

Preface to the All-Star Handbook

The San Bernardino Recognition and Awards Committee has put together a All-Star Handbook to outline what the All-Star Program is about and what the All-Star's responsibilities are. On the following pages you will find out all about being a San Bernardino County All-Star.

To help revitalize and define the 4-H All-Star program so that it will inspire, excite, and motivate all San Bernardino 4-H members.

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PART ONE

★ What is an All-Star?

All-Star 4-H Ambassadors are the ambassadors of the 4-H program in San Bernardino County and is the highest achievement that only a few 4-H members will obtain. As an ambassador, the All-Star visits other 4-H clubs' reaches out to other organizations within the community; and attends and participates in the 4-H State Leadership Conference, 4-H county meetings, State or Sectional 4-H meetings and events, and other activities needed.

Younger 4-H members look up to the County All-Star 4-H Ambassadors as a role model. Many of the younger members are hoping to be an all-Star one day, and they will be watching you both on and off stage. You must be aware of your actions and remember that you have a chance to change someone's life in a positive way as you fulfill your responsibilities as an All-Star 4-H ambassador and lead the San Bernardino 4-H County Program.

★ What do All-Stars do?

Being chosen as a 4-H All-Star Ambassador is a working honor and in fulfilling it, each youth will be expected to behave with a degree of maturity, composure and excellence.

As an Ambassador, of San Bernardino County, the All-Star will be visiting other 4-H clubs, reaching out to other organizations with the community, attending and participating in the State 4-H Leadership Conference, 4-H county Council meetings and State or Regional 4-H meetings and events.

The All-Stars plan their own program within the established guidelines, their "Plan of Action" will include planning and leading a county event, field trips, visiting clubs, participating in Council meetings, presenting the 4-H program to other agencies, etc.

Through the All-Star year, new and challenging situations will be encountered. The chance to learn, to grow and make a difference is what the All-Star program is all about.

PART TWO

★ **Guidelines for the All-Stars**

The following are the established guidelines for a member who has become a San Bernardino County All-Star:

1. Good attendance is a must. Throughout the year an All-Star will be attending events at all levels (county, regional, and community). An All-Star must attend no less than 80% of all planned meetings to be a member in good-standing. Being an All-Star requires an ample amount of time. A 4-H member will need to take this into consideration when applying.
2. All-Stars shall wear the 4-H uniform (white pants, white shirt, 4-H tie or scarf and white 4-H hat, or other such uniform as designated by the All-Stars and in concurrence with the All-Star Advisor and the 4-H County Council) to all county events, 4-H functions other than at the club level, or when representing the All-Star program within the county, state and country.
3. An All-Star is committed to active participation, as a “Junior All-Star” for at least one year, with the option of serving a second year as a “Senior All-Star”. In order to receive the “all-Star Performance Award”, an All-Star must be active and meet all of the requirements listed above. “Once an All-Star, always an All-Star”. Therefore, an All-Star may be asked to help or assist new All-Star members after completing his/her year(s) of commitment, or ask to share their expertise.
4. The All-Star year starts when selected and introduced to the 4-H community.

All-Star Consequences

Should an All-Star not fulfill his/her duties as set by these guides credit will not be given for the year.

PART THREE

★ All-Stars' Plan of Action

The All-Stars along with their Advisor, will develop a written "Plan of Action" between June and August. This Plan will include a basic structure of the 4-H program (listed below). The All-Star written "Plan of Action" should be presented to the San Bernardino County Council in September for review.

