



MONTANA 4-H

Ambassador Handbook

"To Make the Best Better"

Revised July 2012



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Ambassador Handbook

History of Montana 4-H Ambassador Program

The Montana 4-H Ambassador program was initiated by the Montana 4-H Council. The Council began work developing the program in 1988. During the 1989 State 4-H Congress several meetings were held with teens, Council members, and Extension staff to determine if Montana should go ahead with the program. Those in attendance agreed the program should be a part of utilizing teens as resources in the Montana 4-H Program.

The Montana 4-H Ambassador program has the full support of the State 4-H Staff. One staff member is assigned to assist in the development of the program and serve as the State Advisor.

During the winter quarter 1990, John Matta, former minister, and advanced student in the MSU Department of Agricultural Education chaired the development of the Montana 4-H Ambassador Constitution. Matta worked with State 4-H Specialist Terry Wolfe, and Montana 4-H Council representatives Joan Schritz in holding meetings to receive input on the Constitution from teens, volunteer leaders, and Extension staff. Individuals from Park, Gallatin and Broadwater counties, and members of MSU University 4-H, participated in the meetings.

Draft copies of the Constitution were mailed to Montana County Extension Offices in April, 1990. County Councils reviewed the Constitution and made suggestions for changes by June 1. The Constitution will be adapted at the 1990 Montana 4-H Congress by official county Ambassador delegates.

Guidelines for the Ambassador Handbook were written in May, 1990 by the committee assisting in the development of the Constitution. Each Ambassador, each county Extension Office, and each county Key Leader will receive a copy of the Handbook.

The handbook was extensively reviewed in June 1997. Special thanks to Pat Stackhouse (State Volunteer Advisor 1992-1997), Tabatha Wilson (Gallatin County Ambassador 1993-1995 and State 4-H office Collegiate Intern 1997), Terry Wolfe, State 4-H Specialist, for their efforts in this process.

A revision of the Montana 4-H Ambassador Handbook was a project taken on by the 2001-2002 State Officer Team. It was completed in July of 2002. Special thanks to Bethany Chinadle (State Ambassador Officer 1998-1999), Nicole Chinadle (State Ambassador Officer 1996-1997) and Marjorie Chinadle (State Volunteer Advisor 1997-2002) for their efforts in this process. Beginning with this revision, the Montana 4-H Ambassador Handbook will be distributed on CD-Rom to the membership.

The current handbook includes a revised constitution that was voted on at Montana 4-H Congress (July 2012) to expand the program to allow counties to select/elect more than two ambassadors.

Acknowledgement

Grateful acknowledgment is given to the following individuals who contributed hours of time, attended many meetings, and shared their ideas, and talents in the development of the Montana Ambassador Constitution and Handbook.

A special acknowledgement is given to John Matta for the leadership he provided to the constitution committee. As an MSU student in Agricultural Education, John guided the constitution developmental process as part of a special project for his course work. John's dedication to this project and his volunteer time is greatly appreciated.

A 4-H salute goes to the Montana 4-H Leader's Council for their work and leadership in initiating the concept of the Ambassador program for Montana, their support to the project, and commitment for continued support to the Ambassador Group and individual Ambassadors.

4-H Teens

Mike Both	Park County
Bonnie Clark	Broadwater County
Will Malcolm	Park County
Chris Mungay	Broadwater County
Donna Schnur	Broadwater County
Tom Simard	Gallatin County

MSU University 4-H

Mark Goldhahn
Charles Hackett
Sheila Schroeder
Marcy Smith
Tracy Smith
Jeff Wash
Thelma Zook

Volunteer 4-H Leaders

Sharon Malcom	Park County
Joan Shritz	Broadwater County
Pat Stackhouse	Gallatin County

Extension Staff

Bob Brastrup	Broadwater County
Terry Wolfe	State 4-H Youth Specialist

Project Coordinator

John Matta	Liberty County Agent
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MONTANA 4-H

Ambassador Handbook

The Montana 4-H Ambassador Constitution

"To Make the Best Better"

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The Montana 4-H Ambassador Constitution

PREAMBLE

The goal of the Montana 4-H Program is to develop these life skills: Fostering positive self-concept, learning decision making and responsibility for choices, developing an inquiring mind, relating to self and others, acquiring a concern for communities-local and global.

Therefore, the 4-H members of the State of Montana, in order to provide additional educational opportunities for personal development, leadership, and citizenship, and to function as an instrument of the total 4-H program for the State of Montana, do hereby establish this constitution for The Montana 4-H Ambassadors.

ARTICLE I-NAME, MEMBERSHIP AND NATIONAL ASSOCIATION

SECTION 1- The name of the organization shall be The Montana 4-H Ambassadors and individual members shall be called Teen Ambassadors.

SECTION 2- The membership of The Montana 4-H Ambassadors shall be composed of chosen representatives from each Montana County who meet, discuss, plan and help promote the 4-H program in the interest of the membership and program visibility.

SECTION 3- The association of The Montana 4-H Ambassadors with the National 4-H Youth Development Program shall be recognized through acceptance of the National 4-H Emblem, Colors, Motto and Pledge. The Montana 4-H Ambassadors will adhere to any and all National 4-H Youth Development Programs guidelines.

ARTICLE II-AUTHORITY AND SUPPORT

SECTION 1- The granting authority for The Montana 4-H Ambassadors is The Montana State University Extension, 4-H Youth Development Program. Members at County, District, and State levels are responsible for completing and filing Annual Reports.

