



## **4-H HORSE AMBASSADOR PROGRAM**

**Information and Application**

**2020-2021**

**APPLICATIONS DUE BY EMAIL OR POSTMARK BY  
JULY 31**

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### **MISSION**

The Virginia 4-H Horse Ambassador Program affords 4-H members the opportunity to demonstrate their skills in citizenship, leadership and public speaking as they travel around Virginia serving as advocates and spokespersons for the Virginia 4-H Horse Program at a variety of events and outreach activities. The function of this group is to help build the 4-H horse program in Virginia and to help its members increase their knowledge of the sport. This is a service organization for which it is an honor to be chosen and is only as strong as its participants.

### **PURPOSE, GOALS, OBJECTIVES**

This ambassador program will provide a platform for 4-Hers to:

1. represent and give more visibility to 4-H and specifically the 4-H Horse program for public relations purposes at special events. Such events may be at state 4-H contests, public events, supporter functions, peer groups, 4-H groups, community service groups, schools and media contacts.
2. further develop their skills in leadership, public presentation, citizenship, community service, public relations and team building.
3. assist 4-H Extension agents with county-level programs, horse club promotion and/or horse club development as available.
4. develop relationships with past, present and future program donors, supporters and adult volunteers (in person and/or written form by way of invitations, thank you cards, etc).
5. continue participation, achievement and self-development within their 4-H club, county, district, state, regional and national levels as much as possible.
6. stay actively connected with the 4-H Horse program as they enter their collegiate years and further into adulthood.

## **ELIGIBILITY**

1. Must be 15 years old by September 30, **2020** and no older than 19 by December 31, **2021**.
2. Must have at least one full year (12 months) of experience as a 4-H member in the Horse Program.
3. Must be currently enrolled in 4-H and currently participating in the 4-H Horse program.
4. Must be willing and able to take limited time off from school (3 – 5 days per school year) and commit to participating at designated outreach events. (see calendar on final page and inquire with Sandy Arnold if you have questions about what this might look like).
5. Must be willing to travel at own expense (attire requirements, food, travel, hotel, enrollment fees, etc) for a one year term beginning and ending on September 25. (Occasionally reimbursements are provided if there is funding)
6. May serve up to two years. Second year applicants may re-apply using the short form.
7. All applicants must do a video Zoom online interview on either August 26 or 27. If candidate does not have access to a computer with video and internet accessibility, applicant is responsible for making arrangements with their Extension office, to do this interview on August 26 or 27. Applicants should request a test session by emailing Sandy Arnold at [horse4h@vt.edu](mailto:horse4h@vt.edu)
8. If selected, candidate must be in attendance for **the Ambassador Introductions at the Opening Ceremonies Thursday night**, at the State Championship 4-H Horse and Pony Show in Lexington, VA **to be considered an Ambassador**.

## **ADVISOR SUPPORT**

### **State Supervisors**

Lead Advisor – Youth Equine Extension Associate - Sandy Arnold - [horse4h@vt.edu](mailto:horse4h@vt.edu)  
Youth Equine Extension Specialist - Leona Ransdell - [leonar@vt.edu](mailto:leonar@vt.edu)

### **Ambassador Advisors**

At-Large Advisor – Sam Leech, Rockingham Co. 4-H Ext. agent – [spleech@vt.edu](mailto:spleech@vt.edu)  
Central District – Dillon Robinson, Lunenburg Co. 4-H Ext. agent – [dillonr@vt.edu](mailto:dillonr@vt.edu)  
Northern District – Kimberly Buonomo, Albemarle Co. 4-H Ext. agent – [kimb209@vt.edu](mailto:kimb209@vt.edu)  
Southeast District – Krista Gustafson, Gloucester Co. 4-H Ext. agent – [kqustaf@vt.edu](mailto:kqustaf@vt.edu)  
Southwest District – Lauren McCroskey, Smyth Co. 4-H Ext. agent – [lkopp@vt.edu](mailto:lkopp@vt.edu)

### **Adult Volunteer Representatives**

(As selected by the District Advisors for their area)

### **Youth Mentor Advisors**

Northern - Camryn Madagan, 4-H Alumni Adult Volunteer, Frederick - [cgmadagan1@gmail.com](mailto:cgmadagan1@gmail.com)  
Southwest - Mattie Ruth Stanley, 4-H Alumni Adult Volunteer, Dickenson – [mrs7je@uvawise.edu](mailto:mrs7je@uvawise.edu)  
Southeast - Martina Essert, 4-H Alumni Adult Volunteer, Chesapeake - [martinaessert@gmail.com](mailto:martinaessert@gmail.com)  
(Mentor Advisors serve as Ambassador coordinators at events, invited and selected by Advisors)

## **ACTIVITIES**

### **Kick-off Meeting via online Zoom meeting (<https://virginiatech.zoom.us>) (required)**

- Tuesday, September 29, 6:30-8:30pm

### **Meetings and Trainings (2 of 3 required):**

Online meeting (<https://virginiatech.zoom.us>) or in-person meetings

- Annual Ambassador Virtual Leadership Training, Zoom, Fall TBD
- Winter Zoom - Monday, Jan. 4, 2021
- Spring Zoom - Wednesday, April 14, 2021

### **State 4-H Horse Program Events - (2 out of 3 required – see established dates on the horse program website PDF calendar. Sign ups via the CLOSED FACEBOOK GROUP.**

