2020-2021

Tuolumne County 4-H Ambassador Handbook



Application due May 1, 2020



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Thank you to the counties of Kern, Sonoma, Merced, and San Joaquin for assistance in writing this handbook. Compiled by Sue Moore and Maria Hines for Tuolumne County 4-H Council. March, 2019. Updated January 2020.

**PART ONE**

**What is a Tuolumne County 4-H Ambassador?**

The 4-H County Ambassador serves in the highest youth leadership role in Tuolumne County 4-H. The 4-H County Ambassador has demonstrated leadership abilities, project achievements, citizenship concern, public speaking skills, and maturity of judgement in a variety of situations. The 4-H County Ambassador rank is a working honor. County Ambassadors serve as visible role models for their fellow 4-H members and youth in our community. They promote leadership through education and service. They develop a team plan of action to strengthen the 4-H program and their community.

4-H County Ambassadors are liaisons between the county 4-H office, 4-H members and volunteers, and the public. They organize and assist with 4-H events, visit 4-H clubs in their county, perform service projects, network with other organizations within the community, give a presentation to the Tuolumne County Board of Supervisors, and represent their county at the annual 4-H State Leadership Conference. 4-H County Ambassadors recognize the opportunities and responsibilities of their position and are receptive to new ideas and new challenges.

See the California County 4-H Ambassador resources at <http://4h.ucanr.edu/Projects/Leadership/County_Ambassadors/>

**Time Commitment**

Term of Service: approximately 15 months, from July 1, 2020 through Achievement Night in October, 2021. This provides a three-month overlap for the incoming and outgoing 4-H County Ambassador teams.

**PART TWO**

**Qualifications**

County Ambassador is a working rank in the 4-H Youth Development Program. Candidates need to be eligible for the award and they must be capable of doing the work expected. They will each bring different characteristics to their work as a team, but need a positive attitude to work with those differences. Evidence of capable public speaking skills is required. The Ambassadors will gain much practice during the year, but must be able to speak with confidence in front of an audience at the time of selection. They should exhibit strong, positive leadership skills. They each need to be a capable leader individually and be able to work effectively within the team setting.

The County Ambassador applicant:

* Must be between 14 – 18 years old by December 31, 2019 and meet the 4-H membership requirements for the length of the term of service.
* Must have completed at least one year of membership in 4-H prior to the year

of application.

* Must have demonstrated leadership experience, skills, and involvement in 4-H. This may be shown by providing documentation of a signed Gold Star Rank *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, 10 public speaking engagements and a list of 4-H activities. For specifics, see page 11 of this handbook.
* Completing a 4-H Record Book is recommended but is not an application requirement for County Ambassador.

**PART THREE**

**Application Process**

Complete Ambassador Candidate applications are due by 5:00 PM on May 1, 2020 to the UCCE Tuolumne County 4-H Office. All materials must be delivered as a complete packet. Incomplete applications will not be considered for evaluation. All pages must be typed or printed clearly in ink. Required items include:

* Application Cover Sheet
* Essay responses
* Resume
* Written evidence of leadership experience, skills, and involvement in 4-H
* Ambassador Commitment Agreement
* Three letters of recommendation

For specific information, see the Application, pages 10-16.

Be sure to keep a copy of the application for your own records.

**Candidate Consideration Process**

Candidates meeting basic requirements will be invited to participate in an in-person evaluation process consisting of the following:

* Group interview in an informal social interaction.
* Presentation of 3-5 minutes. The style/type of presentation may be chosen by the candidate. Please communicate the technical needs for your presentation to the Tuolumne County 4-H Office prior to the date of the interview. Presentations will be ordered randomly. Topics for the presentations may be chosen from the following:
	+ Service Learning Project: Define service learning and describe a project where you positively impacted your community.
	+ Youth-Adult Partnerships in 4-H: How do we nurture and grow them?
	+ What is your favorite 4-H project and why?
	+ Leadership: Define leadership and outline characteristics of a great leader with examples.
	+ Identify and describe your views on a significant social issue relevant to youth and families within Tuolumne County. How might 4-H address this issue?
* Individual interview with selection committee. See appendix #1 on page 20 for potential Ambassador Candidate Interview Questions.
* Dress is business professional attire or 4-H uniform

**Selection Committee**

Candidates will be evaluated by a panel of three adults, who may not have written a letter of recommendation for any of the applicants or be related to any of the applicants. At least one of the evaluation panel is a 4-H volunteer leader knowledgeable about the County Ambassador program. The panel is appointed at the May meeting of Tuolumne County 4-H Council. Selection occurs as soon as possible after the application deadline and panel appointment, taking into consideration the schedules of the candidates and panel.

