

Yolo County 4-H All Star Handbook and Application

**January 1, 2009
Guidelines and Application for
Current and Future All Stars**

Table of Contents

Part One: The All Star

Part Two: Selection of The All Star

Part Three: The All Star Team

Part Four: Cooperative Extension Job Descriptions

Part Five: The Calendar

Part Six: The Donation Letter

Part Seven: The Application—DUE **MAY 13th, 2009**

The Checklist

The Question Sheets

The Summary Form

Three Recommendation Letters

Part Eight: The Judging Sheets

THE ALL STAR

What is an All Star?

The Yolo County 4-H All Star rank is the highest countywide 4-H achievement. Only qualified 4-H members will attain this rank. A person who has achieved this rank is designated as an All Star. An All Star has shown and continues to exemplify:

- Enthusiasm and commitment to the 4-H Program
- Contribution to the 4-H Program
- Citizenship and community pride
- Leadership
- Teamwork
- Enjoyment of public speaking
- A positive role model for all 4-H members

The 4-H members that are chosen to be All Stars have shown exemplary accomplishments in the 4-H Program and the community. The rank of 4-H All Star should not be looked upon as an award only, but as a responsibility. All Stars work together as a team to participate in, lead and promote the 4-H Program.

What are the Qualities of an All Star?

An All Star will:

- **Demonstrate commitment.** An All Star exhibits commitment to 4-H and youth in Yolo County. The All Stars will promote 4-H and All Star team membership.
- **Be active.** An active member knows when All Star meetings and activities are held and participates to his/her fullest.
- **Be responsible and reliable.** An All Star follows through on assigned responsibilities, recognizing that his/her behavior may affect other All Stars, 4-H parents, advisors, leaders, sponsors or 4-H youth.
- **Be a leader.** Leadership is demonstrated by planning, implementing and evaluating selected county events and activities that the team members participate in.
- **Be a willing attendee and contributor.** The All Star team selects county, regional and state events and activities that the team members participate in.
- **Be a team player.** The All Stars function as a team.

- **Inspire.** An All Star reaches out to everyone, independent of age, interests, or race to inspire 4-H members and youth to do their best.
- **Be an ambassador.** An All Star is an ambassador of 4-H in the community. The All Star team participates in selected community service projects and publicizes their activities in timely news articles for the 4-H Family Newsletter and community media.
- **Be a model citizen.** An All Star exemplifies citizenship by complying with the 4-H Code of Conduct and demonstrating behavior that is desired of 4-H members and youth in the community

What Do All Stars do?

Yolo County All Stars are ambassadors of the 4-H program. As ambassadors, the All Stars visit 4-H clubs, reach out to other organizations within the local community, and participate in county 4-H events and activities. They also plan and participate in state and regional leadership events and conferences.

All Stars provide 4-H leadership. They plan and lead county leadership training. They also organize and serve as Master of Ceremonies for a variety of county-wide events.

All Stars are role models for 4-H youth. They maintain communication with 4-H leaders and set an example for younger members to work toward the goals of 4-H.

All through the All Star experience, each All Star is confronted with new and challenging situations allowing them the chance to learn, to grow, to teach and to make a difference. This is what the All Star program is all about!

What are the Duties of an All Star?

The All Stars, as a team, are expected to:

- Meet as an All Star team
- Attend and be ambassadors to Yolo County events, including but not limited to Achievement Night, Knowledge Merit Day, Presentation Day, Skills Day, and Spring Show events and activities.
- Be the Master of Ceremonies for the Spring Show Awards Ceremony
- Plan and conduct a Yolo County Leadership event
- Participate in Yolo County officer training
- Attend state and sectional leadership training events

- Participate in community outreach or community service projects, including but not limited to National 4-H week activities and the Yolo County Fair booth
- Visit 4-H clubs, install officers and talk about the All Star program
- Promote the 4-H program to non-4-H organizations
- Build the All Star team through fun All Star team building events
- Participate in sectional 4-H events such as quarterly regional 4-H meetings
- Attend Yolo County Leader's Council meetings
- Plan and conduct All Star Selections
- Prepare articles for 4-H Family Newsletter

What Meetings Do All Stars Attend?

All Stars continue to attend their 4-H club and project meetings. All Stars attend regularly scheduled meetings, planning meetings and scheduled events/activities.

SELECTION OF THE ALL STAR

Who Can Apply to Become an All Star?

