



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

2020-2021 GLENN COUNTY 4-H JR. AMBASSADOR APPLICATION & SELECTION PROCEDURES (Deadline is Monday, March 30, 2020)

GOAL AND PHILOSOPHY OF THE AWARD

The position as a Jr. Ambassador (A County Ambassador Leader in Training) team member gives 4-H youth the opportunity to use their leadership and community service skills to assist the County Ambassador Team at the county level as a year-long commitment. There will be up to a maximum of four members selected annually, ages 13-18 years old as of December 31, 2020, for their outstanding project work, leadership and community service, motivation, drive, and desire to help the County Ambassador Team assume county leadership roles in their reigning year of 2020-2021.

RESPONSIBILITIES OF THE JR. AMBASSADOR TEAM

1. Work together as a team along with the County Ambassadors to represent the Glenn County 4-H program.
2. Represent 4-H at civic and community affairs to share 4-H experiences and promote 4-H as requested.
3. Help the County Ambassador Team, as needed, at two or more countywide events, as outlined in the County Ambassador program.
4. Attend at least two of the Glenn County 4-H Council meetings that are typically held on the third Monday of each month. There are no Council meetings in December, May or July.
5. Hold meetings, as needed, help promote the Glenn County 4-H program, help at any officer trainings, presentation trainings or record book trainings offered. Team meetings will include fundraising for the team expenses for the year, including the State Leadership Conference.
6. Plan, implement and carry out a countywide community service, sometime throughout 2020-2021 as a team.

QUALIFICATIONS

- ✓ Applicant must be between 13-18 years old by December 31, 2020 or older for the next 4-H year (2020-2021) and meet the 4-H membership requirements in Glenn County 4-H for the length of the term of service.
- ✓ Applicant must have completed at least one year of membership in 4-H prior to the year of application and be a member in good standing.
- ✓ Applicant must have demonstrated leadership experience and skills. A member must document the following:
 - Mastery of a project as demonstrated by at least six hours of project instruction, documented by a statement of skills.
 - 30 hours of significant leadership roles, either inside or outside of 4-H.
 - 25 hours of citizenship and/or community service, either inside or outside of 4-H.
 - Eight public speaking engagements, at least two of which must have been given at a 4-H event.
 - Demonstrate involvement in 4-H, by including a list of activities that are a combination of 10 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.

OR

- ✓ Alternatively, a member may submit documentation of having achieved a Silver Star Rank to satisfy the above five requirements. Documentation can be signed and dated Star Rank chart or other written documentation that the Silver Star Rank was achieved.
- ✓ Be willing to attend the State Leadership Conference, if selected; **on July 23-26, 2020 at University of California Davis.**

2020-2021 GLENN COUNTY 4-H YOUTH DEVELOPMENT PROGRAM JR. AMBASSADOR SELECTION PROCEDURES

1. Jr. Ambassador Applicants must provide the following by **Monday, March 30, 2020** (Must be in UCCE Office by deadline; no late postmarks accepted).
 - a. **Application**, completed and signed
 - b. **Essay Responses** to questions on the Application
 - c. **Resume** highlighting leadership and citizenship skills, as well as personal and professional development.
 - d. **Written Evidence of Leadership Experience and Skills**
 - e. **Letters of Recommendation** (Three):
 - ❖ 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. (Recommendations may not be from a parent/guardian, sibling or other family member residing in the same household as the applicant.)
 - f. **A Current Photo** for publicity purposes.
 - g. **Attend an Interview on Thursday, April 2, 2020** starting at 6:30 p.m., at the UCCE Office; it is the applicant's responsibility to schedule an interview time. Please call the office to schedule your interview time.
2. The Jr. Ambassador Selection Committee shall review the applications. The UCCE 4-H staff, advisor and/or a designated volunteer committee will determine the best mix of people to serve on the review committee. **At least one member of the committee must be a youth member.** The review committee may include UCCE 4-H staff, current Ambassadors, current Ambassador Advisors, community members and could be a combination of Glenn County and out of county residents. No committee members should be related or a friend of any of the Jr. Ambassador applicants.
3. The interviews will begin at **6:30 p.m.** Dinner will be provided to the selection committee.

Possible interview questions may include:

- ❖ 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?
 - ❖ Describe a conflict you have been in and talk about how you handled it.
 - ❖ How would someone else describe your leadership style?
 - ❖ If you could teach everyone in the world one thing, what would it be and why?
 - ❖ How would you describe 4-H to someone who is not familiar with the program?
4. The applicants will be notified of the committee's final selection by posting the results on the UCCE Office door shortly after the interviews and with a follow up letter.
 5. Those applicants NOT selected will be encouraged to continue their 4-H involvement and be offered the opportunities to strengthen their leadership skills before applying for the Jr. Ambassador Team again.