**Evaluation Criteria**

Each applicant will be evaluated based on a rubric with scoring between 0-3 points in 5 categories. There will be a minimum of 3 evaluators and their scores will be averaged. For more information, see Appendix #2 on pages 21-22.

Scoring: Essays 0-3 points

Resume 0-3 points

Evidence of Skills and Character 0-3 points

 (from Documentation and Letters of Recommendation) Individual Interview 0-3 points

 Prepared Presentation 0-3 points

**Notification**

All applicants will be notified within 5 days of the results of the selection process by phone or email.

**Reapplying as a previous County Ambassador**

Youth who have previously served as a Tuolumne County All Star or Ambassador are encouraged to continue their leadership development. The application process for a returning Ambassador is to complete the Application Cover Sheet and the County Ambassador Commitment Agreement and return both signed documents to the UCCE Tuolumne County 4-H Office by 5:00 PM on May 1, 2020. No additional documents or steps are required.

**PART FOUR**

**Responsibilities**

The individual 4-H County Ambassador serves as a member of the Tuolumne County 4-H Ambassador Team. The team works with two adult volunteer leader advisor/coaches following the 4-H Youth-Adult Partnership model.

The Term of Service is approximately 15 months, from July 1 of the year selected through Achievement Night in October of the following year. This provides a three-month overlap for the incoming and outgoing 4-H County Ambassadors and Advisors. During this period, the outgoing team shares notes and resources and helps set up the incoming team for a successful year. With advance notice, an outgoing Ambassador who is graduating and moving on to college, trade school, the military, etc. can be excused from the period after June 30.

Formal meetings of the entire County Ambassador team, including Advisors, should be held on a regular basis. It is recommended that the team meet once a month for the entire term. When planning events, extra meetings may be necessary for those on the team involved in the event.

The Ambassador Team, with the Advisors, learns about the six Leadership Competencies. They are: Advise, Improve, Mentor, Plan, Promote, and Teach. Ambassadors should have a working knowledge of the competencies, which means they understand the concepts well enough could teach others what each of the competencies means. The Team selects which three competencies they wish to focus on for the year. Develop the Team Plan of Work to encompass these three competencies. Using the GPS System (Goal Selection, Pursuit of Strategies, Shifting Gears), periodically evaluate the team’s progress toward their goals and adjust strategies accordingly. These worksheets can be used to write the Leadership Development Report in the 4-H Record Book.

The individual Ambassadors, the Ambassador Team Advisors, and the Ambassador Team as a whole are responsible for several specific events including Teen Retreat, the program at Achievement Night, officer installations, and a presentation to the Tuolumne County Board of Supervisors.

The County Ambassador Team should plan and implement at least one Service Learning project per term. The Service Learning project or activity is designed to build all three of the team-selected Leadership Competencies. This can be accomplished at an existing event or it could become a new event.

The Ambassador Team is invited to participate in many other events and activities. Using the team’s Plan of Work, they will determine which to include and which Ambassador(s) and/or Advisor(s) will participate. See the list of opportunities on the following page.

**County Ambassador Opportunities**

Ambassador leadership roles are presented through a variety of different activities and events. This list is an overview of the possible opportunities. Ambassadors are not limited to activities in this list!