A 4-H member can apply to become a Yolo County 4-H All Star if he/she:

- Is enrolled as a 4-H member and eligible to be enrolled the following year
- Is between fifteen (15) and nineteen (19) years of age (as of January 1 of the year of application)
- Has earned gold star rank
- Has demonstrated leadership within his/her club and has assumed two or more county leadership roles during his/her 4-H membership, one of which occurs the year of application

A county leadership role is defined as organizing or implementing an activity to share knowledge or help others reach their goals beyond a 4-H club. Examples include, but are not limited to, the following:

- Spring Show activity chair
- Chair or active member of a county-wide activity or event such as Achievement Awards Ceremony, Presentation Day, Skills Day, a county-wide project group, county-wide project shows, Knowledge Merit Day, and Yolo County Fair Junior Building
- Club delegate to Yolo County 4-H Club Council
- Junior or teen leader of a county-wide or area (two or more clubs) project group
- Youth delegate to sectional 4-H Leader's Council
- Summer Camp youth staff

SELECTION CALENDAR

All forms must be delivered to 4-H Office—Norton Hall, 70 Cottonwood Street, Woodland, California 95695.

- | | |
|--|--|
| May 1 st -13 th , 2009 | Club leaders submit name of club representative for All Star Selection Committee to 4-H Office |
| Wednesday, May 13 th , 2009 @ 5pm | All Star Application forms and Record Books are due to the 4-H Office |
| Saturday, May 16 th , 2009 @ 9AM | Selection Committee Meeting – Part 1
One representative per club, plus All Stars (no parents or siblings of applicants) attend to review the applications
*Note: This meeting will be held at the Farm Bureau, 69 W. Kentucky Ave., Woodland. |
| Saturday, May 16 th , 2009 @ TBA | Selection Committee Meeting – Part 2
*Note: This meeting will be held at the Farm Bureau, 69 W. Kentucky Ave., Woodland. |
| Wednesday, May 27 th , 2009 | 4-H Council Meeting – Announcement and Installation of new 2009 All Stars |
| June, 2009 | Planning Meeting for 2009-2010 All Stars |

For additional information contact the All Star Advisors:

Jan Johansen
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530-756-6970

Sterling Cristler
canadiankide@gmail.com
530-401-2168

How Does One Apply to become an All Star?

To apply to become a Yolo County 4-H All Star, a candidate must submit the following materials to the Yolo County 4-H Office by the established May due date:

- A current, up-to-date 4-H Record Book
The record book will be returned to the candidate in time for county-wide judging. (Note: a book will not be disqualified if the suggested order is not followed, but it could count against the candidate if the items are difficult to find.)
- The All Star application, consisting of
 1. The Checklist
 2. The Question Sheet
 3. Résumé
- Three letters of recommendation using the 4-H All Stars candidate evaluation forms. The letters must be written by:
 1. An adult leader involved in the 4-H Community Club
 2. An adult not involved in the 4-H program such as a teacher, principal, employer, coach, or member of the clergy
 3. An adult or youth leader who has worked with you in assuming a county 4-H leadership role

The letters of recommendation must be received, not merely postmarked, with the Record Book and application on or before the designated date and time. The completed forms may be mailed directly to the Yolo County 4-H All Star Selection Committee, 70 Cottonwood Street, Woodland, CA 95695, OR the candidate may deliver them in signed and sealed envelopes. The letters of recommendation are confidential and should not be provided to candidates prior to All Star Selection. After All Star Selection, individuals who wrote letters may provide copies to the candidate if they wish.

**A parent and/or guardian of an applicant CAN NOT write a letter of recommendation.*

Record Books, applications and letters of recommendation left in the mail slot will not be accepted; they must be handed to 4-H office personnel. Otherwise, the materials might get lost in the mail.

*Note: If the All Star Handbook is available before December 31, 2008, the dates are non-negotiable. If there is a conflict, it is the applicant's responsibility to make changes on their end to be able to apply and interview. If the Handbook is available after January 1, 2009, adjustments can be made to accommodate applicants with prior obligations. A request must be made in writing and included with the submitted application.

How are Candidates Selected?

An All Star Selection Committee is formed each year to select the new All Stars. It consists of representatives from each community club, current All Stars and the All Star Advisors. All clubs are encouraged to participate in the selection committee. Parents and siblings of an All Star candidate may not participate in All Star selection. Each represented club has one vote. All Stars as a group have one vote. All Star Advisors vote only to break a tie vote.

On selection day, the Selection Committee meets without the candidates to review the application materials of each candidate. Each member of the selection committee has an opportunity to review each candidate's application, record book and letters of recommendation. A Yolo County All Star Evaluation Form can be used to assist the selection committee in assessing the candidates. The Selection Committee will discuss the qualifications of each candidate. Clarifying any questions the committee may have about the candidate's record.

At the designated time, the candidates meet with the Selection Committee. The candidates will participate in a group problem-solving activity as a team and present their solution to the committee. Then the committee will conduct individual interviews with the candidates; each candidate will be asked the same set of questions. Committee members have already reviewed the applications and are able to discuss more specific information from these record books and applications with the candidates.

