**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR APPLICATION**

This packet will serve as both an application for the Emerald Star Program and a tracking sheet to guide each step of the activity. The packet will be completed in sections, with only pages 1, 2, 3 and all requested content on those pages required to submit the application. Packets with the completed application section can be submitted to the 4-H Office at1432 Abbott St, Salinas, CA 93901. The window of time in which a member can apply begins July 1 of a new program year and concludes on April 30th . Inquiries regarding the program and application can be directed to the 4-H office at (831) 759-7386.

The Monterey County Emerald Star Program provides an opportunity for 4-H youth to obtain an additional and optional star ranking, while helping their clubs, the 4-H program and/or the community. Youth should grow and improve in the areas of organization, leadership and project planning. Youth do not have to hold a specific, or any star rank to apply for the Emerald Star.

An Emerald Star applicant must present a plan to the Incentives and Recognition Committee that outlines their proposed activities. See more detail on the plan below.

**I. TERM:**

Each Emerald Star activity time span will vary depending on the plan that is proposed by the 4-H applicant. The length of time allotted to the plan by the applicant will be reviewed and checked by the Incentives and Recognition Committee to ensure that the plan is completed within a reasonable period of time, generally 9 months. (July 1st to April 30th)

**II. ELIGIBILITY REQUIREMENTS:**

1. Obtain and complete the application section of the Emerald Star Program Packet and return it to the Monterey County 4-H office at 1432 Abbott St, Salinas, CA 93901.
2. Be 12 years of age as of January 1 of the current 4-H year or be in 6th grade.
3. Must present a written plan to the Incentives and Recognition Committee outlining proposed goals, methods, resources needed, schedule and evaluation plans.
4. Receive approval, in writing, from a parent or legal guardian and a 4-H leader at the project, community or county level.
5. Be able to secure funding for any costs including printing, travel, materials or other incidentals. Or, provide an activity that has costs to offset expenses.
6. Be able to secure transportation for all activities related to the plan proposed.

NOTE: No star rank is required to apply

**IV. EMERALD STAR PLAN:**

Each Emerald Star applicant will create a plan, like a proposal, to be submitted to the Council’s Incentives and Recognition Committee. This plan will be the structure and guidance for the applicant to follow in order to obtain certain goals and requirements. Be sure to consider your plan in terms of time, energy and money involved. Consider other commitments, schedules and transportation prior to submitting your application with your plan. The following is information about the plan:

1. Your plan can cover virtually anything as long as it makes a real contribution to the Monterey County 4-H Program. (Not outside organizations)
2. It may be a new event, adding to an existing event, laying ground work for a new project, building new outreach opportunities, researching and presenting ideas for clubs on Community Service, collaborating with other agencies to find adult volunteers, bring back 4-H alumni, updating 4-H curriculum, creating new documents or resources you want to start.
3. It can be a one-day activity or event or continue over a period of time.
4. Your plan will be evaluated based on:
* Value to the Monterey County 4-H Program
* Fulfillment of a real need
* Creativity and originality
* Practicality and feasibility
* Completion of the plan
* Details and specifics outlines in plan
* Ability for you to show leadership beyond the project and community club levels
1. Your plan is a proposal that will be evaluated by the Incentives and Recognition Committee. After evaluation, the committee will either approve the plan as is, make recommendations and request alterations to the plan, or request that the application and plan be re-submitted after significant changes.

**V. STEPS IN THE PROCESS**

1. Prepare an Emerald Star Plan and Application and submit it to the 4-H Office prior to the April deadline.
2. Attend an Incentives and Recognition Committee Meeting to present Emerald Star Plan and have it approved.
3. Once approved, the Incentives and Recognition Committee will assign a mentor (other than a parent) to assist the 4-H youth with their plan. The mentor can be chosen by the applicant and approved by the committee, or the committee can assign one.
4. If plan is approved by the Incentives and Recognition Committee, be prepared to present the plan to County Council at one of the meetings.
5. Proceed with completion of plan.
6. After completion of the project, a written self-evaluation (a summary, answering predefined questions), optional pictures/supporting materials and the Emerald Star Application Packet will be completed and returned to the 4-H Office prior to the established deadline.
7. A final interview will be scheduled by the Incentives and Recognition Committee, and the results of the Emerald Star plan will be discussed. If the plan completion is not approved, the applicant will be advised what steps need to be taken to get the plan to an approved completion stage.
8. Once approved by the Incentives and Recognition Committee, the applicant should also present the results of their plan to County Council (depending on time constraints). Emerald Stars will be presented by a member of the County Council or the Incentives and Recognition Committee at the applicant’s community club meeting and or at the annual Achievement Night.

**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR APPLICATION**

**Applicant Information**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current 4-H Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_Zip \_\_\_\_\_\_\_\_\_\_

Phone (H)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(C)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Age \_\_\_\_\_\_\_\_ Years in 4-H \_\_\_\_\_\_\_\_\_\_\_\_\_Male \_\_\_\_\_ Female \_\_\_\_\_

**Plan of Action Summary**

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

Proposed start date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Mentor (Can be chosen by applicant or assigned by committee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plan of Action Details and Timeline**

On a separate sheet of paper answer the following questions. (In ink or typed) There is no minimum or maximum length, but provide a clear and concise idea of what you are proposing.

1. List at least 3 goals for your activity.
2. Write a short list of what will others do and learn from your activity.

3. List what resources will you need (money, facilities, equipment, people, etc.)?

4. How will you document your plan to show the selection committee what you have completed your goals? (Video, photos, letters, flyers?)

