# Bell County 4-H Ambassador Handbook 2017-2018

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## PURPOSE:

The Bell County 4-H Ambassador Program aims to project a clear and accurate image of the Texas and Bell County 4-H & Youth Development Program.

## OBJECTIVES:

- Help older youth develop leadership and communication skills.
- Help the public understand the full scope of the 4-H program.
- Recruit new members from diverse backgrounds.

## GOALS:

To tell and show key audiences what the 4-H 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 and state.

To develop leadership and communication skills among the 4-Hers selected to make ambassador presentations.

To make families and youth more aware of 4-H and the benefits it offers.

To inform elected officials about the 4-H program and get them involved.

To tell current and potential donors about 4-H and give them opportunities to support the program efforts that interest them.

To assist at all County, District and State functions where Bell County 4-H Ambassadors' assistance is needed.

## TEAM SIZE:

The number of Ambassadors is the decision of the supervising County Extension Agent.

## ELIGIBILITY REQUIREMENTS:

Bell County 4-H Members must meet the following requirements to be considered for selection as a Bell County 4-H Ambassador:
Be at least 14 years of age as of August 31st on the year of application and entering (or have completed) the 9th grade.

Example: The 4-H youth must be 14 on/before August 31, 2017, to be eligible to be a 4-H Ambassador for the 2017-2018 4-H year. If a 4-H youth is 13 at the time of the application deadline in May, they may still apply if they will reach their 14th birthday before August 31st.

Must have been a member of 4-H for a minimum of two years at the time of submitting the application. Acceptance will be dependent on the supervising County Extension Agent.

Submit a complete application, due on **May 5, 2017**

A formal interview will be given after all applications have been submitted. Members will be notified for interview times. Professional attire will be required.

## RENEWAL OF AMBASSADORS:

Meet all activity requirements and minimum hours (for 2016-2017 year) by the application deadline, May 5, 2017 of the current 4-H year to be considered for renewal. (Recordbook is also a requirement and is due on June 9, 2017). An Ambassador may not be required to interview if they meet the required hours for no interview.

Ambassadors MUST turn in Hours Sheets and meet minimum requirement of hours to be recognized at the 4-H Banquet in August.

## ACTIVITY REQUIREMENTS:

Bell County 4-H Ambassadors are required to participate in the following activities each year. The Ambassador year starts June 1st and ends the first Monday in May (when applications are due). Any activities that fall between these dates will be applied to the next year. New Ambassadors will be responsible for getting their book from the Advisor and starting their hours in June.
An hour system has been created for the 2017-2018 year to keep count of each activity the Bell County 4-H Ambassadors complete. A minimum of 50 hours will be given for Ambassadors to meet the minimum hours to renew for Ambassador next year.
Ambassadors will also be required to complete the following items below as well to renew as an Ambassador. High hour ranges have also been established with different levels and rewards for each level. Activities on the hour sheet must be signed off by leaders of the events for hour credit.
Hour System is on the next page and can also be found on the Ambassador link on the Bell County 4-H Website to keep an Excel document of hours.

Ambassadors MUST turn in Hours Sheets and meet minimum requirement of hours to be recognized at the 4-H Banquet in August.

## REQUIREMENTS IN ADDITION TO HOURS:

1. Attend 90-100% of all club meetings
2. Sell a minimum of 20 tickets in your club for Hunter's Spectacular.
3. Lead and coordinate 1 workshop in their primary recordbook project or other 3 primary projects. (May be as a group or team but must have leadership role)
4. Attend Ambassador Training in August (August 2017)
5. Attend 4-H Banquet (August 2017)
6. Complete and turn in a 4-H Record Book by the given deadline (June 2018). If a recordbook is not completed after the Ambassador year, the renewal of Ambassador will not be accepted.
7. 4-H Ambassador speech at any Bell County 4-H Club ~ NEW THIS YEAR

If all requirements are not met, the Ambassador may lose the privilege of serving as a 4-H Ambassador. However, the 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, and will include: one County Extension Agent, two current 4-H Ambassadors in good standing, and the Ambassador Advisor(s).

