

El Dorado County 4-H

All Star Handbook

El Dorado County



All Stars

Guidelines for Future & Current All Stars
Updated 8/1/2016

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I. What is an All Star?

The All Star rank is the highest countywide 4-H achievement. It is a working award rank that only a few 4-H members will attain. Any member who has shown and exemplifies All Star traits, and has been accepted through the necessary application and interview process is designated as an All Star.

All Stars are ambassadors of the 4-H program for El Dorado County. All Stars work together as a team which is advised by the All Star Advisor(s). Throughout the year the All Stars are very active within 4-H on the club, county, regional and occasionally state levels.

The All Star term is 1.5 years, members may continue in the program without reapplication until December 31st of the year they turn 19. All Stars that actively participated and were honorable members of the program keep their title of 'El Dorado County All Star' for life.

II. What are the Qualities of an All Star?

An All Star will:

1. **Be willing to speak in public** to any size crowd. Speaking in front of others is a necessary trait of the All Star.
2. **Be active.** An active member knows when All Star meetings are held, attends these meetings and participates to his/her fullest.
3. **Be responsible and reliable.** An All Star follows through on assigned responsibilities recognizing that his/her actions may affect other All Stars, 4-H parents, advisor(s), leaders, sponsors and 4-H youth.
4. **Be a leader.** Leadership is demonstrated by planning, implementing and evaluating selected events that the team members participate in.
5. **Be a willing attendee and contributor.** The All Star team selects county, regional and state events that the team members participate in. Every All Star should do their best to attend all events.
6. **Be a team player.** The All Stars can only function as a team, and every member of the team must do their part to help the team succeed.
7. **Inspire.** An All Star reaches out to everyone in order to inspire 4-H members, volunteers and adults to do their best.
8. **Be an ambassador** of 4-H in the community. The All Star team will participate in selected community service projects and attend public events promoting 4-H.
9. **Be a model citizen** by following the 4-H Code of Conduct, the All Star Commitments contract, and demonstrating excellent behavior any time representing 4-H (both in the community and at 4-H events.)
10. **Be able to improvise.** Events don't always turn out as planned, All Stars need to be able to think on their feet and maintain their composure when something doesn't go as intended.

III. What are the Duties of the All Star team?

The All Stars as a group are expected to:

1. Develop, and carry out, a Group All Star Plan (Appendix C) and evaluate their actions at the end of the year.
2. Attend and be ambassadors to El Dorado County events they are invited to attend.
3. Serve as Master of Ceremonies for El Dorado County events including but not limited to: Recognition Night, Presentation Day, Home Arts Day, Skills Day and County Fair.
4. Plan and run events including Club Officer Trainings.
5. Participate in community outreach or significant community service projects.
6. Visit 4-H clubs, install officers and talk about the All Star program and 4-H Camp.
7. Build All Star teamwork through regular All Star team building events.
8. Have at least one representative at El Dorado County 4-H Management Board meetings to participate and to present the All Star report.
9. Plan, conduct, and participate in the All Star Selection process.
10. Submit informational articles to the 4-H Hotline.
11. Plan social activities to be enjoyed by the All Stars.
12. The team may also participate in other activities (such as leadership conferences) if the team as a whole decides to participate and the Advisors approve of the activity.

IV. What are the Duties of an individual All Star?

Largely the All Stars work solely as a team, however there are a few requirements of each All Star individually.

An individual All Star is expected to:

1. Attend at least 80% of El Dorado County 4-H All Star team meetings.
2. Work with the All Star team completely and effectively.
3. Attend activities/events that are agreed upon by the All Star team.
4. Complete an Individual All Star Plan (Appendix D) and evaluate at the end of the year.
5. Follow the All Star Commitment Agreement.
6. Contribute to the All Star program.
7. Participate in 4-H outside of the All Star program (Club/Project level).

V. What is required for an All Star to be discharged?

If any All Star member continually breaks the 4-H Code of Conduct, and/or the All Star Commitment Agreement (or acts in a way that calls for his/her discharge) then the All Star Advisor(s) will deliver a written notification to the member. This letter will identify the infractions and specify the consequences. The consequences of committing a violation of the code of conduct may lead to a probationary period. The length of this period is to be specified in the letter.

