



Emerald Star Rank Guidelines

Orange County 4-H



(revised 2017)

The Emerald Star is a rank awarded to a 4-H member for planning and implementing a leadership activity. The Emerald Star is for senior members who have completed at least one year in 4-H. It has been designed to encourage members to plan and execute a goal outside the member's Community Club.

The Emerald Star rank is separate from any other star rank and possession of a star rank is not a prerequisite. Likewise, the Emerald Star is not a prerequisite to any other star rank. Youth with either an Emerald Star or Gold Star are qualified to apply for the County All Star program. 4-H members are eligible to receive one Emerald Star. The Emerald Star pin and hat patch are awarded after the project has been completed, evaluated and approved by the Incentives and Recognition Committee, which administers the Emerald Star Program for Orange County 4-H.

The Emerald Star Project should fulfill a demonstrable multi-county or county-wide need. Existing County events will not be approved as an Emerald Star Project. The Emerald Star Project can be something that no one has ever done, and fulfills some kind of need in the 4-H program or community. It can also be an expansion of an existing program, but the project must clearly meet a new need or demand that isn't being achieved in the existing program.

The Emerald Star Project's purpose is to provide and:

- Strengthen life skills through project work in their community or 4-H beyond the club level.
- Improving, creating, and expanding 4-H programs.
- Help grow and improve abilities of youth in areas of organization, leadership by planning and executing a project on their own from beginning to end.

WHO MAY APPLY FOR EMERALD STAR?

Any Orange County 4-H member that is at least 14 years old by December 31 of the current program year and has completed one year of 4-H may apply. To apply for the Emerald Star, an applicant must:

1. Complete Intent to Submit Emerald Star Project

- ❖ Select an adult Emerald Star Project Mentor. See Mentor job description.
- ❖ Mentor must be approved by both the Orange County 4-H office and Incentives and Recognition Committee prior to preparation of the Application.

2. Complete Application Form

- ❖ Application Form is available from the Orange County 4-H Office.
- ❖ Detail a plan of proposed leadership to be completed within a six to twelve month period. (Projects requiring more than 12 months to be completed may be approved under special circumstances).
- ❖ Work with Approved Emerald Star Project Mentor to develop a plan that meets all requirements for a Emerald Star Project.
- ❖ Emerald Star Application and Plan should be signed by the Emerald Star Project Mentor.
- ❖ Return application to the Orange County 4-H Office.
- ❖ Submit Complete Application Form at least 90 calendar days in advance of the proposed Emerald Star Project.

2. Emerald Star Application Review

- ❖ Emerald Star Application and Plan of the proposed leadership activity will be reviewed by the Orange County 4-H office and the Incentives and Recognition Committee.
- ❖ The Incentives and Recognition Committee will coordinate an in person interview with applicant, mentor, and committee to review the plan, ask questions, provide feedback and either accept the plan or make suggestions for changes to the plan that would allow the plan to be accepted.
 - The Incentives and Recognition Committee shall be a adult volunteers appointed by the Orange County President and/or 4-H Council. The Committee will work directly with the applicant and mentor to communicate any questions, concerns or desired changes in the application review process. Incentive and Recognition Committee Members that are parents of applicants must sequester themselves from any and all review and decision making activities.

3. Implement Plan

- ❖ Once the proposed action plan is accepted, organize and facilitate the plan. Plan should be completed within 6 to 12 months of obtaining the approval of the Incentives and Recognition Committee.
- ❖ Write an article describing your project for the *Orange County 4-H Newsletter*. Email a copy to the Incentives and Recognition Committee **PRIOR** to your Final Report Presentation.

