



BELL COUNTY 4-H AMBASSADOR HANDBOOK 2012-2013

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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.

TEAM SIZE:

A maximum of 15 Bell County 4-H youth will be selected to serve as 4-H Ambassadors in any given 4-H year.

ELIGIBILITY REQUIREMENTS:

Bell County 4-H Members must meet the following requirements to be considered for selection as an Bell County 4-H Ambassador:

Be at least 14 years of age as of August 31 on the year of application.

Example: the 4-H youth must be 14 on August 31, 2012, to be eligible to be a 4-H Ambassador for the 2012-2013 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. (Exception: May apply if less than 2 years but acceptance will be based on their involvement the previous year and the number applying for ambassador positions the current 2012-2013 year. - A recordbook submission from the previous year 2011-2012 year may also be asked of if applying). Acceptance will be depending on Advisors and/or County Extension Agents.

Submit a complete application, due on **May 4, 2012**

A formal interview will be given after all applications have been submitted. Members will be notified for interview times. Interviews will be formal dress.

RENEWAL OF AMBASSADORS:

Meet all activity requirements and minimum points (for 2011-2012 year) by the application deadline, May 4, 2012, of the current 4-H year to be considered for renewal. (Recordbook is also a requirement and is due in June).

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 points in June.

A point system has been created for the 2012-2013 year to keep count of each activity the Bell County 4-H Ambassadors complete. A minimum point range of 50-80 points will be given for Ambassadors to meet the minimum points 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 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 and can also be found on the Ambassador link on the Bell County 4-H Website to keep an Excel document of points.

REQUIREMENTS IN ADDITION TO POINTS:

- Provide the lead role in at least one community service activity.
- Write 4-H activities and events in Ambassador journal each month and must be signed by Advisors.
- Attend Ambassador Training in August (August 4, 2012)
- Attend 4-H Banquet (August 25, 2012)
- Complete and turn in a 4-H Record Book by the given deadline (June 2013). If a recordbook is not completed after the Ambassador year, the renewal of Ambassador will not be accepted.

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 Ad-

Ambassador Point System

<u>Activity</u>	<u>Date</u>	<u>Points</u>	<u>*Completed*</u>
District Leadership Lab	June	10	
Clover Fun Day Camp	June	1	
Statewide Photo Workshop	June	5	
July 4th Parade and Prep (3 for parade and 3 for prep)	July	6	
Rec Day Camp	July	4	
Government Day Camp	July	1	
Awards Banquet Prep (1 meeting only)	August	3	
Open House	September	5	
Club Officer Training	September	3	
Central Texas State Fair (5 pts per day)	September	5	
Hunters Spectacular	October	5	
Recordbook Training I	October	1	
Commissioners Court	October	3	
One Day 4-H	October	5	
National 4-H Week (do something in support of the week)	October	2	
Scholarship Training	November	1	
Christmas Ball Help	December	1	
BCYF- FCS Setup/Cleanup in Assembly Hall	February	2	
BCYF- FCS Judges Orientation	February	4	
BCYF- Auction Help	February	5	
BCYF- PR-TV	February	1	
5K Walk and Run	April	2	
EE Style Show	April	2	
Volunteer Appreciation Night	April	5	
4-H Clover Project-Tractor Supply Company	April	5	
Clover Kid Fair	May	1	
<u>Other Events</u>			
Committees (2 pts per committee meeting)		2	
District Event Help (3 pts per event)		3	
County Council/Ambassador Meetings (7- 2 pts each)		14	
Non 4-H Organization Speech		5	
Club Mentor (1 club per year- 1 pt each visit)		1	
Officer Installation		1	
Assisted at other state, district, or county workshop/contest		5	
	Total Points	119	
*Completed must be initialed by leader in charge			

<u>Activity</u>	<u>Date</u>	<u>Points</u>	<u>*Completed*</u>
<u>Required</u>			
Community Service Organize			
Journals			
4-H Banquet Attendance	August		
Recordbook	June		
Ambassador Training	August		
<u>Points System Requirements</u>	<u>Points</u>		
Minimum Points to continue as Ambassador	50-80		
Points Completed-no Ambassador Interview needed	80-100		
Points Advanced- no interview and 1/2 off Leader Lab next year	100-125		
High Point Ambassador: no interview, Free trip to Leadership Lab, and other special recognition			
If you receive high point 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:



Ambassa-
dor 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

Khaki capri's or pants (no cut-offs, faded capri's, or holes)

Females: khaki 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 an \$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.

