



**Coryell County 4-H Junior  
Ambassador Information  
Handbook**

**2015-2016**

Developing leaders for  
the club,  
the community,  
the country,  
& the world...

**“To Make the Best Better”**

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## **PURPOSE:**

The Coryell County 4-H Junior Ambassador Council Program aims to project a clear and accurate image of the Texas and Coryell County 4-H & Youth Development Program. More specifically, the purpose is to:

*Help younger youths develop leadership and communication skills and prepare them for duties as an Ambassador.*

*Help the public understand the full scope of the 4-H program.*

*Recruit new members from diverse backgrounds.*

*To tell and show key audiences what the 4-H and Youth Development Program is and who it impacts, so that these audiences will understand the impact of 4-H on the lives of young people and will see how it addresses key youth issues in the community.*

*To make families, youths, and communities more aware of 4-H and the benefits it offers.*

## **TEAM MEMBERS:**

Coryell County 4-H youths will be selected to serve as 4-H Junior Ambassadors on an annual basis. 10-20 Coryell County 4-H youth will be selected to serve as 4-H Ambassadors in any given 4-H year. The number of Ambassadors is the decision of the supervising County Extension Agent.

Members must apply, interview and be accepted annually.

Interviews will be held annually by a panel of 2-3 judges. These judges will review applications, essays and interview each candidate. Following these interviews, this panel will determine participants for Coryell County 4-H Junior Ambassador Program.

***Interview Date for 2015-2016 Program: June 12, 2015 from 1:00 PM – 5:00 PM. A sign-up sheet for specific times will be available when applications are submitted.***

## **EILGIBILITY REQUIREMENTS:**

The role of a Coryell County 4-H Junior Ambassador is quite demanding and requires younger 4-H boys and girls who are dedicated, mature, dependable, & very interested in the purposes of the Junior Ambassador Program. The number of 4-Hers selected each year to serve as Junior Ambassadors is determined by the County Extension Agent(s) who supervises the Junior Ambassador Program. The number is based upon need, number of clubs, program demands, and yearly goals for the Junior Ambassadors, and the number of eligible applicants.

Coryell County 4-H Junior Ambassadors must meet the following requirements to be considered for selection as a Junior Ambassador:

- Be entering the 4<sup>th</sup> – 7<sup>th</sup> grade for the 2015-2016 school year
- Must have been a member of 4-H for a minimum of one year at the time of submitting the application.
- Submit a complete application and go through an individual interview with a panel of selected judges or on video tape.
- Meet all activity requirements by the application deadline of the current 4-H year to be considered for renewal.
- Must have participated in at least 1 community service activity as an individual, as a group member, or in a club type project.
- Must be academically eligible
- Must be in good standing as a 4-H member.
- Must agree to the Obligations and Activity Requirements as stated in this source book.
- Must apply each year to become a Coryell County 4-H Junior Ambassador; applications are due to the Coryell County Extension Office by May 29, 2015.

## **RENEWAL OF JUNIOR AMBASSADORS:**

Meet all activity requirements and minimum points (for 2014-2015 year) by the application deadline of the current 4-H year to be considered for renewal. (Recordbook is also a requirement and is due in June). A Junior Ambassador may not be required to interview if they meet the required points for no interview.

Junior Ambassadors **MUST** turn in Point Sheets and meet minimum requirement of points to be recognized at the 4-H Banquet in July.

**ACTIVITY REQUIREMENTS:**

Coryell County 4-H Junior Ambassadors are required to participate in the following activities each year. The Junior Ambassador year starts June 1st and ends the first Monday in May or when applications are due. Any activities that fall between these dates will be applied to the next year.

A point system has been created for the 2015-2016 year to keep count of each activity the Coryell County 4-H Junior Ambassadors complete. A minimum point range of 100-150 points will be given for Junior Ambassadors to meet the minimum points to renew for Junior Ambassador next year.

Junior Ambassadors will also be required to complete the following items below as well to renew as an Ambassador. High point ranges have also been established with different levels and rewards for each level. Activities on the point sheet must be signed off by leaders of the events for point credit. Point System is on the next page.