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SECTION 2- The Montana 4-H Ambassadors shall receive support, encouragement, and training from County, District and State 4-H Leaders Councils. Additional support, encouragement, and training shall be received from The Montana State Collegiate 4-H and the Montana State University Extension 4-H Youth Development Program.

ARTICLE III – PURPOSE, OBJECTIVES AND FUNCTION

SECTION 1- The purpose of The Montana 4-H Ambassadors is to promote all phases of 4-H to all people by:

- 1.1 Assisting in developing 4-H projects and activities
- 1.2 Strengthening membership
- 1.3 Assisting in the planning of Montana State 4-H Congress
- 1.4 Encouraging youth input into county 4-H programming through existing councils and teen leader programs or formation of a 4-H youth council
- 1.5 Promoting the exchange of ideas and opportunities through 4-H
- 1.6 Promoting a statewide Montana 4-H Ambassador Leadership program

SECTION 2- The objectives of The Montana 4-H Ambassadors shall be:

- 2.1 To further participation in and promotion of the Montana 4-H Program
- 2.2 To provide for the expression and communication of needs, interests and concerns of youth
- 2.3 To help promote public awareness and understanding of 4-H and the 4-H Foundation throughout Montana

SECTION 3- The purpose and objectives of The Montana 4-H Ambassadors shall be carried out through the following functions:

- 3.1 Representing 4-H in a public relations role
- 3.2 Promoting 4-H with potential members, parents and the general public
- 3.3 Helping conduct Local, County, District and State 4-H events and assisting in the planning and organization of the Montana State 4-H Congress
- 3.4 Organizing 4-H promotional activities
- 3.5 Encouraging financial support for 4-H
- 3.6 Assisting in the organization and operation of County 4-H Youth Councils

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- 3.7 Planning and carrying out workshops for Teen Leaders in accordance with interests and needs of the Counties, Districts and States
- 3.8 Being a resource person to civic and private organizations per individual request
- 3.9 Networking with other organizations to serve the needs and interest of youth

ARTICLE IV: GENERAL MEMBERSHIP, CREDENTIALS, FUNDING, AND HANDBOOK FOR TRAINING

SECTION 1: Each county in Montana with a 4-H Program may be:

Represented by individuals (hereafter referred to as Ambassadors) selected or elected within the County 4-H Program and approved by the County 4-H Council. These individuals shall be determined without regard to race, creed, sex, color, national origin, or handicap.

The qualifications of Montana 4-H Ambassadors shall be that:

- 1.1 Candidates must be fourteen years of age by October 1 of the current 4-H year.
- 1.2 Candidates must have been enrolled in 4-H for at least 2 years, and must be currently enrolled in their Montana County 4-H program.
- 1.3 Candidates must be or have been a Junior/Teen Leader or a Club Officer.
- 1.4 Candidates must have a desire to serve and accept the responsibilities outlined in the Constitution and Handbook.
- 1.5 Candidates must submit to the selection process that includes the completion of the Montana 4-H Ambassador Application Form, proof that a 2.50 grade point average has been maintained and interview by the County Council, or designated individuals thereof, at the county level. Candidates must exhibit and practice good moral standards.
- 1.6 Ambassadors must enroll in the Montana Leadership Project and complete a plan of action.

SECTION 2: Membership

Each county may select/elect any number of ambassadors according to the qualifications in Article IV Section 1.

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SECTION 3: Each county with an ambassador program will have two votes at any District and State Ambassador meeting. Any Ambassador will be eligible to serve as an officer of the District. Ambassadors wanting to apply for a State Ambassador Officer position must have completed one full year/term (Congress to Congress) as a county Ambassador.

SECTION 4: Montana 4-H Ambassadors will conduct money-making activities and gather donations to cover their expenses. They will be able to work with and receive help from their local Leader's Councils, the State Leader's Council and county and State 4-H Foundations.

Additionally, dues will be obtained by:

- 4.1 Each county represented in the Montana 4-H Ambassadors Program shall submit annual dues to the Montana 4-H Ambassadors account of the Montana 4-H Foundation. The amount is to be determined annually by State Ambassador Advisors and the current State Ambassador Officers based on the needs of the Montana 4-H Ambassador program.
- 4.2 (a) Dues are to be paid in the form of a check or money order made payable to the Montana 4-H Foundation and submitted to the State 4-H Office.
- (b) Those counties not submitting dues shall have the voting privileges and right of their county Teen Ambassadors to hold state office denied until the dues are paid with an additional penalty of \$10.00.

SECTION 5: Expenses for Teen Ambassadors (travel, meals, and other) within the State of Montana, shall be the responsibility of each Ambassador and/or their County 4-H Program. Financial assistance for teen Ambassadors representing the Montana 4-H Ambassadors outside of Montana may be provided by the Montana 4-H Ambassador Program and/or by other 4-H funding.

SECTION 6: There shall be a handbook for the training of Teen Ambassadors.

ARTICLE V ADVISORY BOARDS, DIRECTORS, OFFICERS, COMMITTEES, QUALIFICATIONS, DUTIES, AND VACANCIES (COUNTY, DISTRICT AND STATE LEVELS)

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SECTION 1: The Advisory Council shall be the advising body of the activities for the Montana 4-H Ambassadors at District, County, and when applicable, Local levels with a separate council existing at each level. (Suggestions for establish an Advisory Council is outlined in Guidelines for the Ambassador Program.)