Plan of Action's requirements:

1. Coordination of the Awards Presentation for Achievement Day/Night and take an active part in Officer Training and Leadership Day.
2. Attendance and participation at County events are necessary and expected. These events include: Achievement Night, County Fund Raiser, County Judging/Showmanship Clinic, Food Fiesta, Field Day, Sectional Field Day, and Fashion Revue & Exhibit Day. Recommended additional events are Nicole Peacock Horseshow and Horsemastership.
3. The Presentation of a 4-H program to at least one non 4-H organization during the 4-H year. The organization will be the choice of the All-Stars. (i.e. Kiwanis, Soroptmist, Lions, Rotary, Elks, Boys and Girls Club, etc.)
4. All-Stars are to try to contact or visit each San Bernardino County 4-H club during the year. Each club will be visited every other year by at least one All-Star. Contact may be made by a phone call to the Community Leader.
5. Involvement with the development of the San Bernardino County 4-H calendar.

Suggestions for Plan of Action:

1. Plan social activities to be enjoyed by the All-Stars
2. Attend Sectional Council meetings, activities, and events. (This is a great learning opportunity and for those attending.)
3. Plan or become involved in Community events or promotional events.

PART FOUR

★ Relationship with Council

- The San Bernardino County 4-H All-Stars together with the 4-H County Council shall work as a team to plan, develop and execute programs and events for all youth. Emphasis for programming will follow the “Mission” of Council and policies of the Cooperative Extension Program.
- Reports and status of All-Star events will be given at each Council meeting.
- The San Bernardino 4-H Sponsoring Committee will support each 4-H All-Star financially by providing the All-Star funding for an All-Star jacket and the county council will provide shirts to be worn as part of their uniform. (For any additional financial support from the County Council the All-Stars will need to submit a formal request at a Council meeting.)
- The Council will also provide the All-Star program with assistance and encouragement when requested.

PART FIVE

★ Awards

The honor of being selected as an All-Star is the highest award a 4-H member can attain in San Bernardino County.

The following awards will be given:

- The 4-H All-Star hat emblem when the All-Star is introduced
- The 4-H All-Star 4-H hat pin (at the successful completion of your 1st All-Star program year).
- An All-Star jacket which can be used as a “designated” uniform for various 4-H activities funded by the San Bernardino Sponsoring Committee.
- The All-Star Performance Award
(*See description on the following page.*)

★ All-Star Performance Award

The Performance Award is for All-Stars who demonstrate an exemplary job throughout their active years as an All-Star. The Performance Award is presented at the San Bernardino County 4-H Achievement Night. The All-Stars achieving this award will be presented with a purple year stripe and a gold star pin to be worn on his/her 4-H hat.

The All-Star Performance Award is presented to the All-Stars who fulfill their responsibilities as developed in the All-Stars' Plan of Action and with consideration of the following criteria:

- Attendance at 4-H events
- Shows leadership involving 4-H and other community activities
- Has an active relationship with the 4-H County Council
- Has presented his/herself as a positive, enthusiastic role model for all 4-H members and others throughout the 4-H year.
- Is an active participant in developing and executing the All-Stars' Plan of Action.

All-Star Performance Award application process:

1. The All-Star advisor and the San Bernardino County Recognition and Awards Committee will review the applications and determine if the All-Star has fulfilled the requirements.

The Performance Awards will be given at the annual Achievement Night (the same time the new All-Stars will be announced).

PART SIX

★ Guidelines for All-Star Advisor

Must attend County Council meetings

Help All-Stars develop Plan of Action

Must communicate with All-Stars and the County Council

Listen to the All-Stars

Make sure the Plan of Action is adhered to

Only provide the structure, let the All-Stars create the events

Select an adult or past All-Star as an assistant

Keep All-Stars informed

Guide/coach and support the All-Stars in carrying out the Plan of Action

Call meetings on a regular basis

Attend 4-H county meetings

Help All-Stars attend Southern Sectional Council meetings

Encouraged to attend the 4-H State Leadership Conference, usually held in August of each year.

PART SEVEN

★ Selection of All-Star Advisor

Criteria for selection:

1. Has both the desire and time commitments
2. Likes to work with young adults
3. Commitment to 4-H
4. Knowledge of 4-H program
5. Friendly relationship with both All-Stars and the County Council
6. Flexible person, can adapt to changes
7. Good organization skills

How All-Star Advisor will be selected:

The County program staff will designate the All-Star Advisor. This will promote continuity of the program. The position of All-Star Advisor is a honor and will be reviewed each year.