- EquiSmartz (**Spring 2021**)
  - Assist with awards and a few volunteer positions
  - Send thank you's to volunteers and sponsors
- State 4-H Championship Horse & Pony Show (**September 2021**)
  - Participate in the Opening Ceremony flag salutes – 3 may choose to ride their horses and hold the flags, one will lead the pledges. Congratulate new inductees.
  - Meet with VIP's and give tours (Sponsors, Legislators, Supervisors, etc)
  - Plan and help with the community service effort
  - Setting up and tear down of jumps, trail, gymkhana
  - Working the gate or ribbons at a ring for a period
  - Collect photos, videos, and testimonials of kids at the show and upload to a shared drive
  - Make a photo collage Thank You card or Video
  - Prior to show all will write invitations to VIP guests and your legislators
  - Sign special cards for Volunteers at the Volunteer desk
  - Write thank you's to sponsors and the some volunteers following the show
- State Fair 4-H Horse Show & VCE Promotional Booth (**October 2020**)
  - Invite VIP's to attend
  - Mentor in positions for show responsibilities (greet exhibitors, gate, assist announce, scribe, ribbons, etc)
  - Ambassador Promotional booth / VCE Promo Booth / Hippology Contest
  - Write thank you's to volunteers and sponsors

**Virginia Horse Council Partnership Events** (not required but *highly* encouraged, as this is where youth will meet high profile equine industry leaders and legislators on a personal level)

- Youth Equine Legislative Day, Tuesday, Mid-late Feb. TBD (selection process)
- Guest Speak at Annual Meeting held at the VA Horse Festival (volunteer or selection process)
- Children's Activity Table at Legislative Trail Ride, May TBD (volunteer)

## Statement of Personal Goal Proposals (required)

Submit a **Statement of Personal Goal** online by Tuesday, October 30, 2020. Goals may be whatever the Ambassador's heart desires as long as it is in alignment with the purpose of supporting the State 4-H Horse Program. Seek your Advisor for guidance and leadership on creating a statement. Goals must be for activities and/or outreach beyond your own immediate club level. Proposals must be approved by the Advisors before you may move forward with plans. [Submit goals online here.](#)

Examples:

- "promoting the Horse program in area schools"
- "promoting the driving / jumper / trail discipline to grow classes at the state show"
- "teaching in two of the Intro to EquiSmartz programs"
- "promoting the program through several radio spots"
- "supporting teams in my District by teaching and promoting Horse Bowl"

## Acceptable Outreach Events (in-person events; minimum of 3 total required)

- **Intro to EquiSmartz (a priority program)** Sponsored by the Ambassadors, this is the main focus group event for Ambassadors and any income generated from this program goes directly to the Ambassador funding. Ambassadors lead sessions in Hippology, Horse Bowl or Horse Judging. *It is requested that Ambassadors participate in at least their District Intro to EquiSmartz program.*
- 4-H Day at the Capitol (**highly encouraged** for all to attend! A fun day held in Richmond usually on the 3<sup>rd</sup> or 4<sup>th</sup> Tuesday in January. Horse Ambassadors visit legislators, attend tour/special guest speaker. Date usually announced in early December by the State 4-H Office with a rain date scheduled as well.
- District 4-H Qualifying Shows or Clinics (organizing, check-in, announcing, awards)
- District 4-H Contests (organizing, check-in, announcing, awards, judge if Eastern National competitor)
- 4-H Horse Clubs (other than your own club - promote contests, educate/train, guest speaker, assist leaders)
- Create promotional materials (posts for social media, videos for social media, flyers to be distributed via email) to encourage more participation at the state events with lower attendance such as the Communications Contests, Ranch Show, Drill Team, Project / Portfolio entries at the State Show, etc.
- Assist with Horse Program Newsletter content.
- Unit / Out of Unit 4-H event (awards emcee, guest speaker or teacher)
- County Fairs (4-H Horse Program promo booth, announcer at event/contest, PR broadcast)
- School or Parks & Recreation (career days, special event promo booth, greeter)
- Equine Organizations (4-H promotional guest speaker or educational table)
- Equine Expos (4-H promo booth or educational table, PR announcements)
- Meet directly with your Legislator at his/her home office, discuss the 4-H Horse Program and get photo, individually or with an organized small group

*See the tentative calendar of activities based on the prior year's calendar (attached at end of this document). We encourage you to take up every effort to participate in events as they arise. Ambassadors are the hands and feet of the*

*program and represent in a wide variety of outreach opportunities as called upon outside of our organization. We are so proud of our Ambassador's enthusiasm to rise to these added occasions, such as the Legacy Awards, VHIB and VHC events.*

### **Social Media and Individual Contacts** (expected but not required)

- Post per requests by Advisors to help promote events and campaigns. Your voice and testimony is much more powerful as a youth leader than adult Advisors!
- The type of social media posts encouraged would be personal testimonies of the 4-H Horse Program or that of an educational nature, drawing attention to the 4-H horse program. For example, post a fact on the horse program Facebook page with a fact such as “Did you know a Grulla is a Black Dun” (interesting facts), include a photo of such a color. This could also be a lead into news of EquiSmartz or other 4-H horse programs.
- Individual Contacts are those which promote the 4-H program through conversations to non-4-H members in an informal setting (not an outreach event), sharing your story on a personal level and providing contact information for further investigation of the program.

### **FINANCIAL SUPPORT**

We have been fortunate to have funding of a grant from the Virginia Horse Industry Board which we use to cover some lodging, attire, and Symposium fees. Personal ambassador expenses will include travel, lodging, meals, and personal ambassador attire. Ambassadors will be expected to cover their own costs in this program, however the Horse Program will cover some meals and hotel expenses as deemed appropriate and may cover the cost of Ambassador embroidered shirts and t-shirts. A priority will be given to ambassador reimbursements if additional funding is available within their term for lodging expenses, so save your receipts and inquire further. It is recommended that ambassadors seek additional financial support from their County 4-H Leader Advisory Association or the Extension Leadership Council, with the help of their Extension agent. Tractor Supply Funds may also be used for activities associated with being an Ambassador, however this is a Unit-level funding source. Ask your Extension agent if this is available to you.