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Event** | **Role Opportunity** | **Role Opportunity** | **Role Opportunity** | **Role Opportunity** |
| July | Mother Lode Fair | Outreach | Promotion | Flag Ceremony |  |
| July | 4-H Camp | Leadership role | Service activity |  |  |
| July | State Leadership Conference | Participant | Workshop presenter |  |  |
| August | Club Officer Training | Leadership role | Planning Committee |  |  |
| September | Ironstone Concours d’Elegance | Outreach | Promotion | Represent 4-H |  |
| SeptemberOctober | Officer installations | Leadership role |  |  |  |
| October | National 4-H Week | Represent 4-H | Presentation |  |  |
| October | Achievement Night | Planning committee | Design | Coordinate | Emcee or Presenter |
| October | Livestock Field Day | Outreach | Leadership role | Event Emcee |  |
| November | Teen Retreat | Planning committee | Service activity | Workshop presenter | Leadership role |
| December |  |  |  |  |  |
| January | Drive Thru Dinner | Represent 4-H |  |  |  |
| January | Central Youth Summit | Workshop presenter | Planning Committee |  |  |
| February | County Presentation Day | Planning Committee | Room Emcee |  |  |
| March | 4-H Fest | Outreach,Planning Committee | Service activity | Supervise judging classes or Skillathon | Event Emcee  |
| April | Area Presentation Day | Leadership Role |  |  |  |
|  |  |  |  |  |  |
| Throughout year | Club meetings | Ambassador Team promotion | Leadership Role | Activity reports |  |
| Throughout year | 4-H Council meetings | Ambassador Team promotion | Leadership Role | Activity reports |  |
| Throughout year | 4-H Tooter newsletter | Ambassador Team promotion | Activity reports | Ambassador team recruitment |  |

**County Ambassador Recognition**

The honor of being selected as a County Ambassador is the highest award a 4-H member can attain in Tuolumne County. Tuolumne County 4-H Council provides each County Ambassador with:

* A County Ambassador felt emblem and pin for their 4-H hat
* A County Ambassador Team polo shirt with embroidered logo
* A County Ambassador Team jacket with embroidered logo
* Registration fee and travel to attend the CA 4-H State Leadership Conference (SLC)
* Registration fee to attend Tuolumne County 4-H Teen Retreat
* Registration fee and travel to attend the Central Youth Summit (CYS)
* Multiple opportunities for recognition and building skills

**The Honor of Becoming a Tuolumne County Ambassador Parent**

Ambassadors are likely to be very busy teens with school, 4-H, and other activities. It will be helpful to them to have parents and family who are supportive and understanding of their numerous responsibilities. The role of a parent/guardian of an Ambassador involves:

* Transportation to and from Ambassador meetings and events.
* Attending Ambassador meetings as requested/needed.
* Encouraging and supporting your Ambassador during their term of service.

Parents and adults helping in the Ambassador Program are requested to:

* Be respectful of youth and adult volunteers, the lesson plan and the leadership. Allow adult volunteers to lead.
* Support your child’s efforts by providing resources and supplies for projects and follow through when you volunteer.
* Keep your expectations open; true knowledge and life skills take time to develop.
* Provide encouragement and support, and allow your child to experience the process of 4-H, no matter the outcome. Encourage children to do their best, not to be better than someone else.
* Respect youth ownership of projects. Allow your child to do his/her own project.
* Encourage your child to focus on the positive in the experience or situation and turn away from emphasis on competition.
* Allow your child to make mistakes, thereby fostering learning through correcting the mistake.
* Avoid intruding on your child's 4-H achievements. Consider completing the process to become an appointed 4-H adult volunteer so you can develop your own 4-H experience.

**PART FIVE**

**Tuolumne County 4-H Ambassador Application Cover Sheet**

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

Age on December 31st of current program year: \_\_\_\_\_\_\_\_ Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years in 4-H (including this year): \_\_\_\_\_\_\_\_\_\_ Grade in school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Member Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

🞏 **I am a previous or current Ambassador reapplying for the County Ambassador position.**

**Certifying Adult***: 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 position.*

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

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Role/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Packet Items**

*Create a packet of all required written documents. Give the entire packet to an adult to review and certify your involvement and ask them to complete the bottom portion of the cover sheet.*

Application Packet Items:

1. Cover Sheet:

 🞏 Have this sheet signed by an adult to verify you have met the criteria.

2. Essay responses: Answer the following prompts in three separate typed essays. Write the question above the response. Each essay should not exceed 300 words.

 🞏 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 during your County Ambassador term of service?

3. Resume: highlighting leadership and citizenship skills, personal and professional development, and accomplishments and recognitions inside and outside of 4-H. Must be up to date as of April 1 of current year. The template is located at: <http://4h.ucanr.edu/Resources/Members/4-H_Resumes/>

 🞏 Resume

4. Written Evidence of Leadership Experience and Skills:

 🞏 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.

**OR**

 🞏 A document of your creation outlining all of the five items below

* 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 which 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

5. Ambassador Commitment Agreement: signed by both the applicant and their parent or guardian.

 🞏 Ambassador Commitment Agreement, see page 13

6. Three (3) Letters of Recommendation:

 🞏 One letter from a 4-H youth member or alumni under the age of 21

 🞏 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 as 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.

