

Riverside County All-Star Program Handbook



The Riverside County All-Star Handbook was created to outline the All-Star Program. It explains the duties, responsibilities and benefits of being a Riverside County All-Star. It also provides guidance for the adult All-Star Advisor.

All-Star Handbook Mission:

To help revitalize and define the 4-H All-Star program so that it will inspire, excite, and motivate all Riverside 4-H members.

Special thanks to San Bernardino County 4-H for permission to use their All-Star Handbook as our template.

February 2014

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PART ONE

★ What is an All-Star?

All-Star 4-H Ambassadors are the ambassadors of the 4-H program in Riverside County and is the highest achievement that a 4-H member can obtain at the county level. As an ambassador, the All-Star is a voting member of the Riverside County 4-H Management Board; visits other 4-H clubs; reaches out to other organizations within the community; and attends and participates in the Teen Involvement Conference and 4-H State Leadership Conference, 4-H county meetings, Section or State 4-H meetings and events, and other 4-H sponsored events and activities.

Younger 4-H members look up to the County All-Star 4-H Ambassadors as a role model. Many of the younger members are hoping to be an All-Star one day, and they will be watching you both on and off stage. You must be aware of your actions and remember that you have a chance to change someone's life in a positive way as you fulfill your responsibilities as an All-Star 4-H ambassador and lead the Riverside County 4-H Program.

★ What do All-Stars do?

Being chosen as a 4-H All-Star Ambassador is a working honor and in fulfilling this honor each youth will be expected to behave with a degree of maturity, composure, and excellence.

As an Ambassador of Riverside County, the All-Star is a voting member of the Riverside County 4-H Management Board. The All-Star will be visiting other 4-H clubs, reaching out to other organizations with the community, and attending and participating in the Teen Involvement Conference and 4-H State Leadership Conference, 4-H county meetings, Section or State 4-H meetings and events, and other 4-H sponsored events and activities.

The All-Stars plan their own program within the established guidelines. Their "Plan of Action" may include planning and leading a county event, organizing field trips, visiting clubs, presenting the 4-H program to other agencies, and executing a service learning project.

Through the All-Star year, new and challenging situations will be encountered. The chance to learn, to grow, and to make a difference is what the All-Star program is all about.

★ Guidelines for the All-Stars

The following are the established guidelines for a member who has become a Riverside County All-Star:

1. Good attendance is a must. Throughout the year, an All-Star will be attending events at all levels (state, county, sectional, and local). An All-Star must attend no less than 80% of all planned meetings to be a member in good-standing. Being an All-Star requires an ample amount of time. A 4-H member will need to take this into consideration when applying.
2. All-Stars shall wear the 4-H uniform or other such uniform as designated by the All-Stars and in concurrence with the All-Star Advisor and the Riverside County 4-H Management Board to all county events, 4-H functions other than at the club level, or when representing the All-Star program within the county, state, and country.
3. An All-Star is committed to active participation as a “Junior All-Star” for at least one year with the option of serving a second year as a “Senior All-Star”. In order to receive the “All-Star Performance Award”, an All-Star must be active and meet all of the requirements listed above. “Once an All-Star, always an All-Star”. Therefore, an All-Star may be asked to share their expertise and help or assist new All-Star members after completing his or her year(s) of commitment.
4. The All-Star year starts when selected and introduced to the 4-H community.

All-Star Consequences

Should an All-Star not fulfill his or her duties as set by these guidelines, credit will not be given for the year.

PART TWO

★ All-Stars' Plan of Action

The All-Stars, along with their Advisor, will develop a written "Plan of Action" between June and August. This Plan will include the requirements listed below. The All-Star written "Plan of Action" should be presented to the Riverside County 4-H Management Board in September for review.

