**SOLANO COUNTY 4-H 2021-2022 EMERALD STAR PROJECT**

The Emerald Star Project offers 4-H members to individually plan and present a project/event of their own.

**Purpose**:

* The Emerald Star Project will provide an opportunity for a 4-H member to independently increase leadership skills, extend knowledge of 4-H, and to introduce new or expanded programs/events into Solano County 4-H Youth Development (YD) Program and/or their community.
* The 4-H member will have the opportunity to increase proficiency in organization, leadership, and planning skills.

**Requirements**:

* To apply a 4-H member must be at least 12 years old by December 31, 2021, and hold a silver, gold, or platinum star rank.
* When applying, the candidate submits an original plan to be carried out during the ***current*** 4-H program year.

**Factors to consider when choosing the subject of the Emerald Star Project:**

* The project/event is an individual project (No teams).
* Is this something that interests me?
* What will I learn?
* Who is my target audience? How will it benefit them?
* What knowledge and expert advice will I need to complete this project?
* Is it manageable considering cost, location, time, skills needed, and people involved?
* If **the activity needs financing, how will I obtain the needed money?**
* **What other resources are needed and how will I obtain them?**

**Applications are available on online at:**

[*http://solano4h.ucanr.edu/Resources/Incentives\_-\_Recognition/Awards/*](http://solano4h.ucanr.edu/Resources/Incentives_-_Recognition/Awards/)

**Deadline**: **Thursday, December 2, 2021, 4 pm** in the UCCE office.

**No postmarks will be accepted.**

**Completion deadline date for all Emerald Star projects**

* All Emerald Star applicants must complete their project and submit their final completion report no later than **5 PM, FRIDAY, AUGUST 5, 2022**.
* Make an appointment with at solanocounty4hcc@gmail.com to submit the required Final Completion Report to 4-H Staff and the Emerald Star committee chairperson.

**Emerald Star Committee:**

* After receiving applications, the Emerald Star Committee will meet to review each application that is received by the due dates.
* Applicants will be notified via email, after the review, regarding any questions or recommendations the Emerald Star Committee has regarding the plan.
* Applicants, parents/guardians, and advisor(s) will be notified to attend a meeting with the committee to discuss questions and concerns specific to the project.

**Communication between the applicants, committee, and Solano 4-H Leaders Council:**

* It is important that you, the Emerald Star applicant, direct all communications to the Emerald Star Committee Chairperson, and cc 4-H Staff at solanocounty4hcc@gmail.com. You may want to cc your Parent/guardian and advisor(s) also.
* All communications are to be read and responded to within 1-2 days.
* Give a brief oral presentation of your Emerald Star project plan at the January Leaders Council meeting.

**Committee Expectations and How to be Successful in Your Emerald Star Project**

* Monthly progress reports are due to the Emerald Star Committee on the 1st of each month. The report should be a brief paragraph telling what you have been working on, how your project is coming, any problems you have encountered, how you plan to solve them, etc.
* Email your monthly report to Kathy Brown at cabrownfam@comcast.net with a cc to 4-H Staff at solanocounty4hcc@gmail.com and your advisor(s).
* Monthly progress reports will document work done during that month only.
* Response to any Emerald Star emails should within a reasonable amount of time, 1-2 days.
* This is your project. Although your parent(s)/guardian(s) and/or advisor(s) help you, you are the one to contact the Emerald Star committee with questions. Do not hesitate to email or call the Emerald Star Chairperson with your questions or need for assistance.
* Keep all work, notes, emails, phone calls and contacts in a notebook. This documentation will help you with your monthly report and timeline.
* Keep a log of dates you worked on your project, length of time, and what you accomplished.
* 10/01/21 - two hours. Met with advisor to discuss proposed Emerald Star project, discussed resources needed to complete the project; completed the Emerald Star application and will submit it to the UCCE office by 12/2/21.
* 12/20/21 – one hour. Met with advisor; discussed the Emerald Star Committee’s questions/suggestions/recommendations; worked on making corrections; made necessary updates to my timeline.
* Schedule regular meetings with your advisor and include the meeting dates in your timeline.
* Adhere to your timeline. If you need to make changes to your timeline, discuss changes with your advisor and then send the chairperson a revised updated timeline. Please allow 1 to 2 weeks for the Emerald Star Committee to review your work and respond.
* Suggestions/recommendations from the Emerald Star Committee should be followed. If you have concerns regarding them, contact the Emerald Star Committee Chairperson to discuss them and to reach a reasonable agreement.
* Work closely with your advisor(s). Have your advisor review your work and give helpful suggestions before, during and near completion of your project.
* Have your work edited for spelling and grammar several different times by different people.
* Know your project, know your material. Remember, you are the expert in your project area.
* You must have a clear idea and purpose when you present your project and respond to questions.
* You will submit two (2) papers to the Emerald Star Committee Chairperson and 4-H Staff, advising of the following