### **EXPECTATIONS OF AMBASSADORS**

#### **BEHAVIOR AND CONDUCT**

- **Please be sure to review the CODE OF CONDUCT. AMBASSADORS ARE EXPECTED TO BEHAVE WITH A HIGHER STANDARD AND SHOULD ACT AS SUCH. Attitudes will not be tolerated, team work is a must, encouraging and lifting one another up is a must. Good Sportsmanship is a must. Care of your horse at events is a priority and your stalls and tack rooms must be kept tidy and clean – everyone is watching how you handle the care of your horse, good sportsmanship, and a workload that may have**

**more than the average member. Encouraging others to participate voluntarily in cleanup, pickup, tear down, setup – the hard work, will only happen if you are doing these things and leading by example.**

- **Social Media:** Ambassadors are the face of the Horse Program. Do not post any negative or hurtful comments about anything or anyone at any time! Post only positive news and words of encouragement. Ambassadors must present themselves as 4-H role models in social media. This means that ambassadors will spend time reviewing their digital footprint and removing images and statements which do not reflect favorably on themselves, their peers or the 4-H program in general. Ambassadors should know that use of foul language and expressions of support for illegal activity including underage alcohol and/or substance use within the social media context will not be tolerated, and if proof of such content is produced, individuals may be removed from the program. Similarly, Ambassadors who engage in online bullying may be removed from the program. Your digital footprint matters. Keep posts positive. Leave a legacy that will make you, your family, and the 4-H program proud. If you have any such postings in your any of your social media, private accounts or otherwise, now would be a very good time to scrub and delete it, before applying to become an Ambassador.
- Represent the needs and interests of Virginia 4-H youth - ambassadors must maintain a high standard of personal conduct and should act as positive role models for other 4-H members.
- Positively represent and promote 4-H at the local, district, and state levels. Serve as leaders and demonstrate the best that 4-H has to offer through your words, actions, personal appearance and adherence to the Code of Conduct.
- Come to all meetings well-groomed and dressed appropriately. Brush your hair and practice good hygiene. Pull your hair back when appropriate. Ladies may wear makeup conservatively, if they choose to do so. Other than two ear piercings, no other body piercings or tattoos may be exhibited.
- Be prepared to develop a collaborative relationship with youth and adults. Together, we will work toward establishing youth-adult partnerships.
- Be prepared to laugh, to share ideas, to discuss your positions and perspectives, to give and receive constructive criticism, to develop friendships, and to make a difference in the lives of others.
- You are the voice of 4-H and for 4-H'ers across Virginia. In this role you may be called upon to speak on behalf of 4-H before a variety of audiences including local, district, state and out-of-state events. Preparing an outline for your speech or presentation is crucial to your success. Seek advice from your District Advisor to review the content of your presentation or speech.

- Keep your District Advisor informed of your outreach activities before they happen. Work closely with your advisor to assist you in preparing presentations, media contacts and letters. Report to your Advisor on your Personal Goals and an action plan to implement these goals.
- Always put your best foot forward. The manner in which you dress, talk and act are very important when you are serving as an Ambassador. At shows and events, you might be on your feet for up to nine hours a day with a strenuous schedule. Make sure you are well rested before the event and eat properly so that you don't get tired and irritable. Although we all get tired at these events, always do your best to be cheerful and ready to respond positively to everyone.
- You are expected to be on time, so plan to be early to all events. Respond promptly to phone and email inquiries. It is very important that you send thank you notes immediately following an event.
- For the duration of an event or meeting, your advisors will be your guardians/chaperones. You will respect these adults and honor the boundaries set. Curfews will be set and enforced.
- You will not be allowed to drive other youth in your vehicle while the event is in session.
- If your parents want to travel to any of the events in which you are participating, they will be responsible for their own expenses and making their own travel arrangements and reservations.
- Ambassadors serve at the will and pleasure of the 4-H Horse Program and can be removed for misconduct, not meeting requirements, or not following the rules.
- It is with this list of expectations that you will be making an impression on your Advisors and leaders around you. You may want to call on Advisors, Extension agents, and Club Leaders for Letters of Recommendation in the near future, so do your best to put your best foot forward in all that you do!

## ATTENDANCE

- **Attendance is required at the induction ceremony conducted during State 4-H Championship 4-H Horse & Pony Show on Thursday evening.** All successful candidates are required to participate in a group photo following the ceremony.
- Must attend the Kick-off meeting and **two** additional ambassador meetings during your one-year term. In other words, *you must commit yourself to this leadership and service opportunity.*
- Ambassadors will have a duty to promote and be involved in all facets of the Virginia 4-H Horse Program, particularly at the state level events. Therefore,



ambassadors, must attend **two** of three state events for the majority of the event time as needed. (EquiSmartz, State 4-H Championship Show, State 4-H Fair Horse Show).

- At minimum, participate in **three** outreach activities by conclusion of term. Outreach is defined as the efforts you personally make to inform and/or recruit youth and adults to Virginia 4-H and the horse program. Examples are listed in the above *Acceptable Outreach Activities*.
- Ambassadors are responsible for their own travel to and from meetings and outreach events.
- Meetings are a priority – there are only two Zoom meeting per year. Please save the date and time on your calendar and make this a priority, around your sports, other meetings, etc. With advance notice to others, all will understand and appreciate your organized efforts and that this position is important to you. If, for some extenuating circumstance beyond your control, you cannot attend a meeting, you must notify the Lead Advisor - Sandy Arnold email: [horse4h@vt.edu](mailto:horse4h@vt.edu) or by phone 703-201-4322 and their District Advisor.
- Any ambassador who misses the **required** meetings or events will be removed from the roster and may not apply for this position in following years, without written permission from the Lead Advisor and their District Advisor.
- Being an ambassador is a great honor. With this honor comes accountability, honesty and personal responsibility, demonstrating the best that 4-H has to offer. As 4-Hers we strive to represent the six pillars of Character Counts - Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

## **TERM OF OFFICE**

One full year beginning and ending on September 25.

