



FLORIDA 4-H
STATE COUNCIL



2023-2024

FLORIDA 4-H STATE OFFICER CANDIDATE INFORMATION PACKET

UF | IFAS Extension
UNIVERSITY of FLORIDA

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CANDIDATE LIVE ZOOM CONNECTIONS & Q+A

We recognize that there is a lot of information to process in this packet as you consider becoming a state officer candidate. To help answer any questions you have, we will have a live Q+A session on Zoom. Attendance or watching the recording afterwards is highly recommended as you make your decision.

[Live Zoom Connections & Q+A](#)—Monday June 19 at 7:00PM ET/6:00PM CT

Click the link to register. After registering, you will receive a confirmation email containing information about joining the meeting. This will be recorded and sent out to all Executive Board members.

ONLINE SUBMISSION LINK, DEADLINES, & APPLICATION COMPONENTS

Applications will only be accepted through the online form. This can be accessed by clicking below.

[State Officer Candidate Application](#)—Includes file uploads for 4-H resume, campaign graphic, and headshot. You will also submit your reference contacts within the form.

At the end of the candidate application, you will be given the option to fill out additional Executive Board related questions. This is used in the case that you do not become a state officer and would still like to be on Executive Board. If you fill this out, you will not need to submit a separate Executive Board application.

Application must be completed by **July 10 at 11:59PM**.

Recommendation contacts must submit the form sent to them by **July 17 at 11:59PM**.

A complete State Council Officer Application will contain the following components:

- State Officer Application—includes submitting essay answers and uploading your 4-H resume, campaign graphic, headshot, and recommendation contacts
- County 4-H Professional Recommendation
- Non-4-H Professional Adult Recommendation



STATE OFFICER CANDIDATE APPLICATION CHECKLIST: REQUIREMENTS OF CANDIDATES

Bylaws of the Constitution of the Florida 4-H Council

ARTICLE II

- Section 1. Nominees to fill the State Council offices shall be required to meet the following minimum requirements:
- a. Shall have been an active 4-H member for at least three years, including the current 4-H year.
 - b. Shall be an officially seated voting delegate to the Council.
 - c. Shall have approval from parent or legal guardian.
 - d. Shall have approval from county 4-H professional.
 - e. Shall have served and fulfilled all obligations as a member for at least one term (one 4-H year) on the State Executive Board and attended the required minimum of two State Executive Board Weekends.
 - f. A maximum of two persons per county shall be eligible to run for a state council office.
- Have read and understand the officers' job duties and responsibilities outlined in the State 4-H Council [Constitution](#) and [Bylaws](#).
 - Have read and understand the Florida 4-H State Officer Candidate Information Packet in its entirety.
 - Have attended the state officer candidate [Live Zoom Connections & Q+A on Monday June 19 at 7:00PM ET/6:00pm CT](#).
 - Have created a 1-2 page 4-H Resume. The resume should include an objective, education summary, awards and honors received, and an experience section. The section on experience should show job experience (if the candidate has job experience), officer experience, leadership experience, and skills and accomplishments gained through the 4-H program.
 - ◆ If you submit a state scholarship application, your skills based resume can be utilized for this application as well.
 - Have answered the following three essay questions (200 words each).
 - ◆ What is motivating you to run for a state officer position?
 - ◆ Tell us about the most successful event, program, or workshop/class you ever led. What contributed to your success? What did your planning process look like? What challenges did you face?
 - ◆ Tell us about a time you had to deal with conflict. What skills did you use or learn in solving this conflict?
 - Have created a campaign graphic to illustrate your platform and the qualities voting delegates should know about you. More information on this later in this packet.
 - Have the following items/information ready to provide within the application for creating social media content of those who become state officers:
 - ◆ Business-like headshot (clean, clear, put together, NOT a selfie)
 - ◆ Your 2-3 main projects in 4-H
 - ◆ Your favorite quote related to life or leadership
 - Have a headshot ready to submit with the online application.
 - Have met with your county 4-H professional to discuss what you want to accomplish as a state officer, what has prepared you to be a state officer, and whether being a state officer is a high priority?
 - Have a non-4-H professional recommendation.
 - Have county 4-H professional approval and recommendation.



INTRODUCTION TO STATE COUNCIL

The State Council is the governance arm of the Florida 4-H Council, composed of two (2) voting delegates from each county that has paid its council dues.

The annual meeting of the State Council is held at Florida 4-H University; this is generally the only meeting during the 4-H year. During this meeting, the business of the Council is conducted and new officers are elected.

The State 4-H Council Officers then represent the voice of youth on various statewide advisory boards, committees, and planning teams throughout the year.

INTRODUCTION TO STATE COUNCIL OFFICERS

State Council Officers consist of the President, Vice-President, Secretary, Treasurer, Reporter, Parliamentarian, Sergeant-At-Arms, and Historian. The first five (5) are elected by State Council voting delegates at their annual meeting during Florida 4-H University. The remaining three (3) are appointed by the incoming five (5) elected positions.

Interviews for the appointed positions occur immediately following elections. The applicants are personally informed of the final decision after the interview process is complete, and the three (3) appointed officers are officially announced Tuesday night at 4-H University.

INTRODUCTION TO EXECUTIVE BOARD

The Executive Board is the programming arm of the Florida 4-H State Council, composed of eight (8) State Council Officers, four (4) representatives per each of the 13 4-H districts, and up to thirty (30) Executive Board appointees.

They meet three (3) times a year (October/November, January, and March/April).

