

Oklahoma County 4-H Teen Council Filing Process

The Purpose for a County 4-H Teen Council:

- ✿ Serve as a role model for youth, representative, and spokesperson for the 4-H program.
- ✿ Uphold the high ideals, values, and moral standards of the Oklahoma County 4-H program.
- ✿ Actively travel within the county to fulfill responsibilities.
- ✿ Serve as a “Youth Advisory committee” to the County 4-H Program.
- ✿ Serve as an active and contributing member of county committees.
- ✿ Plan, conduct and evaluate Council-led County events and activities.
- ✿ Seek opportunities to expand and diversify audiences and programs of the Oklahoma 4-H Youth Development Program.

Seeking:

4-H members aged 13 and older to serve in a leadership position on the County 4-H Teen Council. “Serve” is the key word. If you are an individual who considers yourself selfless - putting other people's needs, interests, or wishes before your own - then this is a leadership position for you. Serving on the County 4-H Teen Council will provide you an opportunity for personal growth and an opportunity to be of service to the local and county 4-H program.

Orientation for Council members will be Saturday, August 6, 2022 from 9-noon.

Participation is mandatory and you must be present for the entire time.

Below are all the details outlining eligibility to run for Administrative Team positions (President, Vice President, Secretary, Reporter, Recreation Leader) or Representative at Large (Maximum of 5 representatives).

Qualifications for Teen Council Members:

1. Individual has demonstrated the life skills of self-responsibility, organization, time management and communication.
2. Candidate is showing ACTIVE status in Zsuite, has held, or is holding a local and/or county 4-H office, has served as an active and contributing member of committees at the local/county/district level, and has completed a county report form/medal form or record book.
 - A. Candidates for President must be 16 years of age. Candidates for other executive team positions (Vice-President, Secretary, Reporter and Recreation Leader) must be 14 years of age. Candidates for the office of County Representatives must be 13 years of age. Age will be determined by the candidate's age as of the election.
 - B. Candidates for executive positions may not run for office following high school graduation or its equivalency.
 - C. Candidate must complete the County 4-H Teen Council application.
 - D. Candidates must have Oklahoma residency and live within the geographic boundaries of the county during the term elected to carry out duties of the position.
 - E. If a current Council member wishes to run for another term, expectations of his/her current position must be documented and met.
 - F. Only current or past County 4-H Teen Council members are eligible to run for president and vice president.
 - G. A Council member may only serve one term as president.
 - H. Council members may only serve two terms as a representative at large.

Duties and Responsibilities of Representatives at Large:

1. Willingly accepts all duties of a Representative at Large for the time elected (a one-year term).
2. Serve as liaison within the county. Representatives will visit clubs as requested to help with club programming, “visits” and/or “appearances.”
3. Communicate on a regular basis with county youth and adult leadership teams to encourage participation in 4-H programming.
4. Representatives at Large will be responsible for submitting club reports and materials to the Reporter for 4-H publications, social media, and the County Newsletter.

5. Serve as an active participant on county committees. This includes planning, conducting, and evaluating events and activities.
6. Attend Council meetings, through a conference call, online conference, or on-site meetings.
7. Represent Oklahoma County 4-H by participating in club, county, district, and state activities and events.
8. Perform duties delegated by the President or advisor.
9. Complete all reporting procedures required of team members in a timely manner.
10. On those occasions when the county educators seek youth representation on programmatic committees, Council members will be appointed to represent the County 4-H Teen Council.

Filing for Office

Candidates for Executive Team positions and Representative at Large will file to the County 4-H Office by 4:00 pm, [May 11th, 2022](#). **This is the due in the County 4-H Office date. Application should be scanned and emailed to Mindy McNeil**

(mindy.mcneil@okstate.edu) Required documents include:

1. Application and Commitment Form. Consider all years of 4-H project work, a minimum of **300 points** required.
2. Photo Release and Bio form.
3. Headshot photo you would like used on the County 4-H Website/Social Media
4. One (1) letter of reference from a club leader. Letters are to be confidential and emailed separately to Mindy with "applicant's name – Reference Letter" in the subject line.
5. Leader's Reference Sheet. Leader should send with the letter of reference in same email.

Speeches, Campaigning and Election

Candidates are expected to serve as positive role models for their peers. As such, they are expected to strictly adhere to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities. Candidates who allegedly violate the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities will appear before a review board and if found in violation will be withdrawn from consideration for office.

Candidates must follow the County 4-H Teen Council By-laws.