## **OBLIGATIONS & REQUIREMENTS**

- Meetings / Trainings are obligatory; however, two attendances are required.
- Two out of three State 4-H Horse program events are required
- A minimum of three outreach events are required – outreach is defined as “outside of your immediate club”
- Social media posts and individual contacts are encouraged to promote the horse program. You will be given the login for the Horse Ambassador Instagram account and are asked to post an action photo of you on the day of your event.
- Write letters of invitations and thank you’s to sponsors, legislators, and volunteers, when asked, and mail on your own. Take pictures of letters.
- [Log your outreach events, social media post and contacts here.](#)
- Log your Statement of Personal Goal by Oct. 30. [Submit goals online here.](#)
- ALWAYS REPLY TO EMAILS FROM SANDY OR YOUR DISTRICT ADVISOR with a minimum of “got it”
- Participate in group efforts – for example, deciding on the Community Service collection project for the State Show, t-shirt design, fundraising efforts, etc.

## **COMMUNICATION**

**RSVP's are required for every meeting scheduled** and it is expected that you will respond quickly without follow-up by a reminder. You must also communicate directly with your District Advisor on the activities and outreaches you plan to attend. Always reply to the sender of emails, even if it is a "got it" so we know you have the emails. Communicate your needs for events (i.e., brochures, business cards, promotional materials) well in advance of the event. A listserve group email is established that includes all Ambassadors, Advisors, Mentors, your Extension agent, 4-H Club Leader, and a parent. This listserve is archived and a link will be provided for review.

## **DRESS CODE**

All ambassadors are expected to purchase their own attire which agrees with the specified Ambassador uniform. The 4-H program will provide a VA 4-H pin, a green tie for the gentlemen, and a matching green scarf for the ladies. The oxford shirts, ties and scarves will be covered by the VHIB grant.

Uniform dress is required at all outreach events, but not required at ambassador meetings / trainings. Informal attire is expected at shows, all-day events and contests, club meetings, etc. Business attire is expected when visiting with legislators, at awards banquets, being a special guest speaker, special presentations, etc.

Informal attire events (state events, horse shows, contests, etc.):

- VT maroon, long-sleeved oxford collared shirt (ordered by the advisors), tucked in pants (no shirt tails out)
- Dark blue jeans or Khaki pants, boots or brown shoes, brown belt
- VA 4-H pin (provided by 4-H Horse program) and name tag

Business attire events (awards banquets, guest speaking, meeting legislators, etc.):

- White shirt or blouse
- Blue blazer
- Solid green tie for men, scarf for ladies (provided by 4-H Horse program) – Google YouTube for ideas on how to wear your scarf – each person may wear it differently around her neck.
- Men: khaki or blue pants, belt, polished shoes or boots
- Ladies: (khaki or blue) pants with polished boots or skirt with dress shoes
- VA 4-H pin (provided by 4-H Horse program) and name tag

Ambassadors are expected to dress in a manner befitting young men and women. Modesty, neatness, well-groomed and practicality will be the guiding principles. Cleanliness and good hygiene are a must. Ambassadors are to have no visible tattoos and no body piercing except for females which are limited to two earrings. For formal events, shirts and blazers should be cleaned and pressed and ready to wear at appropriate occasions. Jewelry and makeup must be kept to a minimum. Hair must be brushed and tidy.

When uniform attire is not required, ambassadors are not to wear torn (intentional or otherwise) or sloppy clothing. Tank tops, muscle shirts, bare midriffs, low necklines,

sundresses, and tight or otherwise revealing clothing will not be allowed. This applies to all spandex fashions. T-shirts with negative, outlandish, disrespectful messages or pictures will not be allowed. Shorts, skirts and skirts may be no shorter than 3" above the knee. Jeans and casual dress slacks are preferred. Both men's and women's shirt tails should be tucked in. Footwear – clean, neat, shined and appropriate. No flip flops. When in the presence of horses, you must wear boots.

When serving as an ambassador, you need to remember that you are representing the 4-H Horse Program youth to the public and it's important to make the best impression possible.

## **SELECTION PROCESS**

1. Complete the Ambassador Application with all required signatures and additional forms, mailed or emailed on or before the postmark deadline.
2. Interviews will be conducted by a panel of ambassador advisors by way of video conferencing on Zoom. Please indicate on the form which date works best for you and the time range you are available. **Be dressed and presented in business attire with no background distractions visually or audibly, to the best of your ability and control. Plan ahead.** You will need a computer with video capabilities and internet access. If you do not have this at home, inquire with your Extension agent for assistance with this. If you need a test session, schedule an appointment with Sandy Arnold several days in advance. The interview will be conducted with a personal link provided to you prior to your appointment with <https://viriniatech.zoom.us/>
3. During the interview, participants will have opportunities to demonstrate individual character, personal appearance and attire selection, poise, manners, demeanor and speaking skills.
4. Youth will also be evaluated on:
  - General equine knowledge and the Virginia 4-H Horse program
  - Overall 4-H participation, leadership, public speaking skills, club involvement and community service
  - Personal 4-H Horse Program participation
  - Application completion: neatness, thoroughness, and ability to express heart and desire to serve in the program.
5. A limited number of teens, no more than 12, from across the state will be selected, ideally with three from each District.
6. Applicants must be willing and able to take limited time off from school (three to five days per school year) if selected, and agree to serve for the required duties.
7. Ambassadors choosing to serve a second consecutive year, may re-apply with the short form and must also do the Zoom interview.
8. **Candidates will be notified of their selection status by September 1. Selected candidates must attend the Ambassador Introductions at the Opening Ceremony at the State 4-H Championship Horse & Pony Show on Thursday, September 10, 2020 to serve as an Ambassador and be present for a group photo immediately following.**

## Virginia 4-H Horse Ambassador Program Application

**Deadline: Postmark or email by midnight, July 31, 2020**

Instructions: Complete this application and include additional documents: signed agreement form, Media Release form, Code of Conduct form and Equine Waiver form and email (preferred) all to Sandy Arnold at [horse4h@vt.edu](mailto:horse4h@vt.edu) or mail to: Sandy Arnold, Youth Equine Extension Associate, VT MARE Center, 5527 Sullivans Mill Road, Middleburg, VA 20117. Your Extension agent or staff member must complete and email the reference form in separately.