 🞏 Recommendations should be submitted in a sealed envelope and received at the County

 4-H Office no later than May 1.

 🞏 Please use the Recommendation Forms included in this application packet.

7. Return the completed County Ambassador application packet to the UCCE Office before the

 application deadline, which is 5:00 PM on May 1, 2020

 Tuolumne County 4-H

 By Mail: 2 South Green Street

 By hand: 52 N. Washington Street

Sonora, CA 95370

8. Questions: Please contact the UCCE Tuolumne County 4-H Office at 209-533-6990 or

 rlgiannini@ucanr.edu

**Tuolumne County Ambassador Commitment Agreement**

The County Ambassadors, as individuals and as a group, should comply with all expectations as stated in this Handbook. Please read the following requirements and major activities of an Ambassador, and sign that you agree to fulfill the following commitments:

**Each Ambassador is expected to:**

* Follow the 4-H Code of Conduct at all times. Members sign this at the time of enrollment.
* Maintain a professional attitude as a representative of the Tuolumne County 4-H program. This includes both peer friendships and youth-adult partnerships.
* Follow the California 4-H dress guidelines and dress appropriately for events attended or participated in as a County Ambassador. The team should decide together what the dress requirements will be at each event.
* Serve as a role model for younger members. Other members will be watching County Ambassadors both on and off stage. Be mindful of this and aspire to set a good example.
* Complete work on time, whether it is an independent project or a team undertaking. If you are having difficulties, let your team and Advisor know. Asking for help is a learning experience too.
* Attend at least 80% of Tuolumne County 4-H Ambassador Team meetings.

**The Ambassador Team is expected to:**

* With the Ambassador Advisors, develop a written group Plan of Work for the year
* Plan, coordinate, and execute Teen Retreat
* In coordination with the 4-H County staff, plan, coordinate, and execute the program at Achievement Night
* Conduct club officer installations
* Represent the 4-H program in a presentation to the Tuolumne County Board of Supervisors

**Using the Plan of Work as a guide, the Ambassador team determines which Ambassador(s) will do each of the following (may rotate):**

* Attend the State 4-H Leadership Conference (SLC)
* Plan and teach a workshop at the Central Youth Summit (CYS), if the schedule permits
* Attend Tuolumne 4-H County Council meetings
* Serve as Emcee at Tuolumne County 4-H events including Livestock Field Day, Presentation Day, and 4-H Fest
* Promote and represent 4-H at the Drive Thru Dinner
* Participate in selected community outreach or community service projects
* Visit local 4-H clubs to discuss and promote the Ambassador program and county events
* Promote the 4-H program to non 4-H organizations
* Fulfill group and individual responsibilities not limited to the above expectations

**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. These penalties might include loss of financial support to attend State Leadership Conference, or dismissal from the County Ambassador program, which includes forfeiture of the County Ambassador pin and star, and/or county specific uniform. Be aware of the requirements of the County Ambassador position and follow through to completion to meet all the expectations to receive recognition.

**Applicant:**  *I have personally prepared this application and believe it to be correct. I have read and understand the requirements and obligations of the County Ambassador position.*

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent or Guardian:** *As the parent or guardian of the applicant for County Ambassador, I have reviewed this application and believe it to be correct. I understand the requirements and obligations of the County Ambassador and will support my child in meeting those obligations.*

**Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Tuolumne County 4-H Ambassador Recommendation Form**

Instructions: Please review this form and read the job description below before completing the form. This form is to be submitted in a sealed envelope by May 1, 2020. Return by mail to UCCE Tuolumne County 4-H Office, 2 South Green Street Sonora, CA 95370. For hand delivery, the address is UCCE, 52 North Washington Street, Sonora, CA 95370. It may be placed in the mail slot in the front door if the office is closed.

The recommendation is not to be given to or discussed with the 4-H member. This is to be completed by a non-family member. Your honest opinion is important. Having the highest rating does not mean the applicant will receive a better chance. The program sees potential leaders who are open to learning and desire to make a difference in the community. Thank you.

