

Ohio 4-H Teen Leadership Council Application

OVERVIEW OF THE COUNCIL

The Ohio 4-H Teen Leadership Council (TLC) is a statewide group of 4-H teens and young 4-H alumni that provides a youth stakeholder perspective in the planning, implementation, and evaluation of Ohio 4-H programming. In this process, council members develop knowledge, skills, attitudes, and aspirations needed for future success. Council members share advice and recommendations to 4-H professionals in order to improve, strengthen, and expand the Ohio 4-H program. Members also make recommendations regarding opportunities for Ohio 4-H teen programming. They serve as a sounding board for Ohio 4-H program direction.

TIME COMMITMENT AND ADDITIONAL INFORMATION:

- Number of Meetings/Events: See the program structure outline for specific numbers of meetings and events. Members are required to attend at least 75% of meetings and events.
 - Working Events: Members are required to work a number of statewide events at the Ohio State Fair, and elsewhere throughout the state (Farm Science Review, Legislative Luncheon, etc.). Each membership responsibility differs in the number of events that are required. See the program structure for more information.
- Location of meetings: Meetings are typically held at the Nationwide & Ohio Farm Bureau 4-H Center in Columbus, Ohio, but there are occasionally instances when they are held elsewhere due to events on Ohio State's Campus. In these instances, meetings may be held at locations close to campus. Members will be notified prior to the location change.
- Additional Opportunities: Depending on the level of involvement, council members have the option to apply for additional opportunities including the National 4-H Conference, Ohio 4-H Foundation Board, and other opportunities that may arise.

We urge you to encourage each county's top youth representatives between the ages of 14 and 18 to apply for the Ohio 4-H Council for the 2020-2021 term (see eligibility criteria below). Attached is a description of the "**Selection Process**" and "**How to Apply.**" PLEASE encourage your youth to submit their applications.



Ohio 4-H Teen Leadership Council (TLC) Program Structure

<p>1st-4th Years</p>	<p style="text-align: center;"><u>Council Member</u></p> <ul style="list-style-type: none"> • Individual can be at this level 1st through 4th years on council. • Participation in events and learning the ropes. Do not serve on a committee or hold a leadership role within this council. • 4 in-person meetings per year. • Responsible for working approximately 7 events at the state fair/statewide events. • Must attend the Ohio 4-H Conference (O4HC). 	<p style="text-align: center;"><u>Committee Member</u></p> <ul style="list-style-type: none"> • Individual can be at this level 1st-4th years on council. • In addition to participation in events, individuals would serve on a committee. • 6 in-person meetings per year (4 general meetings, 2 committee meetings) in addition to committee conference calls. • Responsible for working approximately 6 events at the state fair/statewide events ALONG with performing committee work. • Must attend the Ohio 4-H Conference (O4HC).
<p>2nd-4th Years</p>	<p style="text-align: center;"><u>Committee Chair</u></p> <ul style="list-style-type: none"> • Individual can be at this level 2nd-4th years on council. • In addition to participation in events, individuals would be responsible for running a committee (and participating in committee work). • 6 in-person meetings (4 general meetings, 2 committee meetings) and 2 conference calls (committee conference calls with officers) in addition to committee conference calls each year. • Responsible for working approximately 5 events at the state fair/statewide events ALONG with performing committee work. • Must attend the Ohio 4-H Conference (O4HC). 	<p style="text-align: center;"><u>Officer</u></p> <ul style="list-style-type: none"> • Individual can be at this level 2nd-4th years on council. • In addition to participation in events, individuals would be responsible for particular officer duties, being the first contact for a “youth voice” perspective for statewide programming. • 6 in-person meetings, 6 conference calls, and officer retreat each year. • Responsible for working approximately 3 events at the state fair/statewide events ALONG with performing other duties. • Must attend the Ohio 4-H Conference (O4HC).
<p>3rd-5th Years</p>	<p style="text-align: center;"><u>Junior Advisor</u></p> <ul style="list-style-type: none"> • Individual can be at this level 3rd-5th years on council; must be 18-20 (Jan 1) when applying. • In order to be considered, youth must have previously been in an officer or committee chair position, but not necessarily in the previous year of application. • Responsible for overseeing an entire program/event (e.g. state fair booth, teen luncheon, etc.) • Must attend the Ohio 4-H Conference (O4HC). 	

NOTES:

- Each portion of the diagram represents a different level of involvement for the youth member.
- It is NOT required to be at one level before moving to another level. The youth may have previous experience elsewhere to bring to the table which would be sufficient. However, it is likely the prior experience of being at one level before another would be beneficial to the youth.
- The number of meetings is approximate. There could be additional meetings depending on activities/events and committee work.

