



## Missoula County 4-H Ambassador Program Guidelines

November 2004

A 4-H Ambassador is an official envoy, an authorized representative of the Montana 4-H program. A 4-H Ambassador is a self-motivated, enthusiastic leader who promotes 4-H using skill, knowledge and leadership abilities acquired in 4-H with 4-H members, area residents, community leaders, elected officials, and non 4-H youth. A 4-H Ambassador serves as a role model and mentor to younger 4-H members through interaction at events and by setting an example. Finally, a 4-H Ambassador serves to strengthen the 4-H program through public relations.

The Missoula County Ambassador program consists of a Junior and a Senior Ambassador as well as two prospects. Members must be in the 9-12 grades as of October 1<sup>st</sup> of the 4-H year, and be at least 14 years of age by the beginning of the current 4-H year. The retiring Senior Ambassador, if still a 4-H member, may hold the title "Ambassador Emeritus," and continue working with the Ambassador program.

The Senior Ambassador serves as the Chairman of the group. The Junior Ambassador is responsible for assigning committees and filling in and running meetings when the Senior Ambassador is not able to attend.

Being an Ambassador is an honor and a privilege. Being chosen as an Ambassador entails the acceptance of "great" responsibility and a total commitment to the Montana State 4-H Ambassador program. Two outstanding members of each county will be chosen. These guidelines were voted into place by the Missoula County 4-H Executive Committee on September 6, 2000, and were revised on November 25, 2003 and again on November 3, 2004.

**Ambassador Qualifications:**

1. Must be in the 9<sup>th</sup> grade by October 1<sup>st</sup> of the current 4-H year, and be at least 14 years of age by the beginning of the current 4-H year.
2. Must have been enrolled in 4-H for at least two years and must be enrolled in 4-H for the current year.
3. Must be or have been a Junior Leader or a Club Officer.
4. Must be enthusiastic about 4-H as demonstrated by participation, leadership, example, and similar experiences.
5. **Must have the time available to fulfill the role of an Ambassador. Ambassadors must be willing to make the Ambassador program a top priority.**
6. Must be responsible.
7. Must be willing to attend Ambassador meetings and training sessions offered by the state and county. These include State Fall Training and Congress. There may also be a one-day Missoula training and monthly Ambassador meetings.
8. Must be willing to serve in ambassador roles when requested at county, club or community events. (Sufficient notice will be given). Ambassadors will have priority over members enrolled in the teen leadership project.

9. Must have a minimum overall high school GPA of 3.0. This GPA or equivalent must be maintained during their term as an Ambassador. High school GPA needs to be reported to the advisor(s) at the beginning of each year or when interviews for selection are held.
10. Must have parent or guardian support.
11. Must have County Agent staff support.
12. Must be capable and willing to get out of school on a limited basis for special programs. Some school rules are binding and this will be taken into account for events/activities the Ambassador cannot attend.
13. Must be willing to submit to the application process that includes the completion of the application and an interview.
14. Must be willing to serve out the Ambassador term which is from one 4-H Congress to the 4-H Congress held the following year.

**Responsibilities of Ambassadors:**

1. Promote 4-H with potential members, parents, and the general public.
2. Act as a mentor and role model to younger 4-H members.
3. Organize 4-H promotional activities.
4. Develop personal leadership skills and self-confidence.
5. Serve as the 4-H representative to other organizations.
6. Encourage financial support of 4-H.
7. Work directly with county, district and state 4-H leaders.
8. A designee will take notes/minutes at each meeting.
9. May be discharged at any time if behavior is not becoming of Ambassador ideals — any dismissal will be approved by the Selection committee.

**Senior Ambassador Guidelines:**

1. The Senior Ambassador will serve a one-year term.
2. The Senior and/or Junior Ambassador may attend and/or provide a monthly report to the 4-H Council.
3. The Senior or Junior Ambassador will work together to form the Annual Plan of Action. It will be presented to the 4-H Council for funding and approval at the October Council meeting.
4. If interested, applications for State Officer are due at the State 4-H Office on June 1.
5. Selection of the Senior Ambassador will be done in the spring prior to May 1 by a committee made up of the Ambassador Leader(s) (provided they are not related to an applicant), County 4-H Agent, 4-H Council Board Member, at least one Missoula County 4-H community member, and a Past Ambassador (if possible). Relatives of an applicant will not be allowed on the selection committee. Application information will be in the March newsletter. All applications must be returned to the Extension Office one month prior to the May interviews. Selection is based on an application and an interview. A selection form will be completed by the committee. Names and addresses of the Junior and Senior Ambassadors as well as the Key Leader for the county are due in the State 4-H Office by May 1.

