

IDAHO 4-H AMBASSADOR STEERING COMMITTEE HANDBOOK



4-H Ambassadors are youth leaders who promote 4-H using their skills, knowledge and leadership abilities. A 4-H Ambassador serves to strengthen the 4-H program through education, recruitment and public relations.



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Ambassador Program Goals

4-H Ambassadors are youth leaders who promote 4-H using their skills, knowledge and leadership abilities. A 4-H Ambassador serves to strengthen the 4-H program through education, recruitment and public relations.

The Idaho 4-H Ambassador program has several specific goals, including the encouragement and empowerment of youth 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, state, nation and world.
 - Develop leadership and communication skills through development and delivery of ambassador presentations.
 - Educate families and youth to be more aware of 4-H and the benefits it offers.
 - Inform elected officials and other stake holders about the 4-H program and increase their support and involvement.
- Tell current and potential donors about 4-H and give them opportunities to support the program efforts that interest them.



The Idaho 4-H Ambassador program includes the following opportunities:

- **Training:** teaching Ambassadors how to make presentations, how to represent the University of Idaho, 4-H Youth Development and how to improve their knowledge, leadership abilities and opportunities to share their knowledge. Training opportunities are available at the four District 4-H Ambassador Retreats and the statewide Idaho 4-H Ambassador Summit.
- **Steering Committee Membership and other Leadership Opportunities:** youth participating in the Idaho 4-H Ambassador program are encouraged to consider service on one of the Idaho 4-H teen program Steering Committees (4-H Know Your Government, 4-H State Teen Association Convention or Idaho 4-H Ambassadors) or consider an Idaho 4-H Teen Officer position.



It is recognized that the best spokespersons for the 4-H program are knowledgeable and prepared, older 4-H members. Nothing supports 4-H Youth Development better than youth members doing excellent work where the public and key people can see, hear and appreciate their successes.



The program benefits the 4-H organization as well as the ambassadors themselves. When young leaders tell the 4-H story to key audiences, the program gains a positive public image, and the youth improve their leadership and presentation skills.

Ambassador Steering Committee - 2018

Name of Event: Idaho 4-H Ambassador Program

Idaho 4-H Ambassador Summit Date: November 16-18 2018

District Ambassador Retreat Dates: Northern: 1/13-15/18 Southern: 2/2-4/18

Central: 3/16-18/18 Eastern: 4/20-22/18

Steering Committee Chair: Donna R. Gillespie

Steering Committee Membership:

- Faculty Chair
- 4 district faculty/staff reps: rotational system (4 year term)
- 1 state office rep: logistical coordinator/liaison
- 2 volunteers: rotational system (2 year term)
- 8 district youth (2 per district) rotational system (up to 2 year term)
- District Retreat focus– one adult (4 year term); one youth (up to 2 year term)

Members cannot serve 2 consecutive terms.

2018 Steering Committee Membership

<u>4-Faculty/Staff</u>	<u>2-Volunteers</u>	<u>8-Youth</u>	<u>State Office</u>
Northern Gail Silkwood (2017-19)	Michelle Clark (2018-19)	Northern - Youth Vacant (2018-19)	Shana Codr
Southern Vacant (2017-18)	Shelia Orgill (2017-18)	Northern - Youth Vacant (2019-20)	
Central Becky Hutchins (2017-20)		Southern - Youth Hannah White (2018-19)	
Eastern Vacant (2018-21)		Southern - Youth Marcus Boehm (2017-18)	
		Central - Youth Rylee Scheer (2018-19)	
		Central – Youth Ryka Fowler (2018-19)	
		Eastern - Youth Riley Hayes (2018-19)	
		Eastern - Youth Vacant (2018-19)	

<u>Northern</u>	<u>Southern</u>	<u>Central</u>	<u>Eastern</u>
Cheryl Lockard (2017-20)	Alysson Statz (2017-20)	Kathi Kimball (2017-20)	Maryanne Stevens (2017-20)
Vacant (2018-19)	Beth Wegener (2017-18)	Chantele Style (2018-19)	Vacant (2018-19)

Steering Committee District Faculty/Staff Position Description

Name of Event: Idaho 4-H Ambassador Program

Idaho 4-H Ambassador Summit Date: November 16-18, 2018

District Ambassador Retreat Dates: Northern: 1/13-15/18 Southern: 2/2-4/18
Central: 3/16-18/18 Eastern: 4/20-22/18

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

To promote 4-H to youth, parents, volunteers and the general public through education, information recruitment and financial support.

