



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



Name _____

County _____

Home Mailing Address _____

City _____ State _____ Zip _____

Home Telephone _____ 4-H Age _____ Date of Birth _____

Gender _____ Year in School _____

Date of Graduation _____ Years of 4-H Completed _____

Candidate Email (must be a professional email address) _____

Note: Elected State 4-H Officers will be required to use Gmail for official correspondence. NC State University uses Google / Gmail as its official email system.

*Candidate Cell Phone _____

**Text messages are one of the main communication tools used during the candidate application and election processes. A parent/guardian is required to complete the Cell Phone Consent Form located at the end of this form.*

Year in School (2022 – 2023 school year). 9th ___ 10th ___ 11th ___ 12th ___ College Freshman ___ College Sophomore ___

High School Attending (Name) _____

College Attending (Prospective/Current – choose one) _____

College Major _____

Intended Officer Position: President _____ Vice President _____ Secretary / Treasurer _____

Membership Engagement _____ Reporter _____

Name of Parents/Guardians _____

Parent/Guardian Cell Phone (include name) _____

Clothing Sizes: Male and Female clothing will be ordered purchased and 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.** NOTE: Clothing items purchased for each State 4-H Officer Team (SOT) vary annually depending on available funds, trends, and program needs. At a minimum, each State 4-H Officer will receive the following: A State 4-H Council polo shirt, their State 4-H Officer green jacket, and a coordinating professional outfit to wear with their green jacket.

Men:

Chest: _____

Waist: _____

Inseam: _____

Hips: _____

Neck: _____

Arms: _____

Women:

Bust: _____

Waist: _____

Inseam: _____

Hips: _____

*Please refer to the size chart below. Jackets will be ordered from the Blazer Depot, here is their URL if here you would like additional sizing information: [http://blazerdepot.com/pages/mens blazer/augustagreenblazer.html](http://blazerdepot.com/pages/mens_blazer/augustagreenblazer.html)

MEN'S BLAZER SIZE CHART:																
SIZE	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64
CHEST in inches	33	35	37	39	41	43	45	47	49	51	53	55	57	59	62	64
WAIST in inches	28	30	32	34	36	38	40	42	45	48	50	52	56	58	60	62

Men's Blazers Size Scale

WOMEN'S BLAZER SIZE CHART:																
SIZE	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	
BUST	31	32 1/2	33 1/2	34 1/2	35 1/2	37	38 1/2	40	42	44	46	48	50	52	54	
WAIST	22	24 1/2	25 1/2	27 1/2	29	30 1/2	32	34	36	38	40	42	44	46	48	

Women's Blazer Sizes

Please use the “bcg” women’s and men’s size charts (below) to help you determine the appropriate size shirt to order. Note: The women’s polo shirts are a “fitted” style. Ladies may request either a women's or men’s style polo shirt (i.e. ladies may order a men’s shirt if they prefer a nonfitted shirt.).



WOMEN'S

	SIZE	BUST	WAIST	HIP
XS	0 - 2	32 - 33	25 - 26	34.5 - 35.5
S	4 - 6	34 - 35	27 - 28	36.5 - 37.5
M	8 - 10	36 - 37	29 - 30	38.5 - 39.5
L	12 - 14	38.5 - 40	31.5 - 33	41 - 42.5
XL	16 - 18	41.5 - 43	34.5 - 36	44 - 45.5



MEN'S

	SIZE	CHEST	WAIST	HIP	SLEEVE LENGTH
S	28 - 30	38	32.5	37	33.375
M	31 - 33	41	35.5	40	34.375
L	34 - 36	44	38.5	43	35.375
XL	38 - 40	47	41.5	46	36.375
2XL	42 - 44	51	45.5	50	37.375
3XL	46 - 48	55	49.5	54	38.375
4XL	50 - 52	59	53.5	58	39.375

I would like to request the following polo shirt:

Women’s Size _____

Men’s Size _____

Additional State Officer Clothing Size Information

Normal 4-H T-shirt Size (unisex): _____

Normal Dress Size (women): _____

Normal Blouse Size (women): _____

Normal Pants Size (women): _____

Normal Skirt Size (women): _____

Normal Pant Size (men / waist and length) _____

Normal Dress Shirt (men / neck, sleeve, chest) _____

Application Submission:

- By June 1st, submit the entire completed application package and supporting documents electronically.
 - o The complete package includes the application, resume, letters of recommendation, and your video file. These will be shared with those attending NC 4-H Congress.
 - o **Completed packets should be uploaded electronically via this hyper-linked [GOOGLE FORM](#).**

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. Videos will be posted online and shown during the official campaign process.

III. Letters of Recommendation

Please submit with the application package letters of recommendation from:

1. 4-H Agent in your official county of enrollment
2. One other individual not related to the candidate (school teacher, coach, 4-H agent advisor, etc.)

IV. 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 the State Council.

V. 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 the candidate was a District Officer)

Signature Sign-Offs (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: [State 4-H Officer Candidate Application Signature Sign -Off's](#)**
- <https://forms.gle/ZcyuCeitvp1Qeo8fA> (URL link version)



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 the agreement –Due electronically to the State 4-H Office on June 1st.)