All candidates are expected to participate in the selection process. As mentioned above, if the All Star Handbook is available before December 31, 2008, the dates are non-negotiable. If there is a conflict, it is the applicant's responsibility to make any changes needed to be able to apply and interview. If the Handbook is available after January 1, 2009, adjustments can be made to accommodate applicants with prior obligations. A request must be made in writing and included with the submitted application.

A secret ballot with one vote per club and one vote from All Stars as a group determines whether or not a candidate is selected to be an All Star. A majority of "yes" votes for a candidate selects the candidate. All Stars as a group cast individual secret ballots. In case of a tie vote, more discussion regarding the candidate will take place followed by another vote. If still no majority is reached, the All Star Advisors will break the tie.

Because serving as a 4-H All Star is an honor, high standards of selection are maintained.

Every effort will be made by the All Star Advisors to notify the candidates within 24 hours of the selection results. A notification letter to confirm the verbal conversation will be sent within one week to the candidates.

How Do All Stars Prepare for All Star Selection?

The All Stars and All Star Advisors are responsible for organizing the selection process. The tasks include:

- Setting the timeline for the selection process including the application due date and the selection date
- Planning the selection process including the preparation of a list of potential interview questions
- Securing the facilities for the selections
- Arranging for refreshments
- Verifying that the application is complete and the eligibility criteria have been met after the applications have been received.
- Contacting community club leaders to ensure that a representative has been selected and knows the time and location of the selections.
- Explaining the roles and responsibilities of an All Star and the All Star selection process, including forms used, during the selections
- Notifying the candidates of the selection results

THE ALL STAR TEAM

Who are Members of the All Star Team?

The All Star Team is comprised of the All Stars, All Star Advisors and the parents of the All Stars.

All Stars are eligible to be active members of the All Star Team until December 31st of their 19th birthday year. After graduation from the 4-H program, All Stars are not active members although they retain All Star achievement rank for life. After the first year of service All Stars may chose to be active or inactive members.

An *active member* is a full-fledged participant in All Star meetings and activities.

An *inactive member* is an All Star “not in good standing” that has been discharged. An inactive member cannot represent All Stars at any event or participate in any All Star meetings or activities

If a member’s conduct violates the All Star or 4-H Member Code of Conduct or the member misses two agreed upon All Star functions without due notification to an All Star Advisor, the member is designated “not in good standing” and is notified to this effect, in writing, by the All Star Advisors. The letter will identify the infractions and specify the consequences, which may include a probationary period (length of which must be specified in the letter). A member “not in good standing” is afforded all the privileges of an active member but may become an inactive member if an additional infraction occurs. A member “not in good standing” may be discharged if the member violates the 4-H Code of Conduct or misses another activity without notification. A discharged member is not eligible for re-election to be an All Star. A member who is “not in good standing” or is discharged may appeal the ruling in accordance with the Yolo County 4-H grievance procedure.

How is the All Star Team Organized?

Each year, the All Star team will decide if they would like to elect officers within the team. If so, the following process will be followed:

The officers of the All Star team may consist of: President, Vice-President, Secretary, Treasurer, Communications Chairperson(s), Reporter, Council Representative and Sectional Representative.

The officers are elected annually by a majority vote of the members present at an All Star meeting. In case of a tie, members will be asked to cast another ballot until the tie is broken.

The duties of each office are transferred to the incoming officers upon election. The records of the President and Secretary will be transferred to the new office-holder upon election. The Treasurer's book is kept with the Yolo County 4-H Leader's Council Treasurer.

The duties of the officers are:

- **President** presides at all meetings and, at all times, keeps the best interests of the 4-H program in Yolo County. Special meetings may be called with the consent of the All Star Advisors. Responsibility for organizing all committees and All Star meetings resides with the President.
- **Vice President** serves as the President in the absence of the President.
- **Secretary** keeps a record of all proceedings of the All Star Team. The Secretary gives a report of the previous All Star meeting each month and provides the All Star Advisors with a copy of the minutes of each meeting. All Secretary records are submitted to the All Star Advisor(s) at the end of the year.
- **Treasurer** manages the finances of the organization, including the payments of all bills approved by the All Stars and presents a report each month informing the All Star team of recent expenditures, receipts and the current balance.
- **Reporter** is responsible for submitting articles on All Star activities for the monthly Yolo County Newsletter, local newspaper, etc.
- **Communications Chairperson** contacts members of the All Star team prior to each meeting and whenever requested by the All Star President or All Star Advisors.
- **Council Representative** attends Yolo County 4-H Leader's Council Meetings, represents the All Star team and reports to the All Star team as appropriate. The representative votes in council, according to his/her best judgment, representing the All Star team. The Council Representative is also encouraged to attend Executive Council Meetings representing All Star youth.
- **Sectional Representative** attends North Central 4-H Sectional Meetings, represents Yolo County and reports to the All Star team as appropriate.

How are Elections Held?

