**SOLANO COUNTY 2016-2017 EMERALD STAR PROJECT**

The Emerald Star Project is designed to help youth learn about project planning, organization and presentation. Completion of an Emerald Star Project is required to apply for the Solano County All-Star.

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

* Provide an opportunity for 4-H members to develop projects in their community, or in the 4-H Youth Development (YD) Program beyond the club level.
* Improve, create, and expand 4-H YD programs.
* Help individual 4-H members grow and improve themselves in the areas of organization, leadership, and project planning.

**Factors to consider when deciding on an Emerald Star Project:**

* Is this something that interests me? How will it benefit me?
* Who will benefit from my Emerald Star Project? How?
* Is the help I need available to me? Who can I find to help me? Do I have access to the technical expertise required to support my project? (Example: Experts, technicians, literature, tools, etc.).
* Is it within a scope I can handle? Consider cost, area, time, skills needed, and people involved.
* Will **the activity need financing and if so, how will you obtain the needed money?**

Candidates must submit an original plan to be carried out during the ***current*** 4-H program 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 or your community. Applications are available on the web site at: *http://cesolano.ucanr.edu/4-H\_Program\_-\_UCCE\_Capitol\_Corridor\_Solano/Scholarships\_-\_Awards/Awards/*

4-H members, who will be at least 12 years old by December 31, 2016, and hold a silver, gold or platinum star rank, are eligible to apply.

**The Solano County Emerald Star committee is offering two (2) dates to submit an application for an Emerald Star project – November 1, 2016 and January 4, 2017.**

**Emerald Star applications submitted by November 1, 2016:**

**When submitting your application in November, the last day the 2016-2017 Emerald Star application will be accepted is Tuesday, November 1, 2016, 5 pm in the UCCE office. No postmarks will be accepted.**

**OR**

**Emerald Star applications submitted by January 4, 2017:**

**When submitting your application in January, the last day the 2016-2017 Emerald Star application will be accepted is Wednesday, January 4, 2017, 5 pm in the UCCE office. No postmarks will be accepted.**

**Your Final Emerald Star project must be completed by 5 pm, Friday, June 30, 2017. All required completion reports must be submitted to the UCCE office and ES Committee Chairman by 5 pm, Friday, July 28, 2017.**

**The Emerald Star Project is an individual project (No teams).**

The Emerald Star Committee will meet in November 2016 and January 2017 to review the Emerald Star applications received by the due dates. After completion of the review, applicants will be notified, via email, regarding any questions or recommendations the Emerald Star Committee has regarding your plan.

Emerald Star applicants, their parent and their advisor(s) will be asked to attend a meeting with the Emerald

Star Committee; date(s) to be determined. The applicant and the Emerald Star Committee will have the opportunity to discuss the applicant’s project, including asking and answering questions specific to the project.

Monthly progress reports, with updated timelines, are due by the **1st of each month**, via email, to the Emerald Star Committee chairman, with a cc to your project advisor(s) and Valerie   
Williams, UCCE office. Monthly progress reports should document work done during that month.

Submit a minimum of two (2) articles to Kathy Brown, Emerald Star Committee Chairman and Valerie Williams, UCCE office, one at the beginning of your Emerald Star project telling the 4-H community about your Emerald Star project and then when your project is finished and ready to be used. Deadlines for submitting articles to the UCCE office is the 1st of each month.

It is important that you, the Emerald Star applicant, communicate directly with the Emerald Star Committee Chairman, even though your parent/guardian and advisor(s) may be cc’d on communications addressed to you. Communications should be read and responded to within a reasonable amount of time (1-2 days).

