



2020-2021

**Hidalgo County 4-H Ambassador
Information Handbook**

“To Make the Best Better”

Table of Contents

Purpose, Objectives, & Goals	3
Eligibility Requirements	3-4
Activity Requirements	5
Dress Code.....	6
Code of Conduct.....	6

PURPOSE:

The Hidalgo County 4-H Ambassador Council Program aims to project a clear and accurate image of the Texas and Hidalgo County 4-H & Youth Development Program. More specifically, the purpose is to:

- *Help Ambassadors develop leadership and communication skills.*
- *Help the public understand the full scope of the 4-H Program.*
- *Provide service to various organizations in the community.*
- *Show and tell key audiences what the 4-H & Youth Development Program is and who it impacts, so that these audiences can understand the impact of 4-H on the lives of young people and how it addresses key issues affecting youth in the community.*
- *Allow families, youth, and communities to become more aware of 4-H and its benefits.*

MEMBERS:

Hidalgo County 4-H members will be selected to serve as 4-H Ambassadors on an annual basis. Applicants will be accepted, based solely on the criteria listed on the interview score sheet in this handbook. There is no minimum number of members per club who can apply.

4-H members and current Ambassadors must apply, interview, and be accepted annually.

Interviews will be held **June 22, 2021** by a panel of three (3) judges selected by the agents. Judges will review applications, recordbooks, essays, and interview each candidate. Following this interview, the panel of judges will determine participants for the Hidalgo County 4-H Ambassador Program.

Interview Date for 2020-2021 Ambassador Program: Please refer to 4-H Newsletter. A sign-up sheet with specific times will become available when applications are submitted.

ELIGIBILITY REQUIREMENTS:

The role of a Hidalgo County 4-H Ambassador is quite demanding and requires older 4-H members who are dedicated, mature, dependable, and very interested in the purposes of the Ambassador Program. The number of 4-Hers selected, each year, to serve as Ambassadors is determined by the County Extension Agent who supervises the Ambassador Program. The number is based upon need, number of clubs, program demands, yearly goals for the Ambassadors, and the number of eligible applicants.

Hidalgo County 4-H Ambassadors must meet certain requirements to be considered for selection as an Ambassador. The requirements are as follows:

- Be at least fourteen (14) years of age by August 31, 2021.
- Must attend the Ambassador Orientation/Training.

- Must have been a member of 4-H for a minimum of three (3) years at the time of submission of the application. Applicants must apply under their current primary or secondary club membership.
- Must have participated in two (2) county events within the past two (2) years.
- Must have had at least two (2) different projects within the past two (2) years.
- Submit a complete application with (2020-2021 Recordbook) and undergo an individual interview with the panel of selected judges.
- Meet all of the activity requirements by the application deadline of the current 4-H year to be considered for renewal.
- Must have participated in at least two (2) community service activities as an individual, as a group member, or in a club type project.
- Must be academically eligible.
- Must be in good standing as a 4-H member.
- **Must agree to the Obligations and Activity Requirements, as stated in this source book.**
- Must apply each year to become an Hidalgo County 4-H Ambassador.

MEMBER OBJECTIVES:

Every Hidalgo County 4-H Ambassador and Ambassador in training has the following obligations and must agree to fulfill the obligations to the best of their ability. These obligations are:

- To attend all Ambassador meetings, which will be determined at the Ambassador Orientation.
- To maintain a positive attitude and represent the Hidalgo County 4-H Program throughout the year.
- To meet all commitments for which the Ambassador volunteers and to complete those commitments with excellence.

ATTENDANCE:

4-H Ambassadors must make every effort possible to attend all activities and meetings. **If attendance is not possible, notice must be given to the 4-H County Extension Agent and/or Adult leader in charge, in advance, at which time agent(s) will determine if it is an excused absence.**

Attendance will be kept for all events/meetings. **Members must attend ALL required meetings and events. Members who miss 3 or more required meetings and/or events will automatically remove from the Ambassador program.** After the second absence, you will be notified to advise you regarding the (3) Required Event Absence Rule. Upon the third and final absence, the member will be automatically removed from the program and will receive a dismissal letter via electronic mail. The Ambassador may attempt to seek membership renewal by meeting face-to face with an advisory board. The advisory board member will be selected by County Extension Agent, and will include: two (2) County Extension Agents, two (2) current 4-H Ambassadors in good standing, and one (1) adult leader volunteer. Excessive absences (excused or unexcused) will result in dismissal.