SECTION 2 : District and State Officers

- 2.1 Each district will have district officers chosen from the county Teen Ambassadors. The maximum number of officers for a district shall be four (4).
- 2.2 The Montana 4-H Ambassadors will have a governing body office (5) officers that will be chosen by an interview process.
- 2.3 Ambassadors applying for a Montana 4-H Ambassador office must
 - a) fulfill all qualifications as outlined in Article IV Section 1
 - b) have completed one full year/term (Congress to Congress) as an Ambassador and will be in High School during their year as an officer.
 - c) finish all steps of the pre-nomination process
 - d) enroll in the Leadership Project
 - e) complete the interview process at Pre-Congress
- 2.4 Pre-nominations for State Office must be turned in with State 4-H Congress Registration and include:
 - a) The Montana Ambassador State Officer Pre-nomination Form (G-11.1 of the Montana 4-H Ambassador Handbook).
 - b) Two (2) confidential letters of recommendations which must be sent directly to the State 4-H Office. One letter must be from a person associated with 4-H. Both letters must be from someone not directly related to the applicant.
- 2.5 State Officer Nomination Committee:

Interviews for nominating the State Officer team will be conducted by a nominating committee of 14. This committee shall consist of:

 - 2 retiring state officers
 - 1 representative from the State 4-H Council
 - 1 representative from the State 4-H Foundation
 - 1 Collegiate 4-H member
 - 1 County Agent or other representative as chosen by the State Office
 - 1 representative from each of the eight (8) Montana 4-H Districts (These representatives will be chosen by the District Ambassadors. The representative cannot be running for an office that year.)

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- The committee shall be advised by the State Ambassador Advisory body.

The committee will present their nominations to the Ambassadors for acceptance. The nomination must be accepted as a whole by a majority vote. If the nomination fails it will then return to the nomination committee, the new nomination will be accepted as given.

SECTION3:

Five state officers are elected to lead the Montana Ambassadors. Each officer represents the ambassadors and Montana 4-H youth in the office they fulfill.

Duties of State Ambassador Officers:

- 3.1 President – Coordinator of group
- 3.2 Montana 4-H Foundation Trustee-Serves as a full voting member of the Foundation Board.
- 3.3 Montana 4-H Council Representative –Serves as a full voting member of the Executive Committee.
- 3.4 Montana Extension Advisory Council Representative –Serves as a full voting member of the Advisory Council.
- 3.5 Publicity Officer- Writes and publishes the Ambassador News, arranges for and provides other statewide publicity related to the Ambassador program, serves as secretary to keep minutes of all meetings and conference calls.
- 3.6 Other Responsibilities:
 - The team serves as members of the planning committee for State Congress, Ambassador Fall Training, and Pre-Congress Weekend.
 - Participate and give workshops at the State 4-H Leadership Forum, Ambassador Fall Training and State Congress.
 - Represent the Montana 4-H program at state-wide events and speak on behalf of the Montana 4-H Program.
- 3.7 Expenses that State Ambassador Officers incur:
 - A portion of some of the officers' travel, meals, lodging, and registration are paid by the group they represent (Foundation, State Council), a portion of some of their other expenses are paid by the Montana 4-H Foundation, or the event at which they are presenting a workshop or required to attend.
 - State officers are responsible for some of their own expenses. Expenses which are paid are outlined during their orientation at Congress after they are elected.

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SECTION 4: The duties of District Officers are that:

- 4.1 The President shall preside at all meetings, appoint all committees, and perform the usual duties of the presiding officer.
- 4.2 The Vice President shall act in the capacity of the President in the absence of the latter, or when called upon to occupy the chair by the President. He or She shall then be program chairman of the meetings.
- 4.3 The Secretary/Treasurer will call roll, keep the minutes of all business and shall send a copy of the minutes to each county representative, officer, and the State 4-H Staff. The Secretary/Treasurer shall keep a record of the adoption of all motions and keep a record of all amendments. The Secretary/Treasurer shall also keep an accurate record of all expenditures, write all approved checks, and make a report of funds at the annual meeting when called upon to do so.

SECTIONS: In the event an officer is unable to fulfill his or her tenure of office, the state officer team along with the assistance of the Advisors will appoint a new officer, have a current officer assume those responsibilities, or function without that officer position.

SECTION 6: Committees shall be appointed by the President or presiding officer as needed.

ARTICLE VI MEETINGS (QUORUM, SUFFRAGE), PARLIAMENTARY PROCEDURE, REPORTS

SECTION 1: There shall be an annual meeting of the Montana 4-H Ambassadors which shall be held at Montana 4-H Congress. The State Officers may meet at any time with the approval of the State Advisors. Two District meetings shall be held; one in conjunction with Annual Fall Ambassador training, and at the annual meeting held at Montana 4-H Congress. County Teen Ambassadors will meet on a regular basis with the County 4-H Youth and Leaders Council.

SECTION 2: One-third of the officially recognized County Teen Ambassadors shall constitute a quorum for the transaction of business on both District and State levels provided that at least one-half of the counties with organized Teen Ambassadors programs are represented.

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SECTION3: Only officially recognized County Teen Ambassadors present at District or State meetings may vote on proceedings. Each County has two (2) votes for each proceeding.

SECTION 4: The most recent edition of Robert's Rule of Order shall be the authority on all points of parliamentary procedure not otherwise specified in the Constitution and guidelines of the Montana 4-H Ambassador program.

