

# Plumas-Sierra County All Star Handbook

Guidelines for the All Stars, All Star Advisor, and the 4-H Council

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# SECTION I

## Part One

### What is an All Star?

A Plumas-Sierra County 4-H All Star is the highest achievement that only a few 4-H Members will obtain. An All Star has shown and continues to display the following criteria:

1. Enthusiasm and commitment to the 4-H program
2. Has earned the rank of Gold Star or has demonstrated outstanding leadership "S
3. Involved in 4-H County and Out-of-County events
4. Active in their club
5. A positive role model for all 4-H members
6. Enjoys public speaking

The 4-H member that is chosen to be an All Star has shown exemplary accomplishments in the 4-H Program and the community.

### What do All Stars do?

ALL Stars are the Ambassadors of the 4-H program for Plumas-Sierra County. As an Ambassador the ALL Star will be visiting other 4-H clubs, reaching out to other organizations within 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 events, field trips, visiting clubs, participating in Council meetings, presenting the 4-H program to other agencies, etc.

Throughout the All Star year, new and challenging situations will be encountered. The chance to learn, to grow, and to 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 Plumas-Sierra County 4-H 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 meeting 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 All Star uniform (white pants, white button-up 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.

should reflect a positive attitude and good conduct.

4 - An All Star is committed to active participation for one year. In order to receive the "All Star Outstanding Performance Award", an ALL Star must be active and meet all the requirements listed above. *Once an All Star, always an All Star.* Therefore, an All Star may be asked to help new All Star members after completing his/her year of commitment or be asked to share their expertise.

5 – The All Star year starts when selected and introduced to the 4-H community at the Plumas-Sierra 4-H County Council Meeting and continues for one year.

#### **All Star Consequences**

*Should an All Star not fulfill his/her duties as set by these guidelines, credit will not be given for the year (See Advisor Guidelines).*

## **Part Three**

### **All Star 'Plan of Action'**

The All Star, along with their Advisor, will develop a written Plan-of-Action between May 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 Plumas-Sierra 4-H County Council in September for review.

"Plan-of-Action" requirements:

1. Conduct countywide Officer Training no later than November 1<sup>st</sup>. (Preferably during the summer if officer elections are held in June)
2. Attendance and active participation at a minimum of three (3) County events are necessary and expected. These events include: Awareness Day, Presentation Day, Home Ec Extravaganza, Showmanship Event, Plumas County Fair, Horsemastership, Sm/Lg Animal Field Day, and other county events and field days.
3. The presentation of the 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 Star. (i.e. Soroptimist, Lions, Rotary, Elks, Boy Scouts and Girl Scouts, schools, etc.)
4. All Stars are to contact or visit each Plumas-Sierra County 4-H club during the year. Contact may be made by a phone call to the Community Leader.
5. All Stars will send a letter to all club presidents in September or October informing them of who the current ALL Stars are, describing the ALL Stars "Plan-of-Action" for the current year, and establishing a point of contact between the ALL Stars and the clubs.
6. All Stars are strongly encouraged to attend all council meetings but are required to attend a minimum of three (3).
7. Each All Star must serve on at least one (1) Council committee.
8. ALL Stars must conduct one (1) public relations event where 4-H program and members are showcased (i.e. Fair Booth, radio appearance, news articles, and special displays).

Additional suggestions for Plan-of-Action for All Star teams:

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

## Part Four

### Relationship with Council

The Plumas-Sierra County 4-H All Stars together with the 4-H Bi-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 Plumas-Sierra 4-H County Council will support the 4-H All Star financially by sponsoring partial scholarships to the 4-H All Star Conference, the 4-H State Leadership Conference, and provide the All Stars with funding for an All Star jacket/sweater. (For any additional financial support from 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 the Plumas-Sierra County 4-H Program.

The following awards will be given upon completion of "Plan-of-Action" for the year:

1. The Star Rank for All Star.
2. A partial scholarship to the 4-H State Leadership Conference (sponsored by the Plumas -Sierra 4-H County Council).
3. An All Star jacket/sweater which can be used as a designated uniform for various 4-H activities funded by the Plumas-Sierra 4-H County Council.
4. The All Star Outstanding Performance Award (see description on the following page)

### All Star Outstanding Performance Award

The Outstanding Performance Award is for the All Star who demonstrates an exemplary job throughout their active year as an All Star. The Outstanding Performance Award is presented at the Plumas-Sierra 4- H County Council Meeting held in September. The All Star achieving this award will be presented with an All Star pin, sweater patch, and plaque.