# Ambassador Hours System 2017-2018

| Activity | | Hours Earned: |
|---|---|---|
| **Workshops/Trainings/Clinics (coordinated/assisted) (must be approved by Agent)** | **Max of 4 hrs.** | |
| Workshop: | | 0 |
| **County Events (assisting)- hours will be assigned by agents or supervising volunteers** | | |
| Event: | | 0 |
| **District/State Events (coordinating/assisting)- must be approved by County Extension Agent** | | |
| Event: | | 0 |
| **County Competitions (assist with contest and/or do awards ceremony)** | | |
| Contest: | | 0 |
| **Committee Meetings (Awards, Youth Advisory Board, Banquet, Banquet Prep, Finance, MAB, Clothing Advisory Board, FCS Coalition, etc)** | **Max of 1 hr per meeting** | |
| Committee: | | 0 |
| **Ambassador Meetings** | **Required** | |
| Meeting: | | 0 |
| **4-H Fundraisers (Assisting/Coordinating)-Tractor Supply, Hunter's Spectacular, etc** | | |
| Fundraiser: | | 0 |
| Fundraiser: | | 0 |
| Hunter Spectacular Posters | 3 hrs for every 7 posters (max of 7 posters) | 0 |
| **Special Events** | | |
| District Leadership Lab | Max of 10 hrs | 0 |
| Commissioners Court | | 0 |
| County and District Roundup Compete | 2 hours per competition | 0 |
| **REQUIRED EVENTS:** | | |
| Club Meeting Attendance-90-100% | 0 | 0 |
| 4-H Banquet Attendance | 0 | 0 |
| Hunters Spectacular (Sell 20 tickets minimum in your club) | 0 | 0 |
| Recordbook | 0 | 0 |
| Ambassador Training | 0 | 0 |
| Coordinated Workshop | 0 | 0 |
| 4-H Ambassador speech at any Bell County 4-H Club | 0 | 0 |

## Points System Requirements

| | |
|---|---|
| Minium Hours to continue as Ambassador | 50 |
| Hours Completed-no Ambassador Interview needed | 75 |
| Hours Advanced- no interview and 1/2 off Leader Lab next year | 100 |
| High Hour Ambassador: no interview, Free trip to Leadership Lab | |
| If you receive high hour Ambassador as a graduating senior, you will receive something else instead of free trip | |

## DRESS CODE:

Bell County 4-H Ambassadors are required to dress appropriately for all events in which they are representing 4-H as an Ambassador. For each event, the 4-H Ambassador Advisor will designate which dress is appropriate. The dress requirements are:

### Formal Dress:

Ambassador Jacket
White, button-down, collared shirt
Black pants or skirt-below the knee (no denim allowed) Black tie (males only, females optional)
Black dress shoes or boots (boots must be clean)
Name badge

Example of formal dress

### Informal Dress:

Ambassador Polo Shirt
Black capri's or pants (no cut-offs, faded capri's, or holes)
Black shorts are acceptable but MUST be BELOW the knee
Name Badge
Nice shoes (NO FLIP FLOPS)

Example of Informal Dress (minus the name badges)

Jackets will be made available for rent through the County Extension Office. The rental agreement will stay in effect until the 4-H Ambassador has completed his/her entire term. At the conclusion of the Ambassador term, the jacket must be returned, after being professionally cleaned, to the County Extension Office. If he/she chooses not to return the jacket, or the jacket is damaged, the Ambassador must pay $100.

## CODE OF CONDUCT:

All Bell County 4-H 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 and consequences of Misbehavior are in the handbook and must be signed and submitted with application. If a 4-H Ambassador violates any provision of the Code of Conduct, whether it be minor, intermediate, or major, the situation and documentation must be presented before the leaders of the Ambassador Program, consisting of one County Extension Agent and the Ambassador Advisor. This board will meet with the 4-H Ambassador and make a decision on whether or not the 4-H youth will be able to continue serving as a 4-H Ambassador.