The Executive Board consists of eight (8) different committees. The events committees are: iLEAD, 4-H Legislature, and 4-H University. The standing committees are: Service, Ways & Means, Youth Leadership, Ambassadors, and Constitution.



DUTIES OF STATE COUNCIL OFFICERS

Bylaws of the Constitution of the Florida 4-H Council

ARTICLE II

Section 2. Duties of Officers.

- A. The President shall preside over all meetings of the Council; appoint all standing, advisory, and special committee chairpersons and members; make special appointments as provided in the Constitution and Bylaws, serve as an ex-officio member of all committees; and perform other duties as provided by this Constitution. The President or someone they appoint shall be an ex-officio member of the Florida 4-H Foundation. The President shall be responsible for the writing and presenting of the Council's annual report to the Council's advisor.
- B. The Vice-President shall serve in the absence of the President, and shall perform other duties as provided by this Constitution and as required by the work of the Council.
- C. The Secretary shall keep the minutes of the meetings and compile them at the end of their term as well as preserve the minutes of the previous year, call the roll, record all activities of the Council, attend to the correspondence of the Council, and perform other duties as provided by this Constitution and as required by the work of the Council.
- D. The Treasurer shall care for the monetary matters of the council. They will prepare and submit semi-annually, an itemized statement of disbursements and receipts from the account of Florida 4-H Council General to the State Council president and State Council advisor. They shall also perform other duties as provided by this Constitution and as required by the work of the Council.
- E. The Reporter shall be responsible for the publication and distribution of the Council Newsletter at least quarterly on all Council Meetings and activities as shall be established, sending a copy to each County Reporter through appropriate means. They shall also perform other duties as provided by this Constitution and as by the work of the Council.
- F. The Sergeant at Arms shall be responsible for the opening exercises at all meetings and shall also care for the 4-H effects of the Council and shall properly arrange for their display. They shall perform other duties as provided by this Constitution and the work of the Council.
- G. The Historian shall keep a scrapbook record of all State 4-H events and of all Council meetings and activities. They shall be responsible for submission of the year's scrapbook to the State Headquarters by the first day of 4-H University at the end of the officer's term. They shall perform other duties as provided by this Constitution and the work of the Council.
- H. The Parliamentarian shall advise the President on Parliamentary Procedure and shall perform other duties as provided by this Constitution and the work of the Council.



GENERAL RESPONSIBILITIES OF STATE COUNCIL OFFICERS

- 1) Being a Florida 4-H State Council officer is a great honor. With this honor comes great responsibility. State officers are representatives of the Florida 4-H Program, and thus have a duty to be involved in all facets of the Florida 4-H Program, particularly the Florida 4-H Executive Board and Florida 4-H State Council.
- 2) Being a Florida 4-H State Council officer must be a high priority. With lots of competing priorities in one's life, officers must consider whether they are able to prioritize being an officer without stressing themselves mentally and physically.
- 3) Officers are required to attend state officer training, the three Executive Board Weekends, 4-H Day at the Capitol, and 4-H University.
- 4) An officer who cannot attend a mandatory event is responsible for notifying the 4-H president and the State Council advisor(s) as soon as they are aware. Approval of the absence is at the discretion of the president and advisor(s).
- 5) Officers will have the opportunity to participate in events outside of their own county and district, 4-H state committees, and University of Florida events. These are typically optional and attendance is at the discretion of each officer's individual needs and desires.
- 6) Officers will assist with the planning and implementation of Executive Board Weekends.
- 7) Officers will chair an Executive Board Committee and serve on another.
- 8) In their role as committee chair, officers are expected to communicate with their adult chairs in preparation for their meetings at Executive Board and any other relevant meetings or events.
- 9) Virtual meetings or trainings may be called by the 4-H state president or advisor(s) at any time. Officers are expected to attend a majority of these meetings.
- 10) As the voice of 4-H'ers across the state, officers may be called upon to speak on behalf of the Florida 4-H program before a variety of audiences including local, district, state, and out-of-state-events.
- 11) Officers are expected to keep their county 4-H professional(s) and adult volunteers informed of all activities as a state officer.
- 12) Officers will abide by the Florida 4-H Code of Conduct and Florida 4-H State Council Executive Board Code of Conduct.
- 13) An officer may be removed from their position at the discretion of the 4-H state president, advisor(s), and program leader if they are unable to fulfill the duties and responsibilities listed throughout this packet.



CALENDAR OF STATE OFFICER AND EXECUTIVE BOARD RELATED EVENTS

*Mandatory

**Mandatory if part of the planning committee for the event

***Highly encouraged, not mandatory

2023

July

30* Early Arrival at Florida 4-H University, Gainesville*

July/August

Jul 31-Aug 3* Florida 4-H University, Gainesville (MUST REGISTER BY JUNE 23)*

August

3* Florida 4-H Hall of Fame Luncheon, Gainesville*

3-8* Florida 4-H State Officer Training, Gainesville*

8* State Officer Luncheon, Gainesville*

September

21-24*** Southern Region Teen Leadership Conference, Tennessee***

23*** Florida 4-H Day at the Swamp, Gainesville***

November

17-19* First Executive Board, 4-H Camp Cloverleaf—Lake Placid*

2024

January

26-28* Second Executive Board, 4-H Camp Cloverleaf—Lake Placid*

February

5-7* Florida 4-H Day at the Capitol, Tallahassee*

7-8*** State Fair, Opening Day, Tampa***

8-19*** State Fair, Tampa***

April

26-28* Third Executive Board, 4-H Camp Timpooshee—Niceville*

June

7-9** iLEAD: Intermediate Leadership Conference, Gainesville**

June

23** Early Arrival at Florida 4-H Legislature, Tallahassee**

24-28** Florida 4-H Legislature, Tallahassee**

July/August

Jul 28* Early Arrival at Florida 4-H University, Gainesville*

Jul 29-Aug 1* Florida 4-H University, Gainesville*

All dates subject to change. Florida 4-H has the right to add/change events when needed.



