



MONTANA 4-H COUNTY AMBASSADOR PROGRAM

Information taken from the Ambassador Handbook and combined with state ambassador program processes for **County Extension offices**. Please refer to complete Ambassador Handbook for Constitution and other specific information.

"To Make the Best Better"

Revised May 2015

WHAT IS A MONTANA 4-H AMBASSADOR?

A 4-H Ambassador is an official envoy, an authorized representative of our Montana 4-H Program. A 4-H Ambassador is a self-motivated, enthusiastic leader who promotes 4-H using the skill, knowledge and leadership abilities acquired in 4-H with fellow members, area residents, community leaders, elected officials and non 4-H youth. A 4-H Ambassador serves to strengthen the 4-H program through public relations.

MONTANA 4-H AMBASSADOR PROGRAM

Outstanding 4-H members are chosen from each county throughout the state. The county 4-H Ambassadors will have opportunity to serve on both the district and state levels as officers. Thus, opportunity to extend their service beyond the county level is available. Application to the ambassador program is made at the county level by completion of an application form and submitting to an interview by the County Council, or designated individuals.

Being an Ambassador is an honor and privilege. Being chosen as an Ambassador entails the acceptance of "great" responsibility and **A Total Commitment to the Montana 4-H Program at both the county and state level.** Ambassadors are youth that are engaged in LEADERSHIP, SERVICE and PROMOTION of the Montana 4-H Program.

Montana 4-H Ambassador Purpose

- Represent 4-H in a public relations role.
- Promote 4-H with potential members, parents and the general public.
- Help plan, implement and evaluate 4-H events.
- Organize 4-H promotion activities.
- Develop personal leadership skills and self-confidence.
- Encourage financial support for 4-H.

Montana 4-H Ambassador Qualifications

- Must be 14 years of age by October 1 of current year.
- Must have been enrolled in 4-H for at least 2 years and must be enrolled in 4-H for the current year.
- Must be or have been a Junior Leader or a Club Officer.
- Must have an enthusiastic desire to serve and accept the responsibilities outlined in the Constitution and Handbook.
- Must submit to the selection process.

- Must be responsible and have time available to fulfill the role
- Must be willing to travel, attend training sessions, and serve in the ambassador roles when asked.
- Must have a minimum overall high school GPA of 2.5.
- Must be capable and willing to get out of school on a limited basis for special programs.
- Must be enrolled in the Montana Leadership project.

Possible Montana 4-H Ambassador Duties may include:

- Attend ambassador orientation sessions.
- Serve as a 4-H representative to other organizations.
- 4-H promotion through mass media and speaking appearances.
- Serve as coordinator or MC for 4-H activities and events.
- Meet with 4-H supporters and potential donors.
- Recruit new members and help organize new clubs.
- Make friends and have fun.
- Work directly with County, District and State 4-H leaders.
- Attend teen retreats.
- Present 4-H Leadership workshops.
- Assist the Montana 4-H Council in promotion and public relations.
- Assist in planning and conducting Montana 4-H Congress.
- Coordinate Service activities.

COUNTY 4-H AMBASSADOR PROGRAM

Each County Ambassador program may be different. However, one member of the county extension staff should be assigned to coordinate the County 4-H Ambassador Program and work with a Key Leader who has been assigned responsibility for the program. Counties may use any method they desire to recruit and train county 4-H Ambassadors.

The State 4-H Office will periodically send ideas, methods, and resource materials to the County Ambassadors, Key Leaders assigned to the Ambassador Program and to the County Extension Office.

County Ambassadors may or may not be part of the County Teen Council, Junior Leader Club or Adult 4-H Leaders Council. Each county must determine how they will use their County Ambassadors and what each person's duties and responsibilities will be. The Ambassador Program is a program developed by the county for the county, district and state levels to help outstanding teen 4-H'ers develop leadership and public relations skills while promoting the 4-H program.

Selection of County Ambassadors

- Set up a county selection committee
- Have interested members submit application
- Interview
- Make a recommendation to County Council and Agent
- County Council and Agent approve selection
- Submit Ambassador Roster (electronically) to Montana 4-H Center by June 1.