PART EIGHT

★ All-Star Selection Committee

The Recognition and Award Committee is responsible for the following:

1. Reserve rooms to be used for the selection process.
2. Select committee members. Members should not be acquainted to the applicant- they need to be unbiased. Using adults familiar with leadership, 4-H, etc. are recommended.
3. Since the completed applications are sent to the County Office, receive copies to review the applicants. Send copies of the application to each committee member to review and become aquatinted with the applicant's qualifications prior to the interview.

Suggestions for interviewing:

8. Applicant talk about him/herself
9. What does the applicant hope to give the 4-H program by being an All-Star?
10. Does the applicant realize the time involved?

PART NINE

★ Criteria for All-Star Selection

1. Must be 14 as of January 1st of the year applying and 15 by the second Saturday in June.

Have achieved Gold Star or Emerald Star rank by the current year (verification by R & A Committee)

Be able to show leadership by having been Junior/Teen Leader.

Has been involved in county 4-H events within the last two years.

Has enthusiasm and desire to be an All-Star

Be committed to the 4-H program in San Bernardino County

Applicant must have demonstrated character qualities such as leadership abilities, citizenship, maturity of judgment, club involvement, strong interest in guidance & leadership, ability to work with groups, active interest in county and local events, strong interest in continuing 4-H, enthusiasm and commitment to 4-H, positive role model, enjoyment of public speaking, ability to follow directions, ability to learn from experiences, ability to abide by the 4-H code of conduct.

PART TEN

★ Application Process and Check List

The following section describes the application process. Please read very carefully and complete the All-Star application in its entirety.

- An All-Star applicant must be 14 years of age as of Jan. 1 and 15 by the first Saturday in June of the year in which he/she is applying.
- Complete all sections of the All-Star application
Ask your 4-H Club Community Leader to complete and send to the 4-H Office.
(Section 4 of the application) This form is not to be sent with your application.
Helpful suggestion: Provide a stamped and addressed envelope to your Community Leader when you request the completion of the All-Star application.
- Request two letters of Recommendation for various sources. This form is not to be sent with your application.
- Make sure that all the required signatures have been obtained in section 6.
- A copy of the applicant's previous year(s) 4-H Program Development Report (PDR) must be submitted with the application or brought to the interview meeting.
- My parent/guardian and I have read and signed the San Bernardino County 4-H All-Star Agreement and have enclosed it with my application form.

Return the All-Star Application along with your record book to the 4-H Office

by _____ to:

UCCE/4-H Office
777 E. Rialto Ave.
San Bernardino, CA 92415

★ Application Guidelines

Applicant must complete all sections of the application. Any section not completed may result in the applicant not being considered as an All-Star.

Please type or print clearly.

Personal Data - Section 1

This section deals with name, age, address, etc. But also includes a few very important questions that are critical to the selection process. **DO NOT** leave any part of section 1 unanswered. This could result in the applicant not being considered for All-Star.

Personal Experiences - Section 2

This section deals with your personal experience in 4-H and outside of 4-H. Please answer each item. If an item does not apply to your experiences, state that under the appropriate item. That way the All-Star Selection Committee will not assume you failed to answer the question. Attach a separate sheet of paper if more space is needed.

Applications Comments - Section 3

This section is where you can describe, explain, or comment on things that you think are important as part of your All-Star application.

Community Leader Comments - Section 4

This section is for your 4-H club Community Leader to make a recommendation or comments that would be pertinent to your selection as an All-Star. This section must be completed by the Community Leader. It is also important that the Community Leader send section 4 directly to the 4-H Office. **DO NOT** include this section with your completed application.

