***QUALIFICATIONS FOR SAN BENITO COUNTY AMBASSADOR***

**QUALIFICATIONS**

1. Applicant must be between 14 – 18 years old at the time of application and meet the 4-H membership requirements for the length of the term of service.
2. Applicant must have completed at least two years of membership in 4-H prior to the year of application. Membership does not have to be the most recent consecutive year.
3. Applicant must have demonstrated leadership experience and skills. To ensure the position of County Ambassador a member must submit document of the following either in resume or record book form:
4. Mastery of a project as demonstrated by at least 6 hours of instruction, documented by a statement of skills
5. 40 hours of significant leadership roles, either inside or outside of 4-H
6. 30 hours of citizenship and/or community service, either inside or outside of 4-H
7. 10 public speaking engagements, at least 2 of which must have been given at a 4-H event
8. 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.

· Have a strong interest in continuing in the 4-H program and a willingness to assume a leadership role at the county level

· Recognize the opportunities and responsibilities of a County Ambassador

**DUTIES OF A COUNTY AMBASSADOR**

* **New Family Orientation Event or Open House:** Attend and promote 4-H to new families. Answer questions and make new families feel welcome. Help them find the right club for them.
* **Fair Awards**: You’ll be given what you need to present. You just need to set up the area to be used and present to the winners. It helps attendance if you choose a definite start time beforehand and publicize it to all the 4-Hers.
* **Achievement Night**: You will choose a theme and then decorate, plan refreshments and the program, put together the awards for all the members ahead of time, and also decide on and order the gifts for incoming club officers.
* **Holiday Tree**: Decorate a tree for a needy family in the community. Requires prior registration.
* **Holiday Event**: Determine menu, etc. Plan to get basic info to the club leaders by the beginning of October so they can announce the event and details at their meetings. You’ll also need to choose, plan, and execute the community service portion of this event – oftentimes a food and toy drive. You’ll need to collect and present the donated items to your chosen charities, e.g. Community Pantry, Second Harvest Food Bank, KSBW Share Your Holiday, Toys for Tots, etc.
* **County Presentation Day**: You will need to help with registration and emcee the day, usually mid-March. You may also choose to be part of the Presentation Day Committee, but it’s not required.
* **Farm Day**: You will set up a table/station to present on a topic to 3rd graders in the county. An interactive presentation is best for this day. Topic needs to be 4-H related.
* **Pancake Breakfast**: Decorate the front table (they usually have things there, but check with the committee) and collect tickets, etc. in the front. Be the greeters, the face of San Benito County, to the public coming to breakfast. Help smooth things over when there’s a hold up in the serving line. You may also choose to be part of the Pancake Breakfast Committee, but it’s not required.
* Attend at least three **4-H Council meetings** during the 4-H year. Your team can take turns on who attends when, so that not everyone has to be there every month. Be prepared to report on the County Ambassador team at the beginning of the meeting when all the clubs, etc. are giving their reports.

The above list shows what each County Ambassador is expected to do during their year. The one below shows additional opportunities where team members may wish to serve, but they are not required.

* Attend **State Leadership Conference**. Attend/help with orientation meeting. There are usually shirts and trinkets to be purchased ahead of time also.
* **Area Presentation Day**: Whatever they need help with that day, usually emceeing, and possibly evaluating or being a room monitor.
* **Present at two clubs** other than your own about being an All Star County Ambassador to promote the opportunity and encourage participation.

Bank on Us has an additional award for County Ambassadors who complete at least 80% of the required list. If for some reason, someone is not able to make one of the events in the first list above, you may choose an activity from the secondary list to “make it up” and therefore keep your commitment and your 80% requirement.

 **APPLICATION PROCESS**

To apply for San Benito County Ambassador, members who are qualified may submit an application between July 1st and the first Monday of November (by 5 pm) of the year prior to assuming County Ambassador duties. A brief oral interview by the Incentives & Recognition (I & R) Committee, which may be done individually or as a group, at the committee’s discretion, will be scheduled soon after applications are due. The County Ambassador application includes:

1. **LEADERSHIP**
2. Plan and coordinate a 4-H activity at the county, regional, or state level that involves 4-Hers serving in the community.
3. A written plan for approval must be submitted with the County Ambassador application between July 1st and the first Monday of November by 5 pm. This plan will be discussed at your initial application interview. The leadership activity must be completed by May 30th of the following calendar year.
4. The I & R Committee will check-in with you by early March to determine progress on your project.
5. After I&R has reviewed your project, you will present at 4-H Council to approve your budget and hand out any flyers you have to disperse to clubs.
6. Submit a written and/or verbal report/summary once you have completed the project. You should include copies of news articles, brochures, flyers, and other supporting documentation.
7. **CITIZENSHIP**
8. One personal observation of community, county, and/or state government in action. Examples are: municipal or superior courts, city council, county board of supervisors, school boards, planning commission, political candidate meetings. Check local newspapers for announcements of these meetings and hearings. Must attend for a minimum of one hour.
9. Submit an agenda and a one page summary of what you observed and/or the public affairs issues that were discussed while you were there.
10. **PROMOTION AND PUBLICITY OF THE 4-H PROGRAM (Choose either A or B)**
11. Write and submit one informational article or flyer about your community service project to the 4-H social media to be advertised and promoted.

**OR**

1. Give one planned 4-H informational presentations for county or local schools, other youth groups, or professional or service organizations outside 4-H.
2. Submit the date, place, audience, and subject of the presentation. Provide verification from the group where your presentation was given. Include agendas, thank you notes received, etc. as available.
3. **EXPANSION**
4. Visit other 4-H clubs to promote your community service project and speak about how being in 4-H has made you a better leader. Such as citizenship, community service opportunities, opportunities in 4-H (conferences, scholarships, etc.), livestock judging, record keeping, etc.
5. Submit an agenda, signed by the club leader, which shows your talk listed.
6. **RESUME AND 4-H EXPERIENCE**
7. Submit your most recent 4-H resume recording the 5 requirements listed in Qualification #3 in the first section of this document.

Once you have completed all parts of the County Ambassador application, please notify the I & R Committee to set up an interview, which may be done individually or as a group, at the committee’s discretion. Please bring all documentation previously listed so it can be reviewed with you at that time.

If you have any questions, please feel free to contact the I & R Committee.