Speeches:

- **Candidates will give a speech, no longer than 3 minutes. Candidates for President are allowed 4 minutes for their speech.**
- Props may be used during a speech as long as the candidate can carry the prop and requires no additional time for set up.
- Costumes may be worn when presenting a speech if it relates to the content of the speech.
- Candidates for Recreation Leader may use a musical instrument or accompaniment CD that does not require additional set up.

Campaigning:

- The candidate is permitted any electronic form of social media campaigning as long as there is no negative campaigning or defamation of character reported. Any inappropriate messages are grounds for removing the candidate from the ballot. The candidate is also responsible for the actions or messages of others campaigning on their behalf. **When using social media, you must use the hashtag #voteOKCO4H**
- Campaign materials and literature are not permitted at any 4-H events prior to election – including buttons, stickers, clothing, business cards, candy, trinkets, etc.

Elections:

- **Majority Vote** - When there are more than two candidates for an executive office, if one candidate does not receive a majority (50% plus 1) of the votes cast, a runoff election shall be conducted between the two candidates that receive the most votes.
- **Tie Vote** - In the event of a tie vote, the following procedures will be followed:
 - a) A re-count will be conducted to confirm the tie.
 - b) If a tie is confirmed the tie will be broken by the score on the application.
- **Write-in Candidates** - No write-in candidates will be considered.

Oklahoma County 4-H Teen Council- Application

Complete the following information:

Full Name of Applicant _____

Mailing Address _____ City _____ State _____ Zip Code _____

Area code and phone number _____ Cell phone _____ E-mail address _____

Club _____ Name to be printed on ballot and used on website _____

4-H Leadership Team Position for Which You Are Filing: (Mark One)	
<input type="checkbox"/>	President (must be 16 by election the year filing)
<input type="checkbox"/>	Vice President (must be 14 by election the year filing)
<input type="checkbox"/>	Secretary (must be 14 by election the year filing)
<input type="checkbox"/>	Reporter (must be 14 by election the year filing)
<input type="checkbox"/>	Recreation Leader (must be 14 by election the year filing)
<input type="checkbox"/>	Representative at Large (must be 13 by election the year filing)

Certification of Experiences		How Many?	Possible Points	Max. Points	Points Earned
Multiply the number in the "How Many" column by possible points to get the points earned.					
1.	Held a 4-H office, such as President, Vice-Pres., Secretary, Song Leader, Recreation Leader or Reporter at the local level. (10 points per office.)		10	50	
2.	Held a 4-H office at the county level. (List all offices and the year held.) (10 points per office.)		10	40	
3.	Serving as a State 4-H Ambassador, State or District Officer. (10 points per year.)		10	50	
4.	Served as an active member of one or more <u>local</u> 4-H club committees. List committees:		5	20	
5.	Actively served on county committee of youth and adults, cooperatively planning, and conducting an activity or event. List committees:		5	20	
6.	Chaired a club or county committee.		5	20	
7.	Presented original 4-H presentation before a regularly scheduled Civic Group on the local or county level (county commissioners, school board, chamber of commerce). List groups:		5	50	
8.	As a representative of 4-H, instructed 4-H members or others in one or more workshops at 4-H camp, club meeting, day camp, or school. (Do not include school projects not directly related to 4-H project work. Can include virtual presentations. A workshop should be a minimum of 30 minutes in length.) List workshop topic(s) and location(s)/group(s):		5	50	
9.	Trained 4-H members in demonstrations, judging and/or project work.		5	50	

10. Trained non-4-H members (youth and adults) in a project area.		5	20	
11. Participated in community service program(s) in the community, county, or state (i.e., H.U.G.S., Kids Helping Kids, community beautification, Kicks4Kids, etc.) List examples:		5	50	
12. Participated in up to six (6) different county events, such as the county fair, project show, fabric & fashion/fashion revue, Share the Fun, judging events, public speaking contests, camp, etc. (Count no more than 2 of the same kind of contest/activity/event) (5 points per event.) List events:		5	30	
13. Delegate to District 4-H Leadership Conference (YAC or TLC)(10 points per year attended.)		10	40	
14. Delegate to State 4-H Roundup (10 points per year attended.)		10	50	
15. Set up educational display at County, District or State event.		5	20	
16. Attended conference(s) for further developing leadership skills both in and out of the 4-H program. List the name(s) of conference(s):		5	50	
17. Recruited 4-H members who maintained membership, for a minimum of two years. (5 points per year.) List names of members:		5	20	
18. Submitted a Project Record Book to State Competition. (10 points per year.)		10	50	
19. Submitted a county project record book to county office. (5 points per year.)		5	25	
20. Counselor or Staff (Junior Counselor) at 4-H Jr. Camp. (5 points per year.)		5	25	
Total Points			730	

Minimum of 300 points required

I have rated myself and personally filled out this application. To the best of my knowledge, all information is accurate. The Letters of Reference and Club Leader's Reference Form can be e-mailed by the club leader as long as they are received on or before the deadline.