FINANCES & UNIFORM

Estimated Financial Expenses

All registration and payments for events must go through the officer's respective county 4-H professional. At this time, we have funds to pay registration for First, Second, and Third Executive Board Weekends, and 4-H Day at the Capitol. Funding for these events are subject to change at the discretion of Florida 4-H. Check with your county 4-H professional to see if scholarships for other events are available and what the officer needs to do to obtain such scholarships. **Travel to and from the event is the responsibility of the officer and their family.**

Uniform Requirements

The following will be provided by the Florida 4-H Foundation:

- ◆ Official Florida 4-H Green Blazer
- ◆ Green Short Sleeve Polo Shirt
- ◆ Name Tag

The following will need to be provided by the officer:

- ◆ White collared dress shirt
- ◆ Black tie
- ◆ Black and khaki dress pants or skirt
Skirt is to be knee length; if it has a slit, it can be no longer than 2"
- ◆ Black and brown dress belts
- ◆ Black and brown/tan socks or skin toned hose
- ◆ Black dress shoes and brown/tan shoes (No boots, sandals, open-toed shoes, or tennis shoes)
Must be closed heel and toe; no more than 2" tall

Officer Official Dress

- ◆ White collared dress shirt
- ◆ Black tie
- ◆ Official Florida 4-H Green Blazer
- ◆ Name Tag
- ◆ Black and dress pants or skirt
- ◆ Black dress shoes or black dress heels
- ◆ Black belt
- ◆ Black socks
- ◆ Name Tag

Officer Casual Dress

- ◆ Green Short Sleeve Polo Shirt
- ◆ Name Tag
- ◆ Khaki dress pants or skirt
- ◆ Brown belt
- ◆ Brown/tan socks or skin toned hose
- ◆ Brown/tan shoes

CAMPAIGNING

Campaign Graphic

- ◆ As part of the application process, candidates are asked to create ONE (1) cohesive graphic.
- ◆ This graphic will be likely be the first thing that voting delegates see about the candidates. It should highlight the candidate by speaking about their abilities and their platform that speaks to the impact they hope to have on Florida 4-H.
- ◆ This graphic can take the form of a flyer, brochure, infographic, PowerPoint, or magazine. Up to 10 digital or five (5) front and back printed pages are allowed as long as they follow a consistent color, font, and messaging scheme. Separate campaigning graphics with different messaging, colors, and fonts are not allowed within this one (1) graphic.
- ◆ Graphics must be uploaded within the State Officer Candidate Application on Qualtrics by the application deadline.
- ◆ One free and easy to use software is available through [Canva](#). Candidates can familiarize themselves with this software through the [Canva Design School](#).
- ◆ These will be displayed online through a password protected section of the 4-H University webpage. The link and password will be sent to all county 4-H professionals to share with their voting delegates prior to 4-H University.

Campaign Materials

- ◆ **Materials to Consider for Campaigning**
 - ◆ Fliers & banners
 - ◆ Yard signs (allowed outside of dorm)
 - ◆ Give away items with your name and desired position
- ◆ **Forbidden Campaign Materials**
 - ◆ Consumables (food, drink, etc.)
 - ◆ Stickers
 - ◆ T-shirts
- ◆ **Price Limit**
 - ◆ Each candidate may spend no more than \$150 for their total campaign effort, including donated (in-kind) materials.
 - ◆ The candidate must be able to document the value of all campaign materials; pre-existing, purchased, and donated. Accepted documentation includes receipts or researched prices for pre-existing materials and purchased materials, and signed receipts or letter from a donor with approximate dollar value for donations.
 - ◆ A campaign finance report for all pre-existing, purchased, and donated materials must be submitted during early arrival on Sunday before 4-H University to be reviewed.
 - ◆ The required template is included within this packet.
 - ◆ **The TOTAL must NOT exceed \$150.**
 - ◆ Any officer candidate with materials in excess of \$150 will be required to remove materials of their choice until they are at or below \$150.



CAMPAIGNING CONT'D

Campaign Materials Cont'd

◆ Rules for Hanging

- ◇ Candidates are not allowed to hang any banners or posters on handrails, doors, painted walls, and most windows.
 - ⇒ Brick surfaces may be used for posting signs.
 - ⇒ In the dorm, candidates may use the bulletin boards, the windows in the first floor elevator lobby and the block windows in the stairwells.
- ◇ Candidates may only use the painters tape provided by the event to hang items in the dorms. This tape will be provided upon arrival at 4-H University.
- ◇ No signs are to be hung anywhere on campus except for the dorm area.
- ◇ Candidates must take hanging items down immediately after elections.
- ◇ It is extremely important that you use ONLY the painters tape provided by the event to hang items and you take these items down after they are no longer of use.
 - ⇒ Standard tape and other methods of hanging can damage the paint and finishes in the residence halls.
 - ⇒ Sometimes the prolonged use of painters tape can have the same effect, especially if under the sometimes extreme Florida summertime sun.
 - ⇒ Any damage or required excessive cleaning reported by the University housing staff in this regard will be added to the final bill for our event and may result in the staff no longer allowing us to post campaign signs in the future.