ACTIVITY REQUIREMENTS:

Meetings

- Attend all Ambassador Meetings.: 4-th Tuesday of months October and March at 6:00 p.m. at the Extension Office. *Other meetings may be called by the County Extension Agent or advisor, as needed to plan events and activities. **Members must notify designated County Extension Agent or advisor by email, if not able to attend the meeting ahead of time.***
- **Attend at least 4 County Council Meetings;** work with County Council on Winter/Spring County Community Service Projects and Fall/Spring Fundraising event. Organize and lead one (1) event/activity during the current 4-H year as an Ambassador group.

Events (ALL Hidalgo County 4-H Ambassadors are REQUIRED to participate in the following:

- Ambassador Orientation & Training (July)
- Enrollment Event/Kick-Off Party (August)
- Hidalgo County 4-H Achievement Night (August)
- Hidalgo County 4-H Foundation Hoedown (October)
- County Fundraising Event (Paper Cover, October)
- Hidalgo County 4-H Fall Community Service Project (November/December)
- Hidalgo County 4-H Spring Community Service Project (April)
- County Fundraising Event (Paper Cover, April)

Expected Events (These events are expected to have Ambassadors participate but are not required)

- RGVLS Gala (November)
- STAR Gala (January)
- STAR Sale (March)
- RGVLS Sale (March)

**Other opportunities to serve will be provided throughout the year, these events are not mandatory for Ambassadors but attendance and participation are highly encouraged.*

DRESS CODE:

Hidalgo County 4-H Ambassadors are required to dress appropriately for all events in which they will be representing 4-H as an Ambassador. For each event, the 4-H Ambassador Advisor will designate which dress is appropriate.

The dress requirements are:

Females:

Navy blue Ambassador blazer, white button-down shirt, khaki pants/skirt
Ambassador Polo Shirt, khakis/jeans
Closed-toe heeled shoes (Black, brown, nude, maximum of 2" pump)/boots

Males:

Navy blue Ambassador blazer, white button-down shirt, tie/bow-tie, khaki pants
Ambassador Polo Shirt, khakis/jeans
Black or brown dress shoes/boots

CODE OF CONDUCT:

All Hidalgo County 4-H Ambassadors are required to comply with the Texas 4-H Program's Code of Conduct AT ALL TIMES, when participating in ANY 4-H event. If a 4-H Ambassador violates any provision of the Code of Conduct, whether it is minor, intermediate, or major, the situation and documentation must be presented before a board, consisting of one County Extension Agent, two adult volunteer leaders, and two 4-H Ambassadors (selected by the County Extension Agents). This board will meet with the 4-H Ambassador and make a decision whether or not the 4-H youth will be able to continue serving as a 4-H Ambassador.

DISCIPLINARY ACTIONS:

Ambassadors are highly motivated, interested, mature and dependable individuals. Problems requiring disciplinary actions rarely occur. In an effort to keep the Hidalgo County 4-H Ambassador Program as one of excellence, disciplinary actions have been developed.

If any Ambassador fails to comply with the Obligations and Activity Requirements section of the application, disregards the uniform requirements, fails to fulfill responsibilities, or represents the Ambassador Program in an unacceptable manner, then the Ambassador will have an opportunity to explain their actions to the County Extension Agent who supervises the Ambassador Program. A written summary of the problem will be made by the County Extension Agent and kept on file. Immediate termination from the Hidalgo County Ambassador Program could result, depending on the nature of the violation.

All Ambassadors will receive one (1) warning when not fulfilling an obligation or miss an event for which they volunteer. If this occurs a second time, the Ambassador will meet with the County Extension Agent to review the situation and their service as an Ambassador. The result may be probation or termination. If an Ambassador is dismissed, he/she will not be able to re-apply for the Ambassador Program for a period of one year.

Changes to 4-H Ambassador Program

If necessary, changes may be made at any time to guidelines, requirements, or any other item related to Hidalgo County 4-H Ambassador Program by County Extension Agents.

Agreement:

I have read the above description and agree to carry out the responsibilities described therein.

Signed _____

Date _____

Printed Name _____

Primary Phone Number & Email:

I have discussed the responsibilities and support with the above signed Ambassador and will provide assistance as indicated.

Signed _____

Date _____

4-H & Youth Development Coordinator

