TO: Ohio 4-H County Youth Leadership Committees/Boards  
RE: Ohio 4-H Event Youth Assistant Application

OVERVIEW OF THE 4-H EVENT YOUTH ASSISTANTS

The Ohio 4-H Event Youth Assistants (4HEYA) are a statewide group of 4-H teens that assist with Ohio State Fair events. In this process, members have an opportunity to enhance their leadership skills and be involved in the State 4-H program. They develop knowledge, skills, attitudes, and aspirations needed for future success.

TIME COMMITMENT AND ADDITIONAL INFORMATION:

- **Number of Meetings/Events:** In addition to working events, members are required to attend one of the training options (either July 8 or July 14, 2020), both are held at the Ohio State Fairgrounds.
  - **Working Events:** Members are required to work at least 3 events at the Ohio State Fair. They will have the opportunity to sign up for their particular events in June.
- **Location of activities:** All meetings and events are held at the Ohio State Fairgrounds in Columbus, Ohio. There are some Ohio State Fair events that are “off-site,” but members will be notified of the location prior to signing up for an event.
- **Youth selected receive:**
  - 4HEYA Polo
  - 4HEYA Nametag
  - State Fair admission and parking ticket(s) for the day(s) events are worked.
  - State Fair meal ticket(s) for the day(s) events are worked.
  - Optional state fair housing in the Rhodes Center Dormitory. NOTE: This is not required, but is an option for youth to stay overnight, if they desire to do so due to event work schedules. While youth are not chaperoned after the event(s) worked, there are adults present in the dormitory on the fairgrounds who monitor curfew and security of the dormitory. Housing is in a gender-specific shared living space, with several bunk beds in one room. 4-H representatives will be housed with other youth participants (4-H members and non-members) of the Ohio State Fair.
  - Experience of working events at the Ohio State Fair.
  - An opportunity to enhance leadership skills and be involved in the state 4-H program.

We urge you to encourage each county’s top youth representatives between the age of 13 and 18, who have previously completed at least 1 year of 4-H work, to apply to be an Ohio 4-H Event Youth Assistant in 2020 (see eligibility criteria below). Attached is a description of the “Selection Process” and “How to Apply.” PLEASE encourage your youth to submit their applications.
**SELECTION PROCESS:**

1. Interested Ohio 4-H members are asked to submit their completed application, program fee (see below for more details), and all requested attachments by **May 15, 2020 (received, not postmarked)**. Late applications will not be accepted. Applicants must be 13-18 years old as of January 1, 2020 and have previously completed at least one year of 4-H.

2. The 4HEYA Selection Board reviews all applications, conducts interviews or reference phone calls (when necessary), and notifies candidates of their decision. The criteria for selection will be potential for success in completing the roles and responsibilities outlined above, and as evidenced by past performance in providing leadership and service to the 4-H Program, application materials, and recommendation forms.
   - Candidates will have phone interviews the week of May 18, 2020. Upon submission of their application, candidates will sign up for an interview slot.

3. Those selected to join will be invited to serve a three-month term June 1, 2020-August 31, 2020.

4. If you would like to (tentatively) mark your calendar, the REQUIRED in-person training date options for the assistants will be:
   - July 8, 2020, Ohio State Fairgrounds, 11:00-4:30 p.m. (no lunch provided)
   - July 14, 2020, Ohio State Fairgrounds, 9:00-4:00 p.m. (lunch provided)
   
   Please note, individuals MUST attend one of the training options. This is not negotiable. If you know you are unable to attend a training option before applying, it is best to wait another year before applying to serve in this capacity.

**HOW TO APPLY:**

- Complete the **application** below and attach the required items. You may type on this digital (Microsoft Word) document. Please do NOT send files via google docs.
- Attach two (2) **recommendation forms** including one from an unrelated county Extension/4-H professional, and a second from another unrelated adult such as a 4-H club advisor, coach, minister, teacher, employer, or other adult who has worked with you.
- Obtain the **signatures** requested at the bottom of the form, including the parent/guardian signature, 4-H club volunteer, and that of the county 4-H professional.
- A **check**, payable to “The Ohio State University” with the applicant’s name/Ohio 4-H Educational Youth Assistant in the memo. This is the program fee. First year applicants need to pay $25 and subsequent year applicants need to pay $10. (Funds go toward attire for the members, nametags, program resources, etc.) If individuals are not selected for this role, the funds will be reimbursed to the applicant.
- Send all the items listed above to Sarah Longo, 2201 Fred Taylor Drive, Columbus, OH 43210. Applications may also be emailed to longo.79@osu.edu or faxed to 614-292-5937. All application materials must be **received (NOT POSTMARKED) by May 15, 2020** for the applicant to receive full consideration.
Ohio 4-H Event Youth Assistant Application 2020