The All Star Outstanding Performance Award is presented to the All star who fulfills 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 4-11 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 year
- Is an active participant in developing and executing the All Stars' Plan of Action

## **Section 2**

### **Part Six**

#### **Guidelines for All Star Advisor**

1. Must attend County Council meetings
2. Help All Stars develop Plan of Action
3. Must communicate with All Stars and the County Council
4. List to the All Stars
5. Make sure the Plan of Action is adhered to
6. Only provide the structure, let the All Stars create the events
7. Select an adult or past All Star as an assistant
8. Keep All Stars informed
9. Guide, coach, and support the All Stars in carrying out the Plan of Action
10. Call meetings on a regular basis
11. Attend 4-H county events
12. Help All Star attend North Region Council meetings
13. Attend the 4-H All Star and State Leadership Conference, usually held in August of each year.

### **Part Seven**

#### **Selection of All Star Advisor**

Criteria for selection:

- Has both the desire and available time commitments
- Likes to work with young adults
- Commitment to 4-H
- Knowledge of 4-H program
- Friendly relationship with both All Stars and the County Council
- Flexible person, can adapt to changes
- Good organizational skills

## Section 3

### Part Eight

#### Criteria for All Star Selection

1. Must be 15 as of January 1st of the year applying
2. Have achieved Gold Star rank by the current year (verification by Community Leader/Club Advisor)
3. Demonstrate leadership by having served as a Junior/Teen Leader for a minimum of one year
4. Have been involved in county 4-H events within the last two years
5. Has enthusiasm and desire to be an All Star
6. Be committed to the 4-H program in Plumas-Sierra County

## Section 4

### Part Nine

#### Application Process and Check List

1. The following section describes the application process. Please read very carefully and complete the All Star application in its entirety.
2. An All Star applicant must be 15 year of age as of January 1, of the year in which he/she is applying
3. Complete all sections of the All Star application. Ask your 4-H Club Advisor to complete and send Section 4 to the 4-H Office. *This form is not to be sent with your application.* (Helpful suggestion: Provide a stamped and addressed envelope to your Club Advisor when you request the completion of Section 4.)
4. Receive two Letters of Recommendation from various, non-relative sources. *This form is not to be sent with your application.* (Helpful suggestion: Provide stamped and addressed envelopes when you request the completion of Letters of Recommendation.)
5. Make sure that all the required signatures have been obtained in Authentication Form-Section 6.
6. The applicant's current 4-H Record book along with previous years records must be turned in with application.
7. My parent/guardian and I have read and signed the Plumas-Sierra County 4-H All Star Agreement and have enclosed it with my application form.
8. Return the All Star Application to the 4-H Office in Quincy by March 25 to:

Cooperative Extension Office  
208 Fairgrounds Road  
Quincy, CA 95971

*Note: the 4-H Office will schedule an interview.*

**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.**

## **Application Guidelines**

### **Personal Data - Section I**

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 I unanswered. This could result in the applicant not be 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, put none or n/a under the appropriate item. Please limit your inputs to the space provided.

### **Applicants 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. Please limit your inputs to the space provided.

### **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. The Community Leader must complete this section. It is also important that the Community Leader send Section 4 directly to the 4-H Office in Plumas-Sierra. **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 relative 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.)

### **Authentication - Section 6**

This section must be completed with all the appropriate signatures.

***Incomplete or late applications will not be forwarded to the All Star Selection Committee for consideration.***

Please type or print clearly

Due by March 25th

## Plumas-Sierra County 4-H All Star Application

### Personal Data– Section 1

\_\_\_\_\_  
Name

\_\_\_\_\_  
Club

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Age as of January 1st of this year

\_\_\_\_\_  
Date of Birth

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

Years in 4-H (including this year) \_\_\_\_\_

Grade in school \_\_\_\_\_

Year received Gold 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 the duties of 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 your current up to date 4-H record book, including your past year's records.*

1. 4-H Club Offices. Please list the club offices you have held or are holding and the year you held the office.

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2. 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.

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3. Other leadership roles. Please list leadership role(s) other than club offices, such as 4-H Regional Council Representative, club level, school, church, community organizations, etc.

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4. 4-H events attended in Plumas-Sierra Counties. Please mark the 4-H county events you have participated in during the last two years.