Plan of Action's requirements:

1. Coordination of the Awards Presentation for Achievement Night following the successful completion of your first All-Star program year;
2. Attendance and participation at County events are necessary and expected. These events may include: Achievement Night, Officer Training, Judging or Showmanship Clinic, Knowledge Bowls, Food Fiesta, Science Fair, Presentation Day, Fashion Revue, and South Section Field Day;
3. The presentation of a 4-H program to at least one non 4-H organization (e.g., Kiwanis, Soroptimist, Lions, Rotary, Elks, Boys and Girls Club) during the 4-H year. The organization will be the choice of the All-Stars;
4. All-Stars are to try to contact or visit each Riverside County 4-H club during the year. Each club will be visited every other year by at least one All-Star. Contact may be made by a phone call to the Community Leader;
5. Attendance at the Teen Involvement Conference with the cost to be covered by County Council;
6. Raise funds to attend State Leadership Conference. These funds will be distributed to the cost of each All-Star's State Leadership Conference registration dependent upon the All-Stars participation level in the fundraiser; and
5. Plan and execute a service learning project.

Suggestions for Plan of Action:

1. Plan social activities to be enjoyed by the All-Stars.
2. Attend South Sectional Council meetings, activities, and events.
3. Plan or become involved in Community events or promotional events.

PART THREE

★ Relationship with the Riverside County 4-H Management Board

The Riverside County 4-H All-Stars together with the Riverside County 4-H Management Board shall work as a team to plan, develop and execute programs and events for all youth. Emphasis for programming will follow the “Mission” of the Board and policies of the Cooperative Extension Program. The Riverside County 4-H Management Board will also provide the All-Star program with assistance and encouragement when requested.

1. Reports and status of All-Star events will be given at each Riverside County 4-H Management Board meeting.
2. The Riverside County 4-H Management Board will support each 4-H All-Star financially by providing the funding for an All-Star shirt to be worn as part of their uniform.
3. The Riverside County 4-H Management Board will pay the cost of registration for each All-Star to attend the Teen Involvement Conference during the program year in which they are an All-Star.

PART FOUR

★ Awards

The honor of being selected as an All-Star is the highest award a 4-H member can attain in Riverside County.

The following awards will be given:

1. The 4-H All-Star hat emblem when the All-Star is introduced;
2. The All-Star shirt which will be used as a designated uniform for various 4-H activities funded by the Riverside County 4-H Management Board; and
3. The All-Star Performance Award. (See description on next page.)

★ **All-Star Performance Award**

The All-Star Performance Award is for All-Stars who demonstrate an exemplary job throughout their active year as an All-Star. The Performance Award is presented at the Riverside County 4-H Achievement Night. The All-Stars achieving this award will be presented with a purple year stripe and a gold star pin to be worn on his or her 4-H hat.

The All-Star Performance Award is presented to the All-Stars who fulfill their responsibilities as developed in the All-Stars' Plan of Action and with consideration of the following criteria:

1. Attendance at 4-H events;
2. Shows leadership involving 4-H and other community activities;
3. Has an active relationship with the Riverside County 4-H Management Board;
4. Has presented his or herself as a positive, enthusiastic role model for all 4-H members and others throughout the 4-H year; and
5. Is an active participant in developing and executing the All-Stars' Plan of Action.

All-Star Performance Award application process:

1. The All-Star advisor and the Riverside County Awards Committee will review the applications and determine if the All-Star has fulfilled the requirements.
2. The All-Star Performance Awards will be given at the annual Achievement Night.

PART FIVE

★ Guidelines for All-Star Advisor

1. Must be an adult 4-H volunteer in good standing;
2. Must attend Riverside County 4-H Management Board as a voting member;
3. Must communicate with the All-Stars and the Riverside County 4-H Management Board;
4. Listen to the All-Stars;
5. Help the All-Stars develop a Plan of Action;
6. Guide, coach, and support the All-Stars in carrying out the Plan of Action;
7. Make sure the Plan of Action is executed;
8. Only provide structure and support; let the All-Stars create the events;
9. Select an adult or past All-Star as an assistant;
10. Keep All-Stars informed;
11. Call meetings on a regular basis;
12. Help All-Stars attend South Section Council meetings; and
13. Encouraged to attend the Teen Involvement Conference and the 4-H State Leadership Conference.

