

MODOC 4-H YOUTH DEVELOPMENT PROGRAM

CITIZENSHIP PLAN OF ACTION

A citizenship plan of action is a service learning opportunity completed by 4-H members attending California Focus or Washington Focus. “Service learning connects meaningful community action/service with academic learning, personal growth, and civic responsibility (National Service Learning Cooperative definition). Unlike community service opportunities, which often consist of short-term projects decided on and planned by someone else, service learning is much “fuller” and offers you and other youth opportunities to work as a team to study community issues in-depth, plan and initiate appropriate action to tackle issues and ultimately, to make a real difference in your communities.”*

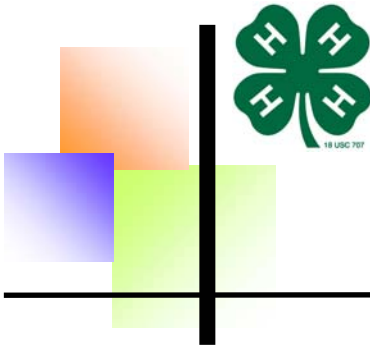
Modoc 4-H members completing a Citizenship Plan of Action will follow this procedure.

Application Procedure:

1. Modoc 4-H members who are attending California Focus or Washington Focus submit a Citizenship Plan of Action Application (with a budget) to the 4-H Office. Members may work together or submit individual Citizenship Plans of Action. The individual or team submitting the Application will be called the Delegation in the remainder of this document.
2. The 4-H Program Representative (PR) will notify the Modoc 4-H Leader’s Council Emerald Star/Citizenship Plan of Action Committee (called 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 Delegation. At that time, the Delegation will orally present the information in the Citizenship Plan of Action Application.
4. The purpose of the initial interview is to determine whether the project meets Citizenship Plan of Action 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 delegations approval to begin their project.

* Enhancing Citizenship Through Service Learning Building Community: A Blueprint for Action
By: Fe Moncioa, MA; Shelley Murdock, Med; and Carole Paterson, Med
1997

6. The California or Washington Focus Chaperone will serve as the Delegation's Plan of Action Adult Advisor. If a Modoc County delegate is traveling with a delegation from another county, a Committee member will be appointed to be their Adult Advisor.
7. Adult Advisors will monitor applicants while they complete their Citizenship Plan of Action and will provide guidance as needed. They will also be the communication link between the Committee and the Delegation, and between the 4-H Office and the Delegation.
8. Delegations & 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 Citizenship Plan of Action 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. Delegations 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, Delegations will submit a Citizenship Plan of Action Final Report (with a completed budget and supporting materials) in a folder 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 Delegations. At that time, the delegations will orally present the information in the Citizenship Plan of Action Final Report.
14. The purpose of the final interview is to determine whether the project met Citizenship Plan of Action guidelines and accomplished its goals.
15. If the completed work is approved, the Citizenship Plan of Action Final Plan will be forwarded to the State 4-H Office for approval. If approval is granted from the State 4-H Office a Committee member will present each member of the delegation with a Citizenship Plan of Action pin and certificate of completion at the Club Achievement/ Awards Night or the next regularly scheduled Club Meeting (which ever occurs first).



MODOC 4-H YOUTH DEVELOPMENT PROGRAM

CITIZENSHIP PLAN OF ACTION APPLICATION

County: _____ Teen Chairperson: _____

Adult Advisor: _____

Goal Of The Plan: _____

Check One: _____ Individual Plan _____ Group Plan

Your plan of action is evidence of your active citizenship role in the community or county. Please answer the following questions on a separate piece of paper. The delegation 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. What problems or special needs does your community have?
2. What activity are you proposing to contribute to the solution? What outcomes do you expect?
3. Whom do you want to reach?
4. What will it cost? Time? Money? Resources?
5. Who will you collaborate with?
6. What will participants gain from this program?
7. How will you publicize your project and report on it?

By signature on this contract, I pledge to take action and to submit a report of the action to the State 4-H Office.

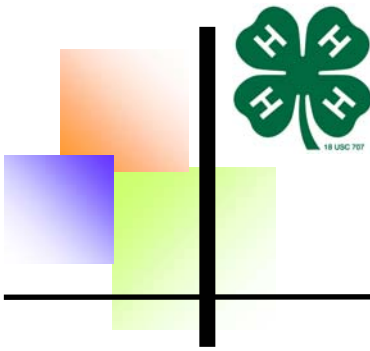
Name:

Signature:

Approval Granted To Begin Project:

ES/CPA Committee Chairperson

4-H Program Representative



MODOC 4-H YOUTH DEVELOPMENT PROGRAM

CITIZENSHIP PLAN OF ACTION PROJECT BUDGET

Name _____ Date: _____

Project Title: _____

INCOME: Source	ESTIMATED	ACTUAL

Total Income \$ _____ \$ _____

EXPENSES: Describe	ESTIMATED	ACTUAL

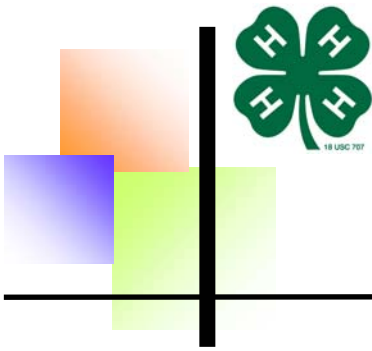
Total Expenses \$ _____ \$ _____

You may attach additional pages if necessary.

Budget Approved:

ES/CPA Committee Chairperson

4-H Program Representative



MODOC 4-H YOUTH DEVELOPMENT PROGRAM

CITIZENSHIP PLAN OF ACTION FINAL REPORT

County: _____ Teen Chairperson: _____

Adult Leader: _____

Goal Of The Plan: _____

Check One: _____ Individual Plan _____ Group Plan

Please answer the following questions on a separate piece of paper. Please submit this Final Report in a folder with an actual budget, pictures, news articles, and other supporting materials. The delegation 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.

1. What were the objectives for the project?
2. What resource did you use? (people, places, publications, other)
3. What expenses did you incur? How were they funded?
4. Logistics: (Who, what, when, where, and how?)
5. How was each team member involved?
6. How did this plan solve a problem or need in your community? Or what did the community gain from this plan?
7. Who was affected by this plan?
8. How many people were impacted?
9. How did you advertise your project?
10. What problems or obstacles were overcome during the implementation of this plan? How?

This plan was completed by:

Name:

Signature:
