

# 2009-10 Ohio 4-H Ambassador Handbook



**Editor: Kathryn J. Cox, Ph.D. Extension 4-H Specialist, Youth Development**  
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## **Congratulations & Welcome!**

Being a State 4-H Ambassador is a tremendous honor, and an important responsibility. Ohio 4-H Ambassadors are the youth spokespersons for Ohio 4-H. Each year outstanding 4-H teens who demonstrate excellence in 4-H achievement, citizenship, and leadership earn invitations to become 4-H Ambassadors.

Ambassadors serve as speakers, emcees, program facilitators, hosts or hostesses, committee members, and in many other youth leadership roles for 4-H and Extension programs and events throughout the state. Ohio 4-H Ambassadors are also tremendous role models who maintain the highest standards of excellence as they fulfill their 4-H pledge commitments of clear thinking, great loyalty, large service, and better living to make the best better in their clubs, communities, country, and world.

You will hold the title of "State 4-H Ambassador" for the rest of your life (unless you resign or are dismissed for cause). Your orientation will begin your one year of "active status" as an Ambassador. Throughout the next twelve months, you will have many important roles and responsibilities as a youth spokesperson and representative for the Ohio 4-H Youth Development Program.

You will have many opportunities to contribute towards "making the best better" through Ohio 4-H, and will gain many benefits as well. We hope you enjoy your experiences. Congratulations once again.

Best wishes,

A handwritten signature in black ink that reads "Kathryn J. Cox". The signature is written in a cursive style.

Kathryn J. Cox, Ph.D.  
Extension 4-H Specialist, Youth Development

## **2009-10 State 4-H Ambassador Orientation**

Columbus, Ohio  
February 21, 2009

### **9:00 AM State 4-H Ambassador Orientation I - Introductions and Ambassador Basics**

2009-10 Ambassador Welcome & Introductions (Kathy Cox)

Ambassador Get-Acquainted Activity I (Larry Hall– Knox Co Extension 4-H Educator)

State 4-H Ambassadors: Overview of Roles & Expectations (Kathy Cox)

State 4-H Ambassador Panel - Insights & Advice For Ambassador Success

Sign up for Ambassador Leadership Opportunity 1

### **10:15 AM State 4-H Ambassador Orientation II - Working with the Media**

During this second hour of Ambassador Orientation, Andy Vance and Lindsay Hill (owners of AdVance Broadcast & Communications, and the Buckeye Ag Radio Network) will share tips and involve new Ambassadors in "learn by doing " activities related to working with the media and putting your best foot forward as spokespersons for the Ohio 4-H Program.

Sign up for Ambassador Leadership Opportunity 2 & 3

Receive Ambassador Nametags, 4-H Clovers, and Shirts

### **11:30 AM State 4-H Ambassador Orientation III - Assignments & Installation Ceremony**

Working with 4-H Professionals & Volunteers (Larry Hall, Knox Co Extension 4-H Educator)

Ambassador Photos

Sign Up for Ambassador Leadership Opportunity 4 & 5

### **NOON Ambassador Installation Ceremony**

*(Parents and family members are welcome to attend this, if they are present.)*

### **12:30 PM Ohio 4-H Teen Conference Luncheon**

## Contents

- 3 State 4-H Ambassador Program Objectives
- 4 State 4-H Ambassador Responsibilities
- 5 Costs
- 5 Planning & Reporting Ambassador Goals
- 6 Ambassador Leadership Opportunities
- 7 Get Acquainted Activity - 20 Questions
- 8 Developing 4-H Stories and Presentations
- 9 *Learn By Doing* Ambassador Experience: Self-Introduction Presentations
  
- 10 Appendix 1a Ambassador Goal Planning Form
- 11 Appendix 1b Ambassador Goal Reporting Form
- 12 Appendix 2 Sample Ambassador News Release

### **State 4-H Ambassador Program Objectives**

The State 4-H Ambassador program was introduced in 1995 to:

1. recognize 4-H teens who have achieved high standards of excellence in their 4-H program or project work, in community service and citizenship, and in leadership;
2. provide Ohio 4-H teens with opportunities and experiences to enhance their knowledge, skills, attitudes, and aspirations in leadership, citizenship & service, communications and public relations, scholarship, and related areas of interest and need;
3. enable teens to serve as 4-H spokespersons to develop internal and external 4-H partnerships of mutual benefit, and to update elected and appointed government officials, the media, state associations, donor groups, civic groups, parents, volunteers, and others on 4-H developments;
4. strengthen Ohio 4-H teen programs;
5. provide meaningful opportunities for teens to be actively involved and valued as partners in defining, developing, implementing, diversifying, and improving 4-H youth development education in Ohio; and
6. involve teens in expanding 4-H marketing and promotion and in managing the Ohio 4-H image to ensure compatibility with our vision, mission, and values.

## State 4-H Ambassador Responsibilities

Throughout their tenure as active and graduate State 4-H Ambassadors, Ambassadors have the responsibility of maintaining high standards of excellence related to the 4-H pledge commitments of clearer thinking, greater loyalty, larger service, and better living, for the betterment of their clubs, communities, country, and world. Teens who meet the Standards of Excellence, and accept the invitation to become State 4-H Ambassadors are also expected to complete the following during their one year active term:

- Develop knowledge, attitudes skills & aspirations related to:
  - leadership,
  - citizenship & service,
  - communications & public relations,
  - scholarship, and
  - personal areas of interest.
- Participate in the State 4-H Ambassador Orientation Program.
- Take part in at least three additional Ambassador meetings. Meeting dates are:
  - Sat, March 14 – 8:00-8:30 AM at the Ohio 4-H Volunteer Conference at the Greater Columbus Convention Center
  - Fri, May 1 – 9 AM to 3 PM at 4-H Camp Ohio (Ambassador meeting & Camp Ohio Work Day Service Project)
  - Fri, July 17 – 8 AM to 2 PM at the Ohio State Fair Lausche Building (Cloverville Set-Up & State Fair Preview)
  - Sun, Aug 2 – 9:30 to 10:30 AM at the State Fair Cloverville/Lausche Bldg (see the fair with fellow Ambassadors afterwards)
  - Sat, Sept 19 – 10 AM to Noon at the Nationwide & Ohio Farm Bureau 4-H Center in Columbus
  - Wed, Dec 30 – Noon-3PM Ambassador Holiday Party at the Nationwide & Ohio Farm Bureau 4-H Center
- Accomplish at least three personal Ambassador goals identified during orientation.
- Serve as emcees, committee members, and in other roles at the Ohio 4-H Teen Conference, State Fair 4-H Events, and other state 4-H programs.
- Assist as needed in planning, implementing, and evaluating statewide 4-H programs such as: subject matter conferences, volunteer training sessions and recognition programs, member recognition programs, new 4-H project development, etc.
- Represent Ohio 4-H members on statewide program and development committees.
- Work with other State 4-H Ambassadors to plan, implement & evaluate an Ambassador project to:
  - a) Strengthen
  - b) Promote, and
  - c) Publicize the Ohio 4-H youth development program.
- Participate in at least six State 4-H Ambassador “Leadership Opportunities” identified during orientation.

## Costs

The State 4-H Ambassador program is organized to be as cost-efficient as possible...

- Expenses associated with Ambassador presentations and appearances will be handled by the hosting program. For example, the State Fair will provide admission passes and lunch tickets for Ambassadors who have responsibilities there. Similarly, Ambassadors who speak at banquets or conduct Ambassador programs at conferences should receive free meals and registrations.
- Wendy's International is providing \$5,000 per year in sponsorship support for the State 4-H Ambassador Program, and meeting facilities, educational materials and other resources are provided free or for very little cost to Ambassadors. They also sponsor half the cost of the official State 4-H Ambassador polo shirts. However, Ambassadors are expected to provide their own transportation, meals, and related expenses associated with attending the regular statewide Ambassadors meetings.
- Ambassadors are also expected to secure the funds necessary to pay their own program costs, meals, lodging if necessary, and transportation for the Ambassador Orientation, and for the Recognition & Graduation Commencement in 2010. Sponsorship to support these expenses is available in many counties. Contact your Extension 4-H Educator to see if such support is available in your county.