◆ Forbidden Campaign Actions

- ◇ Using social media for campaigning. This is due to youth protection guidelines and potential barriers to equal access by all candidates.
- ◇ Directly contacting county extension offices and voting delegates.

◆ Campaign Assistance

- ◇ Candidates are allowed to recruit campaign assistance from fellow 4-H youth members.
- ◇ Campaigns are only to be conducted by 4-H youth members.
- ◇ Parents, volunteers, and 4-H professionals are not allowed to campaign.

◆ Candidate Disqualification

- ◇ In the case of a violation of campaign rules by the candidate or their campaign assistants, a candidate may be disqualified.
- ◇ The candidate is responsible for informing their campaign assistants of the rules.
- ◇ There will be one warning issued for any campaign violations. In the event of a second warning for any reason, the candidate will be disqualified.

ELECTIONS & TIMELINE

Election Process per the Constitution of the Florida 4-H Council

Article IV Meetings, Quorums, and Suffrage

Section 3. Two-thirds of the officially seated delegates or alternates shall constitute a quorum for the transaction of business at any meeting of the Council provided that at least one-half of the counties with organized 4-H programs are represented.

Section 4. Each county shall be represented by two officially seated voting delegates who may vote on each proceeding of the Council. In a voting delegate's absence, their county's alternate will assume the voting privileges.

Section 5. State council advisor(s) shall serve in an advisory capacity only at meetings of the State Council. State council advisor(s) shall not have voting privileges at any assemblies of the State Council and/or its officers.

Article V Officers: Procedure of Selections

Section 1. Officer Positions.

- a. The elected officers of the Council shall be: a President, Vice-President, Secretary, Treasurer, and Reporter.
- b. The appointed officers of the Council shall be: a Sergeant-at-Arms, Historian, and Parliamentarian.

Section 2. Elected Officers.

- a. The election of officers shall be by secret ballot vote of each delegate in the Council assembled.
- b. To be elected to an office, a candidate must receive a majority of the votes cast.
- c. The elected officers shall continue to fulfill those duties, statewide in nature, as directed in this Constitution, for one year or until such time as their successors are designated.
- d. If the office of the President is permanently vacated, the Vice-President shall become the President.
- e. If any elected office other than the Presidency is vacated, a committee composed of the remaining elected officers and the State Council advisor(s), with the President serving as Chairperson, shall be given the option to appoint a State Executive Board member to fill the vacated position.
- f. Candidates may run for only one elected office.



ELECTIONS & TIMELINE CONT'D

Section 3. Appointed Officers.

- a. The appointment of officers shall be by a committee composed of the elected officers and the state council advisor(s), with the President serving as Chairperson.
- b. The Appointed Officers shall continue to fulfill those duties, statewide in nature, as directed under this Constitution, for one year or until such time as their successors are designated by the President.
- c. There shall be no unreasonable delay in the naming of appointed Officers.
- d. If any appointed office is vacated, a committee composed of the remaining officers with the President serving as Chairperson, shall have the option to appoint a State Executive Board Member to fill that vacated position.

Section 4. The executive officers shall be the elected and the appointed officers of the Council.

Election Timeline

Day	Date	Time	Description
Monday	June 19	7:00PM ET	Live Q+A Session <ul style="list-style-type: none"> ◆ Read through this information packet ◆ Register by clicking on the following link, Zoom Registration—State Officer Candidate Live Zoom Connections & Q+A
Friday	June 16	11:59PM	Regular registration for 4-H University CLOSSES <ul style="list-style-type: none"> ◆ 4-H Online; \$475 fee
Friday	June 23	11:59PM	Late registration for 4-H University CLOSSES <ul style="list-style-type: none"> ◆ 4-H Online; \$500 fee ◆ No registrations accepted after this date
Friday	July 10	11:59PM	Applications due <ul style="list-style-type: none"> ◆ Submitted through online form that can be accessed by clicking on the following link, Qualtrics—State Officer Candidate Application
Friday	July 17	11:59PM	Recommendations due <ul style="list-style-type: none"> ◆ Contacts will receive an email with all the information they need after you submit your application



ELECTIONS & TIMELINE CONT'D

Election Timeline Cont'd

Day	Date	Time	Description
4-H University <i>Tentative—Make sure to check the schedule when you check-in</i>			
Sunday	July 30	5:00PM ET	Early Arrival for Current State Officers & Candidates <ul style="list-style-type: none"> ◆ Evening spent with 4-HU committee for campus tour and dinner
Monday	July 31	9:00AM ET	Officer Candidate Meeting <ul style="list-style-type: none"> ◆ Turn in your campaign material receipts
Monday	July 31	10:00AM ET	Put Out Campaign Materials
Monday	July 31	1:00-2:15 PM ET	State Council Meeting— <i>Nominations, Campaign Speeches, Town Hall Q+A</i> <ul style="list-style-type: none"> ◆ Nominations from the floor are taken for all elected offices before any elections can take place. ◆ Each candidate will need to have another <i>voting delegate</i> nominate them for the office they are running for. ◆ For example: <ul style="list-style-type: none"> ◇ President: “Nominations are now in order for the office of Secretary. Are there nominations for Secretary?” ◇ Voting Delegate: “John Doe from Osceola County, I would like to nominate Clare Clover for the office of Secretary.” ◇ President: “Clare Clover do you accept this nomination?” ◇ Clare Clover: “I do.” ◆ Candidates will then deliver a campaign speech in which they will emphasize how they plan to have a positive impact on the Florida 4-H program and its members. ◆ Candidates running for President will have three minutes; all other offices will have two minutes.