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 the 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 that 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 appropriate 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 the 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
- Service as an active leader in the NC 4-H State Council system
- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching workshops at various district and state level events
- 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 Training when provided

Vice President

- Work in coordination with the State Council Advisor and other appropriate state staff members to develop, promote, and coordinate educational programs (virtual and F2F) for county, district, and state-level delivery
- Service as an active leader in the NC 4-H State Council system
- Be knowledgeable in Roberts Rules of Order and able to use this to conduct all meetings
- Prepare for and assist in teaching workshops at various district and state level events
- 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 Training when provided
- Fill in for the President if the President is not able to perform their duties

Secretary/Treasurer

- Serve as the lead for State 4-H Council operations including taking minutes/notes at official meetings and attendance, and handling council finances with support from the State 4-H Council Advisor
- Provide timely, consistent, and accurate communication to the State 4-H Council system on upcoming events, programs, council requirements, etc. Create list serves, group chat, etc. for official council business.
- Service as an active leader in the NC 4-H State Council system
- 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 various district and state level events
- 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 Training when provided

Member Engagement

- Work in coordination with the State Council Advisor and other appropriate state staff members to design, promote and deliver member engagement programs and service projects for county, district, and state-level delivery
- Service as an active leader in the NC 4-H State Council system
- 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 various district and state level events
- 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

- Work in coordination with the State Council Advisor and other appropriate state staff members to design, develop and promote 4-H marketing materials for county, district, and state-level delivery
- Serve as the lead for the State 4-H Council's social media efforts and work in collaboration with our district and county council's to promote 4-H
- Coordinate social media posts for marketing and public relations efforts across county, district, and state levels
- Service as an active leader in the NC 4-H State Council system
- Prepare for and assist in teaching a workshops
- 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 Training 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 to gather information

REQUIRED AUTHORIZATIONS

Cell Phone Use and Authorization (Please read all options below, use a checkmark to indicate your decision, and sign at the bottom.)

Option 1: I give my youth permission to use his/her cell phone for State 4-H Council programs and activities.

Option 2: I do not give my youth permission to use his/her cell phone for State 4-H Council programs and activities.

CELL PHONE USE AUTHORIZATION – *Texting Messages of Important State 4-H Council Information; Internet Data Use; Taking Photographs & Videos for 4-H program use only. (Please read all options below, use a checkmark & sign your initials to indicate your decision(s), and sign at the bottom.)*

I give _____ permission to send and receive text messages for State 4-H Council related programs, events, activities. In addition, it is okay for him/her to receive general text messages on his/her cell phone about important council information such as reminders for events, program updates, and other related needs for this year. (**As a general rule youth would only receive or send a maximum of approximately 10-12 text messages per month.)

I give _____ permission to use his/her cell phone's Internet Data Use by sending and receiving email messages & searching the Internet as necessary for council related programs, events and activities.

I give _____ permission to use his/her cell phone to take photographs & videos for council programs, events and activities.

I do not wish for my son/daughter to receive any text messages about Important State 4-H Council Information; use his/her Internet data package; and/or use his/her cell phone to take photographs & videos for council related programs, events, and activities.

() _____ Parent/Guardian Signature
Candidate's Cell Phone Number _____ Date

State 4-H Officer Candidates are REQUIRED to attend one of the "State 4-H Officer Candidate Information Sessions. *Parents, guardians, 4-H Agents are welcome to join. The dates for these sessions are: Monday, June 5, 2023 from 6:00 - 7:00 pm and Thursday, June 8, 2023 from 6:00 - 7:00 pm

State 4-H Council Advisor Authorization (Please read all options below, use a checkmark to indicate your decision, and sign at the bottom.)

Much of the work of the State 4-H Officer team is done in coordination with their State 4-H Council Advisor, Dr. Mitzi Downing, Assistant State 4-H Program Leader. A significant amount of the team's orientation, program year planning, and set-up work will be done with their advisor and when necessary other members of the State 4-H Staff.

I give _____ permission to be left alone with the State Council Advisor and other State 4-H Staff Members when needed for official council programs, efforts and activities.

**Parents/guardians who are uncomfortable with the State 4-H Council Advisor Authorization agreement should contact Dr. Mitzi Downing directly at mitzi_downing@ncsu.edu.*

Parent/Guardian Signature and Date

Lodging Authorization (Please read all options below, use a checkmark to indicate your decision, and sign at the bottom.)

Attending events, programs, activities, etc. is a large part of the State 4-H Officer team's responsibilities. Lodging accommodations will be made for the State 4-H Officer team, as needed, at hotels, camps, conference centers, etc.

**The NC 4-H Youth Lodging Policy is two youth per double occupancy sleeping room. **The State 4-H Council Advisor will always strive to abide by the standard lodging policy but there could be times where odd number registrations, etc. make solo lodging necessary.*

I give _____ permission to room by their self.

I do not give _____ permission to room by their self.

Parent/Guardian Signature and Date

TRANSPORTATION AND CARPOOLING AUTHORIZATION (Please read all options below, use a checkmark to indicate your decision, and sign at the bottom.)

Transportation and Carpooling Authorization (Please read all options below, use a checkmark to indicate your decision, and sign at the bottom.)

I give _____ permission to ride with a youth council member (teen driver), other state 4-H officers and/or state 4-H staff members.

I do not give _____ permission to ride with a youth council member (teen driver), other state 4-H officers and/or state 4-H staff members.

I give _____ permission to drive youth council members (teens) and other state 4-H officers.

I do not give _____ permission to drive youth council (tens) members and other state 4-H officers.

Parent/Guardian Signature and Date

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.

Furthermore, 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