*The 4-H County Ambassador serves in the highest youth leadership role in Tuolumne County 4-H. The County Ambassador has demonstrated leadership abilities, project achievements, citizenship concern, public speaking skills, and maturity of judgement in a variety of situations. The Ambassador serves as a visible role model for their fellow 4-H members and youth in our community. They promote leadership through education and service. They develop a team plan of action. They are liaisons between the county 4-H office, 4-H members and volunteers, and the public. They organize and assist with 4-H events, visit 4-H clubs within the county, perform service projects, network with other organizations within the community, give a presentation to the Tuolumne County Board of Supervisors, and represent their county at the annual 4-H State Leadership Conference. 4-H County Ambassadors recognize the opportunities and responsibilities of their position and are receptive to new ideas and new challenges.*

***Please Print***Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, what is your role in 4-H?

 🞏4-H Community Club Leader 🞏 4-H Adult Volunteer 🞏4-H Member/Alumni

How do you know the applicant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the applicant relate well to their peers? Yes\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_

How do you feel the applicant is received by their peers? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please rate the applicant:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Outstanding | Above Average | Average | Below Average | Unknown |
| 1. 4-H Program participation  |  |  |  |  |  |
| 2. Citizenship & Community Service  |  |  |  |  |  |
| 3. Leadership Skills |  |  |  |  |  |
| 4. Dependability |  |  |  |  |  |
| 5. Group Work Skills |  |  |  |  |  |
| 6. Involvement in school/community  |  |  |  |  |  |
| 7. Maturity |  |  |  |  |  |
| 8. Personal Motivation/Initiative |  |  |  |  |  |
| 9. Public Speaking Skills |  |  |  |  |  |

I recommend this candidate:

\_\_\_\_\_ highly \_\_\_\_\_average \_\_\_\_\_ with reservations \_\_\_\_\_ not at this time

Provide any other statements to support your ratings above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PART SIX**

**County Ambassador Advisor Overview**

* There will be two adult County Ambassador Team Advisors. They are also the Advisors for the Leadership Team members.
* One Advisor must be at least age 21.
* Both Advisors are enrolled in Tuolumne County 4-H as volunteer leaders and must be approved by the 4-H County staff.
* The two Advisors are not related to each other. If possible, neither Advisor is related to an Ambassador.
* The term of service is approximately 15 months, from July 1 to the following year’s Achievement Night.
* Application is made using the form on the next page in this handbook. Due date is May 1.
* A current Advisor must re-apply to continue for another term.
* Ambassador Advisor selection:
	+ A selection panel is appointed by Tuolumne County 4-H Council at their May meeting.
	+ The panel is comprised of two (2) 4-H volunteer leaders with knowledge about the County Ambassador and Leadership Team programs, and the Tuolumne County 4-H Program Representative.
	+ This panel meets as soon as possible after the May 4-H Council meeting to review the applications received by the due date and select one Advisor. All applicants will be notified of their decision.
	+ One Advisor is selected by the Ambassadors from the remaining applicants. This selection occurs at the Ambassador preliminary planning meeting, which should occur before the end of May if at all possible.

**Ambassador Team and Leadership Team**

* The Ambassador Team and the Leadership Team will have joint meetings.
* The two teams will work through the same goal-setting and review process but set their goals independently depending on the needs and interests of each team.
* The teams may separate for specific activities related to their goals. For example, when preparing for Teen Retreat, the Leadership Team members may be practicing public speaking in preparation for teaching a workshop while the Ambassador team is developing the schedule, supply list, and final group activity. If meeting separately, remember to have a second adult present with the Advisor, to adhere to the “two-deep” California 4-H leadership policy.
* One Advisor may take the lead for each team to simplify communication.

**County Ambassador Advisor Expectations**

* The two leaders share the Advisor responsibilities using a mutually-agreed upon plan.
* The Advisors will support, aid and assist the Ambassadors and Leadership Team in carrying out their tasks and program plans for the year. The Advisor role is to advise, not direct, the activities of the teams.
* The Advisors will facilitate a schedule of Ambassador and Leadership Team meetings throughout the 4-H year. Meet with the youth to determine the group’s schedule.
* Be an active partner with the youth, included in the Plans of Action.
* The Advisors attend Tuolumne County 4-H Council meetings and county-wide events as needed to support the Ambassador Team and Leadership Team.
* The Advisors act as the liaison with community clubs, outside groups and organizations, and Council to enhance the Ambassador/Leadership program.
* The Advisors follow the California 4-H County Ambassador Handbook (August 2018) and assist the Ambassadors as they implement the outlined procedures.
* During the 3-month overlap between the outgoing and incoming Ambassador Teams, serve as a mentor to the new Ambassador Advisors to facilitate the transition.