Only active Yolo County 4-H All Stars may run for office.

It is desirable for a candidate for the office of President have served at least one year as an active All Star.

An All Star is encouraged to hold the same office for only one year. The same person may hold multiple offices. Council and Sectional Representative may be held by one officer or may be a rotated office, as decided by the team.

In the event of a vacancy of any office, an election following approved parliamentary procedure will be held.

A secret ballot is used for the election of officers unless all offices are uncontested. Only active All Stars vote.

The election of officers proceeds in the following sequence:

- President
- Vice President
- Secretary
- Treasurer
- Communications Chairperson
- Reporter
- Council Representative
- Sectional Representative

The election of each office proceeds according to the standard 4-H procedure: Should the election proceed by ballot, no write-in candidates will be allowed; all candidates must be nominated. The All Star advisors and an All Star tally the votes and announce the election results to the team. In the case of a tie, an All Star Advisor may break the tie.

All Star Advisors

In general two All Star Advisors per year guide and mentor the All Star Team. Each All Star Advisor shall serve a two-year term commencing July 1. To stagger the terms these advisors will be selected every other year. An advisor may be selected to serve multiple terms.

How are All Star Advisors Selected?

The All Star Team shall select the All Star Advisors from an approved set of candidates. This process usually occurs in June after the new All Stars have been chosen.

Any 4-H member may nominate an Advisor candidate. The parent of All Stars may not be nominated. The candidate must be contacted prior to election and be willing to serve as All Star Advisor. The Yolo County 4-H Youth Development Advisor must approve the All Star Advisor candidates prior to the election. All active All Stars may participate in the election. No current or future advisor shall be present during the Advisor election. A secret ballot may be used.

What do All Star Advisors do?

All Star Advisors:

- Advise, not direct, the activities of the All Star Team
- Counsel, aid, support and promote the All Stars
- Work with the Yolo County Youth Development Advisor and the Yolo County 4-H Leader's Council to coordinate All Star participation in county events and activities
- Attend each All Star Team Meeting

An All Star Advisor must sign the position description and may be replaced if the responsibilities described in the signed position description are not fulfilled.

What Do All Star Parents Do?

Parents of All Stars:

- Support All Stars in fulfilling their duties
- May attend All Star meetings
- May participate in All Star activities

How are funds raised for the All Star Program?

The All Star Advisors are responsible for insuring that the 4-H office provides the All Star Donation Letter and All Star application information to each club and other possible benefactors. This process is independent of the selection process.

How is the All Star Program Evaluated?

At the end of the year, the All Star team evaluates their achievement based on the goals they had for the year.

Amendments to the Handbook

A 4-H member may recommend changes to the Yolo County 4-H All Star Handbook. Any 4-H member may submit a proposal for an amendment to the Handbook to an All Star Advisor. The All Star Advisor presents the proposal to the All Star Team, which in turn discusses the proposed amendment and makes any necessary revisions. The All Star Team submits the proposed revision to Yolo County 4-H Youth Development Advisor for approval. Given the approval of the 4-H Youth Development Advisor the proposed revision is submitted to the Yolo County 4-H Leader's Council. At the following Yolo County 4-H Leader's Council Meeting a majority of the members present must vote in favor of the amendment for it to become effective.

Amendment Record

Original approval date: November 20, 2002

Revision 1 approval date: November 20, 2003

Revision 2 approved date: December 14, 2006

All Star of The University of California Cooperative Extension, Yolo County 4-H Youth Development Program

General Description and Objectives of an All Star

- To be an ambassador of the Yolo County 4-H program
- To develop and apply leadership skills within the 4-H program
- To be an active member of the 4-H All Star team, sharing in goal setting and evaluation activities as well as implementing strategies for meeting the team's goals
- To maintain communication with 4-H leaders and set an example for younger members.

Specific Responsibilities

Duties pertaining to being 4-H ambassadors: visit 4-H clubs, installing officers and presenting the All Star program; promote the 4-H program to other organizations within the community; participate in community outreach or community service projects; participate as Master of Ceremonies at county events; and attend Yolo County events as 4-H role models.

Duties pertaining to developing and applying leadership skills: attend state and sectional leadership training; plan and conduct Yolo County Leadership Training Day; and participate in Yolo County club officer training.

Duties pertaining to being an active member of the 4-H All Star team: attend 80% of All Star team meetings; build All Star team through active participation in at least one All Star team-building event; and participating in the planning and conducting of All Star Selection process.

Duties pertaining to communicating with 4-H leaders: ensure that an All Star attends Yolo County 4-H Leader's Council Meetings, prepare articles for 4-H Family Newsletter; participate in 4-H sectional events; and lead and/or participate in committees and activities, as feasible and appropriate.