4. Final Report Presentation

- ❖ Prepare a final report of the project within 2 months of completion.
- ❖ The final report may be submitted in any form as long as it contains all of the following:
 - ✓ Documentation of your completed project, including successes and failures, resources used, and any other items that document your project.
 - ✓ A statement of completion from your Emerald Star Mentor
 - ✓ A self-evaluation
- ❖ The final report may be written, multimedia presentation, video, display, etc.. Be creative, but keep in mind that if the project is not documented clearly, you may have to resubmit it to the Incentives and Recognition Committee.
 - ✓ The Incentives and Recognition Committee shall coordinate an in-person final report presentation and interview with the full committee, Emerald Star Applicant, and Mentor. This will be scheduled just prior to a county council meeting.
 - ✓ Present your final project at a county council meeting. Presentation by Emerald Star Candidate should be between 10 to 15 minutes in length.

The Incentives and Recognition Committee will decide if Emerald Star requirements are complete. Applicant will be notified regarding final decision.

Ideally, Emerald Star projects should be completed successfully. However, a youth may receive the Emerald Star rank even if his/her project is not successful. The Final Report will assess how well the 4-H'er planned, tried (including revision of their plans) and evaluated his/her own efforts, and these factors will be taken into account when determining if the member will receive the Emerald Star.

The Incentives & Recognition Committee reserves the right to clarify any requirements and make any decisions that it deems are in the best interest of the California and Orange County 4-H Program and its youth. Such clarifications and decisions may be appealed to the Orange County 4-H Council and/or Orange County 4-H Office as deemed appropriate by the Orange County 4-H Program Director.



ORANGE COUNTY 4-H EMERALD STAR APPLICATION



NAME _____

ADDRESS _____ PHONE (____) _____

CLUB _____ AGE AS OF DEC 31, _____ GRADE _____

1. What is the goal of your Emerald Star project? Goal should be specific, measurable, achievable, relative, and time-bound.

2. How did you determine the need this project will be addressing?

3. List resources you will use:

4. Estimated costs and financing plans:

Income*	Budgeted	Actual **

* Include a completed California 4-H Treasurer's Manual Financial Form 8.7 for ALL proposed fundraising activities for County Director's approval.

Expenses	Budgeted	Actual **

** The actual income and expense should be included in the final report, but do not need to be completed as part of the original Emerald Star Application.

5. What methods will you use to develop your project?

6. List your timeline steps and completion dates:

Specific Action Steps	Target Date	Actual Date
1.		
2.		
3.		
4.		
5.		
6.		



ORANGE COUNTY 4-H EMERALD STAR FINAL REPORT



NAME _____

ADDRESS _____ PHONE (_____) _____

CLUB _____ AGE AS OF DEC 31, _____ GRADE _____

1. What is the goal of your Emerald Star project? Goal should be specific, measurable, achievable, relative, and time-bound.

2. Did your project address the need that you identified? How did this differ from what you proposed?

3. List resources that you actually used:

4. Actual costs and financing plans:

Income*	Budgeted	Actual **

* Include a completed California 4-H Treasurer's Manual Financial Form 8.7 for ALL proposed fundraising activities with County Director's approval/signature.

Expenses	Budgeted	Actual **

** The actual income and expense should be included in the final report.

5. What methods did you use to develop your project? How did this differ from your original proposal and what did you learn?

6. List your timeline steps and completion dates:

Specific Action Steps	Target Date	Actual Date
1.		
2.		
3.		
4.		
5.		
6.		

7. What do you learn and accomplish? How did this differ from your original goals?

8. Would you choose this particular project if you could do it over? Please explain.

9. Please tell us a little about yourself and your 4-H experience. Photos may be attached.

Submitted by:

Applicant Signature Date

I believe the final report to be complete and accurate.

Parent Signature Date

I approve the final report which I believe to be complete and accurate.

Emerald Star Mentor Date

Applicants:

This is a basic outline only. Use additional space, pages, photos, and attachments as needed to detail the proposed plan of action and actual outcome! Include copies any letters, press, news releases, news articles or other outreach.