SECTIONS: An Annual Report by the State President of the Montana 4-H Ambassadors shall be given at Montana 4-H Congress. This report shall include the activities of the Montana 4-H Ambassadors. District Presidents of each District of the Montana 4-H Ambassadors shall present an Annual Report of the District activities to the State President prior to 4-H Congress. The Senior Teen Ambassador of each County shall present a written Annual Report of the Activities of their County Teen Ambassadors to the District President at the by June 15, prior to Congress.

ARTICLE VII RATIFICATION AND AMENDMENTS

SECTION 1: The ratification of this Constitution, upon a two thirds majority vote at the annual meeting held at Montana 4-H Congress, shall bring into existence The Montana 4- H Ambassadors.

SECTION2: Any proposed amendment becomes Constitutional upon a two-thirds majority vole of The Montana 4-H Ambassadors present. Before action on any proposed a m e n d m e n t can be taken, the proposed a m e n d m e n t m u s t be submitted to the State Advisors and 4-H Ambassador Officers. Upon approval by the Stale Advisors, the proposed amendment is then submitted to The Montana 4-H Ambassadors meeting during the Montana State 4-H Congress.



MONTANA 4-H

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Overview of the Montana4-H Ambassador Program

"To Make the Best Better"

Revised July 2012

What is a Montana 4-H Ambassador?

A 4-H Ambassador is an official envoy, an authorized representative of our Montana 4-H Program. A 4-H Ambassador is a self-motivated, enthusiastic leader who promotes 4-H using the skill, knowledge and leadership abilities acquired in 4-H with fellow members, area residents, community leaders, elected officials and non 4-H youth. A 4-H Ambassador serves to strengthen the 4-H program through public relations.

Montana 4-H Ambassador Program

Outstanding 4-H members are chosen from each county throughout the state. The county 4-H Ambassadors will have opportunity to serve on both the district and state levels as officers. Thus, opportunity to extend their service beyond the county level is available. Application to the ambassador program is made at the county level by completion of an application form and submitting to an interview by the County Council, or designated individuals.

Being an Ambassador is an honor and privilege. Being chosen as an Ambassador entails the acceptance of "great" responsibility and **A Total Commitment to the Montana 4-H Program at both the county and state level.** Ambassadors are youth that are engaged in LEADERSHIP, SERVICE and PROMOTION of the Montana 4-H Program.

Montana 4-H Ambassador Purpose

- Represent 4-H in a public relations role.
- Promote 4-H with potential members, parents and the general public.
- Help plan, implement and evaluate 4-H events.
- Organize 4-H promotion activities.
- Develop personal leadership skills and self-confidence.
- Encourage financial support for 4-H.

Montana 4-H Ambassador Qualifications

- Must be 14 years of age by October 1 of current year.
- Must have been enrolled in 4-H for at least 2 years and must be enrolled in 4-H for the current year.
- Must be or have been a Junior Leader or a Club Officer.
- Must have an enthusiastic desire to serve and accept the responsibilities outline in the Constitution and Handbook.
- Must submit to the selection process.

- Must be responsible and have time available to fulfill the role
- Must be willing to travel, attend training sessions, and serve in the ambassador roles when asked.
- Must have a minimum overall high school GPA of 2.5.
- Must have the support of parents and/or guardians, County Extension Staff, and County Leaders Council.
- Must be capable and willing to get out of school on a limited basis for special programs.
- Must be enrolled in the Montana Leadership project.

Possible Montana 4-H Ambassador Duties may include:

- Attend ambassador orientation sessions.
- Serve as a 4-H representative to other organizations.
- 4-H promotion through mass media and speaking appearances.
- Serve as coordinator or MC for 4-H activities and events.
- Meet with 4-H supporters and potential donors.
- Recruit new members and help organize new clubs.
- Make friends and have fun.
- Work directly with County, District and State 4-H leaders.
- Attend teen retreats.
- Teach 4-H Leadership workshops.
- Assist the Montana 4-H Council in promotion and public relations.
- Assist in planning and conducting Montana 4-H Congress.
- Coordinate Service activities.

State Ambassador Officers

Five state officers are elected to lead the Montana Ambassadors. Each officer represents the ambassadors and Montana 4-H youth in the office they fulfill.

President: Coordinator of group.

Montana 4-H Foundation Trustee: Serves as a full voting member of the Montana 4-H Foundation Board.

Montana 4-H Leaders' Council Representative: Serves as a full voting member of the Executive Committee.

Montana Extension Advisory Council Representative: Serves as a full voting member of the Advisory Council.

Publicity Officer: Writes and publishes the Ambassador News, arranges for and provides other statewide publicity related to the Ambassador Program, and serves as secretary to keep minutes of all meetings and conference calls.

Other Responsibilities:

- The team serves as members of the planning committee for State Congress, Ambassador Fall Training and Pre-Congress Weekend.
- Participate and give workshops at the State 4-H Leadership Forum, Ambassador Fall Training and State Congress.
- Represent the Montana 4-H program at state-wide events and speak on behalf of the Montana 4-H Program.

What expenses do Ambassador State officers incur?

- A portion of some of the officers travel, meals, lodging, and registration are paid by the group they represent (Foundation, State Council), a portion of some of their other expenses are paid by the Montana 4-H Foundation, or the event at which they are presenting a workshop or required to attend.
- State officers are responsible for some of their own expenses. Expenses which are paid are outlined during their orientation at Congress after they are elected.

Serving as a Montana 4-H Ambassador State Officer is an honor. Officers represent and serve as official spokespersons for the more than 21,000 Montana youth involved in 4-H. This is a similar honor to serving as a state officer in FFA, FHA, DECA, and other state youth organizations.