Relationships

All Stars are expected to maintain close communication with their All Star President and Advisors. Each is expected to be responsive to members of the 4-H program and the broader Yolo County community who inquire about 4-H and the All Star Program. Individual All Stars are also expected to take on other roles which may include:

- The Council Representative maintains close communication with members of the Yolo County 4-H Council by attending each council meeting and reporting on All Star activities.
- The Sectional Representative attends and participates in North Central Section 4-H Meetings.
- The Communications Chairperson contacts members of the All Star Team with information about meetings.
- The Reporter prepares and submits articles for 4-H Family Newsletter.

- The All Star President presides at all meetings and, at all times, keeps in mind the best interests of 4-H in Yolo County. Special meetings may be called with the consent of the All Star Advisors. The President is responsible for organizing all committees and All Star meetings. The President maintains regular contact with the All Stars, All Star Advisors, and Youth Development Advisor.
- The All Star Secretary keeps a record of all proceedings of the club. The Secretary will give a report of the previous All Star meeting and provide the All Star Advisors with a copy of minutes. All secretary records are submitted to the All Star Advisor(s) at the end of the year.
- The Treasurer manages the finances of the organization; payment of all bills approved by the All Stars and presents a report informing the All Star team of recent expenditures, receipts and the current balance.

Requirements

A 4-H member is eligible to apply for a position as Yolo County 4-H All Star if he/she

- Is enrolled as a 4-H member and eligible to be enrolled in the following year
- Is between fifteen and nineteen years of age (as of January 1 of the year of application)
- Has earned his/her gold star rank
- Has demonstrated leadership within his/her club and has assumed two or more county leadership roles during his/her 4-H membership

The 4-H member must be selected in accordance with the process described in the Yolo County 4-H All Star Handbook.

Rewards

The All Star rank is the highest countywide 4-H achievement. The 4-H members that are chosen to be All Stars have shown exemplary accomplishments in the 4-H Program and the community. The rank of 4-H All Star should not be looked upon as a recognition award only, but as a responsibility and an opportunity. It offers the 4-H member a position where they can be proud to be associated with the 4-H program, make their voice heard and obtain personal satisfaction serving and promoting the 4-H program.

Upon selection as an All Star the selected individual will receive:

- All Star attire
- A portion of the fees for leadership training

Time Involved

The time commitment per year is estimated as follows:

- Attend team meetings: 20 hours
- Ambassador to Yolo County events: 20 hours
- Master of Ceremonies: Achievement Day – 4 hours, Knowledge Field Day – 4 hours, Presentation and Skills Day – 8 hours, Spring Show Awards Ceremony – 4 hours

- Leadership training – 4 days
- Yolo County Leadership Training Day – 20 hours
- Community outreach or community service project– 40 hours
- Club visits – 8 hours
- All Star Selection – 20 hours
- Council Representative – 20 hours
- Reporter – 30 hours
- Communications Chairperson – 6 hours
- Represent 4-H to non-4-H organizations – 8 hours
- All Star Social Activities including fund raising – 40 hours
- Installation of 4-H officers – 6 hours

Total - Estimated 250 to 300 hours/year.

Term of Appointment

One-year, renewable yearly. May be renewed until All Star graduates from 4-H on December 31st of their 19th year. Re-application is not required.

Commitment to Serve

I, _____ have reviewed this role description and am willing to fill the role of Yolo County All Star. I understand that I am serving at the pleasure of the USSE Yolo County 4-H Youth Development Advisor. I will contact this person if I have any trouble fulfilling the responsibilities of this position.

All Star

Date

All Star Advisor

Date

4-H Youth Development Advisor

Date

All Star Advisor of The University of California Cooperative Extension, Yolo County 4-H Youth Development Program

General Description and Objectives

- To be an ambassador of the 4-H All Star program for Yolo County
- To provide leadership within the 4-H program
- To be a mentor of the 4-H All Star Team, leading goal-setting and evaluation activities as well as implementing strategies for meeting the team's goals
- To maintain communication with 4-H Leader's Council President, and the 4-H Youth Development Advisor regarding the All Star Program

Specific Responsibilities

Duties pertaining to being 4-H All Star ambassadors: promote the All Star Program by providing information about the All Star program and the All Star Selection Process to 4-H Clubs; provide information to 4-H Clubs and other units regarding opportunities for youth to participate in All Star activities and events at the local, sectional and state levels; solicit funds for the All Star Program; promote the 4-H All Star Program to other organizations within the community; and above all serve as a positive role model, demonstrating the values of 4-H in all interactions with 4-H community members.

Duties pertaining to providing leadership: advise, not direct, all activities of the All Stars; support the planning and conducting of Yolo County Leadership Day; support All Star participation in Yolo County officer training; organize and oversee All Star Selection including soliciting All Star sponsorships and assembling the All Star Selection Committee.

