

March 2022

Dear Officer Applicant:

Thank you for your interest in serving the Kentucky 4-H program! By applying for a State 4-H Officer position you join a long and proud history of individuals who are committed to “Making the Best Better.” The Slating Committee is looking for young people that possess the following qualities to serve Kentucky 4-H as a State Officer: *respectable, inclusive, committed, organized, and dependable*. Attached you will find the application packet that you need to fully complete in order to be considered for slating. The slating process acts just like an interview for a job since we view this prestigious position as a job for the next year. Please dress and plan accordingly. Just as in real life, not all applicants are granted interviews and not all those interviewed are hired, please prepare for this event. **Complete applications are due electronically by email to rachel.guidugli@uky.edu by April 11th. No paper applications will be accepted unless prior accommodation is made.**

There have been changes in the Kentucky 4-H Slating and Selection Process, please appendix 4 information regarding the new format for selecting Kentucky 4-H State Officers.

This application consists of the following sections:

Part A	Candidate Information Sheet
Part B	<i>Copy of 4-H Achievement Application (must have achieved at last Bronze level prior to time of application)</i>
Part C	<i>Professional Resume (for clarification work with your 4-H Agent to utilize the resources for Kentucky 4-H Workforce Preparation and Career Readiness)</i>
Part D	Essay Question
Part E	Biographical Sketch and Professional Photo
Part F	Reference Forms (Appendices 1A, 1B, 1C, 1D)
Part G	Self-Evaluation (Appendix 2)
Part H	Responsibilities, Roles, Expectations & Additional Information (signatures needed)

Appendix:

1	Reference Forms (1A, 1B, 1C, 1D)
2	Self-Evaluation
3	Possible Interview Questions
4	Officer Selection Process (Updated 2020)



Slating/Interview Process:

The Slating Process will happen before the April State Teen Council Meeting at JM Feltner 4-H Camp. Dates are April 21 & 22. Face to Face interviews are required unless accommodation needs to be made for extenuating circumstance with prior notification.

Initial Important Dates

4/21-22	Candidate Slating
4/22	Slating Announcement
4/22-24	State Teen Council #4
6/13	State Teen Council #5
6/14- 6/17	4-H Teen Conference
July/August TBD	State Officer Trainings
7/9	State 4-H Communications Day
August TBD	Kentucky Farm Bureau State Officer Training
8/14 – 8/28	Kentucky State Fair
9/9-11	State Teen Council Meeting 1

Additional dates for the year are provided/decided at State 4-H Officer Training. Your calendar will be **extremely** busy as an officer, this is very much like a job! Remember you are required to be at all State Teen Council meetings, 4-H Summit and 4-H Teen Conference in 2022. Therefore, during your term in office, you cannot apply to be on Camp Staff. Please be considerate of dates and 4-H obligations when selecting classes/making family travel plans, etc.

Sincerely,



Rachel E. Guidugli, Ed.D.
University of Kentucky
Extension Specialist for 4-H Youth Development

Revised 3/06/22

2022-2023 State 4-H Officer Application Packet (Part A)

The completed application and references are due April 11, 2022 by email.

The Goal of a Kentucky 4-H Officer

“Foster the development of youth and the 4-H program.”

As a role model for youth and a representative and spokesperson for the 4-H Program, your job is to uphold the values, high and deals and standards of the Kentucky 4-H Program. Each officer represents 4-H. Your actions represent all 4-H members and reflect upon your local program, your county program, your district program and the state.

The Slating Committee is looking for young people that possess the following qualities to serve Kentucky 4-H as a State Officer: *respectable, inclusive, committed, organized, and dependable.*

Applicants for 4-H Office must attend the scheduled slating to be considered for an office. Please limit the application to this form and to the requested materials. Incomplete or unreadable applications may not be considered. Follow ALL instructions carefully. Applications will only be accepted from 4-H members in good standing who are between the 4-H ages of 16-18 years (based on age on January 1st of the application year). Applicants must remain and be in good standing with their county and district 4-H program to be considered for an officer position. Candidates who enter post-secondary education during the officer year must attend an institution in Kentucky. During the term of office, individuals may not serve as a Kentucky 4-H Camp Staff Member or as a member of other leadership boards. **All application materials must be completed by the 4-H member. All materials should be typed when possible. All materials should be submitted via email to rachel.guidugli@uky.edu.**

Full Name of Applicant:		
Complete Mailing Address:		
City:	State: Kentucky	Zip Code:
Cell Phone with Area Code:	Email Address:	



4-H Program District:	County:
Name of Parents or Guardians (with whom you live) and their relationship to you: 1) 2)	
Current Year in School:	Current GPA or Equivalent:
If you are graduating high school this year what are your plans following high school. If you are already out of high school what are your plans the year you would serve as a Kentucky 4-H Officer?	