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 **August 14, 2020 (received, not postmarked)**. **NOTE: Committee chair applications are due August 10, 2020.** Late applications will not be accepted. Applicants must be at least 14-18 years old as of January 1, 2020 to apply to be a council member, committee member, committee chair, and officer.
2. The Member Selection Board of the council 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 letters.
 - Committee chair candidates will have face-to-face interviews Sunday, August 16, 2020. Upon submission of their application, candidates will sign up for an interview slot. Interview times will be in a time ranging from 10:00 a.m.-3:00 p.m. (prior to the 2020 TLC Awards banquet) and will be held at the Nationwide & Ohio Farm Bureau 4-H Center.
 - Council and committee member candidates will have phone interviews the week of August 24, 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 twelve-month term September 1, 2020-August 31, 2021. Ohio 4-H Teen Leadership Council members who successfully complete their responsibilities during their term will be invited to apply to serve additional terms in subsequent years, with each term beginning September 1.
4. If you would like to (tentatively) mark your calendar, in-person meeting dates and special events for all council members will be:
 - September 12, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 9:00 a.m.-4:00 p.m.
 - December 29, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 9:00-4:00 p.m.
 - Ohio 4-H Conference; Columbus Convention Center, February 20, 2020
 - *NOTE: Optional overnight event at the Ohio 4-H Center the night prior.
 - February 27, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 9:00-4:00 p.m.
 - July 22, 2020, Ohio State Fairgrounds, 9:00-4:00 p.m.
 - August 15, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 5:30-8:00 p.m.—Award Recognition Program

Committee members, committee chairs, officers, and junior advisor members will have in-person meetings:

- November 14, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 1:00-4:00 p.m.
- April 17, 2020, Nationwide & Ohio Farm Bureau 4-H Center, 1:30-5:00 p.m.

Committee chairs, officers, and junior advisor members will also have conference calls:

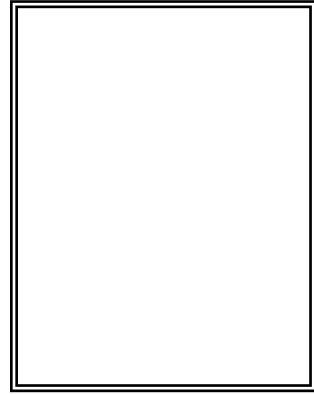
- October 4, 2020, 8-9 p.m.
- January 10, 2021, 8-9 p.m.

HOW TO APPLY:

- Complete the **application** below and attach the required items. You may type on this digital (Microsoft Word) document.
- Attach **two (2) reference 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 and that of the county 4-H professional.
- A **check**, payable to "The Ohio State University" with the applicant's name/ Ohio 4-H Teen Leadership Council in the memo. This is the program fee. First year applicants need to pay \$50 and subsequent year applicants need to pay \$15. (Funds go toward attire for the council members, nametags, service and other projects, etc.) If individuals are not selected for this role, applicants will be refunded.
- 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 August 14, 2020** for the applicant to receive full consideration.

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 officer of the Ohio 4-H Teen Leadership Council. I am agreeing that I understand the expectations of an officer. I understand that I must follow the Ohio 4-H Code of Conduct. If I am in violation of any of these expectations I may be removed from being an officer and dismissed from my role with TLC.

Applicant's Signature _____ Date ____/____/____

I attest that my child is a qualified candidate for the Ohio 4-H Teen Leadership Council, and support their involvement with the ongoing regular business and special opportunities that they assume as commitments throughout the course of their role as an officer of the Ohio 4-H Teen Leadership Council. I understand that my child must follow the Ohio 4-H Code of Conduct; consequences for Code of Conduct violations may result in dismissal from their role with TLC.

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, support their application to be selected as an officer of the Ohio 4-H Teen Leadership Council, and would be willing to assist this applicant with Council business in my county in the event that such business emerges.

Extension/4-H Professional Signature _____ Date ____/____/____

HOW TO SUBMIT:

Gather the completed application (including references), check for \$50 or \$15 depending on your year of application, the three signatures, and the headshot photo, and send them by postal or e-mail **by August 14, 2020 for council and committee members and by August 10, 2020 for committee chairs** to:

Ohio 4-H Teen Leadership Council
Attn: Sarah Longo
2201 Fred Taylor Drive
Columbus, OH 43210
Phone: 614-688-2533
Fax: 614-292-5937
longo.79@osu.edu

REFERENCE FORM

to be completed by an unrelated Extension/4-H Professional

_____ is applying as an Ohio 4-H Teen Leadership Council (TLC) with the Ohio 4-H Program. The selection committee would like your input about the qualities and ability to fulfill their 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:

	Excellent	Good	Fair	Not Known
Responsibility				
Communication skills				
Organizational skills				
Respect for others				
Dependability				
Sense of humor				
Sense of fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				
Ability to work with other teens				
Ability to work with adults				

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 August 14, 2020 (or August 10, 2020 if they are applying to be a committee chair). If you would prefer to send it directly to the State 4-H Office, please send it to longo.79@osu.edu.

