

UNIVERSITY OF CALIFORNIA 4-H PRESENTATION MANUAL

ADDENDUM



Revised December 13, 2024

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UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

■ 4-H Youth Development Program

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Purpose of the Addendum

This addendum provides updates and clarifications to the University of California (UC) 4-H Presentation Manual (2020) to be effective immediately for the 2024-2025 program year. A new version of the UC 4-H Presentation Manual will be published for the 2025-2026 program year and will incorporate the changes listed in this document.

UC 4-H Values (this will be a NEW section in the UC 4-H Presentation Manual)

The UC 4-H program is invested in creating a welcoming and inclusive environment for all young people and participants. This section outlines the goals and expectations for UC 4-H participants in relation to fostering a program built on respect and belonging.

UC 4-H Vision Statement

A world in which youth and adults learn, grow, and work together as catalysts for positive change.

UC 4-H Mission

The University of California 4-H Youth Development Program engages youth in reaching their fullest potential while advancing the field of youth development. The UC 4-H mission is to provide meaningful opportunities for all youth and adults to work together to create sustainable community change. This is accomplished within three primary content areas, or mission areas – civic engagement and leadership, healthy living, and STEM.

4-H For ALL

In accordance with Federal law and U.S. Department of Agriculture (USDA) *civil rights regulations* and policies, University of California Agriculture and Natural Resources (UC ANR), including the UC 4-H Youth Development Program, *is prohibited from discriminating on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, age, disability, income* derived from a public assistance program, or reprisal or retaliation for prior civil rights activity.

UC 4-H Expectations

UC 4-H youth members, adult volunteers, parents/guardians, and those in attendance at 4-H meetings and events are expected to be mindful and respectful of the USDA and UC ANR discrimination policies and values. It is okay if the USDA/UC ANR policies do not align with your personal values and beliefs. However, you must consider how you will reconcile your personal values and beliefs with the requirement of being respectful and upholding the USDA/UC ANR policies while in UC 4-H programs, activities and events.

Appropriate UC 4-H Presentation Topics and Content

This section updates and supersedes the information on the pages in the UC 4-H Presentation Manual (2020) related to “Content & Appropriate Content” (page 6), “Presentation Topics” (page 12), “Informative Prepared Speech” (page 19), and “Persuasive Prepared Speech” (page 20).

General Information Regarding Presentation Topics (to be placed on page 6) NEW

The UC 4-H program aspires to create a welcoming environment committed to the highest standards of civility, respect, and decency. In relation to UC 4-H Presentations and Presentation Events, UC 4-H, USDA, and UC ANR policy prohibits topics and content which are inappropriate for youth development, as well as marginalize or perpetuate harmful stereotypes about certain groups (for more information see the **UC 4-H Values** section).

The following topics are not allowed for UC 4-H Presentations:

1. Public speaking topics that promote the use of alcohol, drugs, and smoking.
2. Public speaking topics that promote any one religious or political view, including campaign messages. See the [4-H and Religion FAQ](#) for more information.
3. Public speaking topics that are harmful, including expression that demeans, marginalizes, or perpetuates harmful stereotypes about people on the basis of race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, age, disability, income derived from a public assistance program, or reprisal or retaliation for prior civil rights activity.
4. Public speaking topics that do not align with the [UC ANR Principles of Community](#) and mission of UC 4-H.

Content and Appropriate Topics (page 6):

UC 4-H Presentation Manual (2020) page 6: “Appropriate content: The UC 4-H program promotes diversity of opinions and free speech, while UC 4-H also aspires to create a welcoming environment committed to the highest standards of civility, respect, and decency. We request youth refrain from including overtly religious topics and political campaign messages in their 4-H presentations.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 6: “Appropriate content: The UC 4-H Program aims to create a welcoming environment committed to the highest standards of civility, respect, and decency. Youth may not present on topics which promote the use of drugs, alcohol, vaping, and smoking; promote any one religion or political campaign messages; marginalize or perpetuate harmful stereotypes about certain groups; and/or do not align with the mission of the UC 4-H Program.”

Presentation Topics (page 12):

UC 4-H Presentation Manual (2020) page 12: “You are encouraged to relate the presentation to your current UC 4-H project work, activities, or your spark. Religious topics and political campaign messages are not appropriate topics.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 12: “You are encouraged to relate the presentation to your current UC 4-H project work, activities, or your spark. Youth may not present on topics which: promote the use of drugs, alcohol, vaping and smoking; promote religious or political views; marginalize or perpetuate harmful stereotypes about certain groups; and/or do not align with the mission of the UC 4-H program.”

Informative Prepared Speech (page 19):

UC 4-H Presentation Manual (2020) page 19: “An Informative Prepared Speech: This format requires that the presenter write and deliver their own speech. The presenter will inform or educate the audience on a single issue or topic. The topic is only limited by age appropriateness of the topic for the member. Advocacy of political or religious views is not appropriate. The purpose of this category is to encourage participants to give a speech in which they seek out accurate information, organize it into a useful form, and competently present the information.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 19: “An Informative Prepared Speech: This format requires that the presenter write and deliver their own speech. The presenter will inform or educate the audience on a single issue or topic. Youth may choose their topic, but it must be age appropriate for the member. Youth may not present on topics which promote the use of drugs, alcohol, vaping and smoking; promote religious or political campaign messages; marginalize or perpetuate harmful stereotypes about certain groups; and/or do not align with the mission of the UC 4-H Program. The purpose of this category is to encourage participants to give a speech in which they seek out accurate information, organize it into a useful form, and competently present the information.