Interest in Offices

Please select below the office in which **you do not feel confident serving in**. Remember to keep your options open and the Slating Committee may see potential in you that you may not see in yourself! You do not have to select any, by not selecting any shows you are interested in all positions, which is HIGHLY encouraged.

____ President	____ Vice President	____ Secretary	____ Treasurer	____ Reporter
Feel free to explain if you do not feel confident in serving in one of the positions above:				



Copy of 4-H Achievement Award (Part B)

The 4-H Achievement Award information is used to determine the depth and breadth of your experience in the Kentucky 4-H program. Include a copy of the entire, completed form at this point in the application packet. Applicants who have not received at least a Bronze in this award will not be considered for slating.

Resume (Part C)

In Part C, please submit a professional resume. You may work with your 4-H Agent to utilize the resources provided through the *Kentucky 4-H Workforce Preparation and Career Readiness Curriculum*.

Essay (Part D)

As part of the civic engagement experience at 4-H Teen Conference the Slated Officers (explained in appendix 4) will run a platform campaign based on the needs and desires of Kentucky 4-Hers. Please submit an essay that addresses issues and ideas on ways, if you were to be selected as a state officer, you and your team could address these issues. Think about all of the components of a program (citizenship, leadership, service learning) you may be able to utilize a central theme that may be an issue that 4-Hers would like to address. Think outside the box!

Biographical Sketch and Emailed Photo (Part E)

Please write a short biographical sketch (no more than 150 words) that will be used as your introduction to the 4-H Teen Conference participants if selected. You should write in a conversational tone as if you were talking to your peers. Consider discussing your background, qualifications and goals as an officer. Attach a professional photo of yourself AND email a high-quality photo (this will be used at the state office for promotional purposes) to rachel.guidugli@uky.edu when you submit your application.

Reference Forms (Part F)

Using the reference forms at the end of this application packet (appendices 1A, 1B, 1C, 1D) obtain four references. These should consist of the reference form and a reference letter for Community Member and 4-H Agent. The 4-H Peer and State Contact just need the form, they may complete an additional letter if they desire. The state contact must be an individual you have worked with on a leadership board (STC, FLB, NRESci, PAT, SET, SSTAB, SJB, HLA), if you were not involved in a state recognized leadership board, search out a contact you have worked with on a state-wide committee or project (Issues Conference, Achievement Program, Horse, Livestock Judging). If you do not have any involvement on the state-level, look for a reference at the district level, if this is the case the individual you choose must be approved by the Extension Specialist for 4-H Leadership (Rachel Guidugli).



These should be sent electronically (scanned PDF) and emailed to rachel.guidugli@uky.edu by the deadline. They should come directly from the reference and should be a candid and truthful discussion of your ability and potential to be an officer. One of these references **MUST BE FROM YOUR 4-H AGENT, a Community Member Other than your 4-H Agent, an individual you have worked with on the state level, and a 4-H Peer.**

Self-Evaluation (Part G)

Complete a self-evaluation for the Slating Committee to see where you believe you excel and areas of opportunities. Please use the form provided in appendix 2.

Responsibilities, Roles, Expectations and Additional Information (Part H)

The information that follows provides additional detail about being a 4-H officer. This should be read by the 4-H member, the parents/guardians and the 4-H Agent. There is a signature space for these individuals at the end of this section.

All 4-H Officers:

- Support the overall mission of the Kentucky 4-H Program.
- Serve as an ambassador for the Kentucky 4-H Program in general and at special events (i.e. Capitol Experience, Kentucky 4-H Foundation events, Kentucky State Fair, etc.)
- Help plan state level 4-H events (4-H Teen Conference, 4-H Summit, etc).
- Attend meetings and events as requested. They are expected to be fully engaged and participatory at all programs.
- Complete the requirements of your position (budgets, reports, etc) in a timely, accurate and professional manner.
- Work with state and county 4-H staff members as requested. Officers will attend 4-H programs at the county, district and regional level as invited. Officers will develop a team program and conduct programs as requested.
- Speak at conferences, banquets and events affiliated and non-affiliated with 4-H.
- Plan, prepare and run 4-H State Teen Council Meetings. Maintain order and productiveness at all meetings.
- Adhere to all deadlines, expectations, rules, and codes of conduct as established (in general and/or for specific events).
- Demonstrate enthusiasm and strong work ethic for all that is required of them. Additional duties as required, beyond that listed in this application, may be requested of all officers.
- This is a job; we look to all officers as ambassadors of the Kentucky 4-H Program!