- A brief outline of your presentation introducing your Emerald Project to the Council.

- When your project is finished and ready to be used.

* When planning to show case your project at a location or hold your event at another venue, obtain permission to do so before submitting your Emerald Star application to the UCCE office.
* If including a power point presentation of your project, create a script to be used with it. You will be required to present your power point project in person to a target audience.
* If your project involves use of technology (i.e., Power Point, Video, etc.), your advisor **must have the expertise** to assist you.
* Your advisor **must have knowledge** in the subject area to assist you with your project.
* Each advisor must complete a Letter of Recommendation showing their knowledge/expertise in the project to support the applicant.
* If the Emerald Star Committee determines the proposed advisor does not have the knowledge/expertise to adequately provide assistance to you, the committee will recommend you seek these services from an additional advisor who can provide that additional support. It is possible you may have 2 advisors – one knowledgeable in the subject area and the other knowledgeable in technology.
* Applicant **is expected to meet** regularly with their advisor(s) to:
* Address the Emerald Star Committee’s questions and/or recommendations.
* Review progress of the project (i.e., troubleshooting, problem solving, technology issues, revisit timeline and adjust if needed, etc.).
* Thoroughly review your final project with your advisor before you submit it to the Emerald Star Committee.
* Have your final project approved by your advisor before submitting it to the Emerald Star committee for approval.
* The Emerald Star applicant **must** present their final Emerald Star Project to a pre-approved group of people that wish to gain knowledge relating to your project.
* Those who attend your presentation should sign in using the standard 4-H sign-in sheet(s), which should be submitted to the Emerald Star Committee as part of the final project completion report.
* Create a survey form to be given to those who attended your event or used your project, to assist you in determining the effectiveness and success of your Emerald Star project.

SOLANO COUNTY 2021-2022 EMERALD STAR APPLICATION

**QUALIFICATIONS:** 4-H memberswhowill be at least 12 years old by December 31, 2021, and hold a silver, gold or platinum star rank are eligible to apply.

DEADLINE DATE: Thursday, December 2, 2021, by 4 pm. No postmarks accepted.

RETURN APPLICATION TO: UCCE Capitol Corridor, Solano

 Attn: Valerie Williams

 4-H Youth Development Program

 501 Texas Street, 1st Floor, Fairfield, CA 94533

OR

Make an appointment with 4-H Staff at solanocounty4hcc@gmail.com to submit your application.

Please print clearly:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |       |  | Club: |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address: |       |  | City, State, Zip |       |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Telephone: |       |  | E-Mail: |       |
| Age: |  | Year in 4-H: |  | Grade in School: |  |  | Current Star Rank: |  |

PART I: Prepare on a separate page(s) of paper a plan of work that follows the outline below:

1) State the title of your Emerald Star project.

2) Describe in 4-8 sentences what your Emerald Star project is about.

3) Explain why this project is important.

4) Outline the goals you expect to accomplish by doing your Emerald Star project.

5) Outline your plan for your Emerald Star project.

6) How will you carry out this plan? The following information is required:

1. Detailed project work plan
2. Detailed timeline for the project (Specifically what will be done and when; don’t forget to include monthly reports to Emerald Star Committee in your timeline)
3. Resources you will need
4. Who will help you?
5. How you will publicize what you plan to do
6. How much your Emerald Star project will cost

PART II: What results do you expect? How will this project help those influenced by it?

PART III: Who will be affected by this project? Does it pertain to your community, countywide 4-H, a specific project, a certain public group, etc.?