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

_____ is applying as an Ohio 4-H Teen Leadership Council (TLC) with the Ohio 4-H Program. The selection committee would like your input about the qualities and ability to fulfill their 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:

	Excellent	Good	Fair	Not Known
Responsibility				
Communication skills				
Organizational skills				
Respect for others				
Dependability				
Sense of humor				
Sense of fairness				
Enthusiasm				
Flexibility				
Patience				
Initiative				
Resourcefulness				
Ability to work with other teens				
Ability to work with adults				

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 August 14, 2020 (or August 10, 2020 if they are applying to be a committee chair). If you would prefer to send it directly to the State 4-H Office, please send it to longo.79@osu.edu.

Addendum A: Committee Chair Application

Complete this portion of the application IF you are interested in serving as a committee chair on the Ohio 4-H Teen Leadership Council. Applications are due the same time as the Ohio 4-H Teen Leadership Council applications. (*NOTE: Applicants must be starting their 2nd year or more on TLC.*)

Committee Chair Expectations

1. Be dedicated and committed to the Ohio 4-H Teen Leadership Council and the total program of 4-H.
2. You must have written your committee's minutes or oversee the writing of your committee's minutes. Minutes must then be typed and sent to the Vice President of Administration.
3. Set an example in language, attitude, and behavior for all members to follow.
4. Actively promote the Ohio 4-H Teen Leadership Council and Ohio 4-H Teen Leadership Council activities to others.
5. Make sure the committee is being productive and accomplishing its goals.

Individual Committees and Responsibilities

This is a description and list for each standing committee. Each committee is not limited to these events. You decide what is done as a committee. You coordinate the events for your committee and you make committee-related efforts happen. You are responsible for each activity that you plan.

Advocacy-

Advocacy committee deals with legislators, this means inviting them to events, promoting 4-H to them, and forming strong ties between legislation and Ohio 4-H.

Communications-

Create publications that can be used for the Ohio 4-H Teen Leadership Council, such as pamphlets, videos, etc. You will help with the marketing of the Ohio 4-H Teen Leadership Council.

Community Service-

Plan and carry out community service projects that take place in the committee or throughout the state.

Fundraising-

Coordinate fundraising efforts that can be statewide or within the Ohio 4-H Teen Leadership Council. This group will raise funds for the council for trips, food at meetings, and other operational costs.

Morale-

Keep up membership morale by planning activities to conduct during and between meetings. Committee is responsible for encouraging participation and involvement throughout the Ohio 4-H Teen Leadership Council.

Social Media-

Promote the Ohio 4-H Teen Leadership Council through various social media avenues. This includes events, meetings, and other occurrences of the council. Responsible for photographing meetings and events.

State Outreach-

As state outreach, you will contact other states to find out about their programs, set up meetings, and form relationships.

Addendum A: Committee Chair Application

(NOTE: Applicants must be starting their 2nd year or more)

NAME: _____

1. Why do you want to be a committee chair?

2. List other leadership positions you have held.

3. What committee(s) are you interested in? Why?

4. Would you accept an alternative committee?

5. Rank the following committees in order of preference (1 being you want the most):

Advocacy	
Communications	
Community Service	
Fundraising	
Morale	
Social Media	
State Outreach	

Addendum A: Committee Chair Application

Ohio 4-H Teen Leadership Council Committee Chair Commitment Form *(to be read and signed by each committee chair candidate with the understanding that a member may be removed from their role if they do not satisfactorily follow these established standards.)*

If selected an Ohio 4-H Teen Leadership Council Committee Chair during my year of service, I pledge that I will:

1. Be dedicated and committed to the Ohio 4-H Teen Leadership Council and the total program of 4-H.
2. Write committee's minutes or oversee the writing of the committee's minutes. Minutes will be typed and sent to the Vice President of Administration.
3. Set an example in language, attitude, and behavior for all members to follow.
4. Actively promote the Ohio 4-H Teen Leadership Council and its activities to others.
5. Make sure my committee is being productive and accomplishing our goals.

By signing this form, I am agreeing that I understand the expectations of a committee chair. If I am in violation of any of these expectations I may be removed from being a committee chair.

Printed Name

Signature

Date