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**2020-2021 GLENN COUNTY 4-H YOUTH DEVELOPMENT PROGRAM
JR. AMBASSADOR APPLICATION – CHECKLIST**

NAME: _____ MEMBER’S HOME PHONE: _____
 ADDRESS: _____ MEMBER’S CELL PHONE: _____
 MEMBER’S EMAIL: _____ BIRTHDATE: _____
 CLUB: _____ AGE ON DECEMBER 31, 2019: _____ YEARS IN 4-H: _____
 PARENT/GUARDIAN NAME(S): _____
 PARENT/GUARDIAN HOME PHONE: _____ CELL PHONE: _____

Create a packet of all written documents required (see next page) and attach to this cover sheet. Give the whole packet to an adult who will review your application.

Completed applications (including this form and the components listed on the next page) are due to the Glenn County UCCE Office by Monday, March 30, 2020. Incomplete applications will not be considered for evaluation.

By signing below, I certify that I have provided the required application documentation and that, to the best of my knowledge, I meet all the qualifying criteria to apply for a 4-H Jr. Ambassador position.

- _____ YES, I will assume the responsibility to double-check at the UCCE Office to be sure my three (3) letters of recommendation have been received by the due date.
- _____ YES, I will be responsible to call the UCCE Office at (530) 865-1107 to make an interview appointment for **Thursday, April 2, 2020.**
- _____ YES, I have read the Jr. Ambassador Selection procedures and will accept all of the responsibilities of a Jr. Ambassador, if selected.

Signature of Applicant: _____ Date: _____
 Signature of Parent/Guardian: _____ Date: _____



CHECKLIST

1. Essays: Answer the following prompts in three separate essays. Essays should not exceed 300 words and may be typed or handwritten.

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

2. A Resume: highlighting leadership and citizenship skills, as well as personal and professional development. Find the template here: http://4h.ucanr.edu/Resources/Members/4-H_Resumes/.

- Resume

3. Written Evidence of Leadership Experience and Skills (All first five items OR evidence of achievement of Silver Star Rank):

- Mastery of a project as demonstrated by at least 6 hours of instruction. Provide a statement of what project skills you have mastered.
- 30 hours of significant leadership roles, either inside or outside of 4-H.
- 25 hours of citizenship and/or community service, either inside or outside of 4-H.
- Eight public speaking engagements, at least two of those 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 10 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 Jr. Ambassador.

OR

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

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

5. Photo:

- One current photo for publicity purposes.

See Sample

Jr. Ambassador Evaluation
Rubric & Interview Questions

Enclosed

2020-2021 GLENN COUNTY 4-H YOUTH DEVELOPMENT PROGRAM JR. AMBASSADOR EVALUATION RUBRIC

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

Applicant Name: _____

Evaluator: _____ Evaluator's Initials: _____ Date: _____

Essays					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
Interest in Jr. Ambassador Program	Applicant shows no interest in serving as a Jr. Ambassador	Applicant shows interest in program but provides no reasons or goals	Applicant shows clear interest in Jr. 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	
Group Interview					
Criteria	Poor (0 point)	Average (1 points)	Good (2 points)	Excellent (3 points)	
Teamwork	Applicant demonstrates poor teamwork skills; listening and cooperative skills need improvement	Applicant passively works as a member of the team; contributes to a larger team effort	Applicant is active in uniting the team and performs well in both 'leader' and 'follower' roles	Applicant leads the group in setting goals, achieving them, and/or shifting gears along the way	
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 (18 max):					
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 Jr. 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 Jr. 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 Jr. Ambassador Qualities:

Summary of challenges to being a Jr. Ambassador:

Recommendations for Improvement:

INTERVIEW QUESTIONS

List of possible interview questions. All applicants must be asked the SAME questions.

This is a list of possible questions to ask applicants. You may choose from these questions or come up with some on your own. Ask the same questions of each applicant.

1. If you are selected as a Jr. Ambassador, do you understand the roles and responsibilities connected with this title and can you put these roles and responsibilities as a priority for the year?
2. What is your favorite 4-H project or activity and why?
3. 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?
4. Describe a conflict you have been in and talk about how you handled it.
5. How would someone else describe your leadership style?
6. If you could teach everyone in the world one thing, what would it be and why?
7. How would you describe 4-H to someone who is not familiar with the program?
8. Why do you want to be a Jr. Ambassador?
9. What has been your most rewarding 4-H experience?
10. Describe what 4-H means to you.
11. What ideas do you have to promote 4-H or to encourage more youth to become involved?
12. What has encouraged you to continue your membership in 4-H?
13. Describe how you have been involved in 4-H.
14. As a Jr. Ambassador, you might be asked to plan an activity, what steps might you take to do this?
15. What would you do if you had two meetings scheduled for the same night? How would you decide which meeting you would attend? What would you do about the one meeting you could not attend?
16. What are some of your non 4-H activities in school and in the community?
17. What are your career goals? How has your 4-H experience influenced your career goals?
18. In your opinion, what are some challenges teen/youth are facing today, locally, nationally or world-wide?
19. You might want to ask them to further explain an activity or project you read about in their record book.