President:

- Preside and/or Participate at meetings when required.
- Speak at the Farm Bureau Annual Meeting and other 4-H and non 4-H programs as required.
- Serve as a member of the Kentucky 4-H Foundation Board of Directors (two year appointment).
- Serve as a member of the Kentucky State Fair Board (if invited).
- Serve on the State Board of Agriculture (if invited).

Vice President:

- Assume the duties of President in his/her absence. If the President leaves office, the Vice-President will assume this office.
- Works with committee chairs and the committee structure at State 4-H Teen Council meetings.
- Manage State Teen Council Mentor/Mentee Program.
- Manage the amendments to the Constitution/Bylaws.
- Speak at 4-H and non 4-H programs as required.

Secretary:

- Records and maintains minutes, information and correspondence for all meetings.
- Conduct “Secretary’s Book” audit at the end of their term.
- Manage absentee policy for State Teen Council.
- Serve on the Peer Review Panel for State Teen Council.
- Speak at 4-H and non 4-H programs as required.

Treasurer:

- Manage all financial records, monies, bills and payments of the State Teen Council.
- Receive and handle all monies involved.
- Conduct “Treasurer’s” audit at the end of their term.
- Prepare Treasurer Reports for each State Teen Council meeting.
- Speak at 4-H and non 4-H programs as required.

Reporter:

- Manage and promote the state officer team social media accounts and website.
- Promote the 4-H brand through external correspondents and alumni relations.
- Create monthly State Officer Team updates.
- Serve as a liaison between the State Teen Council and the Leadership Boards
- Serve on the Marketing Committee and Newsletter Committee of the State Teen Council
- Speak at 4-H and non 4-H programs as required.



Additional Information:

- It is possible that not all applications submitted for an office position will be granted an interview. Likewise, not all interviewees will be slated for office.
- As of the application deadline, all policies and procedures governing applicants and the slating process apply to all applicants
- The state Slating Committee is empowered to make all final decisions concerning who will or who will not be slated as candidates to run for office and for which office each approved applicant may run. Up to three candidates for each office is the goal, but more or less may be placed for each by the committee
- The Slating Committee includes present and immediate past state officers, 4-H Youth Development Agents, State Teen Council Advisors, members of the election committee and others as requested.
- Applicants will be asked to demonstrate their communication ability through several prepared speeches, impromptu speeches and cold readings during their interview. The Slating Committee will have the right to seek answers to additional questions if necessary to help make the best decisions possible.
- The deliberations of the Slating Committee are confidential and only the results of their decisions will be released. No information that is written or discussed will be released.
- It is strongly recommended that applicants have been a member of the 4-H State Teen Council or other Leadership Board and attended 4-H Teen Conference. They should have a thorough understanding of the Kentucky 4-H program and its many parts.
- Being a 4-H Officer requires a strong level of trust and personal responsibility. These youth will often travel alone or with other teens and attend events without direct adult supervision. They should give a high priority to 4-H, maintain consistent academic standards, and have the support of their family and 4-H Agent(s).
- They should have reliable transportation. A poor driving record or report of unsafe driving behaviors could result in curtailment of activities or dismissal from office.
- They must follow all rules and guidelines associated with the application process, slating and officer campaigning.
- Officers who are elected at 4-H Teen Conference must attend the mandatory trainings held in the summer.



- Elected officers should remain active in their county program. They should not serve in officer/chair roles at the county or district level. They must not be state or national officers in other programs during their year in office.

I have read and understand what is required of a State 4-H Officer. The 4-H member will support and abide by all outlined policies and procedures.

4-H Member:

4-H Agent(s):

4-H Parent/Guardian:

Questions about this application, the slating process or being a 4-H Officer can be directed to Rachel Guidugli, Extension Specialist for 4-H Youth Development at rachel.guidugli@uky.edu or 859.218.0991.



Appendix 1A

Recommendation Form (Community Member/Other Than 4-H Agent)

(do not include with application materials, these should be submitted/mailed directly)

Please submit this form and any supplemental information by email to Rachel.Guidugli@uky.edu by April 11th.