ELECTIONS & TIMELINE CONT'D

Election Timeline Cont'd

Day	Date	Time	Description
Tuesday	Aug 1	2:15-5:15 PM ET	<p>State Council Meeting— <i>Impromptu Speeches & Officer Elections</i></p> <ul style="list-style-type: none"> ◆ During the impromptu speeches, the outgoing officers will ask a question to each candidate seeking their particular office. ◆ Each candidate will respond to the question. ◆ All candidates, except for presidential candidates, will have two (2) minutes to answer the question. ◆ The presidential candidates will have three (3) minutes to answer the question. ◆ Voting will take place through an online form utilizing preferential voting. ◆ Preferential voting has all voters rank each position's candidates in descending order of who they'd prefer. ◆ During round 1: <ul style="list-style-type: none"> ◇ Ballots are organized by who received the 1st ranking for a position. ◇ If a majority is reached by this, then winning candidates are confirmed. ◇ If a majority is not reached, then round 2 takes place. ◆ During round 2 <ul style="list-style-type: none"> ◇ The candidate with the lowest number of 1st rankings is taken away. ◇ The ballots with the removed candidate are then counted towards the candidate based of the 2nd ranking. ◇ If a majority is reached, then winning candidates are confirmed. ◇ If a majority is not reached, then rounds continue to take place. ◆ Rounds will continue until a majority is reached. <ul style="list-style-type: none"> ◇ Each subsequent round will consist of removing the candidate with the lowest number of votes and distributing the their ballots based off the next highest ranking.



ELECTIONS & TIMELINE CONT'D

Election Timeline Cont'd

Day	Date	Time	Description
Wednesday	Aug 2	9:00AM-12:00PM ET	<p>Appointed Officer Position Interviews</p> <ul style="list-style-type: none"> Any candidate who does not win an elected position is eligible to interview for an appointed position. Interviews will be conducted by the five elected positions and advisor(s). Candidates should be prepared for a 15 minute interview that allows the elected officers to gain an understanding of which appointed position they would like to have and what would make them successful in that position.
Wednesday	Aug 2	2:00-5:00PM ET	<p>Awards Banquet Rehearsal (Officer Installation Practice)</p> <ul style="list-style-type: none"> 4-HU committee members, incoming officers, and outgoing officers will run through the scripts and staging for the awards banquet. This includes officer installation, secretary's award, and outgoing and incoming presidential speeches.
Wednesday	Aug 2	7:30-9:30PM ET	<p>Youth Awards Banquet</p> <ul style="list-style-type: none"> Officer installation will take place with incoming and outgoing state officers. Incoming secretary will announce the Chris Allen Secretary's Award to the outgoing secretary. Both outgoing and incoming presidents will give their speeches.
Thursday	Aug 3	11:30AM-1:30PM ET	<p>Hall of Fame Luncheon and Induction</p> <ul style="list-style-type: none"> Incoming and outgoing officers will have the opportunity to network and connect with administration and stakeholders
Thursday	Aug 3	2:00PM ET	<p>Leave for State Officer Training</p> <ul style="list-style-type: none"> All training is mandatory. More information to be provided as we get closer.





Basic Info

Florida 4-H State Officer Candidate Application



Application due July 10 by 11:59PM

Completing this application includes:

- Filling out your contact information
- Completing the three essay questions
- Uploading your 4-H resume
- Uploading your campaign graphic
- Uploading your headshot
- Filling out contact information for your 4-H professional and non 4-H professional adult recommendations
- Including signatures from you and your parent/guardian

Your recommendation contacts will receive an email with all the information they need after you submit your application. They will receive two follow up reminders.

Recommendations submitted by your contacts due July 17 by 11:59PM.

At the end of the candidate application, you will be given the option to submit an Executive Board application as well.

State Officer Candidate Information Packet

Applicant First Name

Applicant Last Name

Applicant County/Tribe

Applicant Email

Confirm Applicant Email

Applicant Phone Number

Parent/Guardian Email

Confirm Parent/Guardian Email

State Officer Positions

Which Florida 4-H State Council officer position are you interested in applying for? (Click One)

- President
- Vice-President
- Secretary
- Treasurer
- Reporter

For those not elected, an appointed position will be considered. Rank the following appointed positions in preference order:

Parliamentarian

Sergeant at Arms

Historian

Not Interested in Appointed Position

State Officer Resume, Headshot, and Campaign Graphic

Your 4-H resume should be 1-2 pages long (Do NOT include your address, phone number, email, social media, or any other personal contact information)

The following pieces are recommended to include in your resume:

- Positions that you have held that have prepared you to be a State Council officer
- Workshops, events, or programs that you have planned or lead
- Awards and recognition relevant to being a State Officer candidate

Please upload your 4-H resume as a PDF. Make sure the file name follows the format of LastName-

FirstName _ County _ PositionYou'reRunningFor _ Resume

(Ex: Clover-Chrystal _ Levy _ Reporter _ Resume)

Each candidate is asked to upload a campaign graphic that will be sent to all voting delegates prior to 4-H University. This is your chance to make a first impression.