## Planning and Reporting Ambassador Goals

Each Ambassador is expected to accomplish at least three personal Ambassador goals before May 1, 2010. An *Ambassador Goal Planning Form*, and an *Ambassador Goal Reporting Form* are included in Appendix 1 of this handbook.

- Please complete and return an *Ambassador Goal Planning Form* for each of your three personal Ambassador goals by August 2, 2009.
- Then complete and return an *Ambassador Goal Reporting Form* with details about each goal you accomplish. Reporting forms for at least three accomplished goals must be returned by May 1, 2010 in order to earn an invitation to the annual State 4-H Ambassador Recognition Luncheon.

Examples of goals completed by recent Ambassadors include:

- Meet with a local news reporter or feature editor about a potential 4-H story.
- Meet with an elected official about 4-H
- Emcee two county 4-H events
- Send thank you notes to Wendy's and the Ohio 4-H Foundation
- Give a talk to a local teen 4-H group about Ambassadors
- Promote your 4-H camping program
- Do presentations to recruit new 4-H'ers, volunteers, and 4-H Ambassadors
- Get a story printed or aired about 4-H Teen Opportunities & Awards
- Assist your 4-H Educator with Ohio 4-H Week Promotions
- Provide leadership for a community service project with a group of other 4-H'ers
- Serve as a 4-H spokespersons to strengthen 4-H partnerships with: government officials, the media, donors, state associations, community groups, parents, and/or volunteers.

## Ambassador Leadership Opportunities

Each Ambassador is expected to participate in at least seven State 4-H Ambassador "Leadership Opportunities" before May 1, 2010. 2009-10 opportunities which are known thus far are outlined on a separate sheet, and posted on the sign-up sheets around the room. Additional opportunities will be announced at Ambassador meetings on the Ambassador website at <http://www.ohio4h.org/youth/ambassadors/index.html> and through e-mail messages as needed.

Please note the Ambassador Leadership Opportunities for which you sign up here:

Leadership Opportunity	Date	Time	Location	Contact
1.				
2.				
3.				
4.				
5.				
6.				

## Get Acquainted Activity - 20 Questions

### Introduction & Directions:

This is a non-strenuous activity which is useful for helping people get acquainted at a deeper level in a shorter period of time than is usually the case with introductory activities.

- Seat participants in a circle, so that everyone is facing everyone else.
- Use the 20 questions listed below to begin the activity, or use other questions of your own, or have participants write their own questions.
- The facilitator should ask the first question, and ask for a volunteer to be the first one to answer. The first volunteer should say their full name, and then respond to the question.
- After the first person gives his/her response, the next person in the circle should say his/her name and give his/her response to the question. After the second person has responded, the third person should respond, and so on until everyone in the group has said their name and responded to the question.
- Repeat the process with other questions for about 20-30 minutes.
- Then "process" the activity with at least four or five of the synthesis questions.

### 20 Questions

1. Where are you from and what are one or two things you like about it?
2. What is the best program on television? ...What book would you recommend to your friends?
3. What hobbies, sports, or other leisure time activities do you enjoy most?
4. If you could have anything you wanted for supper, what would be on the menu?
5. What do you want to be doing ten years from now?
6. What do people like most about you? ...least? ...what image would you like to portray?
7. What one day in your life would you like to live over?
8. Who was your best friend in the fourth grade, and why?
9. What is the greatest problem in the world?
10. In what ways are you like your grandparents? ...different from them?
11. What is the most creative thing you've ever done? ...the most silly thing?
12. If you knew you only had six months to live, how would you spend your remaining time?
13. What living person (not related to you) do you most admire?
14. If you could invent or discover one new thing, what would it be?
15. What is the best piece of advice you have ever received?
16. If you could go anywhere on earth for a two-week vacation, where would you go? Why?
17. What are one or two things you like about your family?
18. In what ways do you hope your adult life is similar to and different from your parents' lives?
19. When do you feel the most lonely? ...the happiest?
20. What is one thing about you that you have not shared yet, that others would find interesting?