Persuasive Prepared Speech (page 20):

UC 4-H Presentation Manual (2020) page 20: “A Persuasive Prepared Speech: The purpose of a persuasive prepared speech is to sway, convince, and influence, not simply to argue. Persuading audience members that disagree with you requires that you think about why they disagree with you, identify areas where these audience members can be moved, and speak to those areas in a way that highlights your shared interests. Remember that your credibility plays an important role in persuading audiences, such as dealing with oppositional arguments in a fair and convincing way. Good persuaders do not ignore the opposition, nor do they simply attack the opposition; they engage the opposition’s arguments in an even-handed way.

- Select a topic that allows you to persuade.
- Speak to persuade. Address BOTH sides of the argument.
- Use ethos*, logos* and pathos*. Speak to the audience with knowledge and passion on the subject.
- Citing sources can increase the credibility of the speech. Don’t let them interfere with the speech.

The topic is only limited by age appropriateness for the member. Advocacy of political or religious views is not appropriate.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 20: “A Persuasive Prepared Speech: The purpose of a persuasive prepared speech is to sway, convince, and influence, not simply to argue. Persuading audience members that disagree with you requires that you think about why they disagree with you, identify areas where these audience members can be moved, and speak to those areas in a way that highlights your shared interests. Remember that your credibility plays an important role in persuading audiences, such as dealing with oppositional arguments in a fair and convincing way. Good persuaders do not ignore the opposition, nor do they simply attack the opposition; they engage the opposition’s arguments in an even-handed way.

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Youth may choose their topic, but it must be age appropriate for the member. Youth may not present on topics which promote the use of drugs, alcohol, vaping and smoking; promote religious or political campaign messages; marginalize or perpetuate harmful stereotypes about certain groups; and/or do not align with the mission of the UC 4-H program.”

Disqualification

This section updates and supersedes the information on the pages in the UC 4-H Presentation Manual (2020) related to “Disqualification” (page 14), “What to Expect as an Evaluator” (page 44), and “The Twelve Most Common Situations Evaluators Face” (page 46).

Disqualification (page 14):

UC 4-H Presentation Manual (2020) page 14: “Your presentation may not be disqualified from a presentation event unless you did not meet eligibility requirements (disqualification must be approved by the event coordinator). Your presentation may be reclassified if needed. Any serious flaws should be reflected on the evaluation form in the appropriate skill area.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 14: “Whenever possible, presentations will not be disqualified. Your presentation may be reclassified if it is in the incorrect category. Any serious flaws should be reflected on the evaluation form in the appropriate skill area. *However, presentations with topics which are not appropriate or do not uphold the UC 4-H values will not be allowed and will be disqualified by UC 4-H Staff.* You may be given a chance to change your presentation topic and present at another 4-H event or opportunity if disqualified.”

What to Expect as an Evaluator (page 44):

There is currently no mention of disqualification or how disqualifications should be handled by evaluators in the “What to Expect as an Evaluator” section of the manual. The text below updates the sections to include some content related to evaluators and the process for disqualification.

Update for the UC 4-H Presentation Manual Addendum (2024) page 44:

“During the Presentation: Sit quietly. Take a few notes, and if you so desire, begin marking the evaluation form. If you notice a presentation topic which is not appropriate or which does not uphold UC 4-H values, please quietly notify the event coordinator or UC 4-H Staff. You may notify the event coordinator by sending someone to get them, or going to get them yourself. If you are comfortable doing so, you may politely stop the presentation and ask them to wait until the UC 4-H Staff or event coordinator arrives. The event coordinator or UC 4-H Staff will handle the situation from there.”

Disqualification (**a new subheader**) on page 44: “Disqualification: Evaluators may not disqualify a presentation. Only UC 4-H Staff or the event coordinator can disqualify a presentation. If you notice a presentation topic which is not appropriate or which does not uphold UC 4-H values, please quietly notify the event coordinator or UC 4-H Staff. You may notify the event coordinator by sending someone to get them, or going to get them yourself. If you are comfortable doing so, you may politely stop the presentation and ask them to wait until the UC 4-H Staff or event coordinator arrives. The event coordinator or UC 4-H Staff will handle the situation from there.”

The Twelve Most Common Situations Evaluators Face (page 46):

UC 4-H Presentation Manual (2020) page 46: “8. A presentation is controversial and/or overtly religious or political. Evaluate the presentation, don’t stop the youth, let them present. You may talk to the Event Coordinator during a break (or after the Event) to discuss your concerns.”

Update for the UC 4-H Presentation Manual Addendum (2024) page 46: “A presentation is controversial, inappropriate, or does not uphold the UC 4-H values. Please quietly notify the event coordinator or UC 4-H Staff as soon as possible. You may notify the event coordinator by sending someone to get them, or going to get them yourself. If you are comfortable doing so, you may politely stop the presentation and ask them to wait until the UC 4-H Staff or event coordinator arrives. The event coordinator or UC 4-H Staff will handle the situation from there.”