Duties pertaining to mentoring the 4-H All Star team: counsel, aid, and support the All Stars; attend all All Star team meetings; promote camaraderie and teamwork and build the All Star team through at least one All Star team-building event; and act as an arbitrator in disputes involving All Stars.

Duties pertaining to communicating: work with the Yolo County 4-H Youth Development Advisor and the Yolo County 4-H Leader's Council to coordinate All Star participation in selected county events and activities; attend Yolo County 4-H Council Meetings; act as chaperones for All Star events and activities; and assist All Stars in their communication with community and 4-H members and clubs.

Relationships

All Star Advisors are expected to maintain close communication with the 4-H Community Club Leaders, Yolo County 4-H Leader's Council and the 4-H Youth Development Advisor. All Star Advisors function as a liaison between the All Stars and other 4-H leaders in the county. Any questions or concerns regarding performance of the All Star Advisor are to be discussed in a timely fashion with the 4-H Youth Development Advisor. All Star Advisors nurture relationships with parents of All Stars to support the positive youth development experience of the All Stars.

Requirements

A 4-H adult member is eligible to apply for a position as Yolo County 4-H All Star Advisor if he or she

- Is not a parent of an active All Star
- Shows commitment to serve as a 4-H volunteer, embracing the values and principles of the University of California Cooperative Extension 4-H Youth Development Program
- Relates well to youth aged 15 to 19 years of age and adults from a variety of backgrounds
- Is eager to learn about strategies for supporting youth development and managing a healthy community-based organization
- Is able to delegate responsibilities and lead effective collaborative efforts with all 4-H volunteers
- Is willing to advise the All Stars in their activities without controlling their decisions
- Is willing to acknowledge difficulties and ask for assistance

The All Star team selects candidates for the All Star Advisor position. The 4-H Youth Development Advisor must approve candidates.

Rewards

The All Star Advisor is rewarded by the satisfaction resulting from helping youth develop life skills and confidence while contributing to their community. The All Star Advisor has the opportunity to play an important role in the Yolo County 4-H community and communities that would otherwise not be positively affected by the presence of the 4-H Program in Yolo County. The Advisor has the opportunity to develop skills in project management and organizational development and learn how to more effectively foster youth leadership development. The position affords the All Star Advisor the opportunity to meet new people and develop friendships. The All Star Advisor has the opportunity to realize satisfaction from playing a key role in the management of the Yolo County 4-H Program.

Time Involved

250 to 300 hours per year

Term of Appointment

The term of the position is two (2) years. Advisors may be selected for multiple terms. Each year two All Star Advisors serve. These are selected on alternate years to provide experience overlap. The term commences on July 1.

Commitment to Serve

I, _____ have reviewed this role description and am willing to fill the role of Yolo County All Star. I understand that I am serving at the pleasure of the USSE Yolo County 4-H Youth Development Advisor. I will contact this person if I have any trouble fulfilling the responsibilities of this position.

All Star Advisor

Date

4-H Youth Development Advisor

Date

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The University also prohibits sexual harassment. Inquires regarding the University's nondiscrimination policies may be directed to the Affirmative Action Director, University of California, Agriculture and Natural Resources, 3000 Lakeside Drive, 6th Floor, Oakland, CA 94612-3560 (510) 987-0096.

ALL STAR CALENDAR

Newsletter items must be sent to the 4-H office by the 15th of each month.

July

August Newsletter due 7/15

4-H Camp

July Meeting – Plan Yolo County Fair Booth & Hospitality

August

State Leadership Conference

September Newsletter due 8/15

Yolo County Fair Booth

Yolo County Fair Hospitality

September

October Newsletter due 9/15

September Meeting – Plan Leadership Training Day & Achievement Night

North Central Sectional Council Meeting

County Council Meeting, 7 PM, Norton Hall

October

National 4-H Week

November Newsletter due 10/15

October Meeting

County Council Meeting, 7 PM, Norton Hall

Leadership Training Day

Achievement Award Ceremony

November

December Newsletter due 11/15

November Meeting

North Central Sectional Council Meeting

County Council Meeting, 7 PM, Norton Hall

December

January Newsletter due 12/15

December Meeting – Plan January activities

January

February Newsletter due 1/15
January Meeting
Knowledge Field Day
Sheep Field Day
County Council Meeting, 7 PM, Norton Hall
CAL Conference

February

March Newsletter due 2/15
February Meeting
North Central Sectional Council Meeting
County Council Meeting, 7 PM, Norton Hall
Presentation Day

March

April Newsletter due 3/15
March Meeting
All Star Outreach Meeting
Citizenship Conference
North Central Sectional Presentation Day
County Council Meeting, 7 PM, Norton Hall

April

May Newsletter due 4/15
April Meeting - Finalize Spring Show and plan All Star Selection
County Council Meeting, 7 PM, Norton Hall
Spring Show (Booth Set up in Exhibit Hall)