QUALIFICATIONS:

- Currently employed as an Idaho 4-H professional (faculty or staff) and be at least 21 years of age.
- Four district positions (one per district) will be selected from submitted applications from current 4-H professionals (faculty and staff). Applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in providing experiences in citizenship, leadership and personal development for 4-H teens. Provide opportunity for experiences that develop skills for public relations, communications and public presentations.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other Ambassador committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the district and statewide events.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in regional and statewide events.
- Publicize, promote and coordinate the district and statewide Ambassador program throughout Idaho.
- Communicate with county Extension offices, and in partnership, assist them with promotion, registration and other needs for Ambassador events.
- Encourage all youth participants to complete 4-H Leadership projects.
- Coordinate transportation and adult advisor selection for Ambassador events (in partnership with District Retreat committees for District events).
- Mentor and support all Ambassadors in their assignments to assure successful events and a positive experience for the youth. Partner with these youth to plan and carry out activities which have been assigned.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Ambassador Summit for three days in November, two day summer planning meeting, attendance at a three day District Retreat and quarterly Zoom video conferences.

RESPONSIBLE TO: Ambassador Steering Committee Chair, committee members and State 4-H Youth Development Director.

District Faculty/Staff Signature: _____ Date _____

Steering Committee Youth Position Description

Name of Event: Idaho 4-H Ambassador Program

Idaho 4-H Ambassador Summit Date: November 16-18, 2018

District Ambassador Retreat Dates: Northern: 1/13-15/18 Southern: 2/2-4/18

Central: 3/16-18/18 Eastern: 4/20-22/18

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

To promote 4-H to youth, parents, volunteers and the general public through education, information recruitment and financial support.

QUALIFICATIONS:

- Eight youth positions (two per district) will be selected from submitted applications from youth who have attended the Idaho 4-H Ambassador Summit no less than one year. Applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in providing experiences in citizenship, leadership and personal development for 4-H teens. Provide opportunity for experiences that develop skills for public relations, communications and public presentations.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other Ambassador committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the district and statewide events.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in regional and statewide events.
- Publicize, promote and coordinate the district and statewide Ambassador program throughout Idaho.
- In partnership with the District Ambassador Retreat planning committees, help plan and carryout a successful district event. Ambassador Steering Committee youth are encourage to teach leadership tracks at district events.
- Encourage all youth participants to complete 4-H Leadership projects.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Ambassador Summit for three days in November, two day summer planning meeting, attendance at a three day District Retreat and quarterly Zoom video conferences.

RESPONSIBLE TO: Ambassador Steering Committee Chair, committee members and State 4-H Youth Development Director.

Youth Signature: _____ Date _____

Steering Committee Volunteer Position Description

Name of Event: Idaho 4-H Ambassador Program

Idaho 4-H Ambassador Summit Date: November 16-18, 2018

District Ambassador Retreat Dates: Northern: 1/13-15/18 Southern: 2/2-4/18

Central: 3/16-18/18 Eastern: 4/20-22/18

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

To promote 4-H to youth, parents, volunteers and the general public through education, information recruitment and financial support.

QUALIFICATIONS:

- Must be 21 years old and a certified 4-H volunteer.
- Two volunteer positions will be selected from submitted applications from adults who have attended no less than one year as an Ambassador committee member or chaperone. Applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in providing experiences in citizenship, leadership and personal development for 4-H teens. Provide opportunity for experiences that develop skills for public relations, communications and public presentations.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other Ambassador committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the district and statewide events.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in district and statewide events.
- Publicize, promote and coordinate the district and statewide Ambassador program throughout Idaho.
- Help across district lines if needed.
- Encourage all youth participants to complete 4-H Leadership projects.
- Mentor and support Ambassadors in their assignments to assure successful events and a positive experience for the youth. Partner with these youth to plan and carry out activities which have been assigned.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Ambassador Summit for three days in November, two day summer planning meeting, possible attendance at a three day district event and quarterly Zoom video conferences.

RESPONSIBLE TO: Ambassador Steering Committee Chair, committee members and State 4-H Youth Development Director.

Volunteer Signature: _____ Date _____

Steering Committee District Retreat Co-Chair Position Description

Name of Event: Idaho 4-H Ambassador Program

State Event Date: November 16-18, 2018

District Ambassador Retreat Dates: **Northern:** 1/13-15/18 **Southern:** 2/2-4/18
Central: 3/16-18/18 **Eastern:** 4/20-22/18

Steering Committee Chair: Donna R. Gillespie

PURPOSE:

To promote 4-H to youth, parents, volunteers and the general public through education, information recruitment and financial support.