★ **Selection of All-Star Advisor**

Criteria for selection:

1. Has both the desire and time commitments;
2. Likes to work with young adults;
3. Commitment to 4-H;
4. Knowledge of the 4-H program;
5. Friendly relationship with both the All-Stars and the Riverside County 4-H Management Board;
6. Flexible person who can adapt to changes; and
7. Good organization skills.

How the All-Star Advisor will be selected:

A 4-H adult volunteer who desires to be the All-Star Advisor will fill out the All-Star Advisor Application. The Riverside County 4-H Management Board will review these applications and submit the qualified applicants to the current All-Stars who will vote to select the advisor for the following program year.

All Star Advisor shall serve a one-year term, with eligibility for reappointment to another one-year term. No Term limits apply.

In the event that the All-Star Advisor cannot fulfill the guidelines of the Advisor as outlined in this Handbook, the Riverside County 4-H Management Board will review current and new applications and submit the qualified applicants to the current All-Stars who will vote to select the advisor.

★ All Star Advisor Application

Due by _____

Name: _____ Club: _____

Address: _____
City Zip

Phone Number/s: _____ Email: _____

Where do you work or study? _____ Hours per Week? _____

(Additional pages may be attached to this application, if necessary.)

1. Briefly explain your previous involvement with 4-H, if any.

2. Why would you like to be the All Star Advisor?

3. Please describe any special training, skills or interests that qualify you for the position.

4. Are there any other comments that you would like to make pertinent to your consideration for being the All Star Advisor?

Please return to the UCCE/4-H Office
21150 Box Springs Rd, #202
Moreno Valley, CA 92557
caeggleston@ucanr.edu

I have reviewed the job description, and I am willing to volunteer and serve in the capacity of the All Star Advisor.

4-H Adult Volunteer

Date

4-H All Star Selection Committee Chair

Date

PART SIX

★ **All-Star Selection Committee**

The Awards Committee is responsible for the following:

1. Reserve rooms to be used for the interview process.
2. Select committee members using 4-H adult volunteers familiar with leadership and the 4-H program.
3. Receive copies of the completed applications from the County Office. Send copies of each application to each committee member for review and to become acquainted with the applicant's qualifications prior to the interview.

Suggestions for interviewing:

1. Ask the applicant about him or herself;
2. What does the applicant hope to give the 4-H program by being an All-Star; and
3. Does the applicant realize the time commitment involved.

★ **Criteria for All-Star Selection**

Applicants for County All-Stars must:

1. Be 14 as of December 31st of the program year for which they are applying;
2. Have achieved Emerald Star or Gold Star rank by the year for which the applicant is applying;
3. Be able to show leadership by having been a Junior or Teen Leader;
4. Have been involved in county 4-H events within the last two years;
5. Have enthusiasm and desire to be an All-Star; and
6. Be committed to the 4-H program in Riverside County.

Applicant must have demonstrated character qualities such as leadership abilities, citizenship, maturity of judgment, club involvement, strong interest in guidance and leadership, ability to work with groups, active interest in county and local events, strong interest in continuing 4-H, enthusiasm and commitment to 4-H, positive role model, enjoyment of public speaking, ability to follow directions, ability to learn from experiences, and ability to abide by the 4-H code of conduct.

PART SEVEN

★ Application Process and Check List

The following section describes the application process. Please read very carefully and complete the All-Star application in its entirety.