**Your Zoom interview will be scheduled for August 26 or 27.  
Candidates will be notified of their selection status by September 1.  
Selected candidates must attend the Ambassador Introductions at the Opening Ceremony at the State 4-H Championship Horse & Pony Show on Thursday, September 10, 2020 to serve as an Ambassador and be present for a group photo immediately following.**

**Questions?** Contact Sandy Arnold by e-mail: [horse4h@vt.edu](mailto:horse4h@vt.edu) or by phone: 703-201-4322

Circle Best Date for Zoom Interview:                      **Aug. 26**                      **Aug 27**

Provide Time Frame Available: \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Youth Applicant Cell Phone: \_\_\_\_\_ 4-H Club: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ (Cell) \_\_\_\_\_

Unit (County or City): \_\_\_\_\_ Ext. Agent: \_\_\_\_\_

4-H Club Leader Name: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age as of September 30, **2020**: \_\_\_\_\_

Rising Year in School or College: \_\_\_\_\_ School or College attending: \_\_\_\_\_

Month & Year of High School Graduation: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_

If 4-H All Star, year tapped: \_\_\_\_\_

Shirt Size: (Oxford style button up shirt) \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Which state level event(s) have you participated?

\_\_\_\_\_ EquiSmartz                      \_\_\_\_\_ State 4-H Championship Horse & Pony Show  
\_\_\_\_\_ State Fair 4-H Horse Show

Have you participated at Southern Regionals? If yes, please give event details:

\_\_\_\_\_

Have you participated at Eastern National Roundup? If yes, please give event details:

\_\_\_\_\_

### Questionnaire

The following is a list of questions about your 4-H horse project activities, other 4-H activities, and community and school involvement. Fill out to the best of your ability. You might not have activities to list under some questions. Be sure to include your experiences in citizenship, leadership, and public speaking. Examples of information should include but are not limited to: 4-H horse program experience (camps, competitions, training), school activities (clubs, sports), church activities, civic activities, community service, etc.

Participation in other **competitive events and activities** in the 4-H Program:

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

Participation in competitive **non 4-H horse program** equine events: (Example: breed shows, recognized shows, schooling shows)

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

Offices, committee positions, or leadership roles held in 4-H Clubs:

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

Offices, committee positions, or leadership roles held in **non-4-H** Clubs/Groups:

\_\_\_\_\_

Have you attended an equine expo event? If yes, name which one(s) and give your impressions:

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

Have you helped with fundraising for your club or another an organization? If yes, please explain how:

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Have you recruited new members into the 4-H horse program? If yes, please explain:

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Have you written a news article about the 4-H horse program or promoted it in some fashion through media? If yes, explain:

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List any honors or awards and scholarships you have received (4-H and other):

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### **Discussion**

Please answer the following questions. You may add additional pages if necessary, but please keep your answers brief.

**What has 4-H taught me?**

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**How has 4-H helped me?**

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**How I would like to promote the Virginia 4-H Horse Program:**

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## 4-H Horse Program Ambassador Agreement Form

*I have read and reviewed the "Virginia 4-H Horse Ambassador Program Information and Application Packet" and I am willing to make the Ambassador Program a priority and devote the time required, communicate with my advisors, and fulfill the obligations set forth. I will be active in my club and county 4-H program as well as maintain a good standing in school during my service as a Virginia 4-H Horse Ambassador. Further, I am willing to conduct myself in the highest standards expected of an Ambassador and will adhere to the Code of Conduct, the values set forth in Character Counts and the ambassador expectations listed in this packet.*

Applicant's Signature

\_\_\_\_\_

\_\_\_\_\_ Date

*We (I) understand that our (my) son/daughter wishes to serve as a Virginia 4-H Horse Ambassador. We (I) will support him/her in fulfilling the responsibilities should he/she be selected. We (I) understand that this is a time and financial commitment. There will be training weekends and costs of meals and lodging. Financial costs will be kept as low as possible. The horse program will offset costs whenever possible.*

Parent/Guardian Signature

\_\_\_\_\_

\_\_\_\_\_ Date

*We certify that the above named 4-H'er is enrolled, active, and in good standing in our 4-H horse club and county 4-H program. We support his/her application for the position of Virginia 4-H Horse Ambassador.*

4-H Club Leader Signature

\_\_\_\_\_

\_\_\_\_\_ Date

Extension Agent Signature

\_\_\_\_\_

\_\_\_\_\_ Date

**I have signed the following forms and they are up to date at 4honline.com:  
If online – no paper copy is needed to be submitted.**

- [Media Release](http://www.pubs.ext.vt.edu/388/388-054/388-054-PDF.pdf) (<http://www.pubs.ext.vt.edu/388/388-054/388-054-PDF.pdf>)
- [Code of Conduct](http://www.pubs.ext.vt.edu/4-H/4H-164/4H-164-pdf.pdf) (<http://www.pubs.ext.vt.edu/4-H/4H-164/4H-164-pdf.pdf>)
- [Equine Waiver](http://www.pubs.ext.vt.edu/388/388-035/388-035-PDF.pdf) (<http://www.pubs.ext.vt.edu/388/388-035/388-035-PDF.pdf>)
- Extension agent / staff **reference form** emailed or mailed from Extension office\*
- 4-H Club Leader **reference form** emailed or mailed from leader\*

***\*see final page of application for the reference form to be used***



## Virginia 4-H Horse Ambassador Program 2<sup>nd</sup> Year Term Short Form Application

**---ONLY COMPLETE IF YOU ARE APPLYING FOR THE SECOND TERM---**

(deadline: July 31, 2020)

Applicant must be enrolled in 4honline.com with all proper forms signed and up to date.