ORANGE COUNTY 4-H EMERALD STAR APPLICATION EVALUATION

For committee use



NAME _____

ADDRESS _____

CLUB _____ PHONE _____ AGE AS OF DEC 31 _____

NAME OF EMERALD STAR PROJECT _____

	YES	NO
MEMBER HAS A DEFINITE GOAL?	<input type="checkbox"/>	<input type="checkbox"/>
DOES IT FULFILL A NEED?	<input type="checkbox"/>	<input type="checkbox"/>
IS GOAL ATTAINABLE	<input type="checkbox"/>	<input type="checkbox"/>
DOES THIS YOUTH UNDERSTAND AND HAVE A PLAN THAT WILL LEAD TO SUCCESS?	<input type="checkbox"/>	<input type="checkbox"/>

IF THE ANSWERS TO ANY OF THE ABOVE ARE NO, WHAT SUGGESTIONS CAN BE MADE?

THIS PLAN HAS BEEN APPROVED _____ NOT APPROVED _____ AS AN EMERALD STAR PROJECT.

ESTIMATED COMPLETION DATE _____.

INCENTIVES AND RECOGNITION COMMITTEE:

Name Date Name Date

Name Date Name Date



ORANGE COUNTY 4-H EMERALD STAR PROJECT EVALUATION

For committee use

HAS THE PROJECT BEEN COMPLETED? YES NO

WAS COMPLETED PROJECT PRESENTED IN AN APPROPRIATE MANNER? YES NO

ORANGE COUNTY NEWSLETTER ARTICLES (S)? YES NO

DID THE YOUTH SHOW PERSONAL GROWTH? (AS DEMONSTRATED BY HOW HE/SHE SOLVED PROBLEMS AND COMPLETED THE PROJECT) YES NO

WILL THIS PROJECT, AS PRESENTED, BE OF BENEFIT TO 4-H OR COMMUNITY? YES NO

THIS EMERALD STAR HAS _____ HAS NOT _____ BEEN APPROVED.

IF NOT, WHAT CAN BE DONE FOR APPROVAL?

INCENTIVES AND RECOGNITION COMMITTEE:

Name Date Name Date

Name Date Name Date



ORANGE COUNTY 4-H MENTOR'S POST EVALUATION



NAME _____

ADDRESS _____ PHONE (_____) _____

CLUB _____ AGE AS OF DEC 31, _____ GRADE _____

MENTOR'S NAME _____

1. Describe your experience as a Emerald Star Mentor. Would you consider serving as a Mentor in the future?

2. Was the need for this project addressed? If not, what could have been done to accomplish it?

3. Do you have any suggestions or other comments for improving the Orange County Emerald Star Program?

Emerald Star Mentor

Date

Applicants:

Thanks for your contributions to the Orange County 4-H Emerald Star Program. Your Feedback will be used to improved the program for future youth.



ORANGE COUNTY 4-H EMERALD STAR PROJECT MENTOR JOB DESCRIPTION



The Emerald Star Project Mentor plays a critical role in helping the 4-H'er plan, execute and evaluate their Emerald Star Project, while developing leadership, organization and problem-solving skills.

The Emerald Star Project Mentor is:

- Requested by the Emerald Star Applicant prior to the submission of the Emerald Star Application. The role and responsibilities of Mentor are critical and should be reviewed thoroughly before agreeing to take the position.
- A 4-H volunteer leader, who is not related to the Emerald Star Applicant. A non-4-H volunteer can become the Mentor, if they are willing to enroll as an Adult Volunteer and complete the leader certification process, including fingerprinting. Contact the Orange County 4-H office for details on new leader certification.
- Familiar with the type of project or the planning process through which the applicant will undergo to complete this project (optional).
- Willing to support the Emerald Star Applicant by brainstorming, providing feedback and suggestions, assisting with problem-solving, etc. without completing any portion of the project for the applicant.
- Supports the organizational, leadership and personal development growth of the applicant through the course of the Emerald Star Project.
- Responsible for reviewing the Emerald Star Application and Plan prior to submission, attend pre project interview with member and Incentives and Recognition Committee, schedule a mid-project meeting with the member and providing a statement of completion for the Final Report, at a minimum. The expectation is that the Applicant will be keeping the mentor up-to-date on the progress of the project according to a pre-arranged schedule and utilizing the Mentor's skills to successfully complete the project, forecast potential challenges and meet the objectives of the Emerald Star Program.