January 23, 2013

Dear Delaware 4-H Teen,

It has been well over a year since I last wrote to our Delaware teens seeking officer candidates for the Delaware 4-H State Teen Council. Since then, we have been well served by those who stepped forward and accepted the responsibility of these important positions which included a longer duration of service than in the past. Now, as we look to the future, I am happy to provide all of you with the executive officer applications for the 2013-14 Delaware 4-H State Teen Council.

The offices for which we will be selecting teens will be for President, Vice President, Secretary, Treasurer and Reporter. My fellow colleagues and I, who serve you on state and county staffs, can’t emphasize enough the importance of these executive offices. We are looking forward to making selections from a strong group of teens dedicated to promoting Delaware 4-H. We are excited about this process, and in the time before the February 15th deadline, look forward to answering any questions or concerns that potential candidates or your parents may have. Please do not hesitate to call or Email if you feel as though this is an opportunity that would interest you. We will do the best we can to make sure you are prepared and understand the responsibilities each office requires.

The application, including the selection criteria is posted on the State 4-H website at: http://extension.udel.edu/4h.

Again, thanks for taking the time to read this letter, and we look forward to the deadline and seeing the numbers of 4-H teens from around the state who wish to step forward and take advantage of this wonderful opportunity for service.

With warmest regards and best wishes,

Mr. Mark J. Manno
State 4-H Program Leader
302-831-2997
mmanno@udel.edu
The County Extension Educator of the candidate applying for office is expected to read and sign the following commitment form.

The Goal of a Delaware 4-H Officer:

“Foster the development of youth and the 4-H program.”

As a role model for youth and a representative and spokesperson for the 4-H program, your job is to uphold the high ideals, values and moral standards of the Delaware 4-H program.

Complete the following information: (Print clearly)

Full Name of Applicant ______________________________________________________

Name to be printed and used on Web site _______________________________________

Mailing Address _____________________________________________________________

City __________________________ Zip Code _________________________

Area code and phone number ____________________ Email address __________________

Club ____________________________ County _________________________________

Filing for ____________________________ State Office.

An Officer:

- Makes 4-H a top priority during their year of service.
- Is self-motivated, organized and responsible for their personal actions and commitments.
- Willingly accepts challenges with enthusiasm, performs to a degree higher than is expected and puts your responsibilities into action without being told. Keeps a positive attitude in all that you do.
- Accepts all of the responsibilities in being a contributing and participating member of a committee.
- Officially represent 4-H to legislators, University of Delaware officials and other decision makers.
- Functions as a team member to plan and carry out leadership and community service projects, which involve 4-H membership at the club and county levels.
- Initiates self-determined and self-directed leadership and citizenship experiences at the county and state levels during their term in office.
- Promotes the value of 4-H through opportunities officers initiate, as well as upon the request of county and state staff.
IF ELECTED AS A STATE 4-H OFFICER, DURING MY YEAR OF SERVICE, I PLEDGE THAT I WILL:

- At all times, serve as a positive role model and mentor for younger members.
- Remain enrolled and active at the county level, remembering, “I am first and foremost a 4-H member.”
- Be dedicated and committed to the 4-H Youth Development Program of the Delaware Cooperative Extension Service (DCES).
- Be willing to commit the entire year to Delaware 4-H program with the knowledge that officers’ time and responsibilities will be divided between 4-H activities at the county and state level.
- To honor and respect the Delaware 4-H organization and to conduct myself in such a manner as will reflect positively on the program and the office held.
- To serve as an advocate for the 4-H program on the local, county and state level.
- To represent the concerns, interests, and ideas of 4-H members and make decisions based on the welfare of the 4-H program and the constituents rather than one’s personal interests.
- To show respect and appreciation for 4-H members, volunteers, parents, DCES educators and DCES specialists - prove to be worthy of their support and trust.
- Treat all 4-H members, volunteers, extension professionals, and others equally without discrimination.
- Be willing to travel without creating conflict at home, work or school.
- Commit the time necessary to attend officer meetings, reach planned objective and thoroughly prepare and participate in required activities/events.
- Conduct oneself in a manner that inspires respect through service and consideration for others.
- Use wholesome and appropriate language and behavior in all formal and informal conversations.
- At all times maintain proper dress and good grooming so as to project a professional and desirable image of 4-H.
- Become knowledgeable of and be able to share facts about the Delaware 4-H Program and the Delaware Cooperative Extension Service.
- Further develop skills as an effective public speaker and workshop presenter through continuing education, preparation and practice.
- In a timely manner, write and respond to all electronic mail, letters, thank-you notes, reports and other correspondence that are necessary and desirable.
- Strive to improve abilities to carry on meaningful and enjoyable conversations with individuals of all ages and from all walks of life. Maintain dignity while being personable, concerned and interested in others.
- Have a positive and enthusiastic attitude. Regularly evaluate attitude and make every effort for improvement. Accept and search out constructive criticism and evaluation of one’s total performance.
- Willingly take and follow instructions as directed by those responsible for State 4-H Officers.
- Maintain and protect personal health through adequate rest and good nutrition.
- Work in harmony with fellow 4-H officers and not knowingly engage in conversations detrimental to Delaware 4-H or other 4-H members, officers or adults.
- Serve as a cooperative member of the officer team.
I agree to accept the responsibilities and live up to the expectations of a State 4-H Officer. I am willing to abide by the points presented in the Commitment Form. I do understand that the listing is not “all inclusive.” I further understand that if I do not fulfill my obligations or conduct myself in a manner inappropriate to the position I have been elected, I will face the consequences of my actions and be removed from office.