Please upload your campaign graphic. Guidelines for this graphic and other campaigning pieces can be found in the Information Packet. Make sure the file name follows the format of LastName-

FirstName _ County _ PositionYou'reRunningFor _ Graphic

(Ex: Clover-Chrystal _ Levy _ Reporter _ Graphic)

If you become a state officer, we want to show off your success! Please upload your headshot below and fill

**in the additional information to help us celebrate you.
None of this will be used in the election process.**

Please upload your headshot. Make sure the file name follows the format of LastName-FirstName _ County _ PositionYou'reRunningFor _ Headshot

(Ex: Clover-Chrystal _ Levy _ Reporter _ Headshot)

What are 2-3 of your main projects in 4-H?

What is one of your favorite quotes related to life or leadership?

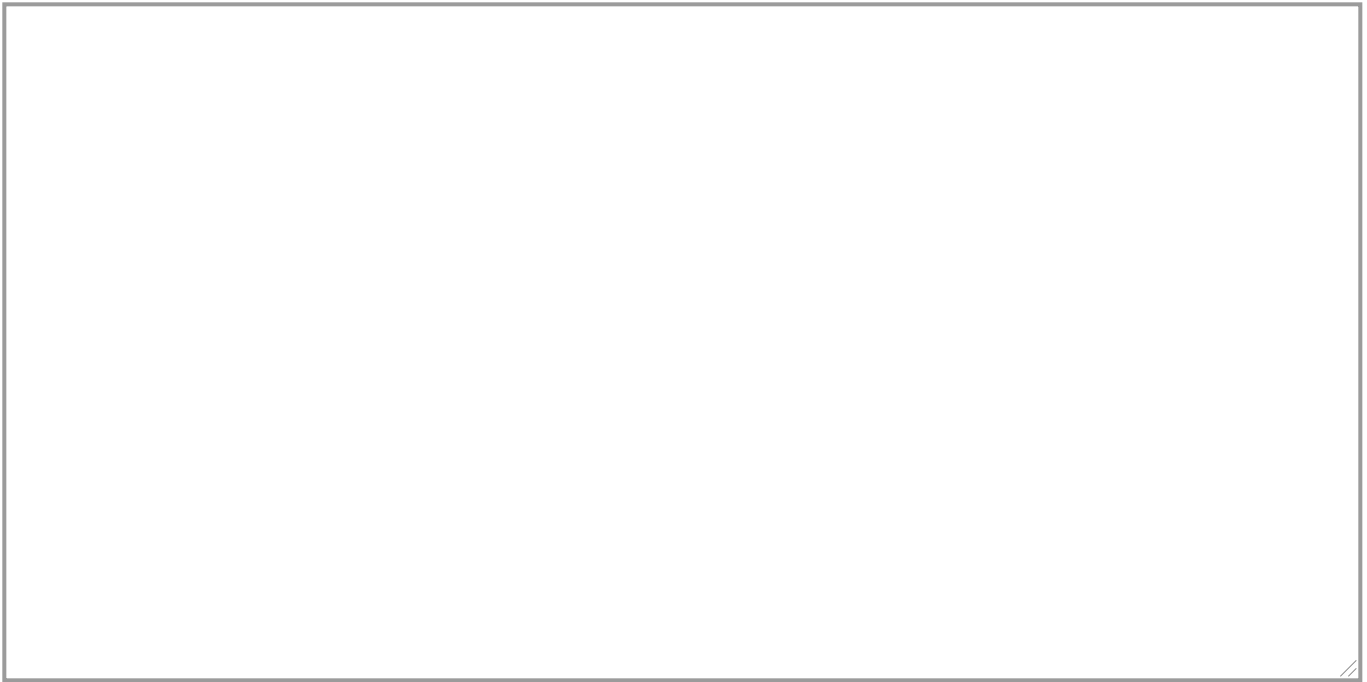
State Officer Essay Questions

Each officer candidate will answer the following three (3) essay questions. Your answer to each question should be approximately 200 words apiece.


What is motivating you to run for a state officer position?



Tell us about your most successful event, program, or workshop/class you have led. What contributed to your success? What did your planning process look like? What challenges did you face?



Tell us about a specific time you had to deal with conflict. What skills did you use or learn in solving this conflict?



Recommendation Contacts

Recommendation Contacts

Once you submit this application, your contacts will receive an email at the address you list below. Please make sure that spelling is correct. They will not receive an email if spelling is incorrect.

Their responses are due July 17 by 11:59PM.

They will receive two automated follow up reminders. Be sure to also follow up on your own. You will receive a confirmation email once your contact has submitted their recommendation.

4-H Professional (Faculty/Staff ex: 4-H Agent, 4-H Program Assistant, County Extension Director)

First Name

Last Name

Email

Confirm Email

Non 4-H Professional (Volunteers, Employers, Family Friends, etc.)

First Name

Last Name

Email

Confirm Email

State Officer Statements and Signatures

Statement by Member

I have read and understand the guidelines set forth in the Florida 4-H State Officer Candidate Packet, Participation Form (4-H Code of Conduct), and The Constitution and

Bylaws of the Florida 4-H State Council. I personally prepared this application and it is true to the best of my knowledge. I am willing to conduct myself to the highest standard level expected for a Florida 4-H State Officer.

× **SIGN HERE**

[clear](#)

Approval of this Application

As parent/guardian, I am giving my permission and will support my child in fulfilling their Florida 4-H State Council Officer responsibilities if they are elected or appointed by their peers.

× **SIGN HERE**

[clear](#)

In the case you are not elected or appointed, do you wish to be on Executive Board as either a district delegate or appointed position?

If you fill this out, you will not need to submit a separate Executive Board application.