QUALIFICATIONS:

- Adult position: Currently employed as an Idaho 4-H professional (faculty or staff), **or** a certified 4-H volunteer, and be at least 21 years of age. Youth position: 4-H member in good standing and at least 13 years old.
- Two positions (one youth and one adult) will be selected from submitted applications. 4-H professionals' applications must be approved by local county chairs, UI Extension District Directors and the State 4-H Director. 4-H volunteers' applications and youths' applications must be approved by local county 4-H professionals and the State 4-H Director.
- An interest in working with youth, volunteers and 4-H professionals in an educational setting and a willingness to work within the philosophy and guidelines of the UI 4-H Youth Development Program.
- Have an interest in providing experiences in citizenship, leadership and personal development for 4-H teens. Provide opportunity for experiences that develop skills for public relations, communications and public presentations.
- Willingness to work as a team member and motivate and inspire youth and adults to assume leadership positions.
- Understand and utilize successful conflict resolutions skills.

RESPONSIBILITIES:

- Work in collaboration with other committee members, 4-H Faculty/Staff, volunteers and youth in the coordination and implementation of the District Ambassador Retreat.
- Follow and adhere to the UI 4-H Youth Development Code of Conduct.
- Follow all guidelines and policies of the University of Idaho Risk Management Office to ensure a safe and healthy environment for youth and adults participating in the district event.
- Publicize, promote and coordinate the Ambassador Retreat within district.
- Encourage all youth participants to complete 4-H Leadership projects.
- After their attendance at district Ambassador events, encourage youth to attend the statewide Ambassador Conference.
- Additional duties as assigned by the Ambassador Steering Committee to assure successful district and statewide Ambassador events for participants.
- Maintain sensitivity to the individual differences of 4-H members, families and volunteers and welcome all youth, their families and volunteers to participate in the event.

TIME COMMITMENT: Ambassador Summit for three days in November, two day summer planning meeting, a three day district event and quarterly Zoom video conferences.

RESPONSIBLE TO: Ambassador Steering Committee Chair, regional committee members and State 4-H Youth Development Director.

District Co-Chair Signature: _____ **Date** _____

Idaho 4-H Ambassador Requirements

With the new opportunities 4-H teens have in statewide leadership roles and the establishment of district Ambassador Retreats it has decided to have two types of Idaho 4-H Ambassadors. Those who attend a District Retreat will be District Ambassadors and those who attend the state-wide Ambassador Summit will be State Ambassadors. New names and titles are as follow:

- Northern 4-H Ambassador Retreat
- Southern 4-H Ambassador Retreat
- Central 4-H Ambassador Retreat
- Eastern 4-H Ambassador Retreat

Those completing the requirements will have polo shirts as District 4-H Ambassadors.

- State 4-H Ambassador Summit

Those completing the requirements will have polo shirts as State 4-H Ambassadors.

District Ambassadors:

Guidelines for youth attending their first District Retreat include:

- Youth must be at least 13 (4-H age) or completed the 6th grade
- Must be currently enrolled in 4-H and be members in good standing
- Youth can attend multiple years

Guidelines for youth to attend District Retreats for additional years include:

- Must be currently enrolled in 4-H and be members in good standing
- Must have completed at least two out of three of the following types of activities; these completed activities will be listed on the registration form for approval at the county level to return
 - Work with a mentor to assist in at least one 4-H promotional activity
 - Work with a mentor to assist in at least one 4-H service project
 - Work with a mentor to assist in at least one 4-H educational activity
- Encouraged to complete the Idaho 4-H Leadership Portfolio (Project)

Starting in 2017, content included in the District Retreat trainings will be based on the 4-H model of Head, Heart, Hands and Health.

- Head – Effective Communication
- Heart – Building Connections
- Hands – Contribution
- Health – Healthy Living

The Ambassador Steering Committee will develop four years of content based on Common Measures and recommendations of the Idaho 4-H Teen Task Force. Topic themes will be rotated through the District Retreats annually.