Email application to Sandy Arnold at [horse4h@vt.edu](mailto:horse4h@vt.edu)

**Candidates will be notified of their selection status by September 1.**

**Selected candidates must attend the Ambassador Introductions at the Opening Ceremony at the State 4-H Championship Horse & Pony Show on Thursday, September 10, 2020 to serve as an Ambassador and be present for a group photo immediately following.**

**Questions?** Contact Sandy Arnold by e-mail: [horse4h@vt.edu](mailto:horse4h@vt.edu) or by phone: 703-201-4322

Circle Best Date for Zoom Interview:                      **Aug. 26**                      **Aug 27**

Provide Time Frame Available: \_\_\_\_\_

Name: \_\_\_\_\_ Club / Unit: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone (cell): \_\_\_\_\_

Best Date and Time for Zoom Interview: \_\_\_\_\_

Extension agent name: \_\_\_\_\_ Email: \_\_\_\_\_

4-H Club Leader Name: \_\_\_\_\_ Email: \_\_\_\_\_

Parent(s) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Rising Year in School or College: \_\_\_\_\_ Date of birth: \_\_\_\_\_

School or College attending: \_\_\_\_\_ Month/Year of Graduation: \_\_\_\_\_

Years in 4-H: \_\_\_\_\_ If 4-H All Star, year tapped: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

List 4-H and non-4-H Leadership positions, Activities and Awards Achieved in past year:

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

### **Write a short 1 page essay addressing the following:**

- 1) Why do you want to return as a 2<sup>nd</sup> year Horse Ambassador?
- 2) What did you enjoy and learn as an Ambassador?
- 3) What do you hope to accomplish in the coming year serving as an Ambassador?
- 4) Provide any additional comments or suggestions for the program.

**4-H Horse Program Ambassador Agreement Form**  
**Virginia 4-H Horse Ambassador Program 2<sup>nd</sup> Year Short Form Application**  
**----ONLY COMPLETE IF YOU ARE APPLYING FOR THE SECOND YEAR---**

*I have read and reviewed the “Virginia 4-H Horse Ambassador Program Information and Application Packet” and I am willing to make the Ambassador Program a priority and devote the time required, communicate with my advisors, and fulfill the obligations set forth. I will be active in my club and county 4-H program as well as maintain a good standing in school during my service as a Virginia 4-H Horse Ambassador. Further, I am willing to conduct myself in the highest standards expected of an Ambassador and will adhere to the Code of Conduct, the values set forth in Character Counts and the ambassador expectations listed in this packet.*

Applicant’s Signature

\_\_\_\_\_

\_\_\_\_\_ Date

*We (I) understand that our (my) son/daughter wishes to serve as a Virginia 4-H Horse Ambassador. We (I) will support him/her in fulfilling the responsibilities should he/she be selected. We (I) understand that this is a time and financial commitment. There will be training weekends and costs of meals and lodging. Financial costs will be kept as low as possible. The horse program will offset costs whenever possible.*

Parent/Guardian Signature

\_\_\_\_\_

\_\_\_\_\_ Date

*We certify that the above named 4-H'er is enrolled, active, and in good standing in our 4-H horse club and county 4-H program. We support his/her application for the position of Virginia 4-H Horse Ambassador.*

4-H Club Leader Signature

\_\_\_\_\_

\_\_\_\_\_ Date

Extension Agent Signature

\_\_\_\_\_

\_\_\_\_\_ Date

**I have signed the following forms and they are up to date at 4honline.com:**

**If online – no paper copy is needed to be submitted.**

- [Media Release](http://www.pubs.ext.vt.edu/388/388-054/388-054-PDF.pdf) (<http://www.pubs.ext.vt.edu/388/388-054/388-054-PDF.pdf>)
- [Code of Conduct](http://www.pubs.ext.vt.edu/4-H/4H-164/4H-164-pdf.pdf) (<http://www.pubs.ext.vt.edu/4-H/4H-164/4H-164-pdf.pdf>)
- [Equine Waiver](http://www.pubs.ext.vt.edu/388/388-035/388-035-PDF.pdf) (<http://www.pubs.ext.vt.edu/388/388-035/388-035-PDF.pdf>)
- Extension agent / staff **reference form** emailed or mailed from Extension office\*
- 4-H Club Leader **reference form** emailed or mailed from leader\*

**\*see final page of application for the reference form to be used**

**4-H Horse Ambassador Reference Form for \_\_\_\_\_**

(Teen Applicant's Name)

Extension Agent or Staff / Club Leader Name: \_\_\_\_\_

Years you have known applicant: \_\_\_\_\_

1. How would you rate the applicant's following personal traits?

Trait	Extraordinary	Excellent	Good	Fair	Poor	No Basis for Judgment
Sense of responsibility						
Dependable; gets the job done and follows through on commitments						
Follows directions and procedures						
Charismatic; connects well with people, especially children						
Participates fully in all activities						
Strong Character: responsible, respectful, caring, trustworthy						
Acts as a team member and cooperates with others						
Takes initiative; seeks out tasks to complete or ways to help						
Maintains positive attitude, even in stressful situations						
Shows a willingness to learn and appreciates feedback to improve						
Listens well and actively						
Shows good appearance, well-groomed, dresses appropriately						
Is friendly and warm toward others						
Responds to communications readily						
Solves problems, finds solutions						
Is flexible/adaptable; can "go with the flow"						
Respects authority; takes directions from adults						
Has upheld the Code of Conduct throughout his/her 4-H years without question.						
Refrains from gossip and drama in peer groups						

2. What are the applicant's best three qualities that make him/her a good candidate to be a 4-H Horse Ambassador?

1.

2.

3.

