



2023-2024 Contra Costa County 4-H Ambassador Application



What is a Contra Costa County 4-H Ambassador?

Sponsored by the Contra Costa County 4-H Council, **Contra Costa County 4-H Ambassadors** serve as liaisons between the county 4-H office, 4-H members, 4-H volunteers, and the public. **Contra Costa County 4-H Ambassadors** 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](#). Participation in other 4-H county, regional, and statewide meetings and activities may vary. **Contra Costa County 4-H Ambassadors** act as visible role models for their fellow 4-H members, their county, their community, and state.

Why does 4-H have County Ambassadors, & where do they fit with the rest of 4-H?

The Contra Costa County 4-H Ambassadors rank not only recognizes a member's leadership abilities, but it is also a working honor that provides 4-H members the opportunity to serve the University of California 4-H Youth Development Program. **The Contra Costa County 4-H Ambassador** position is one of the highest youth service-learning opportunities and recognitions attainable in the Contra Costa County 4-H Youth Development Program. **Contra Costa County 4-H Ambassadors** are youth who have excelled in the areas of leadership and service learning; and have been selected to serve the 4-H Youth Development Program in roles that promote leadership through education and service.

For more information: [County Ambassador Handbook](#)



To earn the County Ambassador Star Rank patch (hat) and lapel pin, the Contra Costa County 4-H Ambassadors are expected to:

- Act as **Contra Costa County 4-H Ambassadors** to various local and county programs and activities; including public presentations, workshops and leadership development opportunities.
- Coordinate, plan and implement the Contra Costa County 4-H Leadership Conference.
- Coordinate, plan and implement the Youth Leadership Conference in partnership with youth who attended the State Leadership Conference.
- Advance positive youth development through the adoption of a significant **year-long** service-learning project that makes county-wide impact over the course of your term.
- Represent Contra Costa County at the annual [4-H State Leadership Conference](#).
- Attend County Council meetings, lead the flag salute, 4-H Pledge & give an Ambassador report.
- Provide input to the 4-H Advisor to shape the future of the Contra Costa County 4-H Ambassador program, and assure it continues to meet the needs of the Contra Costa County 4-H Youth Development Program.

Term:

- **Contra Costa County 4-H Ambassadors** are expected to make a 13-month commitment to the program beginning June 4, 2023 (or installation date) & ending June 30, 2024.
- **Contra Costa County 4-H Ambassadors** are required to commit significant time to the work of being a County 4-H Ambassador. In general, 4-H County Ambassadors spend **10-40 hours per month**, not including travel time, participating in workshops, outreach and completing the tasks of their role. 4-H County Ambassadors are expected to make this an important priority for the length of their term. They are expected to have timely response of email or text communication with their County Ambassador team and the 4-H office. It is critical that candidates reflect on their schedules and existing commitments before applying and accepting the position of County 4-H Ambassador.

Eligibility Requirements:

- Applicants must have completed one year as a California 4-H member. Must be at least 15 years old by December 31, 2023 and no older than 18 years old as of December 31, 2023.
- Applicants must have participated and had leadership roles in a variety of youth development activities, including but not limited to those of the Contra Costa 4-H Youth Development Program.

Interview and Presentation Process:

- Qualified Applicants will be notified and required to attend and participate in the interview process held **in-person on Saturday, June 3, 2023 between 9AM-1PM**. All applicants should save the date in anticipation of an invitation to advance to the interview phase. The interview day dress is business casual. The Contra Costa County **4-H Ambassador Induction** is to be held



at Achievement Night.

Special Accommodations:

A candidate who needs accommodations to complete the online application, resume or interview should contact Brenda Vales, 4-H Program Representative for assistance at bcvales@ucanr.edu or call (925) 608-6690 and leave a detailed message.

Criteria and Evaluation of Selection:

Read the instructions carefully. The **Contra Costa County 4-H Ambassador** Program is represented by youth who are exceptional in their leadership and service to their communities and who can professionally represent the University of California 4-H Youth Development Program. The size of the 4-H County Ambassador team varies each year and is determined by the number of outstanding youths who apply. In general, selection of 4-H County Ambassadors will be based on evidence of the qualifications outlined in the 4-H Ambassador agreement on page 7. The evaluation of candidates is based on the following weights:

- Application, Resume, Essays and Letters of Reference – Screening to qualify for interview-**20%**
- Presentation – **20%**
- Interactive Interview – **30%**
- Overall Presence and Qualifications – **30%**

****DO NOT** leave any part of this application unanswered. This could result in the application not being considered.

****Late Applications:** If the application, including all sections is not received prior to May 31, 2023, 11:59 pm, the application will be considered incomplete and will not be forwarded to the Selection Committee for consideration. Only submission of documents uploaded through the survey will be considered. All recommendation surveys must be received via online survey link. Online recommendations submitted after May 31 will not be accepted.