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

1. Monthly progress reports are due to Kathy Brown, Emerald Star Committee Chairman, the 1st of each month. The monthly Emerald Star report should be a couple of paragraphs telling what you have been working on, how your project is coming, any problems you have encountered, how you plan to solve them, etc. Email your monthly report to Kathy Brown at cabrownfam@comcast.net with a cc to Valerie Williams at vawilliams@ucanr.edu and your advisor(s).
2. Respond to the Emerald Star committee email notes within a reasonable amount of time (1-2) days.
3. This is your project. Although your parent(s)/guardian(s) and/or advisor want to help you, you are the one who should contact the Emerald Star committee with questions. Part of the Emerald Star process is to become comfortable reaching out to adults for assistance. Do not hesitate to email Kathy Brown with your questions or need for assistance.
4. ADHERE TO YOUR TIMELINE. If you need to make changes to the timeline, discuss them with your advisor and then send Kathy Brown a revised updated timeline.
5. Keep all work, notes, phone calls and logs etc. They will help you with your monthly report.
6. Keep a log of dates you worked on your project, length of time and what you accomplished. (Example: 10/01/16 - two hours – Met with advisor to discuss proposed Emerald Star project, discussed resources needed to complete the project; completed the Emerald Star application and will submit it to the UCCE office by 10/12/16. 11/12/16 – one hour – Met with advisor; discussed the Emerald Star Committee’s questions/suggestions/recommendations; worked on making corrections; made necessary updates to my timeline).
7. Give a brief oral presentation of your Emerald Star project plan at one of two Leader’s Council meetings, depending on the date of your application:

Application Date Leaders Council Meeting

November 1, 2016 January 11, 2017

January 4, 2017 February 8, 2017

1. Schedule regular meetings with your advisor and include the meeting dates in your timeline. Have your work edited for spelling and grammar errors a number of times by different people.
2. Suggestions/recommendations given by the Emerald Star Committee should be followed unless you have concerns regarding the Emerald Star Committee suggestions or comments. If you have concerns, contact the Emerald Star Committee Chairman to discuss them and reach a reasonable agreement between the Emerald Star Committee and yourself.
3. Before, during and near completion of your project, have your advisor review your work and give helpful suggestions.
4. Know your project, know your material – Remember; you are the expert in your project area.
5. Be prepared to respond to questions regarding your project. You must have a clear idea and purpose when you present your project.
6. **Adhere to your timeline**. Make adjustments to the timeline as needed. Please allow 1 to 2 weeks for the Emerald Star Committee to review your work and respond.
7. Submit a minimum of two (2) articles to Kathy Brown, Emerald Star Committee Chairman and Valerie Williams, UCCE office, one at the beginning of your Emerald Star project telling the 4-H community about your Emerald Star project and then when your project is finished and ready to be used. Deadlines for submitting articles to the UCCE office is the 1st of each month.
8. If creating a power point presentation of your project, create a script to be used with it. You will be required to present your power point project in person to a target audience.
9. Have your final project approved by your advisor before submitting it to the Emerald Star committee for approval.
10. When planning to show case your project at a location or hold your event at another event, obtain permission to do so before submitting your Emerald Star application to the UCCE office.
11. Your Adult Advisor **must have knowledge** in the subject area to assist you with your project. If your project involves use of technology (i.e. Power Point, Video, etc.), your advisor **must have the expertise** to assist you. If the Emerald Star Committee determines the proposed Advisor does not have the knowledge/expertise to adequately provide assistance to you, the Emerald Star Committee will recommend you seek these services from an additional advisor who can provide that additional support. It is possible you may have 2 advisors – one knowledgeable in the subject area and the other knowledgeable in technology. Each advisor must complete a Letter of Recommendation showing their knowledge/expertise in the project to support the applicant.
12. Applicant **is expected to meet** regularly with their advisor(s) to:

a) Address the Emerald Star Committee’s questions and/or recommendations.

b) Review progress of the project (i.e. troubleshooting/problem solving/technology issues/revisit timeline and adjust if needed, etc.).

c) Thoroughly review your final project before submitting it to the Emerald Star Committee.

1. The Emerald Star applicant **must** present their final Emerald Star Project to a pre-approved group of people that wish to gain knowledge relating to your project.
2. Those who attend your presentation should sign in using the standard 4-H sign-in sheet(s), which should be submitted to the Emerald Star Committee as part of the final project completion report.
3. Create a survey form to be given to those who attended your event or used your project, to assist you in determining the effectiveness and success of your Emerald Star project.
4. You may choose to complete the Annual Project Report Form for your Emerald Star project and include it in your record book. **This is not a requirement**.

SOLANO COUNTY 2016-2017 EMERALD STAR APPLICATION

**QUALIFICATIONS:** 4-H memberswhowill be at least 12 years old by December 31, 2016 and hold a silver, gold or platinum star rank are eligible to apply.