Name of Candidate:	County of Candidate:
Name of Reference:	Email of Reference:

Please rank the nominee based on your knowledge of their abilities in the following areas. (Scale: 1=skill not apparent/poor, 2=very little experience/below average, 3=some experience or potential/average, 4=very experienced/above average, 5=master/exceptional, N/K=no knowledge/have had little interaction)

Leadership Skills	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Organizational Skills	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Self-Motivation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Follow-Through	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Teamwork	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Maturity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Cooperativeness	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Sensitivity toward Others	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Energy & Enthusiasm	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Confidence	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Ability to Handle Emergencies/Stress	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Self-Discipline	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Peer Support	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Accepting Advice & Guidance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Overall:	<input type="checkbox"/> Yes, I recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> No, I do not recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> Recommend with hesitation, please explain:



**Appendix 1B
Recommendation Form (4-H Agent)**

(do not include with application materials, these should be submitted/mailed directly)

Please submit this form and any supplemental information by email to Rachel.Guidugli@uky.edu by April 11th.

Name of Candidate:	County of Candidate:
Name of Reference:	Email of Reference:

Please rank the nominee based on your knowledge of their abilities in the following areas. (Scale: 1=skill not apparent/poor, 2=very little experience/below average, 3=some experience or potential/average, 4=very experienced/above average, 5=master/exceptional, N/K=no knowledge/have had little interaction)	
Leadership Skills	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Organizational Skills	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Self-Motivation	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Follow-Through	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Teamwork	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Maturity	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Sensitivity toward Others	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Energy & Enthusiasm	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Confidence	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Ability to Handle Emergencies/Stress	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Self-Discipline	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Peer Support	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Accepting Advice & Guidance	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Member in Good Standing	YES _____ NO _____ Reservations?
Overall:	<input type="checkbox"/> Yes, I recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> No, I do not recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> Recommend with hesitation, please explain:



Appendix 1C

Recommendation Form (4-H Peer)

(do not include with application materials, these should be submitted/mailed directly)

Please send this form, and a recommendation letter (if desired, not required), directly to Rachel Guidugli, 212 Scovell Hall, Lexington, KY 40546-0064; email: rachel.guidugli@uky.edu; phone: 859.218.0991.

Please submit this form and any supplemental information by email to Rachel.Guidugli@uky.edu by April 11th.

Name of Candidate:	County of Candidate:
Name of Reference:	Email of Reference:

Please rank the nominee based on your knowledge of their abilities in the following areas. (Scale: 1=skill not apparent/poor, 2=very little experience/below average, 3=some experience or potential/average, 4=very experienced/above average, 5=master/exceptional, N/K=no knowledge/have had little interaction)	
Rate person's leadership skills as a peer?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you believe this individual is a role model for other 4-Hers?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you trust this individual and their interest in the Kentucky 4-H Program?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you view this individual as a loyal member?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Does this individual work well with others?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Does this individual work well with others who are different than them?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you think this individual has energy and enthusiasm for Kentucky 4-H?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Rate the confidence level of this individual.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you feel supported by this individual?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Do you look to this person for guidance?	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> N/K
Overall:	<input type="checkbox"/> Yes, I recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> No, I do not recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> Recommend with hesitation, please explain:



Appendix 1D

State 4-H Contact: An adult in which the applicant has worked with on the state-level of Kentucky 4-H.

(do not include with application materials, these should be submitted/mailed directly)

Please send this form, along with a letter of recommendation (if desired, not necessary), directly to Rachel Guidugli, 212 Scovell Hall, Lexington, KY 40546-0064; email: rachel.guidugli@uky.edu; phone: 859.218.0991. **Please submit this form and any supplemental information by email to Rachel.Guidugli@uky.edu by April 11th.**

Name of Candidate:	County of Candidate:
Name of Reference:	Email of Reference:

Please rank the nominee based on your knowledge of their abilities in the following areas. (Scale: 1=skill not apparent/poor, 2=very little experience/below average, 3=some experience or potential/average, 4=very experienced/above average, 5=master/exceptional, N/K=no knowledge/have had little interaction)

Leadership Skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Organizational Skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Self-Motivation	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Follow-Through	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Teamwork	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Maturity	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Cooperativeness	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Sensitivity toward Others	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Energy & Enthusiasm	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Confidence	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Ability to Handle Emergencies/Stress	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Self-Discipline	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Peer Support	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Accepting Advice & Guidance	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> N/K
Overall:	<input type="checkbox"/> Yes, I recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> No, I do not recommend this individual as a Kentucky 4-H Officer. <input type="checkbox"/> Recommend with hesitation, please explain:					

Appendix 2 Self-Evaluation

Please use this form to evaluate yourself in relation to your ability to serve as a Kentucky 4-H Officer.

