

# MODOC 4-H YOUTH DEVELOPMENT PROGRAM

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## EMERALD STAR PROGRAM

There are two kinds of star ranks available in the Modoc 4-H Youth Development Program (YDP): those achieved through the Personal Development Report (Bronze, Silver, Gold, and Platinum), and those achieved through leadership development (Emerald Star, All Star, and State Ambassador).

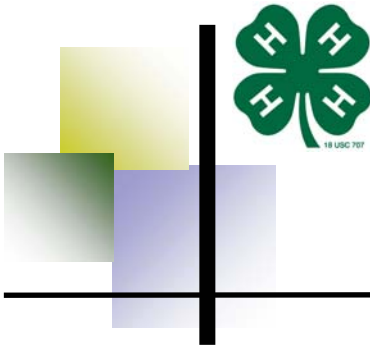
The Emerald Star is a county award designed to keep older members involved in the 4-H program in a meaningful way, and to encourage them to attain a higher level of leadership development through an individual program of planning, action and evaluation/reflection. It also promotes the development of youth adult partnerships, and creates an opportunity for the member to conduct 4-H activities beyond the community club level. Emerald Star is optional and may be awarded to the same member for more than one project.

Successful Emerald Star projects should meet a need in the 4-H program or the community on a countywide basis. The end result is to produce or do something that is useful, needed, and that will provide long lasting benefits. Projects can be to teach, serve, inform, illustrate, coordinate, create or develop activities, products and/or events beyond the scope of a regular 4-H project. The idea is to do something NEW. If the plan is not new, then it must show how the project will significantly improve an existing program. Be creative! Be original! Have fun!

### Application Procedure:

1. Modoc 4-H members, 7th grade & above, who have earned their Silver Star, and who have served at least one year as a Junior or Teen Leader may submit an Emerald Star Application (with budget and Community Club Leader Letter of Recommendation) to the 4-H Office.
2. The 4-H Program Representative (PR) will notify the Modoc 4-H Leader's Council Emerald Star/Citizenship Plan of Action Committee (referred to as the Committee for the remainder of this document) Chairperson when a completed application is received.
3. The Chairperson will arrange an initial interview with the full Committee, 4-H PR, and the Applicant. At that time, the Applicant will orally present the information in the Emerald Star Application.

4. The purpose of the initial interview is to determine whether the project meets Modoc County 4-H Emerald Star guidelines. The interview will focus on: presented plan, value to Modoc County, practicability and feasibility, financial needs and feasibility, assistance required, and presentation of self (conduct).
5. The Committee will grant successful applicants approval to being their project.
6. Each successful applicant will be assigned a Committee member to serve as their Adult Advisor.
7. Adult Advisors will monitor applicants while they complete their Emerald Star project and will provide guidance as needed. They will also be the communication link between the Committee and the Applicant, and between the 4-H Office and the Applicant.
8. Applicants & Adult Advisors are responsible for making sure their project is managed according to California 4-H YDP and Modoc 4-H YDP policies. If you have questions, contact the 4-H Office.
9. All project fundraising activities must be approved by the Committee and the 4-H PR. Fundraising activities listed on a Committee and 4-H PR signed budget are approved. If an applicant needs to conduct additional fundraisers, they must submit a Fundraiser Approval Request (available at the Modoc 4-H Office or website <https://cemodoc.ucdavis.edu>), to the Committee and 4-H PR for approval.
10. All funds must be processed through the Modoc 4-H Council bank account. A sub-account will be created for each member's Emerald Star project and the money raised will be used only for that purpose.
11. All project advertising materials (press releases, ads, posters, flyers, brochures, radio ads, etc) must be approved by the Committee and 4-H PR. Applicants should submit them to their Adult Advisor who will submit them to the Committee and the 4-H PR. Approval will be indicated by the Chairperson's and 4-H PR's signature.
12. At the completion of the project, Applicants will submit an Emerald Star Program Completed Project Report (with a completed budget) to their Adult Advisor. The Adult Advisor will forward it to the Chairperson and 4-H PR.
13. The Chairperson will arrange a final interview with the full Committee, 4-H PR, and the Applicant. At that time, the Applicant will orally present the information in the Completed Project Report.
14. The purpose of the final interview is to determine whether the project met Modoc County 4-H Emerald Star guidelines and accomplished its goals.
15. If the completed work is approved, the member will be awarded the Emerald Star. A committee member will present the Emerald Star at the member's club Achievement/Awards Night or next regularly scheduled club meeting. A special certificate of completion will also be presented by the Council President at the next regularly scheduled Council Meeting.



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## EMERALD STAR PROGRAM APPLICATION

Name \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Plan or Project Title \_\_\_\_\_

Please answer the following questions on a separate piece of paper. You will orally present this information to the Emerald Star/Citizenship Plan of Action Committee at your initial interview. Submit this report to the Modoc 4-H Office.

1. Why do you feel this project is important?
2. What is the purpose of this project?
3. What are your goals? What do you want to accomplish or achieve with this project?
4. What is your plan to achieve your goals? Explain what you are planning to do and what kind of work will be required.
5. Who is your audience/target group? What will your audience/target group learn/gain from your project?
6. What will you gain (personally) from this experience?
7. Will your project need financing? If so, how much will you need, what will the money be used for, and how will the money be acquired. Please include a project budget (form included).
8. Please include a project time line with expected completion date.