Candidate's Signature _____ **Date** _____

Approval of County Extension Educator:

We have reviewed this report and checked points the member earned and believe it to be correct.

County Extension Educator's Signature _____ **Date** _____

Approval of 4-H Club Leader/Advisor:

For current or past Club Officer or Teen Council Members, the following signature must be completed to run for a position:

I, _____, 4-H Club leader/advisor for this applicant, certify that he/she has fulfilled their duties and responsibilities as a Club Officer or Teen Council Member.

4-H Club Leader/Advisor's Signature _____ **Date** _____

Teen Council Candidate **Commitment Form**

Each candidate, parent/guardian of the candidate, and County Extension Educator of the candidate is expected to read and sign the commitment form. It must be filed with the Application.

“Serve” is the key word. If you are an individual who considers them self selfless - putting other people's needs, interests, or wishes before your own- then this is a leadership position which will provide you an opportunity for personal growth and an opportunity to be of service to county 4-H program. If you are serious about being of service at the county level, willing to be challenged for personal growth by demanding leadership responsibilities and understand that there will be personal and family sacrifices of time and finances this is the “job” for you.

As a member of the County Teen Council, I will:

- ☼ Make 4-H a **top priority** during my **full** term.
- ☼ Be self-motivated, organized, and responsible for my personal actions and commitments.
- ☼ Willingly accept challenges with enthusiasm, performs to a degree higher than is expected and takes action for responsibilities without being told. Keep a positive attitude in all that I do both in and out of the Oklahoma 4-H program.
- ☼ Stay informed, prepared, and supportive in the marketing and presentation of state and district service projects.
- ☼ Accept all responsibilities of being a contributing and participating member of Council committees and Club Committees as requested by the 4-H Educator.
- ☼ Encourage my club to plan and carry out leadership and community service projects in support of the County Teen Councils goals.
- ☼ Promote the value of 4-H through opportunities I **initiate**, as well as upon the request of club leaders and county staff.
- ☼ Officially represent 4-H to the public/families, legislators, university officials, and other decision makers.

I have carefully considered and understand the sacrifice of personal time and finances required to serve as a member of the County 4-H Teen Council.

I have read and am willing to accept and abide by the responsibilities, both expressed and implied as outlined on the Application, as well as on this Commitment form. I do understand that the listing is not “all inclusive” and it is my responsibility to ask for clarification prior to being elected.

County 4-H Teen Council members are expected to serve as positive role models for their peers. As such, they are expected to strictly adhere to all items listed and inferred by the Oklahoma 4-H Code of Conduct and any other published policies or rules governing 4-H affiliated events and activities and the leadership council.

I further understand that if I do not satisfactorily perform my duties or conduct myself in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in my removal from office.

Candidate's Signature _____ **Date** _____

I have carefully considered and understand the sacrifice of my child's personal time and family finances which will be required to serve as a member of the County 4-H Teen Council.

I have read and reviewed the responsibilities and expectations both expressed and implied as outlined on the Application and Commitment form with my child. I do understand that the listing is not “all inclusive” and it is my child's responsibility to ask for clarification prior to being elected.

I further understand that if my child does not satisfactorily perform his/her duties or conduct him/herself in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in his/her removal from office.

I will support the Oklahoma County 4-H program and my child in fulfilling these duties and responsibilities.

Candidate's Parent/Guardian's Signature _____ **Date** _____

I will continue to support, guide, and provide education to this young person in their personal and professional development as a 4-H member and as a certified volunteer.

This 4-H member and their family have carefully considered and understand the sacrifice of personal time and the financial commitment which will be required to serve as a member of the County 4-H Teen Council.

I have read and reviewed the responsibilities and expectations both expressed and implied as outlined on the Application and Commitment form with this 4-H member. I do understand that the listing is not “all inclusive” and it is the 4-H member's responsibility to ask for clarification prior to being elected.

I further understand that if this 4-H member does not satisfactorily perform his/her duties or conduct him/herself in a manner appropriate to the position, steps for resolving Leadership Team personnel issues will be implemented and can result in his/her removal from office.