County 4-H Ambassador Program

Each County Ambassador program may be different. However, one member of the county extension staff should be assigned to coordinate the County 4-H Ambassador Program and work with a Key Leader who has been assigned responsibility for the program. Counties may use any method they desire to recruit and train county 4-H Ambassadors.

The State 4-H Office will periodically send ideas, methods, and resource materials to the County Ambassadors, Key 4-H Leaders assigned to the Ambassador Program and to the County Extension Office.

County Ambassadors may or may not be part of the County Teen Council, Junior Leader Club or Adult 4-H Leaders Council. Each county must determine how they will use their County Ambassadors and what each person's duties and responsibilities will be. The Ambassador Program is a program developed by the county for the county, district and state levels to help outstanding teen 4-H'ers develop leadership and public relations skills while promoting the 4-H program.

Selection of County Ambassadors

- Set up a county selection committee
- Have interested members submit application
- Interview
- Make a recommendation to County Council and Agent
- County Council and Agent approve selection
- Submit Ambassador Roster (electronically) to Montana 4-H Center by June 1.

Opportunities for County Ambassadors

- Represent 4-H in a public relations role
- Promote 4-H with potential members, parents and general public
- Help conduct 4-H events
- Organize 4-H promotion activities
- Develop personal leadership skills and self-confidence
- Help others develop leadership skills
- Encourage financial support for 4-H
- Attend Ambassador orientation sessions
- Serve as a 4-H representative to other organizations
- Do 4-H promotion through mass media and speaking appearances
- Serve as coordinator or MC for 4-H activities and events
- Meet with 4-H supporters and potential donors
- Recruit new members and help organize new clubs
- Make friends and have fun

Ambassador Fall Training

Ambassador Fall Training takes place over the MEA weekend each October to provide leadership training for County Ambassadors and other teen leaders. When possible, the key leader should also attend.

Other training opportunities include:

- Leaders' College Workshops
- Leadership Forum (September)
- Western Regional Leaders Forum (WRLF)
- Montana 4-H Rec Lab (March or April)
- Montana 4-H Pre-Congress & Congress (July)

General Tips for Montana 4-H Ambassadors

- Know the organization you will be visiting... review carefully all materials you received on the organization.
- Learn as much information beforehand of what is expected of you: speech, meal event, presentation, host, etc.
- Arrive 15-30 minutes early depending on responsibility... ask question as to your role.
- Have an awareness of 4-H private/public partnership (USDA, Land Grant University, Extension System, 4-H national, state, county)
- Review general 4-H information: National statistics, the 4-H programs-animal/livestock, public speaking, health, nutrition, and clothing, on and on... Know what programs are going on in your county and state. Remember most of all, 4-H strives to encourage the development of leadership and life skills.
- Be ready to share: (if asked)
 - v' Your 4-H story "human touch" (emotional/humorous)
 - v' Benefits of 4-H to your values/future career
 - v' The impact of your community serve activities
 - v' Prepare a 5- 10 minute script- "even if you don't use it"
- Proper dress: Business attire. **Women**-Suit or dress (not party dress) or dress pants and blouse **Men**-Shirt and tie, suit or jacket
- Enter/exit all functions as an ambassador: on or off stage, into and out of room... Stage presence –look interested, good posture, little movement, leg placement, no gum, and jacket buttoned
- Be sure to mingle if you are among many people. Don't hesitate to make the first move to shake hands and introduce yourself. Assertive vs. Aggressive.
- Be careful in over-extending your knowledge (if you don't know about a subject, don't talk about it) and be comfortable in saying you do not know.
- If possible, prior to the official visit role-play donor interaction with your 4-H leader, parents or friends.
- Read newspapers, Time and Newsweek magazines to be up to date on current events for conversational purposes.
- Find out the names and address of your hosts and send a thank you note afterwards for the opportunity to represent 4-H.

4-H Ambassador Time Line

July

Montana 4-H Congress

- End and Beginning of Ambassador year
- New Ambassadors receive training, name badges, etc.
- Officer Interviews, officers announced at Ambassador meeting during 4-H Congress
- Ambassador Officer Team Volunteer Advisor selected and named.
- **New Officer Retreat**
 - Special training for new officers held

August/September

- Ambassadors promote 4-H at fairs, schools, 4-H groups, and service clubs. This should be ongoing throughout the year.
- Attend district leaders meetings.

October

- Participate in Montana 4-H Leadership Forum
- Lead special promotions during National 4-H week
- Attend Ambassador Fall Training

November

- Ambassador Plan of Action due to County Office.

January

- Montana 4-H Legislative Breakfast (Legislative years)
- Delegates and chaperon chosen to attend National 4-H Conference
- Congress Planning event (State Officers and selected Ambassadors)

February, March, April

- National 4-H Conference
- Western Regional Leaders Forum
- Ambassadors sign up for Congress Committees
- Ambassadors help with county salutes to volunteer leaders during National Volunteer week (April)
- Begin selection process for new Ambassadors

May

- State Award Applications due in State Office May 1.