5. How will you know your project was successful and useful? What will be your measurement of success?

6. What items do you need to start? If not, list what items you do need.

7. What 4-H ages will benefit, what clubs, and why will the Leaders’ Council benefit?

8. What obstacles will you face?

9. What things will possibly interfere or prevent you from completing you plan and how will you overcome those obstacles?

**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR AGREEMENT**

It shall be the duty of each Emerald Star applicant to become fully acquainted with the requirements and responsibilities.

1. The Emerald Star applicant shall wear appropriate clothing while participating in any activities associated with the activity.

2. Emerald Star applicants must exhibit exemplary behavior, be respectful to all, shall not use foul or abusive language (including gestures), be a role model to other 4-H members, and display a positive attitude.

3. Attend all required meetings as outlined in section V.

4. Complete the plan as outlined along with all paperwork, evaluations and completion documents.

**Applicant**

I have personally prepared this application and believe it to be correct. I agree to complete my plan of action as outlined. I understand that should any false or inaccurate statements be purposely given, I can be denied further consideration for receiving my Emerald Star.

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Name (Please Print) Signature of Applicant Date

**Parent or Guardian**

As the parent or guardian of the applicant I approve him/her to apply for an Emerald Star and carry out the activities outlined in his/her plan.

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Name (Please Print) Signature of Parent/Guardian Date

**Community Leader**

As Community Leader I have reviewed this application and believe it to be correct. I also verify that this member is in good standing and therefore eligible to apply for the Emerald Star.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Please Print) Signature of Community Club Leader Date

The University of California prohibits discrimination against or harassment of any person on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (covered veterans are special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized) in any of its programs or activities or with respect to any of its employment policies, practices, or procedures. University policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University’s equal employment opportunity policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 300 Lakeside Drive, 6th Floor, Oakland, CA 94612-3550, (510) 987-0096.

**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR
INCENTIVES AND RECOGNITION COMMITTEE
AUTHORIZATION AND RECOMMENDATION WORKSHEET**

Date application received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date presented to committee\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval votes\_\_\_\_\_\_\_\_\_\_ Denial votes \_\_\_\_\_\_\_\_\_\_ € Approved € Approved with changes € Denied

**Incentives and Recognition Committee members present**

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**Requested changes to plan**

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**Recommendations and suggestions**

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

**Official Emerald Star Mentor**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Dates**

Next Check-In date with Incentives and Recognition Committee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for presentation to County Council\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR APPROVAL**

**SIGNATURE PAGE**

**Committee and 4-H Office Authorization**

After reviewing the application submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to the Incentives and Recognition Committee, the plan proposed has been approved with amendments and changes indicated. The applicant is authorized to begin.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Please Print) Signature of Committee Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Please Print) Signature of Committee Representative Date

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Name (Please Print) Signature of Committee Representative Date

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Name (Please Print) Signature of 4-H Office Representative Date

**4-H Applicant Approval**

After reviewing the changes requested and the suggestion from the Incentives and Recognition Committee, I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to accept my plan and move forward in the Emerald Star Program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Please Print) Signature of Applicant Date

**UNIVERSITY OF CALIFORNIA**4-H Youth Development Program
Monterey County

**EMERALD STAR
EVALUATION AND COMPLETION WORKSHEET**

On a separate sheet of paper answer the following questions by placing the corresponding number next to the answer. (In ink or typed) There is no minimum or maximum length, but explain fully what you did. *Please submit any surveys, comments, or feedback on your Emerald Star Project. Please also include photos and any copies of hand-outs used, worksheets or typed literature.*

1. How did you complete your plan? (What happened, what did you do?)

2. What did you learn from this project or plan and what did others learn?

3. What were the strengths and weaknesses of your plan/project? What unexpected things, good or bad happened and how did you handle them? What things would you have changed or done different?

4. How many 4-H members, clubs, organizations or people did you reach with your plan?

5. Do you feel that your plan was successful overall? Why or why not?

6. If you could tell us anything about your plan and how you completed it that has not already been answered, what would you tell us?

7. What things would you change about the Emerald Star? What things helped you the most in completing your plan?

**Committee and 4-H Office Authorization**

After reviewing the completed Emerald Star Application and Evaluation, from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, it is the decision of the Incentives and Recognition Committee that the completion of this Emerald Star Plan be approved and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ be awarded with his/her Emerald Star.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Name (Please Print) Signature of Committee Representative Date

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Name (Please Print) Signature of Committee Representative Date

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Name (Please Print) Signature of Committee Representative Date

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Name (Please Print) Signature of 4-H Office Representative Date

Date for Emerald Star final presentation to County Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for presentation of Emerald Star to 4-H member at community club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Monterey County EMERALD STAR activity time outline**

To be completed by member(s) and included with application

Applicant Name Project/Plan Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ProjectedStarting Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLAN OF ACTION**

|  |  |  |
| --- | --- | --- |
| **WHEN**--(Month/Date, etc.) | **ACTION/ACTIVITY PLANNED** | **DATE ACCOMPLISHED** |
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Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Supervising 4-H Adult Volunteer Date

I understand and support my son/daughter in carrying out this program:

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian Date

I verify that this member is in good standing and is eligible to be considered for the Emerald Star Program:

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 4-H Club Community Leader Date

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Approved:\_\_\_\_\_\_ Denied:\_\_\_\_\_\_

Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emerald Star Committee Date

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4-H Youth Development Staff Date