****No forms** may be hand delivered to the county offices.

Contact information:

Send inquiries about the Contra Costa County 4-H Ambassador Program or the selection process to: **Elisa Dowd or Doug Graver, County Ambassador Selection Committee Chairs** at countyambassadors@contracosta4h.org and/or **Brenda Vales**, 4-H Program Representative at bcvales@ucanr.edu



The Contra Costa County 4-H Ambassador Application Process has three components:

Part One: Online

- Complete the online portion of the application. This link will direct you to the online Application Survey. [2023-2024 County 4-H Ambassador Application](#)
- You may choose to print out the survey or save it in a word file - prepare your answers and come back to the survey and populate it with your responses.
- When you begin, choose a password at the top of the survey page & **write it down**.
- In this part of the application, you will be asked to respond to questions about yourself, your leadership and your plans as a **County 4-H Ambassador**. Be sure to stay within the space limit for each section. **Save** your entries on the survey by clicking submit - as you work on the document, each time you close the document.
- You will be asked to **upload** a resume' to your online application. A [resume](#)' should include your leadership experience in and outside of the 4-H YDP. It should also include any information that will convey to the selection committee -who **you** are.
- Final online survey submission is to be completed by **11:59pm, May 31, 2023**.

Part Two: Online

- You will require three personal references to reflect and report on your qualities.
- The reference survey will ask your reference about you, related to: Competence, Connection, Character, Caring, Confidence, and Contribution.
- References **may not** be a family member nor a current Ambassador applicant.
- **Three** total references are required. (1) a **4-H Adult Volunteer**; (2) Your **4-H Club Leader or Project Leader**; and (3) One **adult that is familiar** with you, **outside of 4-H**.
- Provide your references the link below, promptly - to allow them time to respond.
- **The deadline for references to submit is 11:59 pm, May 31, 2023**
- References should complete the online survey that you provide.
- Provide the references that you have chosen with this link for the survey:
<http://ucanr.edu/ccccar2022>
- Follow up directly with your references to confirm their online survey has been submitted.

Part Three – Requires that you PRINT and COMPLETE section A on paper and upload online.

- After you print and complete section A, scan the document and upload it to your **2023-2024 County 4-H Ambassador Application survey before May 31, 2023**.
- **No late applications will be accepted.**



SECTION A – CONTRA COSTA COUNTY 4-H AMBASSADOR AGREEMENT

I understand that if I am selected as a 4-H County Ambassador, I will have many obligations to fulfill in order to earn a star, including the following:

- Serve as the ambassador and role model of the 4-H Youth Development Program in Contra Costa County
- Represent Contra Costa County at the annual 4-H State Leadership Conference (SLC)
- Be a key leader in the planning and implementation of Contra Costa County event
- Attend regular County 4-H Ambassador team meetings (usually monthly)
- Complete a year-long ambassador team service-learning project, which will benefit Contra Costa County
- Attend County Council meetings (held the 1st Monday of each month beginning at 7:00PM) to lead the flag salute, 4-H Pledge and give a County Ambassador report, attendance required unless excused by your team
- Promote county and statewide 4-H activities and events using the County social media account.
- Assist and/or present awards at county events as requested by event organizers (e.g. Foods Fiesta, Presentation Day, Fashion Revue, and Achievement Night)
- Plan the 2024 County 4-H Ambassador Application, Interviews, and 4-H Ambassador Induction

I realize that as a Contra Costa County 4-H Ambassador:

- I am representative of 4-H and a role model, I must exhibit exemplary behavior, be respectful to all, not use any foul or abusive language or gestures (not in person or on social media) and display a positive attitude.
- Must not be in possession or use of illegal drugs or alcohol, theft or vandalism at any 4-H event or function is unacceptable behavior and may result in my suspension from the 4-H Ambassador program.
- I may have to reduce my involvement in other activities - if they conflict with my 4-H Ambassador role.
- Extensive travel throughout the county/state will most likely be necessary.
- The role of County Ambassador is a working position of honor. I will represent my county in all that I do.

As a Contra Costa County 4-H Ambassador applicant, I realize that if I am selected, I will assume the above obligations to fulfill to the best of my abilities. I have personally prepared this application and believe it to be correct. Should any statements be purposely stated falsely or inaccurately, I understand that I can be denied further consideration for the position.

Applicant Signature: _____ Date: _____

As a PARENT/GUARDIAN of a Contra Costa County 4-H Ambassador applicant, I have read the above and understand all the requirements and obligations that my child will have if selected as a County 4-H Ambassador. I realize I may be called upon to assist with transportation, host meetings at my home and encourage my child to meet deadlines. The Ambassador position is rewarding, but it is also time-consuming and sometimes stressful. I realize my child will need as much support as I can offer. Additionally, as the parent or guardian of the applicant, I have reviewed this application and believe it to be correct.

Adult Signature: _____ Date: _____