### Processing / Synthesis Questions

1. Which person did you learn the most about?
2. Which person would you like to know more about?
3. Which person do you think revealed the least about himself/herself?
4. Which answer surprised you most?
5. Which person, of the same gender, could you best get along with for a long period of time?
6. Which person do you think/feel is most like you?
7. Which person seems least like you?
8. Which person seems to be the most balanced physically, intellectually, emotionally & socially?
9. Which person has the most charisma? ...seems to be the most natural leader?
10. Is there a question you would like to ask the group?

## **Developing 4-H Stories and Presentations**

One of your most important roles as an Ohio 4-H Ambassador will be to “tell the 4-H story.” It is important that you be prepared to do the best job possible in representing the program.

As a 4-H Ambassador, you will actually be telling the 4-H story in everything you do. Because you are one of a very select group of teens who have earned an invitation to become an Ambassador this year, others are likely to watch you closely and try to figure out what makes you - and the 4-H program - so special. There will be many times when you will not even be aware that people are forming judgments about the 4-H program as a result of things you say and do. Even when you are not officially representing the program, little kids will see you as a role model, taxpayers & donors will be evaluating if their investment in 4-H was well spent, potential 4-H volunteers will be deciding whether they want to work with young people like you, and parents & grandparents will be influencing their loved ones to join 4-H (or not!)..based on your attitudes and behaviors. Please remain aware of this, and always try to be at your best!

In addition, you will have many opportunities to tell your 4-H story, and the 4-H stories of thousands of other youth across the state - through interviews, meetings, personal presentations, news articles and feature stories, radio and TV appearances, and in many other settings. The “learn by doing” experiences you will have in Ambassador meetings are designed to help you strengthen and refine your abilities to do this.

Why do we tell 4-H stories? Because that’s what people remember! It is important to share enough facts and figures for your listeners and readers to understand completely and accurately the main points of message you are trying to convey. But it is the personal experiences and stories that they will believe, remember and act upon.

Most Ambassador stories and presentations should include three parts, beginning with elaboration about the most important details, and wrapping up with the least important information:

### **1.The “Attention Grabber” Lead**

Capture the listener’s (or reader’s) attention with a real story about a real person (or persons) to illustrate the main points of your presentation.

### **2.The Supporting Content**

This is where you “fill out” the story with factual information and other specifics related to your topic, and answer the question, “So what?” Make sure you answer all the key questions in this section - who, what, when, where, why, and how it will affect me or how it was done.

### **3.The Effective Closing**

This is where you “make the ask”. The closing should “wrap up” the story for the listener or reader, and motivate them to remember and act upon the points you made earlier.

### ***Learn By Doing Ambassador Experience: Self-Introductions***

Each Ambassador candidate is asked to prepare and share a short presentation in which you briefly introduce yourself and achieve one of the goals listed below:

- Explain how 4-H has benefitted you,
- Explain how 4-H has benefitted your family,
- Explain how 4-H has benefitted your community,
- Explain what you would like to do to make the Ohio 4-H program

*After everyone's introduction has been completed, spend some time visiting about your presentations, ask additional questions, and offer any suggestions you think might be helpful to others in your group.*

Appendix Ia - **Ambassador Goal Planning Form**

*Directions: Please list the Ambassador Goals you plan to complete, with “bullets” outlining the details about who, what, when, where, why, and how you plan to proceed in accomplishing each goal. Please submit your goal plans for at least three goals to the State 4-H Office no later than August 2, 2009. Example:*

Goal x: Recruit new 4-H members from 3<sup>rd</sup> & 4<sup>th</sup> grade classes