- An All-Star applicant must be 14 years of age as of December 31st of the program year for which they are applying.
- Complete all sections of the All-Star application.
- Ask your 4-H Club Community Leader to complete and send Section 4 of the application to the 4-H Office. This form is not to be sent with your application. Include with the blank recommendation form a stamped, addressed envelope.
- Request two letters of Recommendation from various sources. This form is not to be sent with your application. Include with the blank recommendation form a stamped, addressed envelope.
- Make sure that all the required signatures have been obtained in section 6.
- A copy of the applicant's previous year 4-H Program Development Report (PDR) must be submitted with the application.
- You must bring your 4-H Record Book to the interview.
- My parent and/or guardian and I have read and signed the Riverside County 4-H All-Star Agreement and have enclosed it with my application form.

Return the All-Star Application to the 4-H Office:

UCCE/4-H Office
21150 Box Springs Rd, #202
Moreno Valley, CA 92557
caeggleston@ucanr.edu

★ Application Guidelines

Applicant must complete all sections of the application. Any section not completed may result in the applicant not being considered as an All-Star.

Please type or print clearly.

Personal Data - Section 1

This section is where you list your name, age, and contact information, but it also includes a few very important questions that are critical to the selection process. **DO NOT** leave any part of section 1 unanswered. This could result in the applicant not being considered for All-Star.

Personal Experiences - Section 2

This section explains your personal experience in 4-H and outside of 4-H. Please answer each item. If an item does not apply to your experiences, state that under the appropriate item. That way the All-Star Selection Committee will not assume you failed to answer the question. Attach a separate sheet of paper if more space is needed.

Applications Comments - Section 3

This section is where you can describe, explain, or comment on things that you think are important to determine your selection as an All-Star..

Authentication - Section 4

This section must be completed with all the appropriate signatures. Should this section of the application be incomplete, the application will be returned to the applicant, if the due date has not past. If the due date has past, the application will be considered incomplete and may not be forwarded to the All-Star Selection Committee for consideration. Remember to attach a copy of your latest PDR. Also complete the recommendation information.

Community Leader Comments - Section 5

This section is for your 4-H club Community Leader to make a recommendation or comments that would be pertinent to your selection as an All-Star. This section must be completed by the Community Leader. It is also important that the Community Leader send Section 5 directly to the 4-H Office. **DO NOT** include this section with your completed application.

Letters of Recommendation - Section 6

This section is for two people to make a recommendation and comments that will help the Selection Committee. Must be someone other than a parent and/or guardian and the Community Leader. It is also important that this section is sent directly to the 4-H Office. **DO NOT** include them with the completed application. Include with your blank recommendation letter a stamped, addressed envelope so that the people who recommend you can just drop it in the mail.

All Star Application

Due by _____

Personal Data - Section 1

Name: _____ Club: _____

Address: _____
City _____ Zip _____

Phone Number/s: _____ Email: _____

Age you will be on December 31st _____ Date of Birth _____

Please answer the following questions to the best of your ability:

Years in 4-H (including this year) _____ Grade in school _____

Year received Gold Star _____ Year received Emerald Star _____

Do you have the time to devote to the 4-H program and the All-Stars? _____

Will you have transportation to and from All-Star commitments? _____

Can you attend evening meetings, if required? _____

Can you attend weekend events, meetings, and activities? _____

Is there anything that could interfere with your ability to perform as an All Star? _____
If so, please explain.

Personal Experiences - Section 2

The following sections are intended to determine your involvement in the 4-H program and to provide information as to the amount of time you are willing to devote to the All-Star Program. Please be accurate when completing this portion. You will need to submit a copy of your latest PDR.

I. 4-H Club Offices. Please list the club offices you have held or are holding and the year you held the office.

Club Offices Held	Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

II. Junior/Teen leader in club projects. Please list the club projects in which you have been either a Junior or Teen Leader and the year(s), including this year.

Club Project	Type of Leader - Jr. or Teen	Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

III. Other Leadership Roles. Please list leadership roles other than club offices, such as 4-H Sectional Council representative, or 4-H county level, church or community organization leadership roles.

Other Leadership Roles	Year (if known)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

IV. 4-H events attended in Riverside County. Please mark the 4-H county events you have participated in during the last two years.