State Ambassadors:

Guidelines for youth attending their first State Summit include:

- Youth must be at least 14 (4-H age)
- Youth must have attended a District Ambassador Retreat at least one year (this requirement might have to be waived until after 2017 depending on availability and scheduling of District Retreats)
- Must be currently enrolled in 4-H and be members in good standing
- Must have completed the Idaho 4-H Leadership Portfolio (Project) the year attending
- Youth can attend multiple years

Guidelines for youth to attend the State Summit for additional years include:

- Must have completed the following activities; these completed activities will be listed on the registration form for approval at the county level to return
 - Plan and conduct at least one county/district educational event (either with a team or individually)
 - Plan and conduct two (one written and one oral) 4-H promotional activities (either with a team or individually), suggested activities include but not limited to:
 - 4-H Week
 - Newspaper article
 - Social media
 - Civic organization presentation
 - Radio spot
 - Elementary school presentation
 - Teen opportunities presentation
 - Plan and conduct two county/district service projects (either with a team or individually)
- Must complete the Idaho 4-H Leadership Portfolio (Project) the year attending

Starting in 2017, the Ambassador Steering Committee will develop four years of content based on Common Measures and recommendations of the Idaho 4-H Teen Task Force. Topic themes will supplement District Retreat trainings with additional information and advanced presentation and marketing strategies.

District Retreat Content Recommendations

Head: Effective Communication

- Year 1 (2018): Critical Thinking – **Northern**
- Year 2 (2019): Problem Solving - **Eastern**
- Year 3 (2020): Wise Use of Resources - **Central**
- Year 4 (2021): Planning and Organizing - **Southern**

Heart: Building Connections

- Year 1 (2018): Accepting Differences - **Southern**
- Year 2 (2019): Empathy - **Northern**
- Year 3 (2020): Conflict Resolution - **Eastern**
- Year 4 (2021): Cooperation - **Central**

Hands: Contribution

- Year 1 (2018): Self-Motivation - **Central**
- Year 2 (2019): Team Work - **Southern**
- Year 3 (2020): Leadership - **Northern**
- Year 4 (2021): Community Service - **Eastern**

Health: Healthy Living

- Year 1 (2018): Healthy Life Style Choices - **Eastern**
- Year 2 (2019): Character – **Central**
- Year 3 (2020): Stress Management - **Southern**
- Year 4 (2021): Personal Safety - **Northern**

Summit Content Recommendations

- Year 1 (2017):
 - Head - Critical Thinking
 - Heart - Accepting Differences
 - Hands - Self-Motivation
 - Health - Healthy Lifestyle
- Year 2 (2018):
 - Head - Problem Solving
 - Heart - Empathy
 - Hands - Teamwork
 - Health - Character
- Year 3 (2019):
 - Head - Wise Use of Resources
 - Heart - Conflict Resolution
 - Hands - Leadership
 - Health - Stress Management
- Year 4 (2020):
 - Head - Planning and Organizing
 - Heart - Cooperation
 - Hands - Community Service
 - Health - Personal Safety

Ambassadors in Action: Involvement Ideas

County Level

Make 4-H presentations to:

- Civic groups
- School groups
- Community groups
- Donor groups
- Parent groups

Recruit 4-H members with presentations at:

- Schools
- Community Centers
- Activities

Assist with training adult & youth volunteers, for example:

- Project subject matter
- Records
- Officers
- Activities (i.e. Fashion Revue)

Develop support materials for 4-H programs:

- Slide presentations
- Displays
- Teaching materials

Promotional materials or help in your Extension office:

- Answer questions on 4-H
- Help with mailings
- Help with activities
- Promote support for Extension & 4-H

Prepare media presentations for:

- Radio
- TV
- Newspapers
- Websites
- Parades

Conduct community service projects with:

- 4-H members
- Other counties
- 4-H leaders/faculty

Assist with fund raising projects:

- Team up to make donor contact
- Deliver appreciation recognition (i.e. plaques, certificates)

Provide leadership for activities, such as:

- National 4-H Week
- Camp
- Fair
- Talent Shows
- Leader Banquets
- Committees (projects, activities, recognition)

Create awareness of 4-H, for example:

- Displays
- Gimmicks (T-shirts, buttons, business cards)
- Promote project/activities

District/State Level

Represent Extension/4-H/University of Idaho at:

- Ag days
- 4-H Endowment Fund activities
- 4-H leader groups
- State/district/county 4-H activities
- Statewide/regional conferences
- Other state or regional organizations

Serve on:

- State 4-H/Extension Advisory & Development Committees
- State 4-H Planning Committees, such as:
 - Volunteer Forums
 - Ambassador weekend

Provide leadership for statewide activities, such as:

- 4-H Alumni search

Meet with donors:

- Encourage support
- Discuss 4-H program benefits
- Express appreciation