I have prepared this application and will follow the Modoc County Emerald Star guidelines.

\_\_\_\_\_  
Emerald Star Applicant

\_\_\_\_\_  
Date

I understand the commitment involved and will support my son/daughter in carrying out this project.

\_\_\_\_\_  
Parent/Guardian

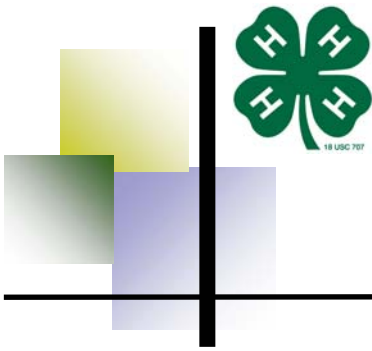
\_\_\_\_\_  
Date

Approval Granted To Begin Project:

\_\_\_\_\_  
ES/CPA Committee Chairperson

\_\_\_\_\_  
4-H Program Representative

March 13, 2007



# MODOC 4-H YOUTH DEVELOPMENT PROGRAM

## EMERALD STAR PROGRAM PROJECT BUDGET

Name \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

INCOME: Source	ESTIMATED	ACTUAL

Total Income                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

EXPENSES: Describe	ESTIMATED	ACTUAL

Total Expenses                      \$ \_\_\_\_\_                      \$ \_\_\_\_\_

You may attach additional pages if necessary.

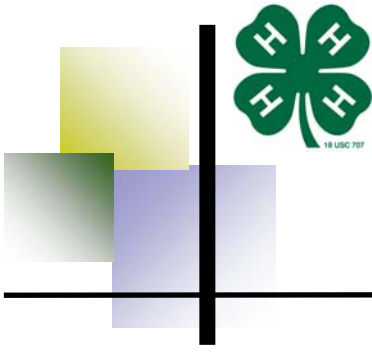
Budget Approved:

\_\_\_\_\_

ES/CPA Committee Chairperson

\_\_\_\_\_

4-H Program Representative



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## EMERALD STAR PROGRAM COMMUNITY CLUB LEADER LETTER OF RECOMMENDATION

Member's Name \_\_\_\_\_ Date: \_\_\_\_\_

Project Title: \_\_\_\_\_

How long have you known the member? \_\_\_\_\_

What major contributions has the member made to 4-H? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

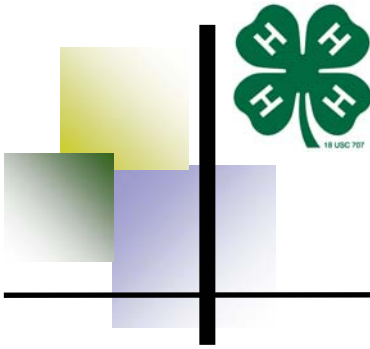
Please describe why this member and his/her proposed project should be approved for the Modoc 4-H Emerald Star Program. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MODOC 4-H YOUTH DEVELOPMENT PROGRAM

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## EMERALD STAR PROGRAM COMPLETED PROJECT REPORT

Name \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Plan of Project Title \_\_\_\_\_

This is the final report for your project. You will orally present this information to the Emerald Star/Citizenship Plan of Action Committee at your final interview. Submit this report to your Adult Advisor.

Please answer the following questions on a separate piece of paper.

### 1. GOALS.

Briefly restate the goals you set for this project.

a. Did you accomplish what you set out to do?

b. Did your goals change during the project?

If they changed, what caused the changes? If your goals stayed the same, do they still seem realistic? Were they too ambitious, or not ambitious enough? Why do you think so?

### 2. PROCESS

a. What did you do to accomplish your goals?

b. What special resources (including people) did you use?

c. Was your time line realistic?

Did you have time to do everything that you wanted to do?

If not, what would have been a more realistic time line?

3. EVALUATION

List the personal aspects of your project.

- a. What was your greatest satisfaction?
- b. What was your greatest frustration?
- c. What are some important things you learned along the way?
- d. If you could go back to the beginning of this project and start over, what changes would you make, if any in the action plan you wrote and the work you did completing the project?

Contributions to Modoc County.

- a. About how many people heard of your project through your personal efforts?
- b. How many people participated directly in your project? How?
- c. What audience/target group did you reach?
- d. What benefits do you believe participants gained from your project?
- e. Do you think your project should be continued?
  - 1. If yes, how do you recommend it be done?
  - 2. Do you personally plan to continue with this project?
- f. Has this project led you to think about other projects which would be suitable for Emerald Star? If yes, what?
- g. Other benefits and/or general comments.

Please attach a completed Budget (both estimated and actual data present).

I have completed this Emerald Star to the best of my ability.

\_\_\_\_\_  
Emerald Star Applicant

\_\_\_\_\_  
Date

I have advised this Emerald Star applicant and believe he/she completed the project to the best of their ability.

\_\_\_\_\_  
Adult Advisor

\_\_\_\_\_  
Date