(this should be included in application materials)

Please submit this form and any supplemental information by email to Rachel.Guidugli@uky.edu by April 11th.

Please rank yourself based on the criteria below. (Scale: 1=skill not apparent/poor, 2=very little experience/below average, 3=some experience or potential/average, 4=very experienced/above average, 5=master/exceptional, N/K=no knowledge/have had little interaction)												
Leadership Skills	__	1	__	2	__	3	__	4	__	5	__	N/K
Organizational Skills	__	1	__	2	__	3	__	4	__	5	__	N/K
Self-Motivation	__	1	__	2	__	3	__	4	__	5	__	N/K
Follow-Through	__	1	__	2	__	3	__	4	__	5	__	N/K
Teamwork	__	1	__	2	__	3	__	4	__	5	__	N/K
Maturity	__	1	__	2	__	3	__	4	__	5	__	N/K
Cooperativeness	__	1	__	2	__	3	__	4	__	5	__	N/K
Sensitivity toward Others	__	1	__	2	__	3	__	4	__	5	__	N/K
Energy & Enthusiasm	__	1	__	2	__	3	__	4	__	5	__	N/K
Confidence	__	1	__	2	__	3	__	4	__	5	__	N/K
Ability to Handle Emergencies/Stress	__	1	__	2	__	3	__	4	__	5	__	N/K
Self-Discipline	__	1	__	2	__	3	__	4	__	5	__	N/K
Peer Support	__	1	__	2	__	3	__	4	__	5	__	N/K
Accepting Advice & Guidance	__	1	__	2	__	3	__	4	__	5	__	N/K
Feel free to use this space to explain any of your rankings:												



Appendix 3

Possible Interview Questions *(do not include with application materials)*

What are the seven core content areas of the Kentucky 4-H Program? Where do you see areas of opportunities?

Approximately how many members are in Kentucky 4-H? When was 4-H founded nationally? When was it founded in Kentucky?

What are the different areas of the Kentucky Cooperative Extension Service? What is a land grant university? What role does 4-H have in the Cooperative Extension Service?

If elected, setting priorities for how you will spend your time with your family, school, state officer role, friends, & social life will be quite important. How do you plan to balance your time to best guarantee quality results?

How many 4-H camps are in Kentucky?

What is a land grant university? How many and what are the land grant universities in Kentucky?

Discuss the one leadership experience in which you succeeded the most in helping others and how you accomplished this.

As an officer, you are a role model for other 4-Hers. How can you best present a good image? What is your definition of professionalism?

If someone asks you to explain the Ky. 4-H program, what would be your response to them?

As with most youth organizations, enrollment in 4-H decreases in numbers during the teen years. What can 4-H do to correct this?

Discuss how you have helped teens to be more aware of the opportunities available to them in 4-H and how you plan to enlarge this effort as a state officer?

What do you see as the role/roles of the State Teen Council and what can you do to help accomplish this/these roles?

If one or more of your fellow officers are neglecting their responsibilities, what ideas do you have to help them increase their commitment and improve their performance?

What experience on the county level do you feel will be most helpful to you as a State 4-H Officer? District level?

If the delegation does not provide enough votes for you to be elected, do you plan to continue in leadership roles with 4-H? Please discuss your thoughts whether your answer is yes or no.

What should 4-H do to help more 4-Hers get involved and feel successful with being applicants and hopefully candidates for state office, whether or not they are elected?



Appendix 4

Kentucky 4-H State Officer Slating and Election Process

The Slating Committee:

The Slating Committee may consist of:

- Representative from the Kentucky 4-H State Office
- One 4-H Agent from each of the Kentucky Cooperative Extension Program Districts
- Current 4-H State Officers
- Immediate past 4-H State Officers
- State 4-H Officer Advisors
- State Teen Council Elections Committee Chair and Co-Chair
- Chair or representative from each Kentucky 4-H Leadership Board
- Two representatives of the Kentucky 4-H Foundation

The Committee will consist of representation of each of the 4-H membership areas: 4-H youth development professionals, current 4-H members and leaders, 4-H alumni, and 4-H Foundation.

The Slating Committee's purpose is to put together the best team for Kentucky 4-H based on individual's potential and qualities individuals possess. The goal is not to advocate or promote for a specific district or program area. The focus should be on the larger picture of Kentucky 4-H.