If the activities continue, or were considered to be enough to warrant removal from the program then the All Star Advisor(s) are to contact the County 4-H Management Board and together they will decide if that member shall be removed from their position. Members may appeal the ruling (either for a probationary period or the remove) in accordance with the El Dorado County 4-H grievance procedure.

VI. What are the officer positions within the All Star Team?

- The All Star team is to decide as a group annually if they will have officers, and if so what positions.
- Each member has the right to run for office.
- The All Star team is to vote who receives what position.
- In the case of a tie the All Star Advisors may work out a compromise.
- If there are no officers then all officer roles are to be shared equally between members.

The offices available include (but are not limited to):

President- presides over the All Star meetings. At all times the best interest of both the group and the county as a whole should come before the President's own interests. Special meetings of the group may be called with the consent of the All Star Advisors. They are responsible for ensuring all members participate. Also they are to keep order, and keep members on task during meetings.

Vice President- serves as the President if the President can not attend a meeting.

Secretary- keeps a record of all proceedings of the All Star meetings. The Secretary will report and provide everyone with the previous meeting's minutes. All Secretary records are submitted to the All Star Advisor(s) at the end of the year.

Treasurer keeps track of the finances of the group; pays all bills approved by the All Stars and presents a report each month informing the All Star team of recent expenditures, receipts and the current balance. Works with the aide of the All Star Advisor(s).

Reporter is responsible for submitting articles on various All Star activities to the monthly El Dorado County Hotline.

Communications Chairperson calls, e-mails or texts members of the team prior to each meeting and whenever requested by the All Star President or All Star Advisors.

VIII. Who Can Apply to Become an All Star?

Any 4-H member can apply to become an El Dorado County 4-H All Star if s/he

- Is currently enrolled as a 4-H member and will be a member the following year.
- 14-19 years of age as of January 1 of the current calendar year.
- Has earned his/her gold star rank (and lower star ranks as well).
- Has demonstrated leadership within the 4-H program.

IX. How Does One Apply to become an All Star?

To apply to become an El Dorado County 4-H All Star, a candidate must hand deliver or mail the following materials by the established due date to El Dorado County 4-H All Star Selection Committee, 311 Fair Lane, Placerville, CA 95667.

- **A current, up-to-date 4-H Record Book:** Note that a book will not be disqualified if the suggested order is not followed, but it could count against the candidate if the items are difficult to find, or hard to read.
- **A Completed All Star application:** Application may be handwritten in ink, or typed.
- **Two Letters of Recommendation:** Letters should be submitted in envelopes signed and sealed by the author. It is advised to include pre-stamped, pre-addressed envelopes when asking for a Letter of Recommendation. The letters of recommendation must be received with the Record Book and application by the due date.

X. What happens during the selection process?

The All Stars with the aide of the All Star Advisor(s) are responsible for planning, running, and participating in the selection process of new All Stars. An All Star Selection Committee of five to seven members is created each year to select the new All Stars. This committee may include any of the following: community members, members of the current All Star team, members of the Management Board, and 4-H program leaders/advisors.

All Star applications, the All Star Handbook, and the application due date will be posted on the county website and announced in the County Hotline Newsletter. The current All Star Team will review all applications and select qualified candidates to participate in the interview process. Applications for selected candidates will be forwarded to members of the Selection Committee for review prior to interviews.

A candidate will not be disqualified if unable to attend interviews for a legitimate reason as long as a letter of explanation is provided to the All Star Team (including Advisors). In the case of an emergency; the parent or guardian may verbally notify an All Star Advisor explaining why the candidate is unable to attend. The Selection Committee will take the absence notification into consideration when making their decision.

Interviews may consist of all or some of the following determined by the committee:

- * **Interviews** with the Selection Committee (these may be one on one interviews, group interviews of each candidate or a mix of the two)
- * **Impromptu group activity** (to demonstrate the ability of the members of the group to work together). The candidates are not to know the details of the activity beforehand. This activity may consist of creating a skit, solving a problem, or solving a problem using provided materials (the more creative the better).
- * **Impromptu individual activity.** Like the group activity, the candidate should not know any details beforehand. This activity should include an oral portion (so that their ability to speak in front of others may be tested), the more creative the better.

* **Any other activities** that allow the committee to better gauge the abilities of the applicants.

Evaluation of applicants will be based on a plus, check or minus for their answer to each question and participation in each activity. Committee members should be prepared to explain their evaluations. All members of the committee will evaluate applicants individually. Once all interviews are completed, the Selection Committee will meet privately to discuss, rank and vote on each candidate.

A majority of 'yes' votes, means the candidate becomes an All Star. Since serving as a 4-H All Star is an honor, high standards of selection should be maintained. El Dorado County maintains a standard number of up to eight All Stars each year. That number may be reduced or increased based on agreement between the current All Star team and their advisor(s).

Applicants will be notified within 48 hours if they were selected to join the All Star team. Applicants not selected may apply again in following years.

XI. All Star Advisors/Parents and their duties

(Refer to Appendix B: All Star Advisor Position Description)

Ideally, two All Star Advisors guide and mentor the All Stars throughout the year.

All Star Advisors:

1. Advise the activities of the All Star Team.
2. Counsel, aid, support and promote the All Stars.
3. Work with the El Dorado County Youth Development Advisor and the El Dorado County 4-H Management Board to coordinate All Star participation in county events and activities
4. Attend each All Star Team Meeting.

An All Star Advisor must sign his/her position description and may be replaced if he/she does not fulfill the responsibilities described in the signed position description. Parents of All Stars support All Stars in fulfilling their All Star commitments.

XII. How to make Amendments to the Handbook:

Amendments and changes to the handbook must be submitted to and approved by the 4-H Youth Development Advisor, a majority of the current All Star Team, and a majority of the El Dorado County 4-H Management Board.

Appendix A: El Dorado County 4-H All Star Advisor Position Description:

General Description and Objectives

- To help the All Star team youth lead and carry out all duties of the All Star program.
- To provide leadership within the 4-H program.
- To be a mentor of the 4-H All Star team, leading goal-setting and evaluation ideas as well as aiding in the implementation of strategies for meeting the team's goals.
- To maintain communication with 4-H leaders, and the 4-H Youth Development Advisor regarding the All Star Program

Specific Responsibilities

Duties pertaining to being 4-H All Stars: Promote the All Star Program by providing information about the All Star program and the All Star selection process to 4-H clubs; provide information regarding opportunities for youth to participate in All Star activities and events at the local, sectional and state levels; solicit funds for the All Star program; promote the 4-H All Star program within the community; and above all serve as a positive role model, demonstrating the values of 4-H in all interactions with 4-H community members.

Duties pertaining to communicating: Work closely with the El Dorado County 4-H Youth Development Advisor and the El Dorado County 4-H Management Board to coordinate All Star participation in selected county events and activities; act as chaperones for All Star events and activities; and assist All Stars in their communication with community and 4-H members and clubs; nurture relationships with parents of All Stars to support the positive youth development experience of the All Stars.

Requirements: A 4-H adult member is eligible to apply for a position as El Dorado County 4-H All Star advisor if he or she:

- Is a cleared 4-H adult volunteer that shows commitment to serve 4-H, embracing the values and principles of the 4-H Youth Development Program.
- Relates well to high school aged youth and adults from a variety of backgrounds.
- Is eager to support youth development and manage a community-based organization.
- Is able to delegate responsibilities and lead effective collaboration with 4-H volunteers.
- Is willing to advise the All Stars in their activities without controlling their decisions.
- Is willing to acknowledge difficulties and ask for assistance.

Selection: The All Star team selects candidates for All Star Advisor position. The 4-H Youth Development Advisor must approve candidates, who are then appointed by the Management Board. It is advised that parents of current All Stars do not serve as Advisors.

Term and Time Involved: The term of the position is one and a half years. Advisors may be selected for multiple terms. Estimated time commitment is 250 to 300 hours per year.

Commitment to Serve

I have reviewed this role description and am willing to fill the role of El Dorado County All Star Advisor.

All Star Advisor

Date

4-H Youth Development Advisor

Date

Appendix B: Group All Star Plan

The following is a **sample** Group Plan, it may be referenced for the formation of the Group Plan, but it is advised that each All Star team annually creates its own unique Group Plan that fits the team's goals for the year.

All Star Group Plan

Goals of the All Star Group

1. All Stars are ambassadors of the El Dorado County 4-H program.
2. All Stars develop and apply Leadership Skills within the 4-H program.
3. All Stars operate as an active team.
4. All Stars communicate with 4-H Leaders and set an example for younger members.

Action Plan for Goal #1

Event /Club/Organization	Activity	Participants
1. Attend and be ambassadors to El Dorado County events:		
2. Serve as Master of Ceremonies for El Dorado County events:		
3. Participate in community outreach or community service project:		
4. Visit 4-H clubs, install officers and talk about the All Star program and 4-H Camp.		
5. Promote the 4-H program to non-4-H organizations		

Action Plan for Goal #2

1. Plan and conduct El Dorado County Junior/Teen/Club Officer Leadership Training	
Date:	Location:

Action Plan for Goal #3

1. Meet as an All Star team monthly: Meeting Date(s): _____
2. Build All Star team through at least one fun All Star team building event.
Event Description: _____ Date: _____
3. Plan and conduct All Star Selection.
4. Evaluate and report findings for the year's achievement toward Group All Star Plan.

Action Plan for All Star Goal #4

1. Attend El Dorado County Management Board meetings.	
Date:	All Star Attending:
Date:	All Star Attending:
Date:	All Star Attending:

Appendix C: Sample Individual Plan of Action

This is a Sample of what an Individual Plan of Action should look like. If using this form as a reference, remember to change the plan to accurately represent the goals of the member.

Individual Plan of Action

Member Name: _____

Goals:

As an All Star my goals are:

1. To be a successful ambassador of the El Dorado County 4-H program.
2. To develop and apply leadership skills within the 4-H program.
3. To be an active member of the 4-H All Star team.
4. To maintain communication with 4-H leaders and set an example for younger members.

Action Plan for Goals

1. Attend and be an ambassador at El Dorado County for selected events

Event	My Participation

2. Serve as Master of Ceremonies at El Dorado County selected activities

Event	My Participation

3. Participate in selected community outreach or community service project

Project	My Participation

4. Visit 4-H club(s) and discuss the All Star program.
5. Present the 4-H program to non-4-H organizations.
6. Participate in the installation of 4-H club officers.

Anticipated Obstacles and Challenges:

Attach Timeline for Achieving Goals:

Appendix D: Sample All Star Donation Letter

Date

Clover 4-H Club
1234 Clover Road
Sampletown, CA 98765

Dear Clover 4-H,

The selection of the 4-H All Stars is scheduled for May. We have attached the All Star Selection Calendar and Application. We expect to have several well-qualified candidates from around the county again this year.

The 4-H All Star rank is the highest El Dorado County achievement level and will be attained by only a few 4-H members. An All Star has shown and continues to show:

- Enthusiasm and commitment to the 4-H program
- Contribution to the 4-H program
- Citizenship and community pride
- Leadership
- Team work
- Enjoyment of public speaking
- Being a positive role model for all 4-H members

The 4-H members that are chosen to be All Stars have shown exemplary accomplishments in the 4-H Program and the community. The rank of 4-H All Star should not be looked upon as an award only, but as a responsibility. All Stars work together as a team to participate in, lead and promote the 4-H Program.

Our 4-H All Stars attend the 4-H State Leadership Conference in August. They are trained in diversity understanding, and also in one of several of the 4-H National Initiatives such as Youth-At-Risk, the Environment, Citizenship and Leadership. They will also conduct leadership training for El Dorado County 4-H members and leaders.

In order to support the 4-H All Stars we ask for a donation. Each scholarship is \$300.00. Partial scholarships can be combined to make full scholarships. Please consider contributing to make it possible for the All Stars to attend.

Please make your check payable to "El Dorado County 4-H All Stars" and send it to us by May 19. A self-addressed stamped envelope is enclosed for your convenience.

- _____ Yes, we will provide a full scholarship - \$300.00
_____ Yes, we will provide a half-share scholarship - \$150.00
_____ Yes, other \$ _____
_____ No, we are not able to participate this year.

Thank you again for your support of El Dorado County 4-H!

Sincerely,
All Star Advisors
All Star team