BELL COUNTY 4-H AMBASSADOR APPLICATION

NOTE: All 4-H Ambassador Applicants must complete this form and submit it to the County Extension Office by **5:00 p.m. on Friday, May 4, 2012.** One letter of recommendation is also required in order for the application process to be considered "complete." A recordbook updated for the 2011-2012 year may be completed and attached to the application and no questions (list of 4-H projects, etc) below will have to be filled out. Please confine your responses to the space provided.

NAME: _____

4-H CLUB: _____ SCHOOL: _____

HOME PHONE NUMBER: _____ CELL PHONE NUMBER: _____

E-MAIL ADDRESS: _____

AGE (as of August 31, 2012): _____ DATE OF BIRTH: _____

GRADE (9th, 10th, 11th, 12th): _____

NUMBER OF YEARS IN 4-H: _____

MAIN 4-H PROJECT: _____

PARENT/GUARDIAN NAMES: _____

Have you previously served as a 4-H Ambassador? ____ YES ____ NO

If yes, did you complete all the required activities? ____ YES ____ NO

Do you plan to complete and turn in a 4-H recordbook (DUE June 18, 2012)? ____ YES ____ NO

List your 4-H projects:

Summarize your 4-H leadership experience:

Summarize your non-4-H activities and leadership experiences:

List the honors you have received as a 4-H member:

Summarize your involvement in church, school, and other community organizations.

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 Bell County 4-H Ambassador.

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 Bell County 4-H Ambassador.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Bell County 4-H Ambassador Application Requirements

- Application completed and signed
- Recommendation Letter from a 4-H leader or club manager (not County Extension Agent)
- Sign Code of Conduct and Consequences of Misbehavior
- 1 Essay completed (minimum 100 words)

Essay questions:

- ♦ **Renewing Ambassador:** If selected again as a 4-H Ambassador, what parts of the 4-H program do you think should be promoted?
- ♦ **New Ambassador:** Please state why you want to serve as a 4-H Ambassador.



Texas 4-H and Youth Development 2011-2012 Code of Conduct

During my 4-H involvement...

1. I am expected to attend all sessions that are part of the planned program for all activities. I will inform staff if I am not feeling well or have a schedule conflict.
2. I will dress appropriately to the occasion and adhere to any attire requirements stipulated for the event I am attending. 4-H members should be courteous and clean, and possess good manners.
3. Language must be controlled and appropriate for a 4-H member — I will not use language that is socially offensive.
4. Except for planned tours and outings, I will not leave an activity facility any time without permission of the chaperone and/or staff responsible for the event.
5. I will not smoke or use tobacco products, or be in possession of such products, at any 4-H program event.
6. I will not be in possession of, use alcohol or drugs (except those directed by a doctor), or be associated with or remain in the presence of others when they are being used.
7. I will not be in possession of, use, or threaten another person with a weapon, bodily force or language.
8. I will respect the rights of privacy of those attending an activity and those with whom I may be rooming.
9. I will observe hours established by the staff and be in my room. No boys in girls' rooms, no girls in boys' rooms.
10. I will avoid unnecessary roughness to room furnishings, furniture, equipment, etc. Towels, ashtrays, etc., are not to be taken as souvenirs. Occupants of a room or conveyance are financially responsible for any damage or results of misconduct.
11. Any participant at an official 4-H activity who observes a breach of the code of conduct has the responsibility and obligation to report the misbehavior to appropriate chaperones.

Date

Signature

Texas 4-H and Youth Development Consequences of Misbehavior

Violators May Expect:

To have the opportunity to explain actions to the professional Extension staff in charge.