First Name _______________________ M.I. ______ Last Name _________________________

County of 4-H Membership __________________________________________________________

Birth Date _______________ Age as of January 1st __________ Gender _______________________

Mailing Address _________________________________________________________________

City __________________________________ State _______ ZIP _______________________

Mobile Phone _______________ Home Phone _______________ E-Mail ______________________

School / College (for coming year) ___________________________ Grade _______ Years in 4-H ______

Parent/Guardian Name(s) __________________________________________________________

Nickname/Preferred Name (for name tag) ___________________________________________

Polo Shirt Size: Men’s Cut Women’s Cut S M L XL 2XL 3XL

All applicants must answer the following questions: (limit the following 5 questions to no more than a total of 2 pages)

1) Why are you interested in the opportunity to serve as an Ohio 4-H Event Youth Assistant?

2) What kind of leadership and service have you provided in 4-H? Please list examples:

3) What activities, projects, or events have you participated in as a 4-H member? What are your current 4-H responsibilities?

4) Describe any involvement in other organizations, school, or church.

5) Please list your top 3 strengths and 1 area you would like to improve upon and why.
**APPLICANT PHOTO:**

Please paste a head and shoulders photo of the applicant into the box on the right, or attach a JPG file to this application.

**SIGNATURES:**

I certify that the all the information being submitted is an accurate representation of my background, skills, and abilities, and that I have a genuine interest to make the best better in Ohio 4-H as an active and committed Ohio 4-H Event Youth Assistant. I understand that I must follow the Ohio 4-H Code of Conduct; consequences for Code of Conduct violations may result in being dismissed as a 4-H Event Youth Assistant.

Applicant’s Signature ___________________________________________ Date __/__/___

I attest that my child is a qualified candidate for an Ohio 4-H Event Youth Assistant, and I support their involvement that they assumes as commitments throughout the course of their participation. I understand that my child must follow the Ohio 4-H Code of Conduct; consequences for Code of Conduct violations may result in their dismissal as a 4-H Event Youth Assistant.

Parent/Guardian’s Signature ________________________________ Date __/__/___

I believe this applicant to be a good representative of the Ohio 4-H Youth Development Program in my county, and I support their application to be selected as an Ohio 4-H Event Youth Assistant.

4-H Club Volunteer Signature ________________________________ Date __/__/___

I believe this applicant to be a good representative of the Ohio 4-H Youth Development Program in my county, and I support their application to be selected as an Ohio 4-H Event Youth Assistant.

Extension/4-H Professional Signature ________________________________ Date __/__/___

**HOW TO SUBMIT:**

Gather the completed application (including reference forms), the four signatures, and the headshot photo, and send them by email **by May 15, 2020** to: longo.79@osu.edu.

Due to the ongoing situation, we have limited access to postal mail and will collect program fees at a later date.
REFERENCE FORM  
_to be completed by an unrelated Extension/4-H Professional_

___________________ is applying as an Ohio 4-H Event Youth Assistant with the Ohio 4-H Program this summer. The selection committee would like your input about the qualities and ability to fulfill the responsibilities of serving in this capacity. The information you include will not be shared with the applicant. Please complete this reference form based on your knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant’s qualities, using this scale:

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
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2. Please write any additional comments here:

Signed: __________________________ Date: __________________

Printed Name: __________________________

Relationship to Applicant: __________________________

Address: _____________________________________________

Email: __________________________ Phone: __________________________

Note to person completing the reference form: Please return directly to the applicant by the date which they specify. The applicant’s entire application (including this form) is due to the State 4-H Office by May 15, 2020. If you would prefer to send it directly to the State 4-H Office, please send it to longo.79@osu.edu.

Ohio 4-H
REFERENCE FORM

to be completed by an unrelated adult such as a 4-H club advisor, coach, minister, teacher, employer, or other adult who has worked with the applicant

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