Candidate’s Signature _______________________________ Date _____________

I have read the Commitment Form and understand what will be expected of my child if elected. I will support the Delaware 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.

County Extension Educator’s Signature __________________________ Date ________
Candidate Profile

Name:_____________________________

Age:_____

Office sought:________________________

In no more than 30 words for each item:

a. Some things you want people to know about you..........

b. Your goals for this office...........

In 10 words or less!
The number one reason why you should be selected for this office!

Due Monday, February15, 2013

Mark Manno
State 4-H Program Leader
University of Delaware
113 Townsend Hall
Newark, DE. 19716
Email: mmanno@udel.edu
State 4-H Officer Candidate Application Form
2013-2014

Complete the following information:

Full Name of Applicant______________________________________________
Mailing Address________________________________________________________________
City___________________________ State___________ Zip Code_______________
Area code and phone number________________________Email address__________________
County__________________________

For what two offices do you feel qualified?

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<th>President</th>
<th>Vice President</th>
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<tr>
<td>Secretary</td>
<td>Reporter</td>
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<td>Treasurer</td>
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I understand that the candidates for State Office will be selected through the process outlined below. There will be no exceptions to the following criteria. If a candidate does not complete each of the following steps by their designated date, the individual will not receive consideration as an officer candidate or be placed on the official ballot.

The following criteria are required for all interested State Officer Candidates:

**Age**
All interested candidates must be at least 16 years of age on or before February 15, 2013.

**4-H Involvement**
All interested candidates must have or have had at least one the following leadership positions in order to be considered:
- Elected or appointed officer on County 4-H Junior Council
- Voice or Echo at State 4-H Camp
- Delegate to 4-H National Congress
- Delegate to 4-H National Conference
- Delegate to any other National 4-H event or program

**Application Form**
Complete this form and return on or before the designated due date to Mr. Mark Manno, State 4-H Program Leader. Making application does not automatically qualify someone as a candidate for State Office. To receive further consideration the individual must complete all parts of the process in a timely manner.
Three (3) Letters of Reference—Due with application.
Letters are to be confidential and sealed in an envelope addressed to “Ernesto B. López.”

- Two letters of reference may be from a school representative, youth advisor, or an individual who has observed and experienced your skills as a leader.
- One of the letters must come from your County Agent or Educator. Each letter should address your effectiveness as it relates to:
  
  *Working cooperatively with adults and peers.*
  *Experience in being a functioning committee member.*
  *Skills of: Self-motivation, Responsibility and Time Management.*

Interview Session
The purpose of the interview is to make sure the candidate is making an informed decision regarding candidacy and the office sought. This session is mandatory for all candidates and may also be done over teleconference.

Selection of Candidate
The candidate will be selected by a committee of 4-H professional staff from the county and state level. Among those on the Committee will be the State 4-H Leader and State Volunteer Coordinator. The candidates will be notified of their selection by March 1st.

Term of Office
The candidates selected for the 2013-2014 cycle will serve in office from Monday, April 1, 2013, until April 4, 2014.