

# APPLYING FOR STATE 4-H AMBASSADOR INSTRUCTIONS

1. A 4-H Member applying for State 4-H Ambassador must include and put together 4 application sets in the following order:

## **These 4 PARTS equals 1 SET**

- Part 1. Application Form** - If generated by computer it must not be more than 2 pages
- Part 2. Story or Essay**
- Part 3. Certification Form**
- Part 4. 3 Letters of Reference\*** with **3 Reference Sheets\***
  - 1 Extension Educator
  - 1 Parent
  - 1 Other

The reason for 4 sets of the total application is so each of the 3 judges can be given a set and start judging as soon after April 1 as possible and the Volunteer Coordinator can start compiling lists for mailing and questions from the applications for the Selection Process Day.

2. Be sure to follow the **instructions on numbers**. For example, when it says **2** pages for the story, please, **no more than 2 pages**. Another example is when it says **3** Letters of Reference **it means letters of reference from only the 3 people mentioned in the application**.
3. “*Ambassador information pages*” and/or applying for “*State 4-H Ambassador Instructions*” are not to be attached to the application.

**Your 4 application sets should be postmarked by March 21, 2008 and mailed to:**

Barbara Hatfield, Volunteer Coordinator  
P O Box 214  
Arapaho OK 73620

## **OKLAHOMA STATE 4-H AMBASSADOR PROGRAM INFORMATION SHEET**

### **OBJECTIVES:**

- ◆ Make 4-H more visible in your county and across the state of Oklahoma.
- ◆ Maintain relations with 4-H alumni and supporters.
- ◆ Help 4-H members tell the state and national 4-H story.

### **ROLES AND FUNCTIONS:**

- ◆ Supplement 4-H Foundation efforts by making donor and alumni follow-ups through telephone, letters, newsletters and visits. These visits are coordinated with the Executive Director of Oklahoma 4-H Foundation.
- ◆ Represent Oklahoma 4-H at selected public events at county, district, and state 4-H programs.
- ◆ Support media relations across the state by writing articles for newspapers, writing and/or presenting 20 second to one-minute promo for radio, and making TV appearances.
- ◆ Serve as a local advocate for the 4-H Program by writing to and making personal contacts with people within the political system (legislators, county commissioners, budget boards, etc.).
- ◆ Serve as a speaker or trainer on topics related to the implementation of a statewide service/leadership project.

### **EXPECTATIONS:**

- ◆ Submit activity-planning pre-reports in advance of out-of-county events; keep county and district staffs informed of activities, and complete at least one activity and post report following events each month.
- ◆ Attend quarterly meetings. These required meetings would be for training, working on projects and setting annual objectives. The dates for the meetings include a date in February or March and October or November, as well as Selection Process day. The retreat is scheduled for the end of July or the first of August. **Missing the retreat puts an ambassador on inactive status and missing other required meetings will include make-up work.**
- ◆ The Team Leadership Retreat for Ambassadors and State & District Officers held in June is a required attendance by State 4-H Ambassadors. If newly selected Ambassadors cannot attend they must drop out of the Selection Process. If other Ambassadors cannot attend they must be prepared to do make-up work.
- ◆ Travel when called upon to speak or provide other support to the 4-H Program.
- ◆ Assume financial responsibilities. (Pay for or secure sponsor)
- ◆ Commit to the time involved to reach objectives and participate in required activities/events.
- ◆ Missing a meeting or event you have pre-committed to may put an Ambassador on inactive status.
- ◆ Interviewees must be registered delegate to State 4-H RoundUp.

## ***WHO CAN APPLY?***

- ◆ 4-H Teens who are 13 years of age and older and still have a year in high school remaining.
- ◆ After a 4-H Ambassador has served a term of one year, the 4-H Ambassador will have the opportunity to select their participation level in the following years.

**Active:** Continue with roles, functions and expectations of a 4-H Ambassador.  
 Will complete at least one activity and report each month.  
 Will assume only partial financial responsibilities.  
 Review State 4-H Ambassador Program Information Sheet.

**Semi-Active:** This choice is for an Ambassador who has been an Ambassador two years and will be a senior in high school or college freshman.  
 (Exception: an Ambassador that becomes an Ambassador their senior year of high school may choose to be semi-active their freshman year in college.)  
 Choose three areas from the Roles and Functions listed in the 4-H Ambassador Program Information Sheet.  
 Complete at least twelve (12) activities and reports.  
 Will attend Team Leadership Retreat, Ambassador Retreat and assist with Ambassador Selection Process Day and attend one other quarterly meeting (October or March).

**Inactive:** Not active in a specified year, but would like to consider participation next year.

- ◆ Once a 4-H Ambassador, they can remain an Ambassador until they reach 19 years of age before October 1<sup>st</sup>. Then they can become a 4-H Ambassador Alumni. Those that become 19 years of age on October 1<sup>st</sup> and after can remain a 4-H Ambassador through the following summer. Not with standing the above rule an Ambassador may remain in the program through their Senior year in High School.
- ◆ For those Ambassador applicants who are seeking an elected state office, if selected as an Ambassador and elected as a State officer you must relinquish your Ambassador position.