June

- Pre-Congress registration due June 1.
- Ambassador Dues, Complete Ambassador roster for all ambassadors and key leader due in State office June 1.
- Ambassador officer applications due in State Office June 15
- Congress registration due in State Office June 15

County Agent Role and Responsibilities

Role and Responsibilities for the Ambassador Program

The county Extension Agent assigned to the 4-H program in a county has the ultimate responsibility for the 4-H program. Therefore the agent has the responsibility for the 4-H Ambassador Program. However, agents have many tasks. We suggest that the agent work with the county 4-H Leaders Council and select a Key Leader that will be in charge of the Ambassador program. These suggestions follow:

- Sit down with the Council and select a Key Leader for the Ambassador Program.
- Meet with the Key Leader and review the purpose of the Ambassador program.
- Develop a job description for the Key Leader so everyone is clear on the expectations of the program, and the expectations of the Key Leader.
- Provide all communications for the program to the Key Leader.
- Identify ways to utilize Ambassadors' talents in the 4-H program, at county 4-H events, with civic clubs, schools and within the county.
- Ask the Key Leader to keep you informed of activities with the program and feedback on how you can help.
- Your role needs to be one of support. It is important that the agent does not take charge of this program. Delegate it to a volunteer who can provide the needed support, time, and attention to the program. Help your Key Leader be successful in developing the young people who become Ambassadors. Your county 4-H program will be successful when this approach is taken.
- Evaluate your county Ambassador program with the Key Leader, your Ambassadors, and the Council. Provide suggestions for improvement of the program.
- Assist the growth and value of the Statewide Ambassador Program by providing recommendations and suggestions to the State Staff person in charge of the Ambassador program.

4-H County Agent Tip Sheet

Montana 4-H Ambassador Program

“What do we do now?”

Who contacts the groups that Ambassadors will speak to?

Sharing of this responsibility will vary from county to county, and may vary from Ambassador to Ambassador within a county. Soon after Congress, agents and ambassadors must discuss and fully understand how this will be handled in each case.

- **For contacting we suggest:**
 - (a) Agents help to make initial contacts with potential audiences.
 - (b) Agents give increasing amount of responsibility to Ambassadors as time passes. Perhaps help make the first couple of engagements but encourage the 4-H'er to take an active role.
- **Other possibilities:**
 - (a) Agents may split responsibility with the teen Ambassadors i.e. Agents will contact all adult groups and Ambassadors will contact youth, school and 4-H groups.
 - (b) Other arrangements you may decide on.
- **Once you have scheduled a date, find one of your two county Ambassadors to appear. Keep a date book for each of the Ambassadors so you know their schedules.**
- **Do all mailing and correspondence through your office.**

Who to Contact

- Teens should speak to at least one adult civic group.
- Make a master list of all potential speaking groups in the county.
 - (c) Conduct an internet search – look under Clubs, government offices, etc...
 - (d) Be creative in looking for potential speaking groups: lawyers, associations, food co-ops, etc...
 - (e) Ask volunteer 4-H leaders – we have found them to take an active role.

How to Contact:

- Send out Ambassador Flyers to all groups on master list.
 - (f) Follow-up with letter or phone call.
 - (g) When flyers are filled out and returned, contact group and find out their meeting times.

- (h) Contact Teen Ambassador who is available
- (i) Call group back and schedule engagement. Send them Ambassador's biography.
- Introduce Ambassador to newspaper editors and civic leaders. Ambassadors will then know who to approach after this initial introduction.

Before Ambassador Speaks:

- Find out all you can about the engagement and groups the Ambassador will speak to. For example:
 - (j) What are their interests? What size room will teens be in? Will there be a podium? A microphone?
- Re-confirm time, date, and place
- Attend engagements whenever possible, especially the first one.
- If you cannot attend, give Ambassador plenty of 4-H and Extension information and promotional materials.

During Ambassadors Speech:

- Pass out 4-H and Extension informational materials.
- Hand out information with subject matter that the group is particularly interested in.

After the Speech:

- Put group on mailing list, only sent out subject matter that group is interested in.
- Determine if group members know of other potential speaking audiences.

Communication

- Throughout all aspects of this program, be sure that you and Ambassadors have, through careful communication, developed clear understanding of who is responsible for what.

NOTE: Many of the tasks outlined above can be, and should be delegated to the county Key Leader in charge of the Ambassador program. It is important for agents to decide what will give Extension and the agent the most visibility, and what can be delegated.

Key Leader Tip Sheet

Key Leader: *Volunteer Assigned to County Ambassador Program*

Suggested Duties:

- Read the Ambassador Constitution and Handbook.
- Be willing to assume the Key Leader role for at least two years.
- Sit down with your county agent and develop a clear understanding of what is expected of you, what is expected of Ambassador Program and what you expect from the agent. Plan to continue periodic visits.
- Keep your county agent informed of what is happening with the Ambassador Program. An informed agent can be a key person in supporting the Ambassador Program.
- Work with the agent and your Council in keeping the Ambassador program a high priority for visibility. With these individuals, find ways to utilize Ambassadors' talents.
- Assist your Ambassadors in developing and writing a Plan of Action for their activities.
- Assist your Ambassadors in establishing and attaining goals that are realistic and tailored to individual abilities and talents.
- Assist your Ambassadors in attending training to help make them successful in their role.
- Provide training to Ambassadors on a county level.
- Assist Ambassadors in developing and providing leadership and public relations training programs for 4-H and other youth.
- Serve as a communication link between the county, district, and state 4-H Councils and County Ambassadors.
- Chair the selection process within the county for county Ambassadors.
- Design the county selection process as an educational experience for both the selection committee and the Ambassador candidates.
- Submit the names and addresses of Ambassadors annually to the State 4-H Office.
- Maintain a notebook and the Key Leader's Handbook on the county Ambassador program and keep both updated.
- Pass the notebook and Handbook to a new Key Leader.
- Assist Ambassadors in reporting their activities as follows:
 - Key Leader assists ambassador team in making a county report.
 - Send county report to designated district 4-H Council representative.