Letters of Recommendation - Section 5

This section is for two people to make a recommendation and comments that will help the Selection Committee. Must be someone other than a parent/guardian and/or the Community Leader. **DO NOT** include them with the application. *(Suggestion: Include with your blank recommendation letter a stamped, addressed envelope so that the people who recommend you can just drop it in the mail. They should be sent to the 4-H office.)*

Authentication - Section 6

This section must be completed with all the appropriate signatures. Should this section of the application be incomplete, the application will be returned to the applicant, if the due date has not past.

If the due date has past, the application will be considered incomplete and may not be forwarded to the All-Star Selection Committee for consideration.

PART ELEVEN

All Star Application

Due by _____

Personal Data - Section 1

Name _____ Club _____

Address _____

City _____ Zip _____

Telephone _____

Age as of Jan 1 this year _____ Date of Birth _____

Please answer the following questions to the best of your ability:

Years in 4-H (including this year) _____ Year in school _____

Year received Gold Star _____ Year received Emerald Star _____

Do you have a full or part time job? _____

If yes, about how many hours per week. _____

Do you anticipate having a job while you are an All-Star? _____

If yes, about how many hours per week. _____

Do you have the time to devote to the 4-H program and the All-Stars? _____

Will you have transportation to and from All-Star commitments? _____

Can you attend evening meetings, if required? _____

Can you attend weekend events, activities, etc? _____

Is there anything that could interfere with your ability to perform as an All Star? _____
 If so, please explain. _____

Personal Experiences - Section 2

The following sections are intended to determine your involvement in the 4-H program and to provide information as to the amount of time you are willing to devote to the All-Star Program. Please be accurate when completing this portion. You will need to supply a copy of your latest PDR.

I. 4-H Club Offices. Please list the club offices you have held or are holding and the year you held the office.

Club Offices Held	Year

II. Junior/Teen leader in club projects. Please list the club projects in which you have been either a Junior or Teen Leader and the year(s), including this year.

Club Project	Type of Leader - Jr. or Teen	Year

III. Other Leadership Roles. Please list other leadership role(s) other than club offices, such as 4-H Regional Council representative, club level, church, community organizations, etc.

Other Leadership Roles	Year (if known)

IV. 4-H events attended in San Bernardino County. Please mark the 4-H county events, etc. you have participated in during the last two years.

San Bernardino County 4-H Event	Two years ago	Last Year
Achievement Night		
Leadership Day		
Food Fiesta		
Field Day		
Fashion Revue & Exhibit Day		
S.B. County Fair Awards Assembly		

V. Events attended outside San Bernardino County 4-H Events (Regional, State, National).

Out of County 4-H Event	Year
State Leadership Conference	
Sectional Field Day	
Sacramento Focus	
Washington Focus	
Teen Involvement Conference	

VI. Extracurricular activities. Please list any extracurricular activities, such as sports, community, church, social, etc. that you are involved in or plan to be involved in during the year you will be an All-Star.

Extracurricular Activities	Time of Year

VII. Academic Activities. Please describe your academic workload, such as amount of time academics require of you, time spend outside of the classroom on academics. Please do not list your classes or schedule.

Your Comments - Section 3

In this section you are asked to summarize your leadership experiences, why you want to be an All-Star, and what you are expecting from the All-Star Program. Please limit your responses to one page per question.

I. Describe your leadership skills and experiences.

II. Why do you want to be an All-Star

III. What are your expectations being an All-Star?

PLEASE USE A SEPARATE PAGE FOR EACH QUESTION

Community Leader Comments - Section 4

Applicant's Name _____

Applicant's Club _____

Community Leader's Name _____

NOTE: This section must be completed and mailed by the Community Leader. It can NOT be returned with the completed application. This is for your privacy and honesty. You are under NO obligation to provide the applicant with a copy of this letter. Please mail to:

**UCCE/4-H Office
777 E. Rialto Ave.
San Bernardino, CA 92415**

In this section, as the Community Leader you are asked to write a few comments about the All-Star applicant; describing applicant. Please limit the comments to the space provided.