Riverside County 4-H Event	Check if you participated:	
	Two years ago	Last Year
Achievement Night	_____	_____
Science Fair	_____	_____
Presentation Day	_____	_____
Fashion Revue	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. Events attended outside Riverside County 4-H Events (Sectional, State, National).

Out of Riverside County 4-H Event	Year
State Leadership Conference	_____
South Section Field Day	_____
California Focus	_____
Washington Focus	_____
Teen Involvement Conference	_____
_____	_____
_____	_____
_____	_____
_____	_____

VI. Extracurricular activities. Please list any extracurricular activities, such as sports, community, church, social, etc. that you are involved in or plan to be involved in during the year you will be an All-Star.

Extracurricular Activities	Time of Year
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Your Comments - Section 3

In this section you are asked to summarize your leadership experiences, why you want to be an All-Star, and what you are expecting from the All-Star Program. Please limit your responses to 500 words per question. PLEASE USE A SEPARATE PAGE FOR EACH QUESTION AND ATTACH TO THIS APPLICATION.

I. Describe your leadership skills and experiences.

II. Why do you want to be an All-Star

III. What are your expectations being an All-Star?

Authentication - Section 4

I have personally prepared this application and believe it to be correct. I understand that should any statements be purposely stated false or inaccurate, I can be denied further consideration for All-Star.

Signature of Member

Date

As the parent and/or guardian of the applicant for All-Star, I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the applicant for All-Star can be denied further consideration for All-Star.

Signature of Parent or Guardian

Date

As Community Leader, I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the applicant for All-Star can be denied further consideration for All-Star.

Signature of Community Leader

Date

I have attached a copy of my latest PDR to this application.

List of References

Please list the names, addresses and phone numbers of your references so that we can make sure that the letters of Recommendations are returned in proper time.

1. Name _____

Address _____

Phone Number/s: _____ Email: _____

2. Name _____

Address _____

Phone Number/s: _____ Email: _____

Community Leader Comments - Section 5

Applicant's Name _____

Applicant's Club _____

Community Leader's Name _____

NOTE: This section must be completed and mailed by the Community Leader. It can NOT be returned with the completed application. This is for your privacy and honesty. You are under NO obligation to provide the applicant with a copy of this letter. Please mail to:

**UCCE Riverside 4-H Office
21150 Box Springs Road, Suite 202
Moreno Valley, CA 92557**

In this section, you are asked to write a few comments about the All-Star applicant; describing applicant. Please limit the comments to the space provided.

As Community Leader, I hereby state that the applicant is a member in good standing in the 4-H Club, embodies the spirit and enthusiasm for the Riverside County 4-H Program, and is being recommended for consideration as an All-Star. As Community Leader, I do verify that all information dealing with the club level is factual. If attendance is questioned, a club attendance sheet maybe requested.

Signature of Community Leader Date

Phone Number/s: _____ Email: _____

Letter of Recommendations - Section 6

Recommendation for Riverside County All-Star

DUE NO LATER THAN: _____

NOTE: This section can NOT be returned with the application. This is for your privacy and honesty. You are under NO obligation to provide a copy to the applicant. Please mail to:

**UCCE Riverside 4-H Office
21150 Box Springs Road, Suite 202
Moreno Valley, CA 92557**

Applicants Name: _____

How long have you know the applicant? _____

To what degree do you recommend this applicant?

Highly _____ Good _____ Okay _____ Doubtful _____

Personal rating of the applicant: Rate each characteristic from 1 to 10 with 1 being high and 10 being low.

Citizenship _____	Responsible _____	Fairness _____
Leadership _____	Attitude _____	Initiative _____
Cooperation _____	Dependable _____	Honesty _____
Judgment _____	Personality _____	

Comments (Use other side, if needed.): Describe - leadership, enthusiasm, acceptance of responsibility, ability to work with others, etc.

