

**TO: Ohio 4-H County Youth Leadership Committees/Boards**  
**RE: 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 level of membership 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 Ohio 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 age of 14 and 18 to apply for the Ohio 4-H Council for the 2017-2018 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

<b>1st-4th Years</b>	<p><b>White</b></p> <ul style="list-style-type: none"> <li>• Member level (individual can be at this level 1st through 4th years on council).</li> <li>• Participate in events and learning the ropes. Do not serve on a committee or hold a leadership role within this council.</li> <li>• 4 face to face meetings per year.</li> <li>• Responsible for working approximately 8 events at the state fair/statewide events.</li> <li>• Must attend O4HC in March.</li> </ul>	<p><b>Green</b></p> <ul style="list-style-type: none"> <li>• Committee member level (individual can be at this level 1st-4th years on council).</li> <li>• In addition to participation in events, individuals would serve on a committee.</li> <li>• 6 face to face meetings per year (4 general meetings, 2 committee meetings) in addition to committee conference calls.</li> <li>• Responsible for working approximately 7 events at the state fair/statewide events ALONG with performing committee work.</li> <li>• Must attend O4HC in March.</li> </ul>
<b>2nd-4th Years</b>	<p><b>Silver</b></p> <ul style="list-style-type: none"> <li>• Committee chair level (individual can be at this level 2nd-4th years on council).</li> <li>• In addition to participate in events, individuals are responsible for running a committee (and participating in committee work).</li> <li>• 6 face to face meetings (4 general meetings, 2 committee meetings), and 2 conference calls (committee conference calls with officers) in addition to subcommittee conference calls.</li> <li>• Responsible for working approximately 6 events at the state fair/statewide events ALONG with performing committee work.</li> <li>• Must attend O4HC in March.</li> </ul>	<p><b>Gold</b></p> <ul style="list-style-type: none"> <li>• Officer level (individual can be at this level 2nd-4th years on council).</li> <li>• 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.</li> <li>• 6 face to face meetings, 6 conference calls, and officer retreat per year.</li> <li>• Responsible for working approximately 3 events at the state fair/statewide events ALONG with performing other duties.</li> <li>• Must attend O4HC in March.</li> </ul>
<b>3rd-5th Years</b>	<p><b>Platinum</b></p> <ul style="list-style-type: none"> <li>• Junior Advisor level (individual can be at this level 3rd-5th years on council); must be 18-20 (Jan 1) when applying.</li> <li>• In order to be considered, youth must have previously been at the gold or silver level, but not necessarily in the previous year of application.</li> <li>• Responsible for overseeing an entire program/event (e.g. state fair booth, teen luncheon, etc.).</li> <li>• Must attend O4HC in March.</li> </ul>	

**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 and events needed to work are approximate. There could be additional items, 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 11, 2017 (received, not postmarked)**. Late applications will not be accepted. Applicants must be at least 14-18 years old as of January 1, 2017 to apply for white, green, silver, and gold levels.
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.
  - Silver level candidates will have face-to-face interviews Tuesday, August 15 (with a backup date of Wednesday, August 16, 2017). Upon submission of their application, candidates will sign up for an interview slot. Interview times will begin at 9:00 a.m. and will be held at the Nationwide Ohio Farm Bureau 4-H Center.
  - White and Green level candidates will have phone interviews the week of August 21, 2017. 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, 2017-August 31, 2018. 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<sup>st</sup>.
4. If you would like to (tentatively) mark your calendar, the in person meeting dates of the council member's term will be:
  - September 30, 2017 at the Ag Admin Building (on OSU Campus), 9:00 a.m.-4:00 p.m.
  - December 28, 2017, Nationwide Ohio Farm Bureau 4-H Center, 9:00-4:00 p.m.
  - February 24, 2018, Nationwide Ohio Farm Bureau 4-H Center, 9:00-4:00 p.m.
  - Ohio 4-H Conference; Columbus Convention Center, March 10, 2018
    - \*NOTE: Optional overnight event at the Ohio 4-H Center the night prior.
  - July 19, 2018, Ohio State Fairgrounds, 9:00-4:00 p.m.
  - August 12, 2018, Ohio 4-H Center, 5:30-8:00 p.m.—Award Recognition Program

Green, Silver, Gold, and Platinum members will also have in person meetings:

  - November 19, 2017, Nationwide Ohio Farm Bureau 4-H Center, 2:30-5:30 p.m.
  - April 8, 2018, Nationwide Ohio Farm Bureau 4-H Center, 2:30-5:30 p.m.

Silver, Gold, and Platinum members will also have conference calls:

  - October 15, 2017, time TBD; in afternoon/evening
  - January 27, 2018, time TBD; in afternoon/evening

### **HOW TO APPLY:**

- Complete the **application** below and attach the required items. You may type on this digital (Microsoft Word) document.
- Attach **two (2) letters of recommendation** 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 board members, nametags, service and other projects, etc.) If individuals are not selected for this role, the funds will be reimbursed to the applicant.
- Send all the items listed above to Hannah Epley, 2201 Fred Taylor Drive, Columbus, OH 43210. Applications may also be emailed [epley.24@osu.edu](mailto:epley.24@osu.edu) or faxed to 614-292-5937. All application materials must be **received (NOT POSTMARKED) by August 11, 2017** for the applicant to receive full consideration.