<b>Event</b>	<b>Two years ago</b>	<b>Last year</b>	<b>This year</b>
<b>Presentation Day</b>	_____	_____	_____
<b>Home Ec Extravaganza</b>	_____	_____	_____
<b>Sm/Lg Animal Field Day</b>	_____	_____	_____
<b>Showmanship</b>	_____	_____	_____
<b>4-H Awareness Day</b>	_____	_____	_____
<b>Horsemastership</b>	_____	_____	_____
<b>Officer's Training</b>	_____	_____	_____
<b>4-H Camp</b>	_____	_____	_____
<b>4-H Council Meetings</b>	_____	_____	_____

5. Events attended outside Plumas-Sierra County 4-H Events (Regional, State, National).

**Event**

**Date/Year**

Regional Council Meetings	_____
Regional Presentation Days	_____
State Leadership Conference	_____
National Congress (National 4-H Center)	_____
Sacramento Focus	_____
Washington Focus	_____
Why Conference	_____
California State Fair	_____

6. 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.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Academic activities. Please describe your academic workload, such as amount of time academics require of you, time spent 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 the space provided.*

1. Describe your leadership skills and experiences.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Why do you want to be an All Star?

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3. What do you expect to: LEARN, CONTRIBUTE, and ACCOMPLISH being an All Star?

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4. Identify and explain your view on the most significant topic you believe the 4-H Youth Development Program should address in the next 2-3 years.

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# Club Advisor Comments– Section 4

Due no later than March 25th (please print)

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Club

\_\_\_\_\_  
Club Advisor's Name

*Note: This section must be completed and mailed by the Club Advisor. It cannot be returned with the completed application. This is for your privacy and honesty. You are under NO obligation to provide a copy of this letter to the applicant. Please mail to:*

**Cooperative Extension Office  
208 Fairgrounds Road  
Quincy, CA 95971**

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

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As Club Advisor, I hereby state that the applicant is a member in good standing in the 4-H Club, embodies the spirit and enthusiasm for the Plumas-Sierra County 4-H Program, and is being recommended for consideration as an All Star.

\_\_\_\_\_  
Signature of Club Advisor

\_\_\_\_\_  
Date

## Recommendation for Plumas-Sierra County All Star

Due no later than March 25

NOTE: This section cannot 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:

**Cooperative Extension Office  
208 Fairgrounds Road  
Quincy, CA 95971**

\_\_\_\_\_  
Applicant's Name

How long have you known the applicant? \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

To what degree do you recommend this applicant?

	<input type="checkbox"/>	Highly	<input type="checkbox"/>	Good	<input type="checkbox"/>	Okay	<input type="checkbox"/>	Doubtful		
Personal rating of the applicant.	(circle rating for each characteristic)									
	highest								lowest	
Leadership	1	2	3	4	5	6	7	8	9	10
Citizenship	1	2	3	4	5	6	7	8	9	10
Attitude	1	2	3	4	5	6	7	8	9	10
Personality	1	2	3	4	5	6	7	8	9	10
Enthusiasm	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
Motivation	1	2	3	4	5	6	7	8	9	10
Honest	1	2	3	4	5	6	7	8	9	10
Judgment	1	2	3	4	5	6	7	8	9	10

Comments (use other side):

Please describe the applicant's leadership, enthusiasm, acceptance of responsibility, ability to work with others, etc.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
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 or 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 of 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 Club Advisor

\_\_\_\_\_  
Date

## **Plumas-Sierra County 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 Plumas-Sierra County All Star Program Handbook. The All Star must agree to 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 the All Star is active.
2. All Stars shall wear the All Star uniform (white pants, white button –up 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 Committee 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 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.

4. Once an All Star, always an All Star. All Stars are committed to being an active All Star for at least the first year. Upon completion of the year, All Stars are to help, if possible the following year (if only in an advisory capacity).
5. To be an “All Star in Good Standing” and receive the All Star Outstanding Performance Award, you must be an active All Star, adhere to this agreement, comply with the 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 show an unwillingness to work, or failure to represent the All Star Program may not be awarded the All Star Outstanding Performance Award. The All Star may be reviewed and disciplinary action taken by the County Council, and possible dismissal from the All Star Program.
7. All Stars must meet with the other All Stars must meet with the other All Stars and All Star Committee. All Stars may have to attend County Council meetings occasionally. All Stars are expected to help develop the All Star Plan of Action for the year. 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 Conference usually held the first part of August.

By signing this agreement, the All Star and parent are stating that they have read the All Star Program Handbook, as stated above and in the All Star Program Handbook for a 4-H All Star in Plumas-Sierra 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 Signature

\_\_\_\_\_  
Date