



**North Carolina 4-H
Application for State 4-H Office**



Name _____

County _____

Home Mailing Address _____

City _____ State _____ Zip _____

Home Telephone _____ Age _____ Date of Birth _____

Mobile Telephone Number _____ Gender _____

Year in School _____ Date of Graduation _____ Years of 4-H Completed _____

Name of Parents/Guardians _____

Candidate Email (must be a professional email address) _____

If elected to serve, please include the following information on the business cards (select what you would like included):

___ Mailing Address ___ Home Telephone ___ Mobile Telephone ___ Email Address

College Attending (Prospective/Current – choose one) _____

College Major _____

State Office Desired: President _____ Vice President _____ Sec/Treas _____ Reporter _____

Clothing Sizes: Male and Female clothing styles will be offered and ordered for State Officers. If elected to serve, clothing will be ordered based on the sizes provided here. Officers are responsible for their own alterations and for any additional clothes that have to be ordered. ****THIS SECTION MUST BE COMPLETED - IF LEFT BLANK THE CANDIDATE PACKET WILL NOT BE ACCEPTED.**

Men:

Chest: _____

Waist: _____

Inseam: _____

Hips: _____

Neck: _____

Arms: _____

Women:

Bust: _____

Waist: _____

Inseam: _____

Hips: _____

Green Blazer: _____

Please refer to the size chart here: http://blazerdepot.com/pages/mens_blazer/augustagreenblazer.html .

Normal Pant Size (men and women): _____

Normal Skirt Size (women): _____

Normal Polo Shirt Size (men and women): _____

Polo Shirts and Dress Shirts: Style: _____ (men or women)

Polo Shirt Size: _____ Dress Shirt Size: _____

Polo Shirts and Dress Shirts will be ordered from Lands End. Please use the size chart below.

Women's:

SIZE CHARTS

Our size charts are available in both inches and centimeters and include measuring instructions. If you are unsure about size, please take your measurements. Doing so will greatly reduce the guesswork - and the need to return something that doesn't fit! If you have any questions regarding fit, sizes or taking your measurements, please call us at: US: [1-800-587-1541](tel:1-800-587-1541) Canada: [1-800-400-5845](tel:1-800-400-5845).

Size Chart - Women's Tops

Inches | [Centimeters](#)

SIZES 00 - 18

Size	XXXS 000	XXS 00	XXS 0	XS 2	XS 4	S 6	S 8	M 10	M 12	L 14	L 16	XL 18	XL 20
Bust	30	31	32	33	34	35	36	37	38 1/2	40	42	44	46
Regular Arm Length	28 7/8	29 1/4	29 1/2	29 7/8	30 1/8	30 1/2	30 3/4	31	31 3/8	31 5/8	32	32 1/4	32 5/8
Petite Arm Length	27 3/8	27 3/4	28	28 3/8	28 5/8	29	29 1/4	29 1/2	29 7/8	30 1/8	30 1/2	30 3/4	31 1/8
Tall Arm Length	29 7/8	30 1/4	30 1/2	30 7/8	31 1/8	31 1/2	31 3/4	32	32 3/8	32 5/8	33	33 1/4	33 5/8

PLUS SIZES

Size	1X 16W	1X 18W	2X 20W	2X 22W	3X 24W	3X 26W	4X 28W	4X 30W	5X 32W	5X 34W
Bust	44	46	48	50	52	54	56	58	60	62
Regular Arm Length	31 3/4	32 1/8	32 1/2	32 7/8	33 1/8	33 3/8	33 1/2	33 5/8	33 3/4	33 7/8
Petite Arm Length	30 1/4	30 5/8	31	31 3/8	31 5/8	31 7/8	32	32 1/8	32 1/4	32 3/8
Tall Arm Length	-	-	-	-	-	-	-	-	-	-

Men's:

REGULAR SIZES

Size	XS	S	M	L	XL	XXL
Neck	13 1/2	14 14 1/2	15 15 1/2 15 1/2	16 16 16 1/2 16 1/2	17 17 1/2	18 18 1/2
Chest	32	34 36	38 39 40	41 42 43 44	46 48	50 52
Regular	32	32 1/2 33	33 1/2 33 3/4 34	34 1/4 34 1/2 34 3/4 35	35 1/2 36	36 1/2 36 1/2
Tall	33 1/2	34 34 1/2	35 35 1/4 35 1/2	35 3/4 36 36 1/4 36 1/2	37 37 1/2	38 38
Short	30 1/2	31 31 1/2	32 32 1/4 32 1/2	32 3/4 33 33 1/4 33 1/2	34 34 1/2	- -