May

June Newsletter due 5/15
May Meeting
All Star Breakfast
Spring Show Awards Ceremony
North Central Sectional Council Meeting
All Star Selections
County Council Meeting, 7 PM, Norton Hall–**All Star Installations!**

June

July Newsletter due 6/15
June Meeting – Advisor Selection
County Council Meeting, 7 PM, Norton Hall

All Star Donation Letter

April, 2009

4-H Club
Yolo County
Town, CA zip

Dear 4-H Supporter,

The selection of the 2009-2010 4-H All Stars is scheduled for May. See the attached All Selection Calendar and Application. We expect to have several well-qualified candidates again this year

The 4-H All Star rank is the highest Yolo County achievement level and will be attained by only a few 4-H members. An All Star is a person who has achieved this rank. An All Star has shown and continues to exemplify:

- Enthusiasm and commitment to the 4-H Program
- Contribution to the 4-H Program
- Citizenship and community pride
- Leadership
- Teamwork
- Enjoyment of public speaking
- A positive role model for all 4-H members

The 4-H members that are chosen to be All Stars have shown exemplary accomplishments in the 4-H Program and the community. The rank of 4-H All Star should not be looked upon as an award only, but as a responsibility. All Stars work together as a team to participate in, lead and promote the 4-H Program.

Our 4-H All Stars attend the 4-H State Leadership Conference in August. They are trained in diversity understanding and also in one of several of the 4-H National Initiatives such as Youth-At-Risk, the Environment, Citizenship and Leadership. They will also conduct leadership training for Yolo County 4-H members and leaders.

In order to support the 4-H All Stars we ask for your donation. Each scholarship (to cover the cost of registration) is \$300.00. Partial scholarships can be combined to make full scholarships.

We appreciate your contribution in years past and look forward again to your participation this year. Please make your check payable to "Yolo County 4-H Leader's Council." A self-addressed stamped envelope is enclosed for your convenience.

- Yes, we will provide a full scholarship - \$300.00
 Yes, we will provide a half-share scholarship - \$150.00
 Yes, other \$ _____
 No, we are not able to participate this year.

Thank you again for your support of Yolo County 4-H.

Sincerely,
List All Stars and All Star Advisors

THE CHECKLIST

Due May 13th by 5pm, Norton Hall

NAME: _____ CLUB: _____

ADDRESS: _____ CITY: _____

PHONE: _____

NAME YOU WANT USED IN PUBLICITY: _____

Yes	No	I have read the All Star Handbook, especially sections related to the selection process. My questions and recommendations are noted on the back of this page.
Yes	No	I understand my completed application is due Wednesday, May 13 th , 2009 before 5PM at the 4-H Office.
Yes	No	I understand it is my responsibility to contact individuals to complete the All Star Evaluation Forms on my behalf. I will insure the 4-H Office receives these forms by 5PM on Wednesday, May 13 th , 2009.
Yes	No	If my application and Record Book are dropped through the mail slot at the 4-H Office, I understand that it will not be accepted.
Yes	No	I have specified my sizes for a shirt

The following items complete your All Star Application:

♣♣ The following are provided unattached inside my Record Book cover:

Yes	No	The Checklist (this sheet)
Yes	No	The "Question Sheet"
Yes	No	Résumé

♣♣ My 4-H Record Book contains the following:

Yes	No	Annual 4-H Personal Development Report <ul style="list-style-type: none"> • Member's Signature • Parent's Signature • Community Leader's Signature
Yes	No	Current 4-H Records including Youth Leadership – June 2008 to May 2009
Yes	No	4-H project reports for past years
Yes	No	Regional or National Report Form

♣♣ Letters of Recommendation on All Star Candidate Evaluation Forms are provided in sealed envelopes directly to 4-H office or inserted in Record Book
***Please note that a parent and/or guardian of an applicant can NOT write a letter of recommendation.**

Yes	No	<ul style="list-style-type: none"> An adult leader in your 4-H Community Club. Name of leader: _____
Yes	No	<ul style="list-style-type: none"> An adult not involved in the 4-H Youth Program. Name of adult: _____
Yes	No	<ul style="list-style-type: none"> An adult/youth leader who has worked with the candidate in assuming a county 4-H Leadership role. Name of leader: _____

SIGNED: _____ DATE: _____

♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣ ♣♣♣♣♣

♣♣ Please specify your sizes for the following All Star regalia:

shirt size: Small Medium Large Xlarge XXlarge

THE “QUESTION SHEET”

Due May 14th @ 5pm, Norton Hall

NAME: _____

USE NO MORE THAN THREE PAGES TO ANSWER THESE QUESTIONS

Can be typed or hand written, please attach answers to this page.

