

## **ALAMEDA COUNTY 4-H EMERALD STAR PROJECT INFORMATION SHEET**

Application due to Alameda Co. Incentives & Recognitions Committee  
Applicant will be contacted to schedule interview date and time.  
Committee Approval is necessary before beginning project  
A project review interview will be scheduled upon project completion

The Alameda County Incentives & Recognitions Committee identified the need of leadership opportunities beyond the normal scope of a project. The Emerald Star Program is a County Achievement program to recognize individual goal setting, implementation and accomplishment beyond the club level. It is not part of the state star rank system (Bronze, Silver, Gold, Platinum and All Star).

### **WHO MAY APPLY FOR EMERALD STAR? (QUALIFICATIONS)**

Any 4-H member that is in 8th grade or above, has completed a minimum of 1 year in Junior/Teen Leadership Project AND has earned at least a Silver star rank.

### **WHAT DOES AN EMERALD STAR APPLICANT DO?**

An Emerald Star applicant must present a plan of proposed leadership to a selection panel (\*see below for plan guidelines) which includes a completed copy of the attached plan. Once the plan is approved by the committee and council, the applicant will work under the guidance of a mentor to implement his/her project. At the conclusion of the project, the applicant must submit a self evaluation of their project to the committee and share his/her project outcome at council.

### **WHAT SHOULD THE PLAN BE?**

The applicant must present a plan of proposed leadership to be offered on a multi-club or county level or in the community. Some examples are:

- Invent a new or resurrect an old project workshop or field day.
- Coordinate a new judging contest or training day
- Make or improve a slide/video or information pamphlet for County use. (Should be in an area where there is a need)
- Hold a mini fair for non traditional 4-H audience.
- Prepare or update project materials.
- Establish a community service project, petting zoo, adopt a group home, tree planting, recycling, etc.
- Create a buddy system with new 4-Hers and encourage new 4-H families to participate in countywide events.
- Create a promotional program for 4-H (i.e. 4H community display, newspaper articles, radio show, and community event/parade participation)

Please remember these are only example ideas. **BE CREATIVE!** County events already in place are not considered eligible as a part of the Emerald Star Program. Your plan can be something that no one has done recently or fills some kind of need in the county 4-H program or community. It can also be an expansion of what someone has already established.

## **IMPORTANT FACTORS TO CONSIDER IN DECIDING ON AN EMERALD STAR PROJECT:**

1. Is it something useful, something that is needed?
2. Does it provide a chance for you to demonstrate leadership beyond your own club?
3. Is it a project you can handle -- area, cost, time, skills you have or can acquire, people involved?
4. Has a time schedule been prepared that is realistic? (If you wish to have a County event, it must be brought before L Council and approved AT LEAST 90 days in advance).
5. Review plan with your 4-H Project Leader or Mentor before submitting to committee. (If you don't have a mentor, the I&R committee can help you select one.)

## **HOW DO I COMPLETE AN EMERALD STAR PROJECT?**

1. Prepare an Emerald Star Plan and Application which states the goals, methods, resources, time schedule and evaluation of the proposed project. Submit this application to the 4-H Council president or a member of the Incentives and Recognitions Committee.
2. Select a certified 4-H adult leader, other than your parent, to be your mentor. This person's role is to assist you with your project.
3. Review the project or plan with interview committee. Interview date is to be set up by the Incentives & Recognition committee.
4. The I&R committee will invite you to the next available Leader's Council meeting to make a presentation about your proposed Emerald Star Project.
5. Working with a mentor, complete your prepared project or plan. Any significant revisions or changes made to the project are subject to approval by the I&R committee.
6. After completion, prepare a final report and self-evaluation of your activity and submit it to the I&R Committee. Pictures and supporting materials are welcome and encouraged.
7. A final interview/presentation will be scheduled by the I&R committee, and the results of the Emerald Star project will be discussed.
8. Emerald Star candidates will be contacted upon final approval. Those successfully completing Emerald Star project award are asked to give a final presentation of their completed projects to Leader's Council.

## **HOW ARE THE EMERALD STARS CHOSEN?**

The Incentives & Recognitions committee's decision to award the Emerald Star award will be based on the implementation and completion of an applicants project plan.

## **RECOGNITION**

After the final project presentation, the applicant will be notified if he/she is to receive an Emerald Star Award. Emerald Star project winners will receive their award at County Awards Night.