**Junior Ambassador Guidelines:**

1. The Junior Ambassador will fill in and run county meetings when the Senior Ambassador is not able to attend.
2. The Senior or Junior Ambassador may attend and/or provide a monthly report to the 4-H Council.
3. The Senior and Junior Ambassador will work together to form the Annual Plan of Action. It will be presented to the 4-H Council for funding and approval at the October Council meeting.
4. The Junior Ambassador will move into the Senior Ambassador position upon review. Junior Ambassadors are not guaranteed a position as the Senior Ambassador. The Junior Ambassador usually moves into the Senior Ambassador position unless issues occur which are reviewed.

5. Selection of the Junior Ambassador will be done in the spring prior to May 1 by a committee made up of the Ambassador Leader(s) (provided they are not related to an applicant), County 4-H Agent, 4-H Council Board Member, at least one Missoula County 4-H community member, and a Past Ambassador (if possible). Relatives of an applicant will not be allowed on the selection committee. Application information will be in the March newsletter. All applications must be returned to the Extension Office one month prior to the May interviews. Selection is based on an application and an interview. A selection form will be completed by the committee. Names and addresses of the Junior and Senior Ambassadors as well as the Key Leader for the county are due in the State 4-H Office by May 1.
6. 4-H members can apply to be a Junior Ambassador without being an Ambassador Prospect.
7. If interested, applications for State Officer are due at the State 4-H Office on June 1.

**Prospect Guidelines:**

1. Only two Ambassador Prospects will be selected.
2. Selection of the Ambassador Prospects will be prior to May 1 in conjunction with the Junior Ambassador interviews. Prospects must apply each year by application and an interview. The Selection Committee will be made up of the Ambassador Leader(s), Senior Ambassador, County 4-H Agent, 4-H Council Executive Committee Member, at least one Missoula County Community Member, and past Ambassador (if possible). A selection form will be completed by the committee.
3. Ambassador Prospects are not guaranteed a position as the Junior Ambassador or as a returning Prospect. They must reapply and go through the application process to be selected again as a board member for the next year.
4. Qualifications for the Ambassador Prospects are the same as for the Junior and Senior Ambassadors. In order to apply, members must be in the 9-12 grades during the 4-H year they serve, and be at least 14 years of age of age by the beginning of the current 4-H year.
5. The Ambassador Prospects are expected to be part of the Ambassador team and fulfill the responsibilities in the Ambassador Plan of Action.

**Ambassador Leader(s):**

- Enthusiastic, dedicated volunteer leader.
- Knows the needs of teens today.
- Can communicate with youth.
- Has time to make the program work effectively.
- Has knowledge and capability to work with the public.
- Is able and willing to attend area Ambassador meetings and training.
- Must be at least 21 years old.
- Must have skills in advising, coaching and teaching teens.

**Ambassador Leader(s) Duties:**

1. Assist with Ambassador selection and recruitment.
2. Meet with the County Agent and Ambassadors to identify county needs.
3. Assist in identifying opportunities for Ambassador(s) to speak on behalf of 4-H.
4. Assist the Ambassadors in developing and writing a Plan of Action for their activities. This includes a time line.
5. Assist the Ambassadors in establishing and attaining goals that are realistic and tailored to individual abilities and talents.
6. Assist Ambassadors in attending training to help make them successful in the Ambassador Program.
7. Keep the County 4-H Agent informed on what is happening with the Ambassador program.
8. Work with the County 4-H Agent and the 4-H Council in keeping the Ambassador program in high priority for visibility.
9. Assist Ambassadors in completing reports due at the State 4-H Office.
10. Assist with recruitment and selection of the next Ambassador.
11. Attend annual orientation held by the County 4-H Agent.
12. Invite adult members of the 4-H Council to attend some meetings held by the Ambassadors. This will serve as a way to educate adult leaders and the Ambassadors.

I acknowledge that I have read and accept these guidelines:

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Name

Date

Revised November 4, 2004