1. What does 4-H mean to you?
2. What do you want to do to improve 4-H in Yolo County?
3. Why do you want to be an All Star?
4. How are you going to promote 4-H as an All Star?
5. What does citizenship mean to you?
6. What is your definition of a team?
7. What is your personal plan for Service?
8. What would you like to contribute to 4-H while you are an All Star?

RESUME

Name: _____

Age _____

4-H Club: _____

The résumé should include the following:

- **Your Name and Location:** List at the top of your résumé your name, current address and telephone number, and your permanent address and phone number. You may include any e-mail addresses or fax numbers at which you can be reached.
- **Career Objective:** By stating your career or employment goal, you inform your prospective employer of the type of work you're seeking and the kind of skills you wish to use. For this application indicate your 4-H objective.
- **Education:** Include the full name of the high school or college that you attend, its city and state, and your expected graduation date. Also include other forms of education such as extra classes.
- **Achievements:** This is a great opportunity to list any awards you received, highlight 4-H achievements, your GPA if it is above a 3.0, and any clubs, established musical ensembles, or sports teams that have honored you.
- **Activities:** Highlight 4-H leadership, community service, church, school and other club leadership activities. Include organization, your position, and dates of activities. Include at least the two county-wide 4-H leadership activities that qualify you for an All Star position.
- **Experience:** Include any positions (paid and unpaid) in which you acquired and utilized skills generally relevant to your desired position (4-H All Star): previous jobs, internships, extracurricular activities, volunteer activities, summer employment etc.
- **Hobbies/Interests:** List your experiences or hobbies here. Many employers like to hear about your interests outside of business.
- **Skills/Qualifications:** This could include CPR, Microsoft Word, foreign language proficiency etc.
- **References:** "References available on request". Don't include names in your résumé. When references are requested they might include people with titles like teachers, doctors, administrators, etc. Be sure to include addresses and phone numbers of these people. Make sure to contact these people either by phone or letter before you identify them.

Sample Résumé

Joe Clover
12345 Green Lane
Anytown, CA 54321

Objective: Anycounty 4-H All Star

Education: Anytown High School, Anytown, CA
High School Diploma expected, June 2010

Achievements: 4-H County Winner, Plant Science 2007
4-H County Winner, Leadership 2008
Maintained 3.8 Grade Point Average
California Scholarship Federation (2 years)

Activities: 4-H Youth Project Leader – Plant Science 2005-8
President, XYZ 4-H Club 2007-8
Yolo County Community Service 4-H Project Leader 2007-8
4-H Plant Science Spring Show Leader, 2006-7
Member, Spanish Club 2006-8
Assistant Editor, “Anytown Times” School Newspaper 2007-8

Experience: Summers 2006-2008
Anytown Java Shop
Anytown, CA 54321
Assistant Manager - Supervised 8 employees

Hobbies/ Interests: Gardening
Water Skiing
Weight Training
Piano

References: References available on request

Evaluation Form

Applicant's Name _____

The rank of 4-H All Star should not be looked upon as an award only, but as a responsibility, and selection should be made from that viewpoint. Since serving as a 4-H All Star is an honor, high standards of selection should be maintained. This confidential form is for the All Star Candidate Reviewer's use only. A completed form will not be shared with the candidate.

Evaluation Criteria	Max Points	Score	Notes on Application	Notes on Selection Meeting
<p>4-H Participation and Achievement</p> <p>(Has made significant contribution to the 4-H program. Demonstrated growth and knowledge of projects through participation in club, county, regional, and state activities)</p> <p>Refer to record book and Application</p>	10			
<p>Citizenship/ Community Pride</p> <p>(Has demonstrated citizenship and concern, i.e. club officer)</p> <p>Refer to record book, application and recommendation letters</p>	10			
<p>4-H Leadership</p> <p>(Has demonstrated leadership within the</p>	20			

Evaluation Criteria	Max Points	Score	Notes on Application	Notes on Selection Meeting
<p>club and county)</p> <p>Refer to the record book leadership project plan and reports, application and recommendation letters</p>				
<p>Plan of Action (Has a plan of action for All Star tenure)</p> <p>Refer to all questions on application</p>	10			
<p>Team Member (Has exhibited the ability and interest in being a team member)</p> <p>Recommendation letters and team activity during selection meeting</p>	10			
<p>Communication Skills (Able to clearly deliver a prepared talk and an extemporaneous talk, communicate in a self-confident manner)</p> <p>Consider verbal communication during selection meeting</p>	20			

Evaluation Criteria	Max Points	Score	Notes on Application	Notes on Selection Meeting
<p>4-H Role Model (Demonstrated respect in language and behavior, mature attitude/manner toward questions asked, neat appearance)</p> <p>Consider selection meeting and recommendations</p>	10			
<p>Commitment (Willing to remain a 4-H member, commit time to All Star activities without complaining, and is receptive to new ideas and new challenges)</p> <p>Consider recommendation letters and Interview</p>	10			
Total				