Junior Ambassadors MUST turn in Point Sheets and meet minimum requirement of points to be recognized at the 4-H Banquet in July

**REQUIREMENTS IN ADDITION TO POINTS:**

- 1. Attend 90-100% of all club meetings
- 4. Attend Ambassador Training as schedule by County Extension Agent
- 5. Attend 4-H Banquet
- 6. Complete and turn in a 4-H Record Book by the given deadline or participate in the Educational Presentation or Public Speaking category of Roundup.

If all requirements are not met, the Junior Ambassador may lose the privilege of serving as a 4-H Junior Ambassador. However, the Junior Ambassador may attempt to seek membership renewal by meeting face-to-face with an advisory board. The advisory board members will be selected by County Extension Agents.

**SAMPLE**

<b>Points System Requirements</b>	
Minimum Points to continue as Ambassador	100-150
Points Completed-no Ambassador Interview needed	150
Points Advanced- no interview and 1/2 off County Camp next year	200
High Point Junior Ambassador: no interview, Free trip to County Camp, and other special recognition	

\*\* Total point requirements and a complete list of available points will be provided upon final selection of current year ambassadors.

## **ATTENDANCE & OBJECTIVES:**

4-H Junior Ambassadors must make every effort possible to attend all activities and meetings. If attendance is not possible, notice must be given to the County Extension Agent 24 hours in advance at which time agent will determine if it is an excused absence.

Excessive absences (excused or unexcused) will result in dismissal.

Attendance will be kept for all activities. Members must attend 2/3 of activities and meetings.

Every Coryell County 4-H Junior Ambassador & Ambassador in Training has the following obligations and must agree to fulfill the obligations to their best ability. These obligations are:

- To attend the monthly Junior Ambassador meeting, usually held the fourth Monday of the month at 5:30 PM at the Extension Office.
- To maintain a positive attitude and represent the Coryell County 4-H Program throughout the year as requested by the County Extension Agent.
- To write thank you notes to all individuals as requested.
- To never use alcohol, drugs or tobacco products during the year as a Coryell County 4-H Junior Ambassador.
- To maintain scholastic eligibility (passing all classes). Grades will be randomly checked throughout the year.
- To meet all commitments for which the Junior Ambassador volunteers & to complete those commitments with excellence.

## **DRESS CODE:**

Coryell County 4-H Junior Ambassadors are required to dress appropriately for all events in which they are representing 4-H as a Junior Ambassador. For each event, the 4-H Junior Ambassador Advisor will designate which dress is appropriate.

The dress requirements are:

***Junior Ambassador Shirt***  
***Khaki Capri's or Pants (no cut-offs, faded Capri's, or holes, NO Denim)***  
***Females: Khaki shorts are accepted but MUST hit the knee***  
***Nice Shoes (NO FLIP FLOPS)***

## **CODE OF CONDUCT:**

All Coryell County 4-H Junior Ambassadors are required to comply with the Texas 4-H Program's Code of Conduct **AT ALL TIMES**, when participating in ANY 4-H event. The Code of Conduct is printed on the membership enrollment form. If a 4-H Junior Ambassador violates any provision of the Code of Conduct, whether it is minor, intermediate, or major, the situation and documentation must be presented before a board, consisting of one County Extension Agent, two adult volunteer leaders, and two 4-H Ambassadors (selected by the County Extension Agents). This board will meet with the 4-H Junior Ambassador and make a decision whether or not the 4-H youth will be able to continue serving as a 4-H Junior Ambassador.

## **DISCIPLINARY ACTIONS:**

Junior Ambassadors are highly motivated, interested, mature & dependable individuals. Problems requiring disciplinary actions rarely occur. In an effort to keep the Coryell County 4-H Junior Ambassador Program as one of excellence, disciplinary actions have been developed.

If any Junior Ambassador fails to comply with the Obligations and Activity Requirements section of the application, disregards the uniform requirements, fails to fulfill responsibilities, or represents the Junior Ambassador Program in an unacceptable manner, then the Junior Ambassador will have an opportunity to explain their actions to the County Extension Agent who supervises the Junior Ambassador Program. A written summary of the problem will be made by the Extension Agent and kept on file. Immediate termination from the Coryell County Junior Ambassador Program could result, depending on the nature of the violation.

All Junior Ambassadors will receive 1 warning when they do not fulfill an obligation or they miss an event for which they volunteer. If this occurs a second time, the Junior Ambassador will meet with the County Extension Agent to review the situation and their service as an Junior Ambassador. The result may be probation or termination. If a Junior Ambassador is dismissed, he/she will not be able to re-apply for the Junior Ambassador Program for a period of one year.

