



## **2024-25 Santa Clara County 4-H Ambassador Application**



### **What is a Santa Clara County 4-H Ambassador?**

Sponsored by the Santa Clara County 4-H Council, **Santa Clara County 4-H Ambassadors** serve as liaisons between the county 4-H office, 4-H members, 4-H volunteers, and the public. **Santa Clara 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, sectional, and statewide meetings and activities may vary. **Santa Clara 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 Santa Clara 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 Santa Clara County 4-H Ambassador** position is one of the highest youth service-learning opportunities and recognitions attainable in the Santa Clara County 4-H Youth Development Program. **Santa Clara 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 Santa Clara County 4-H Ambassadors are expected to:**

- Act as **Santa Clara 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 Santa Clara County 4-H Leadership Overnight Conference (LON).
- 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 (begin in June) that makes county-wide impact over the course of your term.
- Represent Santa Clara County at the 2024 annual **4-H State Leadership Conference**.
- Attend County Council meetings, lead the flag salute, 4-H Pledge & give an ambassador report.
- Provide input to 4-H Staff to shape the future of the Santa Clara County 4-H Ambassador program, and assure it continues to meet the needs of the Santa Clara County 4-H Youth Development Program.

**Term:**

- **Santa Clara County 4-H Ambassadors** are expected to make a 13-month commitment to the program beginning June 1, 2024 (or installation date) & ending on June 30, 2025.
- **During a Santa Clara County Ambassador's term**, youth agree to uphold the role as their primary responsibility and will not serve in additional roles of Club President or Camp Youth Director.
- **Santa Clara 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, 2024, and no older than 18 years old as of December 31, 2024.
- Applicants must have participated and had leadership roles in a variety of youth development activities, including but not limited to those of the Santa Clara 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, May 11, 2024**. 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 Santa Clara County **4-H Ambassador Banquet and Induction** is to be scheduled.



**Special Accommodations:**

A candidate who needs accommodations to complete the online application, resume or interview should contact Zubia Mahmood, 4-H Program Representative for assistance at [zmahmood@ucanr.edu](mailto:zmahmood@ucanr.edu)  
Or call (408) 282-3119 and leave a detailed message.

**Criteria and Evaluation of Selection:**

Read the instructions carefully. The **Santa Clara 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 April 21, 2024, 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 April 21st will not be accepted.

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

**Contact information:**

Send inquiries about the Santa Clara County 4-H Ambassador Program or the selection process to: **Zubia Mahmood, 4-H Program Representative at [zmahmood@ucanr.edu](mailto:zmahmood@ucanr.edu)**

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf> ) Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750-1397.



**The Santa Clara 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. [2024-2025 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, April 21, 2024**.

**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.
- **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, April 21, 2024**
- 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/ar2024>
- 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 **County 4-H Ambassador Application survey before April 21 2024**.
- **No** late applications will be accepted.



**SECTION A – SANTA CLARA 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 Santa Clara County
- Represent Santa Clara County at the annual 4-H State Leadership Conference (SLC) July 2024
- Be a key leader in the planning and implementation of Santa Clara County’s 2025 4-H Leadership Overnight (LON) Conference, and the 2025 Youth Leadership Conference (YLC)
- **Attend regular County 4-H Ambassador team meetings (usually monthly), along with keeping the Ambassador’s Instagram up to date**
- Complete a year-long ambassador team service-learning project, which will benefit the residents of Santa Clara County
- Attend County Council meetings (held the 2nd Tuesday of each month beginning at 7:15) to lead the flag salute, 4-H Pledge and give a County Ambassador report, attendance required unless excused by your team
- Install 4-H club board officers and County Council Officers within the county as requested
- Promote county and statewide 4-H activities and events using the County Ambassador social media account.
- Plan in advance & set up the Santa Clara County 4-H Ambassador display at the Santa Clara County Fair 2024
- Plan & attend the 2024 Fair Dance, this includes: arranging for location, music, invitations & refreshments.
- Set up and complete outreach at the County 4-H Ambassador table at Martial Cottle Park the 1st Saturday in October.
- Assist and/or present awards at county events as requested by event organizers (e.g., Favorite Foods Day, Presentation Day, Fashion Revue, and Awards Night)
- Plan the 2025 County 4-H Ambassador Application, Interviews, and 4-H Ambassador Induction Banquet

I realize that as a Santa Clara 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.
- I must not be in possession or use of illegal drugs, vaping or smoking paraphernalia, 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.
- I agree to uphold the role of County 4-H ambassador as my primary responsibility and will not serve in additional roles of 4-H Club President or 4-H Camp Youth Director during my County 4-H Ambassador term.
- 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 Santa Clara 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 Santa Clara 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, the parent or guardian of the applicant, I have reviewed this application and believe it to be correct.

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