3. What is the applicant's biggest weakness or area of need for improvement?

4. Would you want to enlist this applicant to work with you at special events?

Yes

No

Comments:

5. What else should we know about the candidate?

Once complete, please place the reference form in a sealed envelope, sign across the seal, and return to the applicant. Extension agent/staff/club leader may also email form to [horse4h@vt.edu](mailto:horse4h@vt.edu). Mailed forms can be sent to:

Sandy Arnold, Youth Equine Extension Associate

VT MARE Center

5527 Sullivans Mill Road

Middleburg, VA 20117

# 2019-2020 4-H Horse Program Ambassador Calendar

Date	Event	Location	Activity / Notes	Attire	Cost
Sept. 25	Ambassador Term Begins				
Oct. 6-12	National 4-H Week	Social media and locally	Promote horse program – use social media and tell your 4-H story use photo frame provided		
Oct. 2	Required Kick-off Ambassador Meeting	Zoom Web	Link to be sent prior to meeting. Meeting is 6:30-8:30pm. Set date for T-shirt design deadline		
Oct. 4-6	State Fair 4-H Horse Show & VCE Exhibit	Doswell, VA	Friday Hippology contest 10-1?, Sat: Ranch Show, Sun: Drill Team Sign up on Facebook group for ONE FULL DAY or TWO half days. Positions: potentially assist at Hippology contest, assist judges, show sec, announcing, gates, ribbons, 4-H horse program tent, and work possible VCE exhibit). Inquire with your County Extension agent to request funding from the Tractor Supply funds or possible scholarships available at the County level from the Extension Leadership Council, etc. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: minimal, \$50 or less.
Oct. 7	T-shirt design upload and attire order	Google Drive Spreadsheet order	Payment due at Symposium. Inquire with your Extension agent for possible scholarships available at the County level, TSC funds, or Extension Leadership Council, etc. Tshirts covered by VHIB Grant funding		Cost: \$40 – jacket, \$25 – for oxford, \$24 – polo
Oct. 25-27, 2019	4-H Symposium – Ambassador Training Held in conjunction with 4-H Symposium and VAA4-HVL Fall Conference	Richmond, VA	See page 3 of requirements. The Ambassador program covers program expenses <b>above</b> the \$125 per participant. Teen training, guest speaker and team work activities. Inquire with your County Extension agent to request funding from the Tractor Supply funds or possible scholarships available at the County level from the Extension Leadership Council, etc. <a href="#">LOG YOUR COMMUNITY SERVICE ACTIVITY AND HOURS</a>	Per Agenda	Cost: \$125 per participant covers lodging and food
Oct. 30	Personal Goal Statement Due	Online	<a href="#">Online here</a>		
Oct. – Dec.	Intro to EquiSmartz	One per District	Teach Hippology, Horse Bowl, or Horse Judging to beginners <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel
October	All Star Apps due!!	With your Ext. agent	We would like to see all of our Ambassadors applying for All Stars!! <b>CHECK WITH YOUR EXT. AGENT FOR DUE DATE!!</b>		
Nov. 16	SE Dist Intro to Equismartz	Williamsburg	Teach Hippology, Horse Bowl, or Horse Judging to beginners	Informal attire	Cost: travel
Nov. 23	SW District Hippology Contest	Southwest VA Higher Education Center, Abingdon VA	Hippology Contest – contest contact: Mattie Ruth Stanley	Informal attire	Cost: travel
Dec. 14	SE District Hippology Challenge	Williamsburg	Help Janine Wilson and Krista Gustafson with setup and contest	Informal attire	Cost: travel
Dec. 20	Deadline for VA Youth in Action award	Online			

Jan. 4	SW District Intro to EquiSmartz	Wythe County Community College, Wytheville, VA	Teach Hippology, Horse Bowl, or Horse Judging to beginners <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel
Jan. 8	Required Ambassador Zoom Web mtg	Zoom Web	Link to be sent prior to meeting, 6:30-8:30pm		
Jan. 9	Agribusiness Banquet	Old Dominion Building, Richmond Raceway Complex, 600 E. Laburnum Ave., Richmond	5:30pm <b>Per invitation. WE CAN HAVE TWO HORSE AMBASSADORS REPRESENT</b> the VA 4-H Horse Program at a special dinner banquet for agricultural businesses and organization <b>APPLY ONLINE HERE</b> – <a href="#">google drive</a> - events/agribusiness folder <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Formal attire	Cost: travel Hotel: inquire for those over 3 hour drive away
Jan. 11	Northern District Intro to EquiSmartz	Fishersville, VA (Augusta County)	Teach Hippology, Horse Bowl, or Horse Judging to beginners <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel
Jan. 18	Horse Program End of Year Banquet	Blacksburg, VA	Assist with support, setup, and present awards. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Formal attire	Cost: banquet cost, travel, and room
Jan. 28 & 29	ND Hipp and HJ contest	Herndon, VA	Help Michelle Dionne and Hannah McDonald with contest details – let Kimberly Buonomo know if you are able to help	Informal attire	Cost: travel
Feb. 1	Central District Intro to EquiSmartz	Fishersville, VA (Augusta County)	Teach Hippology, Horse Bowl, or Horse Judging to beginners <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel
Feb. 4	4-H Day at the State Capitol (note inclement weather date of Feb. 11)	Richmond, VA	Tentative: 9am arrival, Meet legislators in AM, Group photo 11am, special group tour PM, depart 3pm. Lunch covered by Ambassador program, possible lodging coverage for those coming several hours away. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Formal attire	Cost: travel Hotel: inquire for those over 3 hour drive away
Feb. 5	Evening with 4-H	Richmond, VA	Special awards banquet to honor youth in action awards for VA		
Feb. 13	Youth Equine Appreciation Day <a href="#">APPLY ONLINE HERE</a>	Richmond, VA	One Ambassador is selected to represent the 4-H Horse program. Apply to be selected. Meet and greet legislators and talk to them about the Virginia Equine Industry. Event sponsored by the VHC. Lunch covered by Ambassador program, possible lodging for those coming several hours away <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Formal attire	Cost: travel. Coverage Hotel: inquire
January - April	District Contests		Volunteer to be room chair or Emcee at Awards for your District Contests (all counties convene for presentations, share the fun, and other contests, used to qualify for 4-H Congress) <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel
March 21-22	EquiSmartz	Lexington, VA	Positions (sign up on FB): speak at annual VHC meeting, assist in VT Knowledge Center and EquiSmartz roles (awards, group leaders, announcing, etc). Hospitality (food) available for Ambassadors on day of volunteering. One night lodging covered if helping for 2 full days. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel and meals. Hotel: inquire
March 25	National 4-H Legacy Awards	Washington, D.C. The Ritz-Carlton, 1150 22nd Street,	TENTATIVE – <b>WE HAVE TO BE INVITED.</b> Activity: mentor with professionals as bloggers, photographers, and social media representatives. Meet and greet celebrities and Award winners. Arrive	Formal attire	Cost: travel Hotel: inquire