Opportunities for County Ambassadors

- Represent 4-H in a public relations role
- Promote 4-H with potential members, parents and general public
- Help conduct 4-H events
- Organize 4-H promotion activities
- Develop personal leadership skills and self-confidence
- Help others develop leadership skills
- Encourage financial support for 4-H
- Attend Ambassador orientation sessions
- Serve as a 4-H representative to other organizations
- Do 4-H promotion through mass media and speaking appearances
- Serve as coordinator or MC for 4-H activities and events
- Meet with 4-H supporters and potential donors
- Recruit new members and help organize new clubs
- Make friends and have fun

Recommended Timeline	
June	County Ambassador Selection process complete by June 1 Complete Ambassador Registration in 4honline (roster)
July	Both incoming and outgoing ambassadors attend Ambassador meeting at congress. <i>ONLY outgoing Ambassadors vote.</i>
June – September	New ambassadors help with summer events and activities in the county with support from outgoing ambassadors as mentors. Activities such as: Camp, Fair, Recognition, Record Books
October	Enroll in the Leadership Project (at least one year) Ambassadors attend Fall Training in October
October – November	Complete Plan of Action for Ambassador Year
October – July	Work towards fulfilling plan and meeting the needs of the County 4-H Program.

There is no term limit for ambassadors and an ambassador can continue from year to year, however you may make them re-apply.

MONTANA 4-H AMBASSADOR

County Ambassador Registration (Roster)

It is important for counties to register their county Ambassadors on the official Ambassador Roster each year. This process has undergone many changes as we have explored new ways to improve efficiency and connection with Ambassadors and Key Leaders across the state.

County Ambassadors MUST be registered in order to be eligible for a number of district and state level opportunities. **Please register all County Ambassadors EVERY year they are an Ambassador.** Register your Ambassadors as soon as they have been selected at the county level.

TO REGISTER COUNTY AMBASSADORS PLEASE FOLLOW THESE STEPS:

The official Ambassador roster has been created as an "EVENT" within 4-H online. Each AMBASSADOR YEAR (July to July) a new event will be created. The event will open each year on May 1 and remain open for the year.

Ambassadors can be added at any point in the year.

We recommend that during your enrollment process you also indicate that a member is a county ambassador by adding the ACTIVITY: STATE: Ambassador [year]. This will help you to track their involvement in the program over time.

1. Sign into 4honline
2. Search for the member record of the youth member you would like to register as an Ambassador.
3. Click "Login" and then "my member list"
4. Scroll to the bottom of the member list page to the box that says "Register A Member In An Event"
5. Select the member you would like to register as an Ambassador from the "member" drop down list.
6. Select County Ambassador [ambassador year] from the "event" drop down list.
7. Click "register" below the second orange bar.
8. Complete the short form and click continue.
9. Follow the prompts to complete the registration.
10. The \$11 Ambassador Dues is added for each member registered as an Ambassador.

Ambassador dues are collected to cover the cost of Ambassador name tags, recourses for County Ambassadors, training and other ambassador program needs.

Once you have completed the registration for all of your County Ambassadors an invoice can be printed.

Follow these steps to print a combined invoice.

CREATING THE INVOICE

1. On the Events tab, click on the County/Club Checks icon.
2. Click on 'Add Invoice'.
3. Enter the Check Number for your payment.
4. Select the Event from the drop down list.
5. The confirmed registrations for this event will be listed. Check the boxes for the ones you wish to pay. You can also use the 'Check All' or 'Uncheck All' buttons.
6. Click on either of the 'Save Invoice' buttons to create and save the invoice.

PRINTING THE INVOICE

- From the Quick Reports drop down menu, select County
- Event Check Payment Invoice. You will get a PDF you can save or print that lists all the registrations and their amounts.
- You can reprint an invoice by clicking on the County/Club Checks icon and then clicking the Edit button for the invoice. From there you can select from the Quick Reports drop down menu

Please send Ambassador Dues to:
Montana 4-H Center
ATTN Ambassador Program
210 Taylor Hall
Bozeman, MT 59717

Checks payable to: "Montana 4-H Foundation" Please write AMBASSADOR DUES in the memo line of the check. Please include 4honline invoice with payment.

AMBASSADOR / KEY LEADER NAMETAGS

Registered County Ambassadors will receive an Ambassador nametag the FIRST year they become an Ambassador. This is indicated in the Registration by clicking "NEW Nametag". The cost of this nametag is included in their first year Ambassador Dues.

If an Ambassador has received a nametag in a previous year and needs a replacement nametag this can be indicated in the registration by selecting "REPLACEMENT Nametag". However an additional \$8.00 will be added.

PLEASE CONFIRM THE SPELLING OF THE AMBASSADOR'S NAME WHEN REGSITERING. The list will be sent directly from 4-H online the company that prints the nametags.

Nametag will be mailed directly to member once dues have been received.

The nametag ordering schedule will be:

Registered by June 15 – Receive nametag at Ambassador Meeting during Montana 4-H Congress. *Those not in attendance will be mailed directly to the member following the event.*

Registered by August 1 – Mailed directly to member and received by September 1

Registered by October 1 – Receive nametag at Ambassador Fall Training Event. *Those not in attendance will be mailed directly to the member following the event.*

Those Registered after October 1 will be ordered on a case by case basis.