## ***APPLICATION PROCESS:***

- ◆ Four (4) sets of Application Form, Essay, Certification Form, and the three Reference Letters and Reference Sheets (an original and 3 copies) are postmarked by **March 21** to:

Barbara Hatfield  
 Ambassador Volunteer Coordinator  
 P O Box 214  
 Arapaho OK 73620

- ◆ Applicants should submit three letters of reference and reference sheets (an original and 3 copies) from:
  - One County Extension Agent responsible for the 4-H Program in the county
  - One Parent(s) or Guardian (Their letter should show support for the Ambassador program and support of their child as an Ambassador.
  - One Person Other Than Family

- ◆ Attend training at Selection Process Day.
- ◆ Submit to an interview. Interviews will be held on Selection Process Day, which is the day before State 4-H Roundup. Be prepared to answer questions concerning the 4-H Program.
- ◆ Be prepared to present a 2-3 minute extemporaneous speech. Topics mainly concern the 4-H Program.
- ◆ Be prepared to write a thank you note or a letter to a 4-H alumnus or to a 4-H donor or supporter.

### ***SELECTION PROCESS:***

- ◆ Five to fifteen people will be on the Selection Committee. This includes judges for scoring the total application, extemporaneous speech and interview, thank you note, and special activity.
- ◆ Selection will be based upon application form, story, reference letters and forms, interview, training, extemporaneous speech presentation, a written letter/note and special activity.
- ◆ Twenty or less will be selected from the application form, a story, reference letters and forms for the rest of the selection process which includes an interview, extemporaneous speech, written letter/note, and special activity.
- ◆ The application judges are looking for 4-H members who can follow directions and are meeting in some way the objectives of their 4-H Ambassador Program listed on page 2 of this information.
- ◆ The number selected each year depends on the following factors:
  - 1) number of returning active and semi-active 4-H Ambassadors,
  - 2) number of Ambassadors selected as State Officers (if any are added will be at discretion of the advisor and volunteer coordinators), and
  - 3) representation of the four Extension districts.

A team of twenty-four active State 4-H Ambassadors is the goal.

- ◆ The selection committee will look for a combination of talents among the group of applicants, as well as search for young people who can logically reason and act on their decisions.

**OKLAHOMA  
STATE 4-H AMBASSADOR PROGRAM  
APPLICATION FORM**

**Original and 3 copies must be postmarked by March 21, 2008.**

*(The Application Form can be printed or written in ink, typed, or generated by a computer. If generated by computer it **must not be more than 2 pages**)*

Send to: Barbara Hatfield, Volunteer Coordinator  
State 4-H Ambassador Program  
P O Box 214  
Arapaho OK 73620

Name \_\_\_\_\_

County \_\_\_\_\_ Club \_\_\_\_\_ email address: \_\_\_\_\_

Address (including Zip Code)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_ (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Years in 4-H \_\_\_\_\_ Level in School \_\_\_\_\_ Month & Year of High School Graduation \_\_\_\_\_

\* Before completing the application process, read carefully page 1, Applying for State 4-H Ambassador Instructions and pages 2-4, Oklahoma State 4-H Ambassador Program Information Sheet.

**Part 1.** Questions I. through VII. Relate to the candidates 4-H project work as well as work in the community to promote or educate people about 4-H. Answers should convey your dedication to 4-H, your leadership skills and your ability to communicate what 4-H is and its value to the community.

I. Major 4-H project areas and number of years in each:

II. Outstanding 4-H Offices held, major 4-H committee work or programs coordinated:  
(Example of committee work: Chairperson of County Kids Helping Kids Campaign, Member of County PPAC)

III. List speaking experiences (demonstrations, talks, presentations, etc.) both in and out of 4-H:

IV. Describe experiences you have had in working with 4-H donors, public officials, etc.

V. Describe briefly your most rewarding 4-H experience.

VI. 4-H Leadership (reaching others; showing your project skills):

VII. 4-H Citizenship experiences.

VIII. Other activities (not 4-H) in the community:

## **Part 2.** Your 4-H Essay or Story.

Develop an essay or story on a separate sheet of paper (8 1/2 x 11) limited to two pages on the following topic:  
*“What 4-H Has Done For You and How You Can Give Back To 4-H As A State 4-H Ambassador.”*  
**(Attach one copy to each application, total 4 sets.)**

## **Part 3.** Certification Form

The Certification Form is **page 8 of the application information.**  
 It is to be completed and signed by you, your parent, your 4-H Club Leader and your County Extension Educator. **(Attach one copy to each application set, total 4 sets)**

## **Part 4.** Letters of Reference and Reference Sheet.

The Reference Sheet is **page 9 of the application information.**  
 Each of the people listed below should complete a Letter of reference and a reference sheets. **(Attach one copy to each application set, total 4 sets.) Parents’ letter of reference is to show support for the Ambassador Program and their child as an Ambassador.**

Please list the name and address of references below:

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County Extension Educator

Address

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Parent(s) or Guardian

Address

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Person other than family

Address

### **Applicant’s Note**

\*For people who do not want the applicant to see the Letter of Reference and Reference Sheet, the applicant should provide each person 4 envelopes to seal the Letter of Reference and Reference Sheet. Each person signs their name across the seal of their 4 envelopes. The applicant puts one envelope from each of the people in order, with the four different sets of the Application Form, Story and Certification Form.