		N.W., Washington, DC 20037	approx. 3pm, ends approx. 10pm. Dinner, parking and lodging coverage for those coming several hours away. Event is 6-9:30pm <a href="#">LOG YOUR ACTIVITY AND HOURS</a>					
April 25-26	SW Ambassadors – VA Association of Adult 4-H Volunteer Leaders Spring Conference	Abingdon, VA	Assist with horse program at Leaders' Symposium – inquire with Mattie Ruth Stanley	Informal attire	Cost: travel and meal			
April 25-26	ND Ambassadors - International Cavalry Championship	NOVA 4-H Center, Front Royal	<b>Fundraiser for Northern District Ambassadors?</b> LETS TALK ABOUT THIS ND AMBASSADORS!! parking attendants – collect donations per carload – ask your parents, siblings, and friends to join you to help raise money for the Wyoming trip. Do you want to be a food vendor too? Inquire with Sandy and Kimberly All day 9-5 event. Will need some assistance with ½ day room chairing and check-in. You can also come and compete! <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel and meal			
May 3	EquiSmartz Communication Contest	VHF, Doswell, VA	Provide a 1 page report and photos to your Advisor by this date or sooner <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel			
May 6	Goal Check-in and thank you letters	Online	Lunch provided at noon. <b>Ambassadors work at Craft Table from 1-4pm approximately on a Saturday.</b> Usually hosted at an historic location where a small trail ride can be offered to legislators and their families. Ambassadors help at craft table and talk to legislator families and enjoy conversations. This is NOT a trail ride for us. It is a fun relaxing weekend for Legislators and their families, which includes the opportunity for them to go on trail ride. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel			
May 30	Legislative Trail Ride hosted by the VHC  RSVP SANDY BY EMAIL	Stratford Hall						
Spring through early July	Help at your District Show / Clinic	Your District, VA	Announcing, ribbons, gate, scribing, assisting show secretary, cleanup, setup, meet and greet. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>  <b>SEE DATES ON 4-H HORSE PROGRAM PDF CALENDAR AS IT IS UPDATED W/ DATES BEGINNING MID JANUARY</b>	Informal attire	Cost: travel and meals			
June 22-25	4-H Congress	Blacksburg, VA	Help Sandy and/or Leona teach equine classes to those attending 4-H Congress. . Inquire with your County Extension agent to request funding from the Tractor Supply funds or possible scholarships available at the County level from the Extension Leadership Council, etc. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: 4-H Congress enrollment, meals, travel			
July 11-13 <b>Tentatively</b>	DC Field Trip (Sat PM – Monday afternoon)  RSVP by Mar. 1	Front Royal, VA and Washington, D.C.	2 day tour - scheduled during the week as legislator's offices are only open during the week. Special tour of Washington D.C. Capitol, Legislators, special agriculture offices, special guest speakers in the Agriculture. Wear appropriate walking shoes. Overnight will be at NOVA 4-H Center Sunday night with a leadership training on Sunday. The leadership program will begin at 9am, so some may want to come in on	Formal attire in DC, modified.	Cost: travel, minimal cost on lodging and meals  we will use any funding that we			

July 29 - August 2	Southern Regionals	Perry, GA	Sat night for lodging. Parents may stay over at their cost and tour the area for the weekend. Ambassadors will travel to DC Monday morning and tentatively meet up with rides in Gainesville, VA late afternoon. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Casual attire at 4-H Center	have to cover expenses.
September 10-13, 2020	State 4-H Championship Horse Show	Lexington, VA	Work with Sandy and Leona before or after your contest obligations. Ambassador not competing may have the option to stay extra days to volunteer. Days are long so expect to work 12-14 hour days volunteering but it is a LOT of fun and you get to meet a LOT of people. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: inquire
Before Sept. 25	Write Thank You's		PR with VIP Guests, TV Coverage, Social Media posts, head up a community service campaign, Cloverbud Camp, educational contest support, assisting judges, announcing etc. <a href="#">LOG YOUR ACTIVITY AND HOURS</a> Write thank you's to sponsors and volunteers of this Ambassador program, the State Show, EquiSmartz, and others that made an impact on your term and for the 4-H horse program. Text photo copies of your thank you letters to Sandy and then mail to respective address. <a href="#">LOG YOUR ACTIVITY AND HOURS</a>	Informal attire	Cost: travel, lodging, meals on your own

**CHECK OUR WEBSITE FOR UP-TO-DATE DISTRICT SHOWS AND CONTESTS**

[https://ext.vt.edu/content/dam/ext\\_vt.edu/topics/4h-youth/horse/calendar-of-events.pdf](https://ext.vt.edu/content/dam/ext_vt.edu/topics/4h-youth/horse/calendar-of-events.pdf)