Suggested Key Leader Qualifications:

- Enthusiastic, dedicated volunteer 4-H Leader (outgoing individual)
- Knows the needs of teens today
- Can communicate with youth
- Has great leadership capabilities
- Has the time to make the program work effectively
- Has the knowledge and capability to work with the public (able to find and use community resources)
- Is available and willing to attend area Ambassador Trainings
- Is capable and willing to teach County 4-H Ambassadors and make sure they succeed in the program.

Key Leaders for the Ambassador program will receive training at the Ambassador Fall Training in October of each year. They may also attend the training and workshops held during District Leaders Meetings, State Leaders Forum, and 4-H Congress.

If any questions or problems arise that cannot be answered on the local or county level, Key Leaders may contact the Volunteer State Advisors or the State Staff person assigned to the Ambassador Program.

Ambassadors Tip Sheet

Montana 4-H Ambassador Program

more to do

"What do we do now?"

Your role will be to work with 4-H Agents in contacting local groups to make public speaking appearances.

Who contacts the groups that Ambassadors will speak to?

In your county you may have the major responsibility to make contacts, or it may be your 4-H agent. Be sure it is clear, to both you and your 4-H agent how responsibility is divided in your county.

Who to contact:

- Start with groups you are more familiar with then move on to the less familiar.
- If you and your 4-H agent have divided responsibility, keep your end of the bargain.
- When thinking about groups, try to be creative.
- Ask friends, volunteer 4-H leaders and teachers for suggestions.
- Consult the yellow pages as a starting point. Look under clubs, government offices, etc...

How to contact:

- You and/or your 4-H agent may send out Ambassador Flyers and make initial contacts. Reach an understanding soon how you will divide this responsibility and follow up with a phone call.
- Your 4-H agent will inform you and you should inform your 4-H agent of your speaking engagements and progress in contacting groups.
- Work with your 4-H agent and discuss how you can best work together.

Before speech:

- Ask the "contact" person about the group you will be speaking to.
- Find out the interest of the group, what size the room will be, if there will be a podium and a microphone. Be prepared for the unexpected.
- Confirm the time, date and place with the 4-H agent or contact person.

At speaking engagement:

- Dress appropriately. Extremely important.
- Arrive at least 15 minutes early. Remember Montana 4-H Ambassadors are never late



MONTANA 4-H

Ambassador Handbook

Resource Materials

"To Make the Best Better"

Revised July 2012

Why Should 4-H Exist?

On occasion, someone raised the question about the need for 4-H. "Why should 4-H exist? Why should 4-H receive public support when other youth programs like Scouts don't?" These are good questions for which we should be ready with some responses. There are a number of ways 4-H is different from other youth development programs. Knowing these reasons may help us understand why we "need" 4-H.

A national task force on out-of-classroom education suggested that 4-h embodies a certain genius and demonstrated effectiveness, causing it to be worthy of expansion to more youth (USDA/ES, 1980).

The genius of 4-H was summarized by these educators:

1. 4-H provides learning experiences for boys and girls together which contribute to both personal and social development for both youth and adults.
2. 4-H uses real life work experiences, letting youth set their own goals for achievement rather than prescribing goals that must be met for recognition.
3. 4-H encourages individual initiative and provides opportunities for young people to experience success, which in turn raises the level of their aspirations and contributes to a feeling of positive self-worth.
4. 4-H incorporates the techniques of "learning by doing" directed toward personal development.
5. 4-H provides laboratory situations for individual learning in practical projects and activities.
6. 4-H provides opportunities for young people to practice democratic group action and social development through group experiences.
7. 4-H provides for safe, nurturing relationships between youth and adults which help integrate youth into society and keeps adults in-tune with the needs and interests of youth.
8. 4-H extends the influence of homes, schools and churches through its complementary relationships.

But what about our funding? Isn't 4-H just another drain on government funds? It should be remembered that 4-H programs are only about 18% publicly ASSISTED – with the remaining 82% privately supported from volunteers, kind contributions and donations. 4-H is far from “government supported.” Just as there are many private colleges which don't receive public monetary support, so, too, are there other privately funded youth programs like Scouts, Big Brothers/Big Sisters, Girls, Inc. and YMCA/YWCA. 4-H plays an important role education just as our state colleges and universities do. As a result, 4-H bridges the gap between public and non-profit organizations.

But how is 4-H unique or different from other youth programs? A number of people have pointed out several ways in which 4-H is unique and stands apart from other youth development programs:

Land Grant University Affiliation

As a part of each land grant university and the Cooperative Extension System, 4-H provides informal, off campus, research based educational programs to the people of the United States. These programs are based on youth development research from the entire land grant university system. Thus, 4-H is an off campus laboratory of learning and might be considered a part of the university's student services. The 4-H "student body" is often several times the size of the on campus student body and the "faculty" is comprised of volunteers dedicated to enhancing technical and life skills for today's young people.

The cooperative relationship that exists between 4-H, state and local governments, together with the U.S. Department of Agriculture, provide a unique foundation for the 4-H program. The resources and versatility of these entities are available to 4-H clubs.

Availability in All Counties

4-H is made available to youth in every county of the nation. Its presence is ubiquitous. The 4-H and Extension network is the envy of many organizations and this system has been copied by numerous countries around the world.