I will support the Oklahoma County 4-H program and this 4-H member in fulfilling these duties and responsibilities.

Club Leader's Signature _____ **Date** _____

**OKLAHOMA COUNTY 4-H
OKLAHOMA COOPERATIVE EXTENSION SERVICE
OKLAHOMA STATE UNIVERSITY
PHOTOGRAPHIC, VIDEO, AUDIO AND WEB SITE CONSENT AND RELEASE FORM**

I do hereby consent and agree that the Oklahoma Cooperative Extension Service and any of its affiliated groups and their staff have the right to use my photograph or recorded image, or that of my property. I understand that the image may be used in 4-H Youth Development educational or promotional materials. I further consent that my name and identity may be revealed therein or by descriptive text or commentary, as indicated below.

I do hereby release to the Oklahoma Cooperative Extension Service and its staff all rights to exhibit this work publicly or privately, including posting it on a 4-H web site. I waive any rights, claims, or interests I may have to control the use of my identity or likeness in association to the photograph and agree that any uses described herein may be made without compensation or additional consideration of me.

- You may use my image or that of my minor child or property along with their name.*
- You may use my image or that of my minor child or property, but not an identifying name.*

I represent that I have read and understand the foregoing statement and am competent to execute this agreement.

Name: _____
Signature: _____
Phone: _____ Date: _____
Address: _____

I am under 18 years of age, my parent/guardian agrees. (Parent signature required)

Name of Parent/Guardian: _____
Signature: _____
Phone: _____ Date: _____

Please Provide a short bio to be used on the County 4-H Website.

Guidelines for 4-H State Bios: Must be no more than 100 words and include name, age, years in 4-H, county, club, hobbies, project area(s), and achievement(s) most proud of.

CLUB LEADER'S REFERENCE SHEET

This reference sheet is to be completed by the club leader and attached to the reference letter.

Name of Applicant: _____ **Club:** _____

Check the appropriate space and note any comments in support of the applicant's personal characteristic(s). Additional comments may be made on the back of this form. The information received will be confidential and will be reviewed by the consultation committee only.

Characteristic	Outstanding	Desirable	Undesirable	Unknown
TEAMWORK Demonstrated ability to place commitment to group goals over personal aspirations.				
RELIABILITY Faithfulness to duties; personal integrity; sense of responsibility.				
PUNCTUALITY On time and prepared for appointments and meetings.				
LEADERSHIP Initiative: ability to inspire others to act.				
INDUSTRY Concentration of effort to a task; capacity for sustained effort.				
COMPETENCE Ability to represent 4-H both in very formal and informal settings.				
CREATIVITY Original and imaginative.				
APPEARANCE Cleanliness; dress; poise.				
EXPRESSION Effectiveness and fluency in speaking.				
WRITING SKILLS Effectiveness and fluency in writing.				
FRIENDLINESS Ability to meet people.				
SENSE OF HUMOR				
TACT				
SELF-CONFIDENCE				
CONSTRUCTIVE CRITICISM Ability to listen to and accept criticism.				
MENTAL ALERTNESS AND JUDGMENT				
COMMITMENT TO 4-H This program is more than an honor; it requires both service and sacrifice.				

Reference Sheet submitted by:

Club Leader's Signature

Date

Checklist of Required Steps to File for Office

All materials and training are due to the County 4-H Office by 4:00pm on May 11th, 2022. Use the check list below to be sure that you have completed all the necessary steps.

- 1. Application and Commitment Form (Pages 3-5)
- 2. Photo Release and Bio form (Page 6)
- 3. Headshot photo that you want used on the County 4-H website (May be sent in an email in JPEG format)
- 4. One (1) letter of reference from a club leader - needs to be emailed to Mindy McNeil (mindy.mcneil@okstate.edu) by Leader, not to be seen by 4-H'er.
- 5. Leader's Reference Sheet - needs to be emailed to Mindy McNeil (mindy.mcneil@okstate.edu) by Leader (page 7, not to be seen by 4-H'er)

All materials are DUE to the County 4-H Office by 4:00pm May 11th, 2022!

Email Applications, Photo Release and Bio Form, and Headshot to:
Mindy McNeil, Oklahoma County 4-H Youth Development Educator
mindy.mcneil@okstate.edu

Letter of Reference and Reference Sheet should be emailed by the Club Leader to:
Mindy McNeil, Oklahoma County 4-H Youth Development Educator
mindy.mcneil@okstate.edu