<b>OKLAHOMA 4-H AMBASSADOR PROGRAM CERTIFICATION FORM</b>
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**Original and 3 copies must be postmarked by March 21, 2008**

Send to: Barbara Hatfield, Volunteer Coordinator  
State 4-H Ambassador Program  
P O Box 214  
Arapaho OK 73620

I have reviewed the objectives, roles and functions, and expectations of a State 4-H Ambassador. I am willing to devote the time required.

I will be active in my Club and County 4-H Program, as well as maintain an acceptable academic standard in school during my service as a State 4-H Ambassador.

If selected as a State 4-H Ambassador, I am willing to pay or secure a sponsor for the financial requirement of approximately \$60.00. I will visit with county Extension staff before making donor contacts.

Further, I am willing to conduct myself in the highest standards expected of a State 4-H Ambassador.

Applicant's signature: \_\_\_\_\_

PLEASE PRINT:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

County \_\_\_\_\_

We understand that our (my) son/daughter wishes to serve as an Oklahoma State 4-H Ambassador. We (I) will support him/her in fulfilling the responsibilities should he/she be selected. We (I) have written a reference letter and have completed a reference sheet.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

We certify that the above named 4-H'er is enrolled, active, and in good standing in our club and county 4-H program. We support his/her application for the position of State 4-H Ambassador.

4-H Club Leader Signature \_\_\_\_\_

County Extension Educator Signature \_\_\_\_\_



## OKLAHOMA STATE 4-H PROGRAM REFERENCE SHEET

NOTE: To be completed by each of the three people who submit letters of reference.  
Must be attached to your Reference Letter.

Name of Applicant \_\_\_\_\_

Check the appropriate spaces indicating your appraisal of the personal characteristics of the applicant. Additional comments may be made on the back of this form. The information received will be confidential and will be reviewed by the selection committee only.

Please return the original and 3 copies of reference form with original and 3 copies of letter of reference to applicant to be included with application, etc. The applicant must postmark the entire application (original and 3 copies) March 21.

Characteristic	Outstanding	Desirable	Undesirable	Unknown
TEAM WORK Demonstrated ability to place commitment to group goals over personal aspirations.				
RELIABILITY Faithfulness to duties; personal integrity; sense of responsibility.				
PUNCTUALITY On time and prepared for appointments and meetings.				
LEADERSHIP Initiative; ability to inspire others to act.				
INDUSTRY Concentration of effort to a task; capacity for sustained effort.				
COMPETENCE Ability to represent 4-H both in very formal and informal settings.				
CREATIVITY Original and imaginative.				
APPEARANCE Cleanliness; dress; poise.				
EXPRESSION Effectiveness and fluency in speaking.				
Effectiveness and fluency in writing.				
Ability to meet people.				
Sense of humor.				
Tact.				
Self-confidence.				
Attitude toward criticism.				
MENTAL ALERTNESS AND JUDGMENT				
COMMITMENT TO 4-H This program is more than an honor; it requires both service and sacrifice.				

Reference submitted by:

\_\_\_\_\_

Date

Signature

Occupation or Title

<p style="text-align: center;"><b>TOP TEN “MUSTS” FOR STATE 4-H AMBASSADORS</b></p>
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1. Attend quarterly training meetings.
2. Be working on and presenting proposals to Oklahoma State 4-H staff members and/or the Oklahoma 4-H Foundation Board of Directors, which will enhance the image of 4-H.
3. Represent Oklahoma 4-H at selected public events and/or presentations in the proper State 4-H Ambassador uniform: green jacket, white shirt or blouse, tie, and navy blue pants or skirt.
4. Travel when called upon to make an award presentation, speak, or present a workshop.
5. Think of the best ways to make 4-H more visible in your county and across the state of Oklahoma.
6. Always working to maintain relations with 4-H alumni and supporters.
7. Be telling the 4-H story and training 4-H members to do the same.
8. Keep the following people informed about meetings and activities in your district:  
Executive Director, 4-H Foundation - 10 - serving as Ambassador Advisor  
Gwen Shaw, Volunteer Coordinator and other volunteer coordinators as needed.  
District 4-H Program Specialist  
County Extension Professionals in charge of the 4-H program
9. Follow the specifics or guidelines that the above people ask of you.
10. Always do what you say you will do - FOLLOW THROUGH!!!

**IT TAKES ALL OF US WORKING TOGETHER TO HAVE AN OUTSTANDING TEAM OF  
STATE 4-H AMBASSADORS!!!**