Behavior that is disruptive to the event will be documented and a letter describing such will be sent to the District 4-H Leadership Team, County Extension Agent(s) and parents/guardians of those involved. Examples of offenses are as listed below, but not limited to:

Minor Offenses

1. *Habitually late to program activities*
2. *Not in room at designated time*
3. *Not possessing good manners and using language that is offensive to others*
4. *Not respecting the rights and privacy of those rooming with or attending an activity*
5. *Lying or untruthfulness to chaperones, leaders, event organizers or others in attendance*

Intermediate Offenses

1. *Inappropriate visitation*
2. *Leaving a 4-H activity without the permission of staff member(s) in charge*
3. *Intentional damage to meeting site, sleeping quarters, person, or other person's property*
4. *Bullying*

Major Offenses

1. *Smoking or using tobacco products*
2. *The use of alcohol or drugs*
3. *Carrying an unauthorized weapon*
4. *Threatening another person with a weapon or bodily harm*
5. *Cheating*
6. *Sexual activities*
7. *Theft of any kind*
8. *Acting in a manner considered by 4-H leadership to be harmful or potentially harmful to the health or well-being of themselves or others, whether such act occurred within, or outside of the 4-H program*

Consequences

- For every offense 4-H member will receive a verbal reprimand.
- For every offense the violator shall write letters of apology to the appropriate people.

Major Offenses

- Automatic removal from an event/activity and/or sending a participant home at the parent's/guardian's expense.
- One major offense during any 4-H year may lead to suspension of membership in all Texas 4-H and Youth Development programs for a defined period of time, along with the possibility of facing criminal charges, depending on offense. In addition, 4-H member may be asked to resign from all 4-H offices or leadership roles held or give up monetary awards or scholarships from the Texas 4-H program.
- May lead to Termination of 4-H Membership.

Intermediate Offenses

- One or two violations is grounds for removal from the event/activity and/or sending a participant home at the parent's/guardian's expense.
- Three violations during one calendar year is grounds for the 4-H member to not be allowed in any county, district or state activities for the remainder of the 4-H year. In addition, 4-H member may be asked to resign from all 4-H offices or leadership roles held or to give up monetary awards or scholarships from the Texas 4-H program.

Minor Offenses

- Consistent discipline problems requiring more than two reprimands is grounds for sending a 4-H member home at the parent's/guardian's expense.
- Habitual discipline problems requiring more than four reprimands during one calendar year is grounds for the 4-H member to not be allowed in any county, district or state activities for the remainder of the 4-H year. In addition 4-H member may be asked to resign from all 4-H offices or leadership roles held or to give up monetary awards or scholarships from the Texas 4-H program.

Course Of Action

Event managers responsible for 4-H events and activities are encouraged to communicate to 4-H participants and adult chaperones prior to the event a standard of acceptable behavior, via the Commitment to Excellence. Standards of behavior and consequences should be reviewed with participants as part of the initial orientation.

1. Event Manager obtains all the relevant facts.
2. Brief the on-site adult responsible for the youth delegate (Extension faculty member or 4-H volunteer).
3. If not on-site, but available via phone, brief the county Extension faculty member and District Extension Administrator responsible.
4. Review consequences of misbehavior. The following steps should be taken when sending a 4-H member home:
 - *Extension faculty member contacts parents.
 - *Parents advised that child is being sent home by safest, most direct means, and that parents are responsible for cost.
 - *Event manager decides if parents should be given the option of picking up the child.
 - *County Extension faculty member collects money from parent to pay transportation charges.
 - *Follow-up correspondence from event's manager to appropriate county Extension faculty member, District 4-H Leadership Team, child and parent for documentation.
5. For all reprimands a Summary Letter and Accident/Incident Report Form will be completed and mailed to the 4-H member, parent, County Extension Agents, District Extension Administrator, County Extension Directors (if applicable), 4-H Specialist, Texas 4-H Program Director and the Associate Directors for 4-H, Youth and Human Sciences and County Programs. Additionally, notification will be made to District 4-H Leadership Team prior to letter and form being mailed.

I have read the Texas 4-H Commitment to Excellence and understand what violators may expect. I agree with the Code of Conduct and do intend to abide by it throughout my 4-H activities. I have reviewed and understand the Consequences of Misbehavior.

Bell

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4-H Member Signature

County

District

Date

As the parent or guardian of _____, I have read the commitment and do support all points. I give permission to the professional Extension faculty in charge to carry out the Code of Conduct as described including inspection of rooms.

Parent or Guardian

Date