Applications are due to Incentive & Recognition Committee prior to initial interview.  
 Applicant will be contacted with interview dates and times.  
 Self Evaluation paperwork must be submitted within 30 days of project completion.



ALAMEDA COUNTY 4-H EMERALD STAR PROJECT APPLICATION

**Instructions:** Please answer the following questions. Applicants may use extra paper as they need for their answers.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Years in 4-H (including current year) \_\_\_\_\_ Club \_\_\_\_\_

Birthdate \_\_\_\_\_ Grade in School \_\_\_\_\_

Title of Plan or Project \_\_\_\_\_

Name of Mentor \_\_\_\_\_ Relationship to Applicant \_\_\_\_\_

**I. Goals and Objectives -**

- A. What do you plan to do?
- B. Why is this project important? Why did you choose this project?
- C. Who will benefit from this project and how?
- D. What will you gain or learn from this experience?

**II. Methodology or What is your plan?**

- A. What type of activity will you use to complete your plan (Field Day, Video Tape, Slides, etc.)?
- B. What **resources** will you need (money, facilities, equipment, people, etc.)?

| <u>Item</u> | <u>How will you secure it?</u> |
|-------------|--------------------------------|
|             |                                |

### C. Time Schedule

*Use this table to chart out steps to prepare your application of your project.*

| <b>Action/Activity Planned</b>     | <b>Projected Date</b> | <b>Scheduled Date</b> | <b>Check off as completed</b> |
|------------------------------------|-----------------------|-----------------------|-------------------------------|
| Select and contact project mentor  |                       |                       |                               |
| Emerald Star Application turned in |                       |                       |                               |
| Initial I&R Interview scheduled    |                       |                       |                               |
| Meet with mentor to review plans   |                       |                       |                               |
| Present Plan to Leaders' Council   |                       |                       |                               |
|                                    |                       |                       |                               |

*Use this table to chart out steps to implement your project.*

| <b>Action/Activity Implementation</b> | <b>Projected Date</b> | <b>Scheduled Date</b> | <b>Check off as completed</b> |
|---------------------------------------|-----------------------|-----------------------|-------------------------------|
|                                       |                       |                       |                               |
|                                       |                       |                       |                               |
|                                       |                       |                       |                               |
|                                       |                       |                       |                               |
|                                       |                       |                       |                               |
|                                       |                       |                       |                               |

*Use this table to chart out your final steps upon completion of your project.*

| <b>Action/Activity Completion</b>           | <b>Projected Date</b> | <b>Scheduled Date</b> | <b>Check off as completed</b> |
|---|-----------------------|-----------------------|-------------------------------|
| Complete Self Evaluation                    |                       |                       |                               |
| Submit Final Report                         |                       |                       |                               |
| Final Presentation Interview to Committee   |                       |                       |                               |
| Present Project Outcome to Leaders' Council |                       |                       |                               |
| Attend Achievement Night                    |                       |                       |                               |
|   |                       |                       |                               |

*You may include additional pages if needed for your time schedule.*

**III. Evaluation**

How will you know if your project has been successful and you've accomplished your goals?

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Signed \_\_\_\_\_  
Emerald Star Applicant Date

Signed \_\_\_\_\_  
Supervising 4-H Adult Volunteer or Mentor 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: \_\_\_\_\_

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

\_\_\_\_\_  
I&R Committee Member Date

\_\_\_\_\_  
I&R Committee Member Date

\_\_\_\_\_  
I&R Committee Member Date



**ALAMEDA COUNTY 4-H EMERALD STAR PROJECT**  
**SELF EVALUATION**



Name \_\_\_\_\_ Phone \_\_\_\_\_

Years in 4H (including current year) \_\_\_\_\_ Club \_\_\_\_\_

Birthdate \_\_\_\_\_ Grade in School \_\_\_\_\_

Title of Plan or Project \_\_\_\_\_

**Instructions:** Please answer the following questions. You may use added space as needed to this evaluation summary. *Please submit this report along with any surveys, fliers, pictures, newspaper articles or feedback on your Emerald Star Project. Please include a copy of your completed time schedule plan.*

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

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

3. If there were participants, what did they learn? How many attended?

4. What went well during your plan/project? What were the strengths?

5. If you could go back to the beginning and start fresh, what changes would you have made to your plan?

Attachments: Your completed time schedule plan

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Signed \_\_\_\_\_ Date \_\_\_\_\_  
Supervising 4-H Adult Volunteer

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Emerald Star Applicant