- Yes (you will be taken to the essay questions for that application and will not need to fill out a separate one; this full application will be submitted upon finishing those questions)
- No (this application will be submitted with no further action needed)

Executive Board Supplement for State Officer App

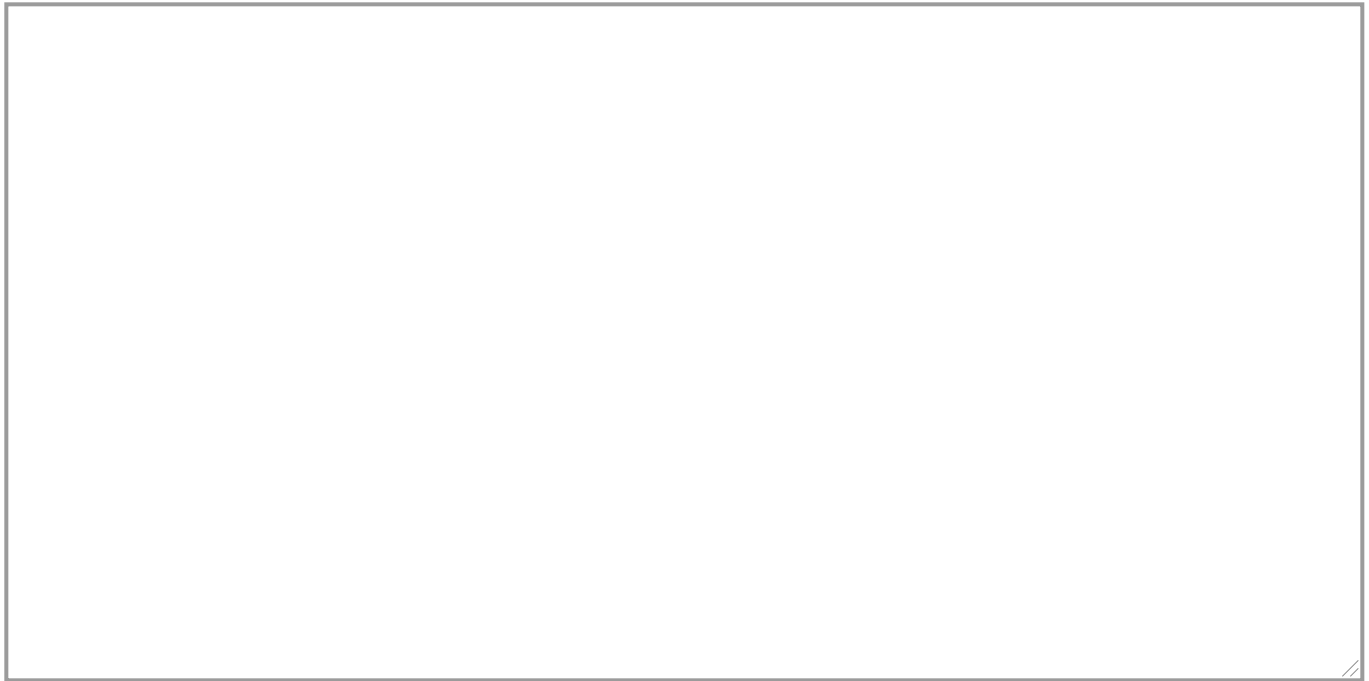
Please Choose One:

- I am one of my district's four (4) elected delegates.
- I am applying to be an Executive Board Appointee.

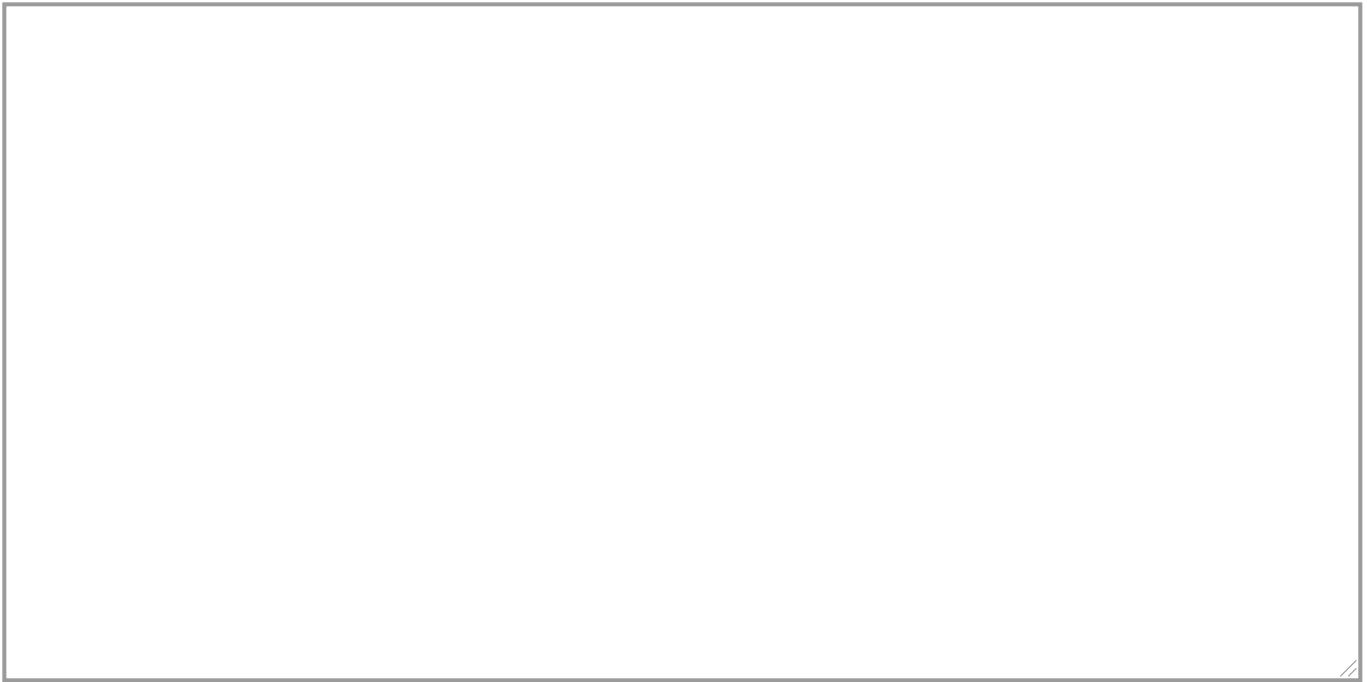
Will you be graduating senior this coming 4-H year?