## **Changes to 4-H Ambassador Program**

Changes may be made at any time to guidelines, requirements or any other item related to Coryell County 4-H Junior Ambassador Program by County Extension Agents if necessary.

**CORYELL COUNTY 4-H JUNIOR AMBASSADOR INTERVIEW CARD**

NAME: \_\_\_\_\_

*PERSONAL GROWTH & DEVELOPMENT*

- Different knowledge and skills learned through 4-H projects and activities
- Committees worked with and served on
- Offices held (elected and/or appointed)

*SCOPE OF PARTICIPATION*

- Project Variety
- Participation in club, county, district events and contests
- Method demonstrations, talk, exhibits, camps, labs
- Citizenship and public relations activities

*LEADERSHIP SKILLS*

- Participation as officer or committee member at club and county levels
- 4-H junior or teen leadership or helping others in the club or at county level
- Leadership potential with training and opportunities provided

*COMMUNITY SERVICE*

- Individual community service activities
- Participation in club and/or county level community service activities

*INTERVIEW*

- Ability to communicate; to express thoughts, ideas and opinions
- Eye contact and projection of self
- Appropriate attire for interview

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

JUDGES SIGNATURES: \_\_\_\_\_

\_\_\_\_\_

ACCEPTED INTO JUNIOR AMBASSADOR PROGRAM: \_\_\_\_\_ YES \_\_\_\_\_ NO

DATE: \_\_\_\_\_



## **CORYELL COUNTY 4-H Junior Ambassador Application Requirements**

- Application completed and signed by applicant and parent.
- Recommendation Letter from their club manager or an adult leader.
- Participate in Interview Selection Process.

# CORYELL COUNTY 4-H JUNIOR AMBASSADOR APPLICATION

**NOTE:** All 4-H Junior Ambassador Applicants must complete this form and submit it to the County Extension Office by **5:00 p.m. on Friday, May 29, 2015.** One letter of recommendation and completed essay is also required in order for the application process to be considered "complete." DO NOT add any additional pages. Please confine your responses to the space provided.

**NAME OF 4-H MEMBER:** \_\_\_\_\_  
(First, Middle, and Last)

**ADDRESS:** \_\_\_\_\_  
(Street) (City, State) (Zip)

**EMAIL ADDRESS:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**GRADE AS OF AUGUST 31, 2015:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_ **YEARS IN 4-H:** \_\_\_\_\_

**Information for completing the sections below: The requirements which you will record below may have been fulfilled throughout your 4-H career, NOT just during the current year.**

## 4-H PROJECTS AND ACTIVITIES

4-H Projects Completed, including appropriate records submitted (minimum of 1):

1.		4.	
2.		5.	
3.		6.	

4-H Activities Completed (at least 3 areas of participation shown below):

A. Educational Presentation, Share the Fun Presentations, or Public Speaking at the County Level

1. Title: \_\_\_\_\_ Year: \_\_\_\_\_

2. Title: \_\_\_\_\_ Year: \_\_\_\_\_

B. 4-H Contests at the County Level

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

C. 4-H Project Exhibit or County Fair Entry

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

D. 4-H Camps

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

E. Community Service (Individual, club or county)

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

F. Other Activities or Efforts (Examples: fund raising, state or national events, etc.)

1. \_\_\_\_\_ Year: \_\_\_\_\_

2. \_\_\_\_\_ Year: \_\_\_\_\_

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Statements/Signatures:

I will, to the best of my ability, participate in all 4-H Ambassador meetings and activities if selected to serve during the upcoming 4-H year. My signature indicates that I have carefully read, understand, and agree to comply with all of the requirements, and that I make a commitment to fulfill the requirements as a Coryell County 4-H Ambassador.

I also agree to abide by the 4-H CODE OF CONDUCT, listed on the 4-H membership enrollment form, and realize that if I commit an offense, I may lose privilege to serve as a Coryell County 4-H Ambassador.

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4-H MEMBER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

As the Parent/Guardian of the 4-H Member, I have carefully read and understand the requirements. I fully agree to support my child in his/her commitment to serve as a Coryell County 4-H Ambassador.

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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