BIG SIZES

Size	2XL	3XL	4XL	5XL	6XL
Neck	18 18 1/2	19 19 1/2	20 20 1/2	21 21 1/2	22 22 1/2
Chest	50 52	54 56	58 60	62 64	66 68
Regular	36 1/2 36 1/2	36 1/2 36 1/2	37 37	37 1/2 37 1/2	38 38
Tall	38 38	38 38	38 1/2 38 1/2	39 39	39 1/2 39 1/2
Short	- -	- -	- -	- -	- -

Application Submission:

- By May 20th, submit the entire completed application package and supporting documents electronically.
 - The complete package includes the application, resume, answers to the candidate questions, letters of recommendation, and your video file. These will be shared with those attending NC 4-H Congress.
 - **Completed packets should be uploaded electronically (*See Submission Section below).**

I. Resume

Please submit a resume to be shared with 4-H Agents and with 4-H'ers attending NC 4-H Congress. The resume should be no more than two pages in length and can be any format that you prefer.

II. Video

Prepare and submit a 2 to 3 minute video on *Why You Aspire To Serve As A State 4-H Officer* * The video must be in one of the following formats .mp4 or .mov. Please note that you cannot include copyrighted music / content in your video. Video's will be posted online and shown during NC 4-H Congress.

III. Questions

Please submit as one document, answers to the following questions. These will be shared with 4-H Agents to share with 4-H'ers attending NC 4-H Congress. The total number of pages for answers to all questions should not exceed three pages.

1. What characteristics must a leader possess and how do you exemplify these characteristics?
2. Leaders do not always succeed. Tell about a time when you failed as a leader and how you learned from it.
3. What has been your most memorable 4-H experience to date and why?

IV. Letter of Recommendation

Please submit with the application package a letter of recommendation from:

- a. 4-H Agent in home county
- b. One other individual not related to the candidate

V. State Officer Candidate Memorandum of Agreement

It is an honor to serve as a State Officer in North Carolina. State officers are required to attend and prepare for many activities which include but are not limited to: NC 4-H Congress, Teen Retreats, District Activity Days, State 4-H Council Conference, State Planning Meetings as well as other 4-H activities. By signing the State Officer contract, you agree to commit one year to serve 4-H. By signing the State Officer contract, you are also acknowledging that you have read and understand the Constitution of the State 4-H Council as well as the Bylaws. Please collect the required signatures for this contract before returning it to the State 4-H Extension Staff Member in charge of State Council.

VI. Signatures

I have supplied accurate and truthful information to the best of my knowledge and request that I be considered a candidate for State 4-H Office.

State Officer Candidate Signature

We recommend _____ as a candidate for State 4-H Office.

4-H County Agent

County Extension Director

Parent/Guardian

District Agent Advisor (from when candidate was a District Officer)

VII. NEW Electronic Submission

Completed Application and all required components should be uploaded to:

- **State 4-H Officer Application Google File:**
https://go.ncsu.edu/state_4hofficer_applications
 - Please name your individual files using your Last Name then type of file submitted for example: LastName_Resume.PDF

Signature Sign-Off's (Electronic Submission): Your Application requires multiple approval signatures. Please provide this link to the appropriate individuals so they can electronically sign-off on your Application.

- **Signature Sign-Off URL:** https://go.ncsu.edu/4hofficer_application_signatures

Letters of Recommendation (Electronic Submission): Your Application requires two letter of recommendation. Please provide this link to the appropriate individuals so they can directly submit your letter electronically.

- **Officer Letter of Recommendation Google File:**
https://go.ncsu.edu/4hofficer_letter_of_rec



**North Carolina 4-H Agreement between
North Carolina State 4-H Officer Candidates/ North Carolina State 4-H Officers
and North Carolina 4-H**



(Please read and sign agreement –Due electronically to the State 4-H Office on May 20th.)