Process:

The process will consist of a paper and interview portion.

4-Hers self-select and apply or 4-Hers may nominate other 4-Hers to apply—must meet the criteria to apply. They DO NOT have to be nominated. The only person that will know they were nominated is the Specialist overseeing the process and the 4-Her. The Slating Committee will NOT know this information.

The paper application will include the following:

- Information Sheet (must be at least 16 years old)
- Copy of Kentucky 4-H Achievement Program Application (Achieved: Bronze, Silver or Gold)
- Professional Resume
- Essay
- Biographical Sketch and Professional Photo
- Reference Forms (4-H Peer Recommendation, 4-H Agent, Community Recommendation, State Level Recommendation)

The interview portion will include the following:

- Networking Reception (25%)
- Teamwork (25%)
- Teaching (15%)
- Impromptu Speech and Interview (20%)
- Prepared Speech and Interview (10%)
- Officer Skills Written Assessment (5%)



If application is completed in its entirety and individual meets requirements to serve, then the application will go onto the committee to be used in the slating process.

The scores from the interview and application will give the Committee a basis to start creating the slate of 4-H officers. Feedback from recommendations and 4-H Agents will be utilized in the Slating Committee discussion. The Slating Committee is charged with putting together a team that will represent the diverse interests of the Kentucky 4-H Program.

The Slating Committee finalizes selection of the 4-H State Officers with a formal announcement to the Kentucky 4-H Program.

The Slated Officers will be referred to as “Slated Officers” from announcement until they are sworn into office at the end of Teen Conference.

Slating Committee Officer Target:

The Slating Committee has set a target of characteristics that 4-H Officers should possess:

- Respectable
- Inclusive
- Committed
- Organized
- Dependable

Youth Voice:

The goal of this process is to intentionally maximize youth voice, utilizing youth voice in a more effective and impactful way. Youth have several opportunities to be a part of this process:

- Nomination Process
- Peer Recommendation
- Representation of State Teen Council Members and Leadership Board Representatives on the Slating Committee. The Slating Committee is made up of majority youth membership.
- New Aspect of Civic Engagement at Teen Conference (see below)

Youth Representative Selection:

- The Returning State Teen Council Members will be given the opportunity to apply for Elections Chair. The Elections Chair position will be a returning State Teen Council Member for the next year. Those running for Elections Chair will give a speech at the June State Teen Council Meeting and will be elected by their peers.
- The State Teen Council Members will be given the opportunity to apply for Elections Co-Chair. The Elections Co-Chair position will be either a new or returning State Teen Council Member. Those running for Elections Co-Chair will give a speech at the September State Teen Council Meeting and will be elected by their peers.
- The Leadership Boards may select their Chair or another Representative to represent their programming area on the Slating Committee.
- Again, the goal of the youth on the Slating Committee is to work together to find the best leaders for Kentucky 4-H, not advocate for their district or programming area.
- There will be a training for all who participate in the Slating Committee to ensure the purpose and goals of the committee understood.



Civic Engagement at Teen Conference:

Slated Officers will be required to complete the following leading up to and during Teen Conference:

- Each slated officer will identify a platform that could potentially be utilized as the team's platform for the year that represents issues and ideals they would like to focus on through their term.
- The platform the slated officer discusses in their application to be a State Officer will be utilized at this point.
- Slated Officers must attend a training regarding the preparation of the 4-H Platform for Teen Conference.
- The Slated Officers will develop a proposal and submit to the Director of Kentucky 4-H for approval.
- The platform will be created through input from 4-H members, 4-H volunteers, 4-H alumni, 4-H professionals (local, district and state). The platform should utilize SMART goal guidelines with the goal of implementing statewide.
- The first day of Teen Conference will be spent speaking to constituents about their platform---gaining support. Campaign materials and campaign team may be utilized.
- The second day of Teen Conference the slated officers will present their speech. Must utilize quotes and information gathered from the first day of Teen Conference.
- The third day of Teen Conference the constituents will vote on the platform they feel best showcases their needs as 4-H members. Everyone attending 4-H Teen Conference will vote. In addition to the 4-H Officer Platform, they constituents will vote on the tagline for Kentucky 4-H.
- The fourth day of 4-H Teen Conference the officer team will be expected to work together to present a call to action to the entire delegation to become involved in this platform. This will serve as incoming speech.
- Slated Officers will not take office until the last day of Teen Conference.
- The outgoing officers will give the green jacket to the incoming officers prior to retiring their green jacket.