Co-educational Program

4-H, unlike many of the non-formal youth programs, is co-educational and fully integrated. Believing that positive youth development occurs in natural social groups, 4-H encourages both boys and girls to interact in healthy, respectful environments with caring adults of both genders. 4-H membership is open to all youth regardless of race, gender, color, national origin or handicap.

Link to University Research

4-H youth development programs are based on university, research based knowledge. No other youth program has this foundation for what it does. The knowledge base includes principles of youth development as well as subject matter knowledge offered through a variety of 4-H projects. For example, this knowledge base includes: sonograms for livestock evaluation, feeding rations, crop varieties, range management principles, ages and stages of youth development and leadership principles.

Professionally Trained Staff

Unlike many other non-formal youth programs, 4-H retains a small cadre of professionally trained university faculty members who manage and direct 4-H's youth development efforts. These professionals in turn recruit, orient, train, and support a large volunteer force who form the backbone of 4-H youth development programs. The relationship between our volunteers and salaried staff is cooperative in nature and essential to keeping 4-H programs on a sound educational foundation.

Montana Ambassadors

Reaching Out to New Audiences

The primary purpose of the 4-H Ambassador program is to promote 4-H throughout the entire state and in Montana counties.

Here are some suggestions to assist in the promotion of 4-H and having Ambassadors reach out to new audiences.

Encourage the community to participate in 4-H

- If people know what the 4-H program in their area does and how kids benefit from it, they are more likely to become involved in 4-H as 4-Her's, volunteers, and donors.

Speak to county officials

- Ambassadors can generate funding for 4-H and broaden the image of 4-H by encouraging sponsorship or projects or programs.

Tell the 4-H Story

- Work with the media to tell the 4-H story.
- Create a 30 second public service announcement about 4-H activities.
- Hold a talent show; call upon members of the count to give demonstrations, feature 4-H talks, and special talents.

Promote 4-H to visitors of the state

- Use the large number of tourist area to your advantage!
- Ambassador groups are able to reach new audiences, locally, state-wide, or intra-state wide; encourage those you come into contact with to become acquainted with the 4-H club program in their area.

Remember, if young people do not "tell the 4-H story" then no one will. *Often 4-Her's are more successful in telling their own story than relying on someone else to do it.*

4-H Ambassadors can reach out to new audiences. Will your county have a successful county? Ambassador group organized this year? Try it and see the positive results.

Tradition and Today

4-H is learning the value of planning, hard work, serving others, and always striving for the best. These values taught by 4-H may have their roots in rural America, but today, no single address determines where they can be learned. By providing the right kind of real life experiences – regardless of the setting - these values can be learned.

4-H is symbols that express the spirit and rich tradition of 4-H. The national emblem is a green four-leaf clover with the white letter "H" in each leaf. The four-leaf clover is a lucky symbol, but 4-H members learn to make their own "luck" by learning and developing skills that will help them to take advantage of opportunities when they come along. The 4-H colors consist of green and white. Green is emblematic of spring life, and youth, while white stands for high ideals. The motto states "To Make the Best Better."

Each generation puts its unique stamp on 4-H, but the 4-H pledge continues to be the meaningful for today's youth everywhere. The following is the 4-H pledge.

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I pledge:

**My Head to clearer thinking,
My Heart to greater loyalty,
My Hands to larger service and
My Health to better living,
For my Club, my Community,
My Country, and My World.**

The five life skills that 4-H works to instill in youth are:

1. Fostering a positive self-concept.
2. Learning decision-making and responsibility for choices.
3. Developing an inquiring mind.
4. Relating to self and others.
5. Acquiring a concern of communities local and global.

The 4-H Vision

4-H...a world leader in helping youth become productive citizens and catalysts for positive change to meet the needs of a diverse and changing society. Through 4-H youth development education, youth will accomplish the following:

- Practice effective problem-solving and decision-making skills
- Practice responsible health behavior
- Be environmental stewards
- Possess positive work attitudes and skills value diversity
- Contribute to positive relationships with families, peers, and community
- Demonstrate communication and leadership skills
- Value lifelong learning
- Feel the personal pride that comes with mastery
- Feel valued and utilized as a resource in their community

The 4-H Value Set

We, as the 4-H organization, believe the in the following values:

Youth development is the focus of everything we do and that 4-H allows individuals to unlock their potential through:

- Active involvement in self-determination of their leaning activities
- Quality experiences that stimulate skills for living and life-long learning
- Relationships that empower people to voluntarily help themselves and each other
- Interaction with caring adults and peers to create a positive family-like support system.

Partnerships are essential in successful youth development for:

- Resource management
- Program innovation
- Delivery capabilities
- Creating and delivering caring environments
- Access to research based knowledge

Volunteerism is fundamental to:

- Delivering quality programs
- Developing adult education capacity
- Teaching youth to volunteer

Diversity strengthens the ability of 4-H to:

- Develop positive values among the program participants in today's global society
- Provide opportunities for program involvement regardless of economic, social, culture, age, disability, or gender.

The 4-H Mission

The 4-H youth development education program creates supportive environments for culturally diverse youth and adults to reach their fullest potential. In support of this mission we will:

- Provide formal and non-formal community focused experiential learning.
- Develop skills that benefit youth through life
- Foster leadership and volunteerism in youth and adults
- Build internal and external partnerships for programming and funding
- Use research based knowledge and the land grant university system

Achievement of this mission will result in capable, competent and caring citizens.



Montana 4-H Districts