As Community Leader, I hereby state that the applicant is a member in good standing in the 4-H Club, embodies the spirit and enthusiasm for the San Bernardino County 4-H Program, and is being recommended for consideration as an All-Star. As Community Leader I do verify that all information dealing with the club level is factual. If attendance is questioned, a club attendance sheet maybe requested.

Signature of Community Leader

Date

Letter of Recommendations - Section 5

This section is for two people to make a recommendation and comments that will help the Selection Committee. Must be someone other than a parent/guardian and/or the Community Leader. (Suggestion - Include with our blank recommendation letter a stamped, addressed envelope so that the people who recommend you can just drop it in the mail.)

DUE NO LATER THAN:

NOTE: This section can NOT be returned with the completed application. Please make sure they are mailed to:

UCCE/4-H Office
777 E. Rialto Ave.
San Bernardino, CA 92415

Recommendation for San Bernardino County All-Star

DUE NO LATER THAN:

NOTE: This section can NOT be returned with the application. This is for your privacy and honesty. You are under NO obligation to provide a copy to the applicant. Please mail to:

UCCE/4-H Office
777 E. Rialto Ave.
San Bernardino, CA 92415

Applicants Name _____

How long have you know the applicant? _____

To what degree do you recommend this applicant?

Highly (1) _____ Okay (3) _____

Good (2) _____ Doubtful (4) _____

Personal rating of the applicant (Circle rating for each characteristic):

	High				Fair				Low	
Citizenship	1	2	3	4	5	6	7	8	9	10
Leadership	1	2	3	4	5	6	7	8	9	10
Attitude	1	2	3	4	5	6	7	8	9	10
Initiative	1	2	3	4	5	6	7	8	9	10
Cooperation	1	2	3	4	5	6	7	8	9	10
Dependable	1	2	3	4	5	6	7	8	9	10
Responsible	1	2	3	4	5	6	7	8	9	10
Fairness	1	2	3	4	5	6	7	8	9	10
Honesty	1	2	3	4	5	6	7	8	9	10
Judgment	1	2	3	4	5	6	7	8	9	10
Personality	1	2	3	4	5	6	7	8	9	10

Comments (use other side if needed):

Describe - leadership, enthusiasm, acceptance of responsibility, ability to work with others, etc.

Signed _____ Title _____ Date _____

Phone Number _____

Authentication - Section 6

I have personally prepared this application and believe it to be correct. I understand that should any statements be purposely stated false or inaccurate, I can be denied further consideration for All-Star.

Signature of Member

Date

As the parent of guardian of the applicant for All-Star, I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the applicant for All-Star can be denied further consideration for All-Star.

Signature of Parent or Guardian

Date

As Community Leader I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the applicant for All-Star can be denied further consideration for All-Star

Signature of Community Leader

Date

All Star Performance Award Application

Name _____

Telephone _____

Year as active All-Star _____

Coordination of Awards' Night
and Officers' Training Yes No

Attendance at planned meetings: _____
Total Attended Percent

County, Regional, State events attended:

Presentation to non 4-H organizations (explain):

Clubs visited and informed:

1.	9.
2.	10.
3.	11.
4.	12.
5.	13.
6.	14.
7.	15.
8.	16.

★ Outstanding Performance Award Application

1. On a separate sheet of paper, please explain how you fulfilled your All-Star agreement and what you enjoyed most during your year of service.
2. On a separate sheet of paper, explain if you did not fulfill any part of your All-Star agreement and what you would change to make the program stronger.

I have personally prepared this application and believe it to be correct. I understand that should any statements be purposely stated false or inaccurate, I will not receive the Performance Award.

Signature of All-Star

Date

All-Star Advisor Comments:

As the All-Star Advisor, I have reviewed this application and believe it to be correct. Should any statements be purposely stated false or inaccurate, I understand that the All-Star will not receive the Performance Award. (All-Star Advisor may make comments on the back of this page.)