**Ambassador Advisor Recognition**

The Tuolumne County 4-H Council provides the following:

* A County Ambassador Team Advisor polo shirt with embroidered logo
* Registration fee and travel to chaperone at the CA 4-H State Leadership Conference (SLC)
* Registration fee to chaperone at the Tuolumne County 4-H Teen Retreat
* Registration fee and travel to chaperone at the Central Youth Summit (CYS) if the Ambassador Team attends as workshop presenters or Leadership Team members attend as delegates.
* Multiple opportunities for recognition and building skills.

**Tuolumne County 4-H Ambassador Advisor Application**

Program Year 2020-2021

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

Age on July 1, 20209: 🞏 Age 18-20 🞏 Age 21 and up

Number of years enrolled as a 4-H Leader, including the current year: \_\_\_\_\_\_\_\_\_\_

Mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Is it acceptable to call during work hours? 🞏 Yes 🞏 No

🞏I am a previous or current Ambassador Advisor reapplying for the Advisor position.

Answer the following prompts on a separate sheet. Answers should not exceed 300 words each and may be typed or handwritten.

Why do you want to be the Ambassador/Leadership Advisor?

What would you like to see the Ambassador Team and/or Leadership Team do or accomplish this year?

**Advisor Applicant:**  *I have personally prepared this application and believe it to be correct. I have read and understand the requirements and obligations of the County Ambassador Advisor position.*

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Drop off or mail to the UCCE Office by 5:00 PM on May 1

Tuolumne County 4-H

By Mail: 2 South Green Street

By hand: 52 N. Washington Street

Sonora, CA 95370

**Appendix**

**Potential Ambassador Candidate Interview Questions**

1. How did you get started in 4-H? How did you progress to the point you are at today?
2. Describe a leader in your life that has been the most influential to you. What is the #1 lesson that this person has taught you?
3. What qualities do you possess that will make you a good Ambassador? What weakness do you hope to improve while serving as an Ambassador?
4. If selected as a County Ambassador, how will you schedule your time to accommodate the commitment you have made to the 4-H program?
5. How have you worked with younger youth to encourage the development of their leadership skills? Please describe.
6. What problems/challenges do you see 4-H currently facing? Explain.
7. How would you explain the 4-H Program to someone who had never heard of it before?
8. There is a saying that a chain is only as strong as its weakest link. How does this apply to being an Ambassador? (i.e. teamwork)
9. 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?
10. Describe a conflict you have been in and talk about how you handled it.
11. One of the County Ambassador’s responsibilities is to help run county 4-H events. Pick one event and describe how it is organized and what ideas you have to improve it.
12. How would someone else describe your leadership style?
13. If you could teach everyone in the world one thing, what would it be and why?
14. What are your plans after your Ambassador term ends, both in and out of 4-H?
15. Is there anything else you would like to tell us that has not been covered?

**County Ambassador Evaluation Rubric**

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

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

Evaluator (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
|  **Essays** |
| **Criteria** | **Poor (0 point)** | **Average (1 points)** | **Good (2 points)** | **Excellent (3 points)** |  |
| **Interest in County Ambassador Program** | 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)** |  |
| **Demonstrates Involvement in 4-H**  | 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)** |  |
| **Leadership Skills & Character** | 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)** |  |
| **The 6 Cs**(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)** |  |
| **Program Knowledge & Presentation Ability** | 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 |  |
|  |  |  |  |  |  |
| **Total Points (15 max):**  |

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Not Recommended** **(0 pts)** | **Recommended with Reservation (1 points)** | **Recommended** **(2 points)** | **Highly Recommended****(3 points)** |
| **Overall Recommendation** | 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. |

**Evaluator Notes**

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

Use this section to make notes that will help you to remember the applicant during selection deliberations. These notes may also be used to write a Letter of Acceptance or Regret, so please be specific. If you would not recommend this applicant at this time, please write comments in the “Recommendations for Improvement” section that may help the applicant be successful the next time.

**Summary of County Ambassador qualities:**

**Summary of challenges to being a County Ambassador:**

**Recommendations for Improvement:**

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