Signature _____ Date _____

Title _____ Phone Number _____ Email _____

Riverside County 4-H All-Star Agreement

It shall be the duty of each All-Star to become fully acquainted with the requirements and responsibilities of being an All-Star as defined in the Riverside County 4-H All-Star Program Handbook. The All-Star must agree to the requirements stated in the 4-H All-Star Program Handbook and the requirements and conditions listed in this agreement.

1. All-Stars must attend at least 80% of the events, activities, and functions as defined in the All-Star Plan of Action for the year that the All-Star is active. Since the All-Stars coordinate most county events, they must be punctual to all events and meetings. All-Stars accept the responsibility of communicating with the All-Star advisor.
2. All Stars shall wear the 4-H uniform or other such uniform as designated by the All-Stars and in concurrence with the All-Star Advisor and the Riverside County 4-H Management Board to all county events, 4-H functions other than at the club level, or when representing the All-Star program within the county, state, and country.
3. All-Stars must exhibit exemplary behavior, be respectful to all, shall not use any foul or abusive language (including gestures), be a role model to other 4-H members, and display a positive attitude. Possession or use of illegal drugs and alcohol, theft or vandalism of person or property at any 4-H event, activity, or function is unacceptable behavior and can be grounds to be removed from the All-Star team.
4. Once an All-Star, always an All-Star. However, All-Stars are committed to being an active All-Star for two years.
5. To be an "All-Star in Good Standing" and receive the **All Star Performance Award**, you must be an active All-Star, adhere to this agreement, comply with All-Star Program rules and guidelines as stated in the All-Star Program Handbook, and comply with the All-Star Plan of Action.
6. All-Stars not demonstrating a commitment to the All-Star Program or who show an unwillingness to work, or failure to represent the All-Star Program may not be awarded the **All Star Performance Award**. The All-Star may be reviewed and disciplinary action may be taken by the Riverside County 4-H Management Board, which could include dismissal from the All-Star Program.

7. All-Stars must meet with the other All-Stars and All-Star Advisor. All-Stars shall attend Riverside County 4-H Management Board meetings as voting members. All-Stars are expected to help develop the All-Star Plan of Action for their term. All-Stars may have to attend some evening and weekend meetings, events, and activities. In addition, All-Stars are expected to attend the Teen Involvement Conference and State Leadership Conference.

By signing this agreement, the All-Star and parent are stating that they have read the All-Star Program Handbook, completed the All-Star application correctly, agree to the requirements and conditions, as stated above and in the All-Star Program Handbook for a 4-H All-Star in Riverside County.

All-Star's Signature

Date

As a parent of an All-Star, your cooperation and support are required in order to support your All-Star in fulfilling the requirements as defined in the All-Star Program Handbook.

Parent/Guardian's Signature

Date

All Star Performance Award Application

Name _____

Phone Number/s: _____ Email: _____

Year as active All-Star _____ Coordination of Awards' Night: Yes _____ No _____

Attendance at planned meetings: $\frac{\text{Attended}}{\text{Total Planned}} = \text{_____} \times 100 = \frac{\text{_____}}{\text{Percent}}$

County, Sectional, and State events attended:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Presentation to non 4-H organizations (explain):

Clubs visited and informed:

_____	_____
_____	_____
_____	_____
_____	_____

1. On a separate sheet of paper, please explain how you fulfilled your All-Star agreement and what you enjoyed most during your year of service. Explain if you did not fulfill any part of your All-Star agreement and what you would change to make the program stronger.
2. On a separate sheet of paper, explain your service learning project. What did you do? Who benefitted? What did you learn? What would you do differently?

I have personally prepared this application and believe it to be correct. I understand that should any statements be purposely stated false or inaccurate, I will not receive the Performance Award.

Signature of All-Star

Date

All-Star Advisor Comments (Continue on back of this paper if needed.):

As the All-Star Advisor, I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the All-Star will not receive the Performance Award.

Signature of All-Star Advisor

Date