

APPLYING FOR STATE 4-H AMBASSADOR INSTRUCTIONS

1. A 4-H Member applying for State 4-H Ambassador must include and put together in the same order the following:
 - ◆ **Application Form** - asks the questions that are to be answered in summary about what an applicant has done in 4-H and the community, mentions an essay that is to be developed, the Certification Form, and the 3 Letters of Reference and 3 Reference sheets that must be written and completed. 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 3 pages**.
 - ◆ **Story or Essay** - develop an essay on **8 1/2" x 11 paper limited to two pages**. The topic is listed in the Application Form.
 - ◆ **Certification Form** - is the commitment of the **applicant, family, 4-H Volunteer Leader, and Extension Educator** to the State 4-H Ambassador Program. This form **must** be signed by all these people.
 - ◆ **3 Letters of Reference*** - to be written by **3 people** who are a **County Extension Educator, a parent, and a person other than family**. Their names and addresses are to be listed on the Application Form. Put with Reference Sheets.
 - ◆ **3 Reference Sheets*** - completed by the same people that wrote a Letter of Reference. Put with Letters of Reference.

*For people who do not want the applicant to see the Letter of Reference and Reference Sheet, the applicant should provide an envelope to seal them in. The applicant puts the envelopes with the Application Form, Story, and Certification Form.
2. The number of copies that is needed **of each of the 5 items above** is an **original & 3 copies**. The reason for an **original and 3 copies**, is so the 3 judges can start judging soon after **April 1st** and the Volunteer Coordinator can be compiling lists, questions from the applications, etc. for the Selection Process Day.
3. Be sure to follow the **instructions on numbers**. For example, when it says **2** pages, that is what **it means, no more than 2 pages**. Another example is when it says **3** Letters of Reference, that is what **it means, no more than 3 and not less than 3**.
4. Ambassador information pages and/or applying for State 4-H Ambassador Instructions are not to be attached to the application.
5. The entire application (original & 3 copies of the Application Form, Story or Essay, Certification Form, and 4 envelopes each with an original & 3 copies of Letters of Reference and Reference Sheets) must be put together in order as stated and postmarked April 1st and sent to:

Mary Sue Sanders, Volunteer Coordinator
3030 24th Avenue NE
Norman OK 73071

**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.
- ◆ Initiate one new county 4-H Ambassador Program.

EXPECTATIONS:

- ◆ Submit activity planning cards in advance of events; keep county and district staffs informed of activities, and complete at least one activity and report following events each month.
- ◆ Activity planning card must be signed by County Educator.
- ◆ 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.**
- ◆ Travel when called upon to speak or provide other support to the 4-H Program.
- ◆ Assume financial responsibilities.
- ◆ 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.

WHO CAN APPLY?

- ◆ 4-H Teens, 13 years of age and older and still have a year in high school.
- ◆ 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:** Choose three areas from the roles and functions of 4-H Ambassador Program Information Sheet Complete three (3) activities and reports.
Will attend Ambassador retreat and assist with Ambassador Selection Process Day.
 - 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 1st. Then they can become a 4-H Ambassador Alumni. Those that become 19 years of age on October 1st and after can remain a 4-H Ambassador through the following summer.

APPLICATION PROCESS:

- ◆ Application forms, Certification forms, and the three Reference letters and Reference sheets (an original and 3 copies) are postmarked by **April 1** to:
 - Mary Sue Sanders
Volunteer Coordinator
3030 24th Avenue Northeast
Norman, OK 73071
- ◆ 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
 - 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 an extemporaneous speech. Topics mainly concern the 4-H Program.
- ◆ Be prepared to write a thank you letter, a letter to a 4-H alumnus or to a 4-H donor or supporter.

SELECTION PROCESS:

- ◆ Five to fifteen members will be on the Selection Committee.
- ◆ Selection will be based upon application form, story, reference letters and forms, interview, training, extemporaneous speech presentation, and a written letter/note.
- ◆ 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 training.
- ◆ 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 coordinator), 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 April 1st.

Send to: Mary Sue Sanders, Volunteer Coordinator
State 4-H Ambassador Program
3030 24th Avenue Northeast
Norman, OK 73071

Name _____

County _____ Club _____

Address (including Zip Code)

Phone Number __ (____) _____ Date of Birth _____

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

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

II. Outstanding 4-H Offices held and major committee work:

(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 donors, public officials, etc.

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

VI. Leadership and citizenship experiences:

VII. Other activities in the community:

VIII. Develop an essay 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 think you can benefit as a State 4-H Ambassador.

Attach original and 3 of copies of essay to original and 3 copies of application form.

IX. Complete, sign, and have signed the Certification Form. (An original and 3 copies with application form.)

X. Three (3) letters of reference and reference sheets. (An original and 3 copies of each with application forms.) Please list the name and address of references below:

County Extension Educator

Address

Parent(s) or Guardian

Address

Person other than family

Address

*Ask each reference to make an original and 3 copies of the reference letter and reference form and put into an envelope the applicant provides. Envelope must have name of applicant on the outside. Ask them to seal the envelope and return it to the applicant. The applicant includes the envelopes with the application form, story and certification form. The entire application (original and 3 copies) must be postmarked by April 1st.

**OKLAHOMA 4-H AMBASSADOR PROGRAM
CERTIFICATION FORM**

Original and 3 copies must be postmarked by April 1st

Send to: Mary Sue Sanders, Volunteer Coordinator
State 4-H Ambassador Program
3030 24th Avenue Northeast
Norman, OK 73071

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 \$160.00-\$200.00. 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 accompany letters of reference.

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) April 1st.

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

**TOP TEN “MUSTS”
FOR STATE 4-H AMBASSADORS**

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 across the state of Oklahoma.
6. Always be 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:
David Sorrell, Asst. State 4-H Program Specialist
Mary Sue Sanders, Volunteer Coordinator
District 4-H Program Specialists
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!!!**