State 4-H Officers are required to perform in many capacities during their year of service. They are role models for other 4-H members, ambassadors for 4-H, and perform many leadership functions as officers of the State 4-H Council. Therefore, it is necessary that those who aspire to become officers and those who currently serve as officers meet a series of qualifications. More importantly, these individuals must make the commitment to serve the 4-H to the best of their ability. Please read the major qualifications and prerequisites very carefully. If you agree to abide by this contract, please sign in the blank provided. It is also necessary for your parents or guardians, 4-H Agent and County Director to sign this agreement.

As a state 4-H officer, I will:

1. Abide by the North Carolina 4-H Code of Conduct.
2. Be responsible for serving and representing North Carolina 4-H members and youth served through the program.
3. Participate in all national, state, district and county 4-H activities as directed by the state 4-H office including, but not limited to, State 4-H Congress, State 4-H Electric Congress, 4-H Citizenship North Carolina Focus, State 4-H Council Conference, District Activity Days, District Teen Retreats, and 4-H Development Fund Board meetings (as appointed).
4. Plan and conduct state 4-H events with the state 4-H staff.
5. Plan, prepare, study, listen, review and practice to continue improving public speaking and teaching skills.
6. Remain current on events, facts and issues related to 4-H, youth, education, health, economy, agriculture and other related topics.
7. Develop and maintain a positive relationship with youth, agents, staff, alumni, donors and other partners.
8. Maintain a positive attitude and enjoy their year of service.
9. Prepare and submit 4-H expense reports and other assignments by their due date.
10. Keep current on all correspondence related to 4-H state officer service.
11. Perform other duties as assigned by the state 4-H office
12. Be dedicated to the total program of 4-H.
13. Be committed to 4-H.
14. Be willing to commit the entire year to state 4-H activities.
15. Be willing and able to travel on behalf of the 4-H.
16. Become thoroughly knowledgeable about 4-H and its history.
17. Regularly and in a timely manner, correspond with 4-H members and people in the state office. Develop strong interpersonal communication skills.
18. Seek constantly the evaluation of my performance as a state 4-H officer, and make necessary improvements.
19. Maintain good health, and demonstrate good health habits.
20. Serve as a member of a team and maintain a cooperative attitude.
21. Follow the code of ethics for state 4-H officers.
 - a. To refrain from using alcohol and tobacco.
 - b. To treat all 4-H members equally by not favoring one over another.
 - c. To behave in a manner which conveys and commands respect.
 - d. To maintain dignity while being personable, concerned and interested in fellow 4-H members.
 - e. To avoid places and activities which would raise questions as to my moral character or conduct.
 - f. To use wholesome language in all formal and informal occasions.
 - g. To maintain proper dress and good grooming for all occasions.
 - h. To avoid participating in any conversations which belittle 4-H members and adults.
22. Participate in training activities designed to improve the effectiveness of a state officer.
23. Prepare adequately for briefings, meetings, and conferences.
24. Obtain the approval of the State 4-H Coordinator prior to participation in any 4-H activity. This may be required in order to be covered by the association's liability insurance.
25. Maintain an accurate calendar or planner system and carry through on all commitments made during the year of service as a state 4-H officer.
26. Contact the State 4-H staff member in charge of State Council on a weekly basis to receive updates on 4-H activities and responsibilities.
27. All officers will complete the following list of activities and responsibilities for each of their offices as well as any other activities or responsibilities that are assigned in a timely manner.

President

- Serve as the leader for the State 4-H Council Officer team
- Preside at all State Council events
- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching a workshop at Volunteer Leaders Conference
- Attend the 4-H Lifetime Achievement Awards
- Prepare for, attend and lead during State 4-H Council Conference and State 4-H Congress
- Dedicate the week before 4-H Congress to being in Raleigh to help prepare for Congress
- Communicate weekly via email or phone call to the State 4-H staff member responsible for State 4-H Council
- Know and be able to share basic history about North Carolina 4-H
- Be available to attend special meetings or functions that arise during term in office
- Attend their district Teen Retreat in addition to a Teen Retreat in another district
- Attend their District Activity Day in addition to a District Activity Day in another district
- Be in contact with other state officers on a frequent basis
- Have a flexible schedule for their year as a State 4-H Council Officer
- Actively serve on all committees appointed by the state office
- Represent the North Carolina 4-H program in an appropriate way by act and dress at all times
- Attend all State 4-H Officer Trainings when provided