DEADLINE DATE: Tuesday, November 1, 2016 by 5 pm. No postmarks accepted.

OR

DEADLINE DATE: Wednesday, January 4, 2017 by 5 pm. No postmarks accepted.

RETURN APPLICATION TO: UCCE Solano County

4-H Youth Development Program

Attn: Valerie Williams

501 Texas Street, First Floor, Fairfield, CA 94533

Please Print clearly:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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) of paper a plan of work following the outline below:

1) State the title of your Emerald Star project.

2) Describe in 4-8 sentences what your Emerald Star project is about.

3) Explain why this project is important.

4) Outline the goals you expect to accomplish by doing your Emerald Star project.

5) Outline your plan for your Emerald Star project.

6) How will you carry out this plan? The following information is required:

* 1. Detailed project work plan
  2. Detailed timeline for the project (Specifically what will be done and when; don’t forget to include monthly reports to Emerald Star Committee in your timeline)
  3. Resources you will need
  4. Who will help you
  5. How you will publicize what you plan to do
  6. How much your Emerald Star project 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: (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).

**I. Adult Advisor(s) of Project**. **May not be a parent/guardian/relative of the applicant**. It is possible the applicant may have 2 advisors – one knowledgeable in the subject area and the other knowledgeable in technology. Each advisor should state their specific expertise to support this project and how they will assist the member, i.e. planning, meetings, review of timeline, execution of the project, computer experience, etc. Each advisor must complete a Letter of Recommendation.

SOLANO COUNTY 2016-2017 EMERALD STAR APPLICATION continued

**II. Parental Support Statement. State how you will support the Emerald Star applicant.**

The Emerald Star applicant, their parent/guardian and their advisor(s) will attend a meeting with the Emerald Star Committee to discuss the applicant’s project, clarify/resolve any questions/concerns the Committee or member may have; meeting dates to be determined, etc.

PART V: Emerald Star Project Completion Requirements

1. Emerald Star Project Final Completion Report Form
2. Standard 4-H sign-in sheet of attendees/participants/recipients that attended your event or used your project
3. Attendees/participant completed surveys

I have read this Emerald Star Application and I agree to follow the guidelines presented above; and to follow my plan as agreed upon by the Emerald Star Committee and myself if I am approved.

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Member’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Name (Please print)

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Parent/Guardian’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian’s Email Address (Please print)

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Date

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Advisor’s Name (Please print) Advisor’s Name (Please print)

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Advisor’s Signature Advisor’s Signature

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Advisor’s Email Address (Please print) Advisor’s Email Address (Please print)

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Date Date

SOLANO COUNTY 2016-2017 EMERALD STAR PROJECT FINAL COMPLETION REPORT FORM

Due within 30 days of completion of the project

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | | | |  | Club: |  |
| Today’s  Date: | |  | | |  | | Title of Your Project: |  | | | | |
| Date of Event: | | |  |  | | Event Location: | | |  | | | |

Type of event or activity (Please check all that apply):

4-H Club  4-H County  School  Community Service

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| --- |
|  |

Community Information  Other (please describe):

Audience (Please check all that apply):

4-H Members  4-H Leaders 4-H Families  Community  School Students

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General Public  Other (please describe):

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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 project |  |  |  |  |
| Timeline adequate to complete the project |  |  |  |  |
| Learning experience for you |  |  |  |  |
| Presentation Date/Time/Location |  |  |  |  |
| Audience attendance |  |  |  |  |
| Audience response |  |  |  |  |
| Learning experience for audience |  |  |  |  |
| Goals of project reached |  |  |  |  |

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

|  |  |
| --- | --- |
| If yes, what did you learn (i.e. record keeping, leadership, public speaking, etc.?  If no, explain why not? | |
| What were the strengths and weakness of your project? | |
| If you had the opportunity to repeat this project, what would you do differently? | |
| How many people attended your project event OR How many people used your project?  What did the participants say about the event/project? |

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

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| EXPENSES | |
| ITEM | COST |
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| INCOME & DONATIONS | |
| DESCRIPTION | AMOUNT |
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I have personally prepared this report and believe it to be correct.

Emerald Star Applicant’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Parent/Guardian signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emerald Star Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have personally reviewed this report and believe it to be correct.

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Emerald Star Advisor’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_