**Ohio 4-H Teen Leadership Council Application 2017-2018**

First Name \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

County of 4-H Membership \_\_\_\_\_

Birth Date \_\_\_\_\_ Current Age \_\_\_\_\_ Gender    Male    Female

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            Women's            S            M            L            XL            2XL            3XL

What level are you applying for:

\_\_\_\_\_ White (member level; participation in events and learning the ropes. Youth does not serve on a committee or hold a leadership role within this council. Responsible for working events at state fair/statewide events.) You will be contacted to have a phone interview after the application deadline. Phone interviews will be held the week of August 21<sup>st</sup>.

\_\_\_\_\_ Green (committee member level; in addition to participation in events, individual serves on a committee. Responsible for working events at state fair/statewide events.). You will be contacted to have a phone interview after the application deadline. Phone interviews will be held the week of August 21<sup>st</sup>.

\_\_\_\_\_ Silver (committee chair level; in addition to participation in events, individuals are responsible for running a committee and participating in committee work. Responsible for working events at state fair/statewide events.). NOTE: Applicants must also complete the *Addendum A* if applying for this level! You will be contacted to have an in-person interview on August 15, 2017 beginning at 9:00 a.m. at the Nationwide Ohio Farm Bureau 4-H Center. (Back up date of August 16, 2017.)

\_\_\_\_\_ Gold (officer level; in addition to participation in events, individuals are responsible for particular officer duties, being the first contact for a "youth voice" perspective for statewide programming. Responsible for working events at state fair/statewide events.) NOTE: Applicants must also complete a separate application (due May 1, 2017 if applying for this level! You will have an in-person interview May 7, 2017).

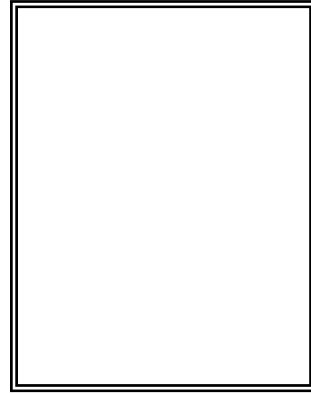
\_\_\_\_\_ Platinum (junior advisor level; in addition to participation in events, individuals are responsible for overseeing an entire program/event (e.g. state fair booth, teen luncheon, etc.) NOTE: Applicants must also complete a separate application (due April 25, 2017) if applying for this level! In order to receive this separate application, contact one of the advisors. You will be contacted to have a phone interview following your application submission.

All applicants must answer the following questions: (limit the following 6 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 Teen Leadership Council member?
- 2) What leadership and service to the Ohio 4-H Program have you provided? Please list examples and include if you have previously served on the Ohio 4-H Teen Leadership Council:
- 3) What are some qualities you have that will benefit the Ohio 4-H Teen Leadership Council? (100 words maximum)
- 4) What activities, projects, or events have you participated in as a 4-H member? What are your current 4-H responsibilities?
- 5) Describe any involvement in other organizations, school, or church.
- 6) 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 member of the Ohio 4-H Teen Leadership Council.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I attest that my child is a qualified candidate for the Ohio 4-H Teen Leadership Council, and support her/his involvement with the ongoing regular business and special opportunities that s/he assumes as commitments throughout the course of her/his Ohio 4-H Teen Leadership Council membership.

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 her/his application to be selected as a member 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 11, 2017** to:

Ohio 4-H Teen Leadership Council  
Attn: Hannah Epley  
2201 Fred Taylor Drive  
Columbus, OH 43210  
Phone: 614-292-9314  
Fax: 614-292-5937  
[epley.24@osu.edu](mailto:epley.24@osu.edu)

## **Addendum A: Silver Level Application**

Complete this portion of the application IF you are interested in serving on the Silver level of 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 2<sup>nd</sup> year or more on TLC.)

### ***Silver Level 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 committees 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 we do as a committee. You coordinate the events for your committee and you make stuff happen. You are responsible for each activity that you plan.

### **Advocacy-**

Advocacy committee deals with legislatures, 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 about 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 state wide 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: Silver Level Application**  
*(NOTE: Applicants must be starting their 2<sup>nd</sup> year or more)*

NAME: \_\_\_\_\_

1. Why do you want to be a silver level member?
  
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: Silver Level Application**

**Ohio 4-H Teen Leadership Council Silver Level Member Commitment Form** *(to be read and signed by each silver level candidate with the understanding that a member may be removed from their role if he/she does not satisfactorily follow these established standards.)*

**If selected an Ohio 4-H Teen Leadership Council Silver level member 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. You must have written your committees 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 its activities to others.
5. Make sure my committee is being productive and accomplishing our goals.

I understand that by signing this form I am agreeing that I understand the expectations of a silver level member. If I am in violation of any of these expectations I may be removed from being a silver level member.

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Printed Name

Signature

Date