Vice President

- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching a workshop at Volunteer Leaders Conference
- Attend the 4-H Lifetime Achievement Awards
- Prepare for, attend and lead during State 4-H Council Conference and State 4-H Congress
- Dedicate the week before 4-H Congress to being in Raleigh to help prepare for Congress
- Communicate weekly via email or phone call to the State 4-H staff member responsible for State 4-H Council
- Know and be able to share basic history about North Carolina 4-H
- Be available to attend special meetings or functions that arise during term in office
- Attend their district Teen Retreat in addition to a Teen Retreat in another district
- Attend their District Activity Day in addition to a District Activity Day in another district
- Be in contact with other state officers on a frequent basis
- Have a flexible schedule for their year as a State 4-H Council Officer
- Actively serve on all committees appointed by the state office
- Represent the North Carolina 4-H program in an appropriate way by act and dress at all times
- Attend all State 4-H Officer Trainings when provided
- Fill in for the President if the President is not able to perform their duties

Secretary/Treasurer

- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching a workshop at Volunteer Leaders Conference
- Attend the 4-H Lifetime Achievement Awards
- Prepare for, attend and lead during State 4-H Council Conference and State 4-H Congress
- Dedicate the week before 4-H Congress to being in Raleigh to help prepare for Congress
- Communicate weekly via email or phone call to the State 4-H staff member responsible for State 4-H Council
- Know and be able to share basic history about North Carolina 4-H
- Be available to attend special meetings or functions that arise during term in office
- Attend their district Teen Retreat in addition to a Teen Retreat in another district
- Attend their District Activity Day in addition to a District Activity Day in another district
- Be in contact with other state officers on a frequent basis
- Have a flexible schedule for their year as a State 4-H Council Officer
- Actively serve on all committees appointed by the state office
- Represent the North Carolina 4-H program in an appropriate way by act and dress at all times
- Attend all State 4-H Officer Trainings when provided
- Create a State Council list serve to allow officers to communicate to each other
- Take detailed notes during meetings and send the notes electronically to the State 4-H Council Officer team and State 4-H staff member in charge of State Council within 3 days.

Reporter

- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching a workshops
- Attend the 4-H Lifetime Achievement Awards
- Prepare for, attend and lead during State 4-H Council Conference and State 4-H Congress
- Dedicate the week before 4-H Congress to being in Raleigh to help prepare for Congress
- Communicate weekly via email or phone call to the State 4-H staff member responsible for State 4-H Council
- Know and be able to share basic history about North Carolina 4-H
- Be available to attend special meetings or functions that arise during term in office
- Attend their district Teen Retreat in addition to a Teen Retreat in another district
- Attend their District Activity Day in addition to a District Activity Day in another district
- Be in contact with other state officers on a frequent basis
- Have a flexible schedule for their year as a State 4-H Council Officer
- Actively serve on all committees appointed by the state office
- Represent the North Carolina 4-H program in an appropriate way by act and dress at all times
- Attend all State 4-H Officer Trainings when provided
- Take pictures of people and events that occur during term of office
- Work with district reporters to obtain photos and other items for the State 4-H scrapbook
- Prepare 4-H state scrapbook to be finished and on display beginning the Monday of State 4-H Congress
- Design and prepare a state newsletter to be distributed to the state on a regular basis to share upcoming dates to district events as well as any news that districts would like to share. Work with district reporters as well as State 4-H staff member in charge of State Council to gather information

The North Carolina 4-H Organization does not carry any type of health, disability, life, property, or motor vehicle insurance on state 4-H officers. Thus parents/guardians should make sure that officers are properly insured against accidents and sickness during their year of service.

We have read, understand and agree to all of the above listed conditions and qualifications. We also understand that a state 4-H officer can be disciplined or removed from office if he/she fails to abide by the above listed conditions.

Signature of State 4-H Officer or State 4-H Officer Candidate

Date

Signature of Parent/Guardian

Date

Signature of County 4-H Agent

Date

Signature of County Extension Director

Date