.
- Complete work on time. Whether it is an independent project or part of a group project, members should always complete the work that is agreed upon, whether determined by the group or individually volunteered. Members who are having trouble completing tasks on time must let the adult coach or County Ambassador team know so the adult coaches on the team can help. This should be viewed as a learning experience. Things happen, and everyone needs to learn how to ask for help.
- Attend the June 2025 Council meeting.
- Attend the orientation retreat (date will be announced).
- Attend and participate in the County Ambassador Meetings.
- Plan and facilitate Tehama County Awards Night.
- Install Club officers for the Tehama County 4-H Clubs.
- Have a representative attend the Tehama County Council Meetings.
- Attend a Tehama County Board of Supervisors Meeting (October).
- Promote 4-H participation.
- Encouraged to Attend the State Leadership Conference and/or other leadership workshops/conferences.
- Encouraged to attend the County Ambassador Essential Trainings.

### **Penalties for Not Fulfilling Responsibilities**

Just as there are rewards for doing an outstanding job as a County Ambassador, there can also be consequences for not fulfilling the responsibilities of the position. Penalties include the following:

1. Verbal or written warning
2. Loss of financial support to attend State Leadership Conference
3. Dismissal from the County Ambassador program which includes forfeiture of the County Ambassador Pin, County Ambassador Star, and County Ambassador Uniform (shirt, jacket, nametag, etc.)

The severity of the penalty will be determined on a case-by-case basis, by the County Ambassador Coaches, with input from UCCE staff and/or academics. There is no set progression as it is possible to encounter scenarios in which dismissal is warranted without any warning. Examples include, but are not limited to outright defiance, refusal to perform assigned duties, bullying, etc. Please be aware of the requirements of the County Ambassador position and take steps to ensure that all expectations are met.

### Application Requirements

Applicants will submit the required application form, substantiating documents, and letters of recommendation to the Tehama County 4-H Office by Friday, April 25, 2025. Applications and related documents may be processed by either digital or paper forms. The following are the required application elements:

- Application Cover Sheet**
- Essay Responses**
- 4-H Resume**
- Written Evidence of Leadership Experience and Skills**
- Three (3) Letters of Recommendation:**

**One letter:** from a 4-H youth member.

**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 volunteer, who has knowledge of the applicant's skills and character demonstrated within 4-H. Note: Recommendations may not be from a parent/guardian, sibling, or other family member residing in the same household as the applicant.

### Selection Process

The Tehama County 4-H Ambassador review committee will oversee the selection process which is outlined by the steps below.

- **Application Review:** Application packets will be reviewed by the review committee to ensure that the applicant meets all the minimum requirements.
- **Individual and/or group interview.**
- **Notification:** Applicants will receive written notification of their selection status. Applicants who are not selected are encouraged to re-apply the following year.

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

Member: \_\_\_\_\_ Birthdate: \_\_\_\_\_

4-H Club/Unit: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

\_\_\_\_\_

- Create a packet of all written documents required (see next page) and attach them to this application. 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 Tehama County 4-H Office by **April 25, 2025**. 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

\_\_\_\_\_

Name of Certifying Adult

\_\_\_\_\_

Role/Title

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

## Tehama County 4-H County Ambassador Application Requirements

**1. Essays:** respond to the following prompts in three separate essays. Each essay should be no longer than 300 words and can 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 your County Ambassador experience?

**2. Resume:** Show leadership, civic engagement skills, and personal/professional development.

- Resume

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

- Mastery of a project:* A minimum of 6 hours of instruction, supported by a skills statement.
- Significant leadership roles:* 40 hours, with at least 10 hours within 4-H.
- Civic Engagement and/or community service:* 30 hours, with at least 6 hours through 4-H.
- Public speaking engagements:* 10 total, including at least 2 at 4-H events.
- Involvement in 4-H:* A list of 15 activities, which may include project skill activities, attendance at 4-H events, honors, and recognition.

**Note:** Definitions for project skill activities, 4-H events attended, honors, and recognition can be found in the California 4-H Record Book Manual. Applicants may use the PDR or the Summary of 4-H Work form to demonstrate completing at least 15 activities items in the Achievement Program. Completing a PDR or an Emerald Star I, Emerald Star II, or Impact Star Achievement form is not an application requirement for County Ambassador.

**OR**

- Achievement of a Gold Star Rank:* confirmed by a signed and dated Star Rank chart or other relevant documentation.

**4. Three (3) Letters of Recommendation:**

- One letter:* From a 4-H youth member.
- Two letters:* From adults who know your leadership experience, skills, and character. At least one of the letters must be from a 4-H adult who knows your skills and character demonstrated within 4-H.

**Note:** Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant.

## Letter of Recommendation Request

Applicant Name: \_\_\_\_\_ is applying to be a Tehama County 4-H County Ambassador for the 2025-2026 program year.

What is a County Ambassador?

A County Ambassador is the representative and champion of the 4-H program in the county. All County Ambassadors are highly encouraged to attend and participate in the 4-H State Leadership Conference, 4-H Area Summits, as well as serve on statewide committees or the Statewide Management Board and participate in other activities or events beyond the county level. These experiences help expand leadership skills and are beneficial for those wishing to go on to become a State Ambassador.

Leadership experience and skills are required to be a county ambassador. Please share your knowledge of the applicant's leadership experience, skills, and character.

- Significant leadership roles, inside or outside of 4-H.
- Citizenship and/or Community Service, inside or outside of 4-H.
- Public speaking experience.

Letters are confidential and will not be shared with the applicant.

**Letters must be received by Friday, April 25, 2025, 5:00pm**

Letters may be mailed or delivered directly in sealed in an envelope or emailed to Erin Paradis, [ecparadis@ucanr.edu](mailto:ecparadis@ucanr.edu)

Tehama County UCCE 4-H Youth Development Program  
"Ambassador Recommendation."  
1754 Walnut Street, Red Bluff, CA. 96080

*Erin Paradis*

4-H Community Education Specialist  
University of California Cooperative Extension  
Shasta, Trinity, and Tehama Counties