

## Emerald Star Project

The Emerald Star Project is designed to help youth learn about project planning, organization and presentation.

In general, the Emerald Star Project's purpose is:

- Providing an opportunity for 4-H members to develop projects in their community, or in the 4-H Youth Development Program beyond the club level.
- Improving, creating, and expanding 4-H YD programs.
- Helping individual 4-H members grow and improve themselves in the areas of organization, leadership, and project planning.

Candidates must submit an original plan, to be carried out during the project year. The project should be designed to help teach leadership skills, extend knowledge of 4-H, or introduce new or expanded programs or projects into Solano County 4-H. Applications are available at the UCCE office and on the web site at: <http://cesolano.ucdavis.edu>.

**Note: Date change from previous years. The deadline to turn in 2009-2010 Emerald Star applications is Monday, November 16th, by 5 PM.**

4-H members, who, at the time of application, are 12 years old by December 31, 2009 or older, and hold a silver or gold star rank, are eligible to apply.

Projects must be completed no later than Wednesday, August 11, 2010.

Individual projects (No teams).

Monthly progress reports with updated timelines, via email, are due by the 15th of each month to the Incentive and Recognition Committee chairman.

Solano County 4-H Incentive and Recognition Committee will meet in early December to review Emerald Star applications submitted. After completion of the review, applicants will be notified, via email, regarding approval of their plan.

Emerald Star applicants and their advisor will be asked to attend a meeting with the Incentive and Recognition Committee to discuss their project and answer any questions the Committee may have.

### ***Helpful Suggestions for your Emerald Star Project***

1. Keep all work, notes, phone calls and logs etc. The committee will ask to see your original work completed or in progress.
2. Keep a log; and dates you worked on your project; length of time and what you accomplished. (Example: 9/27/09 four hours – Made corrections and final typing of project outline).
3. Give a brief oral presentation of your Emerald Star project plan at the January Leader's Council meeting.
4. Have your work critiqued for spelling and grammar errors.
5. Follow the suggestions the Incentive & Recognition Committee gives you.
6. Before, during and near completion of your project have your advisor review your work and give helpful suggestions.
7. Know your project, know your material – YOU are the expert in your project area.
8. Be prepared to respond to questions regarding your project. You must have a clear idea and purpose when you present your project.
9. ADHERE TO YOUR TIMELINE.

## **Emerald Star Project**

### ***Helpful Suggestions for your Emerald Star Project continued***

10. Your Adult Advisor **must have** knowledge/expertise in the subject area to assist you with your project. If the Incentive and Recognition Committee determines the proposed Advisor does not have the knowledge/expertise to adequately provide assistance to the Emerald Star applicant, the Incentive and Recognition Committee will recommend a new advisor. Each new advisor must complete a Letter of Recommendation showing their knowledge/expertise in the project to support the applicant.
11. If holding an event, have those that attend your event, sign in using the standard 4-H sign-in sheet(s).
12. Create a survey form to be completed by those that attend your event or use your project to obtain feedback (Example: Project Event Day, PDF Support Piece, Club Website, etc.).

## EMERALD STAR APPLICATION

**QUALIFICATIONS:** 4-H members who are at least 12 years old by December 31, 2009 or older, and hold a silver or gold star rank, are eligible to apply.

**DEADLINE DATE: Monday, November 16, 2009 by 5pm.**

**RETURN APPLICATION TO:** UCCE Solano County  
4-H Youth Development Program  
Attn: Valerie Williams  
501 Texas Street, First Floor, Fairfield, CA 94533

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) a plan of work following the outline below:**

- 1) State your proposed Emerald Star project.
- 2) Explain why this project is important.
- 3) Outline the goals you expect to accomplish by doing your Emerald Star project.
- 4) Outline your plan for your Emerald Star project.
- 5) How will you carry out this plan? The following information is *required*:
  - a. Detailed project work plan
  - b. Detailed timeline for the project
  - c. What resources you will need
  - d. Who will help you
  - e. How you will publicize what you plan to do
  - f. How much the activity 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?** (i.e. Does it pertain to your community, countywide 4-H, a specific project, a certain public group, etc.)

**PART IV: Letters of Recommendation:**

1. **Adult Advisor of project. May not be parent of applicant. Advisor should have expertise in the subject matter to adequately provide assistance and support to the 4-H member. State your expertise to support this project and how you will assist the member, i.e. planning, meetings, review of timeline, execution of the project, etc. Emerald Star applicant and their advisor will be asked to attend a meeting with the Incentive and Recognition Committee to discuss their project and answer any questions the Committee may have.**
2. **Parental support statement.** Specify how you will support the member

(These 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.)

**EMERALD STAR APPLICATION continued**

**PART V: Completion Requirements**

1. Emerald Star Project Completion Report Form
2. List of attendees/participants/recipients
3. Survey

I have read the Emerald Star Application and I agree to follow those guidelines as well as my plan if I am approved.

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Adult Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**EMERALD STAR PROJECT COMPLETION REPORT FORM**  
**Due within 30 days of completion of the project**

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Name of Your Plan: \_\_\_\_\_

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 and then use the reverse side or a separate sheet of paper for your additional comments.**

	Very Satisfied	Satisfied	Just OK	Disappointed
Idea of plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Length of timeline to complete the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audience attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audience response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Learning experience for audience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goals of plan reached	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you feel your plan was a learning experience for you?  Yes  No

If yes, what did you learn (i.e. record keeping, leadership, public speaking, etc.? If no, why not?

What were the strengths and weakness of your project?

How many people attended your project event OR How many people used your project? What did the participants say about the event/project?

If you had the opportunity to repeat this plan, what would you do differently?

What was the final cost of your plan? Please list any expenses, income or donations.

EXPENSES	
ITEM	COST

<b>INCOME &amp; DONATIONS</b>	
<b>DESCRIPTION</b>	<b>AMOUNT</b>