PART IV: Letters of Recommendation: Letters should reflect the technical/research base for this project and agree to support the Emerald Star applicant in the planning and execution of the project.

1. Adult Advisor(s) of Project: May not be a parent/guardian/relative of the applicant. It is possible the applicant may have 2 advisors – one knowledgeable in the subject area and the other knowledgeable in technology. Each advisor should state their specific expertise to support this project and how they will assist the member, i.e., planning, meetings, review of timeline, execution of the project, computer experience, etc. Each advisor must complete a Letter of Recommendation.
2. Parental Support Statement: Submit a letter to state how you will support the Emerald Star applicant.

PART V: Emerald Star Project Completion Requirements

1. Emerald Star Project Final Completion Report Form
2. Standard 4-H sign-in sheet of attendees/participants/recipients that attended your event or used your project
3. Attendees/participant completed surveys

I have read this Emerald Star Application and I agree to follow the guidelines presented above; and to follow my plan as agreed upon by the Emerald Star Committee and myself if I am approved.

Member’s Signature Date

Parent/Guardian’s Signature Parent/Guardian’s Name (Please print) Date

Parent/Guardian’s Email (Please print) Phone

Advisor’s Signature Advisor’s Name (Please print) Date

Advisor’s Email (Please print) Phone

Advisor’s Signature Advisor’s Name (Please print) Date

Advisor’s Email (Please print) Phone

The Emerald Star applicant, their parent/guardian and their advisor(s) will attend a meeting with the Emerald Star Committee to discuss the applicant’s project, clarify/resolve any questions/concerns the Committee or member may have; meeting dates to be determined, etc.

SOLANO COUNTY 2021 - 2022 EMERALD STAR PROJECT

FINAL COMPLETION REPORT

*Due within 30 days of completion of the project,*

*but no later than* ***4 PM, FRIDAY, AUGUST 5, 2022.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |       |  | Club: |       |
| Date: |       |  | Project Title: |       |
| Date of Event: |       |  | Event Location: |       |

Type of event or activity (Please check all that apply):

[ ]  4-H Club [ ]  4-H County [ ]  School [ ]  Community Service

|  |
| --- |
|       |

[ ]  Community Information [ ]  Other (please describe):

Audience (Please check all that apply):

[ ]  4-H Members [ ]  4-H Leaders [ ] 4-H Families [ ]  Community [ ]  School Students

|  |
| --- |
|       |

[ ]  General Public [ ]  Other (please describe):

|  |
| --- |
|       |

You were assisted by:

Please rate the following areas: use the reverse side or a separate sheet of paper for additional comments.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | VerySatisfied | Satisfied | Just OK | Disappointed |
| Idea of project | [ ]  | [ ]  | [ ]  | [ ]  |
| Timeline adequate to complete the project | [ ]  | [ ]  | [ ]  | [ ]  |
| Learning experience for you | [ ]  | [ ]  | [ ]  | [ ]  |
| Presentation Date/Time/Location | [ ]  | [ ]  | [ ]  | [ ]  |
| Audience attendance | [ ]  | [ ]  | [ ]  | [ ]  |
| Audience response | [ ]  | [ ]  | [ ]  | [ ]  |
| Learning experience for audience | [ ]  | [ ]  | [ ]  | [ ]  |
| Goals of project reached | [ ]  | [ ]  | [ ]  | [ ]  |

Do you believe your project was a learning experience for you? [ ]  Yes [ ]  No

|  |
| --- |
| If yes, what did you learn (i.e. record keeping, leadership, public speaking, etc.? If no, explain why not?       |
| What were the strengths and weakness of your project?       |
| If you had the opportunity to repeat this project, what would you do differently?       |
| How many people attended your project event *or* how many people used your project?       |
| What did the participants say about the event/project?       |

**List any expenses, income, or donations**

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| --- |
| EXPENSES |
| ITEM | COST |
|       |       |
|       |       |
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| INCOME & DONATIONS |
| DESCRIPTION | AMOUNT |
|       |       |
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**What was the final cost of your project?**

Emerald Star Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_ \_\_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emerald Star Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emerald Star Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_

I have personally reviewed this report and believe it to be correct.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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