Signature of All-Star

Date

★ Application Process and Check List

The following section describes the application process. Please read very carefully and complete the All-Star application in its entirety. This checklist is for your reference only.

- An All-Star applicant 14 years of age as of January 1 and 15 years of age by the second Sat. in June of the year applying.
- Has earned a gold or emerald star.
- Complete all sections of the All-Star application.
- Have the 4-H Club Community Leader complete Section 4 of the application. Request two Letters of Recommendation from various sources. These forms are not to be sent with your application, but separately.
- Make sure that all the required signatures have been obtained in Section 6.
- Have the applicant's previous year's 4-H Record book brought to the interview.
- My parent/guardian and I have read and signed the San Bernardino County 4-H All-Star agreement and have enclosed it with my application form.

Return the All-Star Application to the 4-H Office in San Bernardino by _____ to:

UCCE/4-H Office
777 E. Rialto Ave.
San Bernardino, CA 92415

List of References

Please list the names, addresses and phone numbers of your references so that we can make sure that the letters of Recommendations are returned in proper time.

1. Name _____

Address _____

Phone # _____

2. Name _____

Address _____

Phone # _____

San Bernardino County 4-H All-Star Agreement

It shall be the duty of each All-Star to become fully acquainted with the requirements and responsibilities of being an All-Star as defined in the San Bernardino County 4-H All-Star Program Handbook. The All-Star must agree to the requirements stated in the 4-H All-Star Program Handbook and the requirements and conditions list in this agreement.

1. All-Stars must attend at least 80% of the events, activities, and functions as defined in the All-Star Plan of Action for the year that the All-Star is active. Since the All-Stars coordinate most county events, they must be punctual to all events and meetings. All-Stars accept the responsibility of communicating with the All-Star advisor.
2. All Stars shall wear the 4-H uniform (white pants, white shirt, 4-H tie or scarf, and white 4-H hat; or other such uniform as designated by the All-Stars and in concurrence with the All-Star Advisor and the County Council) to all county events, 4-H functions other than club functions, or when representing the All-Star program within the county, state, or country.
3. All-Stars must exhibit exemplary behavior, be respectful to all, shall not use any foul or abusive language (including gestures), be a role model to other 4-H members, and display a positive attitude. Possession or use of illegal drugs and alcohol, theft or vandalism of person or property at any 4-H event, activity, or function is unacceptable behavior and can be grounds to be removed from the All-Star team.
4. Once an All-Star, always an All-Star. However, All-Stars are committed to being an active All-Star for two years.
5. To be an "All-Star in Good Standing" and receive the **All Star Performance Award**, you must be an active All-Star, adhere to this agreement, comply with All-Star Program rules and guidelines as stated in the All-Star Program Handbook, and comply with the All-Star Plan of Action.
6. All-Stars not demonstrating a commitment to the All-Star Program or who shows an unwillingness to work, or failure to represent the All-Star Program may not be awarded the **All Star Performance Award**. The All-Star may be reviewed and disciplinary action taken by the San Bernardino County Council, and possible dismissal from the All-Star Program.
7. All-Stars must meet with the other All-Stars and All-Star Advisor. All-Stars should attend County Council meetings. Discussions of which All-Stars will attend which county meeting will be up to the All-Stars and their Advisor. All-Stars are expected to help develop the All-Star Plan of Action for their term. All-Stars may have to attend some evening and weekend meetings, events, and activities. In addition, All-Stars are

expected to attend the State Leadership Convention usually held in August.

By signing this agreement, the All-Star and parent are stating that they have read the All-Star Program Handbook, completed the All-Star application correctly, agree to the requirements and conditions, as stated above and in the All-Star Program Handbook for a 4-H All-Star in the San Bernardino County.

All-Star's Signature

Date

As a parent of an All-Star your cooperation and support are required in order to support your All-Star in fulfilling the requirements as defined in the All-Star Program Handbook.

Parent/Guardian's Signature

Date