- *Contact my County 4-H Agent/Educator and volunteer to serve on my county’s 4-H awareness team to do presentations for local grade school assemblies*
- *Develop a short powerpoint/slide show about what kids do in local 4-H clubs in my county, and about the different kinds of 4-H projects that are available for them. Do presentations using the slides in Awareness Team visits to 3<sup>rd</sup> & 4<sup>th</sup> grades at North, West, and South Elementary Schools in March.*
- *Distribute “4-H Membership Information Request” cards to students at the assemblies, for them to fill out and return.*

Goal 1:

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- 
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Goal 2:

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- 
- 

Goal 3:

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- 
- 
- 

Your Name: \_\_\_\_\_ County: \_\_\_\_\_

Appendix 1b - Ambassador Goal Reporting Form

Directions: Please list the Ambassador Goals you actually completed, with "bullets" outlining the details about who, what, when, where, why, and how you accomplished each goal. Please submit your accomplishments for at least three goals to the State 4-H Office, 2201 Fred Taylor Dr, Columbus, OH 43210 no later than May 1, 2010.

Example - Goal x: Recruited 40 new 4-H members from eight 3<sup>rd</sup> & 4<sup>th</sup> grade classes

- Contacted my County 4-H Agent/Educator and volunteered to serve on my county's 4-H awareness team. We did presentations for eight grade school classrooms. The ones at North School were March 7, and East's were March 9.
- A friend and I put together a 10 minute powerpoint presentation with digital pictures showing 4-H members doing 4-H projects, enjoying camp, painting house numbers on curbs for our community service project, competing at the fair, and playing games at the county 4-H picnic. I gave the presentation during the awareness team visits to the schools.
- I also distributed "4-H Membership Information Request" cards to the students. 96 students returned completed cards saying that they were interested in joining 4-H. Each of us called ten students to invite them to join clubs in our areas and 40 of the 96 kids we called enrolled in a 4-H club in time to qualify for 4-H camp scholarships.

Goal 1:

- \*
- \*
- \*
- \*

Goal 2:

- \*
- \*
- \*
- \*

Goal 3:

- \*
- \*
- \*
- \*

Your Name: \_\_\_\_\_ County: \_\_\_\_\_

Appendix 2  
**Sample Ambassador News Release**  
(Developed by Martha Filipic, OSU Extension Editor)

\_\_\_\_(date)\_\_\_\_\_

For more information, contact: \_\_\_\_\_

**Local Teen Named as State 4-H Ambassador**

COLUMBUS, Ohio -- \_\_\_\_\_ of \_\_\_\_\_ County was recently named an Ohio State 4-H Ambassador and took part in an Ambassador Orientation Program held February 21 in Columbus.

The State 4-H Ambassador program was introduced in Ohio in 1995 to recognize teens for their excellence in 4-H project and program work, citizenship and leadership, and to provide those outstanding teens with additional 4-H opportunities at the state and county levels. All Ohio teens who have achieved excellence in 4-H work, 4-H participation, 4-H citizenship, 4-H leadership, 4-H officer/ committee work, and non-4-H leadership are invited to apply for this honor.

\_\_\_\_\_ was selected for this honor (\_\_\_\_\_ tell your own story in this paragraph\_\_\_\_\_).

State 4-H ambassadors serve as 4-H spokespersons to strengthen 4-H partnerships with government officials, the media, state associations, donors, civic groups, parents, volunteers and others. They also help develop, implement and improve 4-H youth development in Ohio.

While State 4-H Ambassadors hold that title for life, beginning with a one-year term of active status. A total of 38 youth were named 4-H Ambassadors this year.

Ohio 4-H Youth Development is a program offered through Ohio State University Extension. 342,657 youth are involved in Ohio 4-H programming statewide.

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Caption: Kathryn Cox, OSU Extension 4-H Specialist, Youth Development, greets newly inducted State 4-H Ambassador \_\_\_\_\_, of \_\_\_\_\_ County.