- Yes
- No

What impact do you hope to have on the Florida 4-H program by being a member of the Executive Board?

A large, empty rectangular box with a thin grey border, intended for the respondent to provide their answer to the question above. The box is currently blank.

What is your greatest strength? How will you use this strength to contribute to Florida 4-H Executive Board?



Choose one to two words below that best describe you:

- Organizer
- Motivator
- Communicator
- Thinker

Rank the following Event Committees by which you prefer to work on:

4-H University

4-H Legislature

iLEAD: Intermediate Leadership Conference

Rank the following Standing Committees by which you prefer to work on:

Service

Ways & Means

Youth Leadership

Ambassadors

Are you a returning Executive Board Member?

Yes

No

Which Executive Board committees have you served on in the past?

4-H Day at the Capitol & Constitution

- 4-H University
- 4-H Legislature
- iLEAD: Intermediate Leadership Conference
- Entertainment
- Communication and Council Support (CCS)
- Service
- Ways & Means

Member's Agreement Statement

I have read and understand the guidelines set forth in the Florida State 4-H Council Executive Board Packet, Participation Form (code of conduct), and the Constitution and Bylaws of the Florida 4-H Council.

I am willing to devote the time required and remain active in my club, county and district 4-H program, as well as maintain an acceptable academic standard (set by my parents) in school during my service as an Executive Board member.

As an Executive Board member, I am willing to pay or secure a sponsor to cover the estimated costs of the three Executive Board meetings and other state events. If I choose to solicit sponsors, I will visit with my local 4-H professional before making donor contacts.

I will attend the Executive Board Weekends (Sept/Oct, Jan, & Mar/April).

Furthermore, I am willing to conduct myself to the highest standard level expected for a State 4- H Council Executive Board member.

SIGN HERE

[clear](#)

Parent/Guardian Agreement Statement

As parent/guardian, I will support my son/daughter in fulfilling their Executive Board responsibilities. I have read and understand the guidelines set forth in the Florida State 4-H Council Executive Board Packet, Participation Form (code of conduct), and the Constitution and Bylaws of the Florida 4-H Council.

SIGN HERE

clear

Application Approval by 4-H Professional

Once you submit this application, your county 4-H professional will receive an email to confirm that they are aware of your application, you are a 4-H member in good standing, they have read and understand the guidelines regarding your role on Executive Board, and will support you in fulfilling your responsibilities as an Executive Board member.

Your application for Executive Board will not be considered complete until you receive approval from your county 4-H professional. Make sure you follow up with them.

County 4-H Professional Email

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Default Question Block

Florida 4-H State Officer Recommendation Form



Please submit this form by July 17 at 11:59PM.

Thank you for assisting with this effort. We appreciate your help in learning more about the suitability and abilities of this officer candidate. Your comments will be confidential and will not be shared with the 4-H member. It is your decision to provide the candidate with a copy of these remarks.

Your Name

Your Email

Confirm Your Email

Applicant First Name

Applicant Last Name

Applicant Email

Confirm Applicant Email

Parent/Guardian Email

Confirm Parent/Guardian Email

Please click which recommendation you are.

- County 4-H Professional (Faculty/Staff)
- Non 4-H Professional Adult (Volunteer, Employer, Family Friend, etc.)

Is this 4-H member one of the two officially seated voting delegates for the county?

(A candidate must be an officially seated voting delegate to be a state officer candidate.)

- Yes
- No

Do you approve and consent to this 4-H member's application to be a 4-H State Council Officer?

- Yes
- No

Please rank the 4-H member based on your knowledge of their abilities in the following areas.

1 - skill not apparent/poor;

2 - very little experience/below average;

3 - some experience or potential/average;

4 - very experienced/above average;

5 - master/exceptional

Not Applicable - no knowledge/have had little interaction

	0	1	2	3	4	5	Not Applicable	
Leadership	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Organization	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Self-Motivation	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Follow Through	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Teamwork	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Critical Thinking	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Maturity	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Cooperativeness	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Sensitivity Towards Others	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Energy and Enthusiasm	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Confidence	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Ability to Handle Emergencies/Stress	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>

	0	1	2	3	4	5	Not Applicable	
Self-Discipline	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Accepting Advice and Guidance	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Participation in 4-H Club	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Participation in County Council	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>
Participation in District Council	<input checked="" type="radio"/>						<input type="checkbox"/>	<input type="text"/>

Please provide any additional comments you'd like to about the candidate (NO RECOMMENDATION LETTER NEEDED).



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