




University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

 4-H Youth Development

OUR DEADLINE IS APRIL 21ST!!!

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01 March 2023

TO: Applicants for Kentucky 4-H SET Leadership Board



FROM: Torey K. Earle, Extension Specialist for 4-H Youth Development

RE: 4-H Science, Engineering and Technology Board Applications for 2023-2024

Thank you for your interest in the Kentucky 4-H Science, Engineering and Technology Leadership Board. This board has been an active part in helping develop and promote the 4-H SET project in Kentucky for the past eight years. The Board has planned, conducted, and attended workshops and educational programs throughout Kentucky as well as on a National Level. Good luck with your application!

The Kentucky 4-H SET Leadership Board can consist of up to fifteen (15) individuals. These individuals should have an interest in Science, Technology, Engineering and Mathematics as well as the passion to share that interest with others. Board members will learn how to develop their skills in teaching and encouraging others while having fun and learning more about themselves. The expectation for Board members is to approach each new project with innovation, creativity, and critical thinking in order to make it the best it can be for everyone involved.

Applications are due to Torey Earle by 01 May 2023 via the Qualtrics link on the Kentucky 4-H Web Site. Contact your County Extension Agent for 4-H Youth Development to apply.

Requirements

Applicants must be in grades 8-11 at the time of application so that they are in grades 9 through 12 during their year of service.

Application Procedure

- Complete the Applicant Information Form
- Attach required typed pages: My Story, Professional Resume, Participant Information/Enrollment (PIE) Form and Code of Conduct form.
- Application is due 01 May 2023.
- Interviews will be scheduled to take place the first day of Teen Conference. If you are unable to attend Teen Conference, we will schedule a Zoom interview with you during that time.



Attendance

There is a significant time involvement to serving on the SET Leadership Board. Attendance at 4-H SET Board meetings is considered mandatory and absence or tardiness may lead to removal from the board. With three primary meetings (two in conjunction with State Teen Council and one at included with attendance at the National Youth STEM Summit) per year it's very important that everyone attend the full meeting each time. Those individuals, who cannot plan on attending the board meetings, should not apply to be on the SET Board. SET board members are expected to be at the 4-H Summit session the SET Board is responsible for and all of Kentucky 4-H Teen Conference in addition to board meetings. Arranging travel to the meetings is your responsibility.

Meeting Cost

In addition to the time commitment, there are fees associated with being involved on the SET Leadership Board. These include, but are not limited to, the following:

3 SET Board Meetings (August/November/February) * \$25	=	\$75
4-H Summit	=	\$50 - \$60
<u>4-H Teen Conference</u>	=	<u>\$125</u>
Total Expenses		\$225 - \$235

In addition, the SET Leadership Board has historically attended and presented at the IGNITE by 4-H Youth Summit (formerly National Youth STEM Summit) held in the Washington, D.C. area in the Spring. Expenses for this trip have been around \$400 per Board Member in the past. This is a fraction on the actual cost (approximately \$1,500 per Board Member) due to support from the Kentucky 4-H Foundation, Farm Credit Mid America, and other donors. This trip is **not mandatory** for Board Members but is highly recommended due to its educational value in developing quality programs for 4-H Summit, 4-H Teen Conference and county and district events.

Educational Programming

The SET Leadership Board is expected to develop projects and programs to take back to their county and districts to share with youth and adults. They are expected to participate and complete proper reporting. Each year the SET Leadership Board will be involved in STEM Educational activities as well as leadership and college/career readiness activities to develop their skills related to the next step in their life.

Being a Liaison to Your County/District

The SET Leadership Board serves to help with the two-way flow of information about the Kentucky 4-H SET Program from the state to the county/district level. This means that all SET Board Members are expected to assist with county and district programming related to the SET Program. After each program, SET Board Members should contact their appropriate staff and volunteers to share information. Communication with the local 4-H Agent and 4-H Volunteers is vital to success of the SET Board Members.

Behavior & Conduct

SET Board Members are considered representatives of the overall Kentucky 4-H Program. As such, their behavior, conduct, dress and actions reflect the standards of 4-H in Kentucky. SET Board Members should serve as role models for other 4-H members in the State and adhere strictly to the code of conduct. Members that fail to adhere to these expectations may be dismissed from the SET Leadership Board.

Updated 23 February 2023



Kentucky 4-H SET Leadership Board Application

The following information should be submitted to your 4-H Agent along with any additional forms required.

Completed application should be submitted to Torey Earle by 01 May 2023.

First Name:	Last Name:
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My Story (REQUIRED)

Please write a **minimum** one-page essay telling your story and why you would like to be a part of the Kentucky 4-H SET Leadership Board. All stories should contain information any 4-H experiences you have had, STEM projects and activities you have been involved with, ANY leadership or community service activities you have been involved with and anything else you feel would be relevant for introducing yourself.

Professional Resume (REQUIRED)

Please attach your professional resume which outlines your qualifications to serve as a representative on the State Teen Council. Please refer to the *Kentucky 4-H Workforce Preparation and Career Readiness* curriculum, Chapter 5, *Going for It: Resume and Resume Construction* to prepare this document. Below are areas that need to be evident in your professional resume.

- A. Qualification Highlights
- B. Work Experience
- C. Volunteer Experience
- D. 4-H Involvement and School Involvement
- E. Awards or Honors

Youth Signature: _____
Date: _____

Parent/Guardian's Signature: _____
Date: _____

Agent's Signature: _____
Date: _____





2023 - 2024 SET Leadership Board - Applicant Information

Please fill out the following information completely. Check it for accuracy. All forms should be submitted on Qualtrics by your County 4-H Youth Development Agent by 01 May 2023. Check the meeting dates and times to make sure you can make the commitment of being a 4-H SET Leadership Board Member. Attendance at meetings is mandatory! Please note that, according to the SET Board By-laws, all district applicants must be 8th grade - 11th grade at the time of application to be eligible to be on the SET Leadership Board.

First Name:	Last Name:	Grade Level:	Age:
Street Address:		County:	Area Grouping:
City:		Zip Code:	
Home Phone:	Cell Phone:	Email:	
Polo/T-Shirt Size: Small Medium Large XLarge XXLarge XXXLarge			
Are you a returning SET Leadership Board?	YES	NO	
<p>PLEASE make sure you can attend the meetings before committing to being on the SET Leadership Board. Not attending meetings inhibits the effectiveness of the ENTIRE board. There is a strict attendance policy we enforce!</p> <p>All members on SET Leadership Board are also expected to attend 4-H Teen Conference and 4-H Summit. No exceptions!</p> <p>SET Leadership Board members understand that due to the obligation to attend Teen Conference they cannot serve on 4-H Summer Camp Staff or STC the same year.</p>	4-H SET Day in Cloverville, 25 August 2023 Kentucky State Fair, Louisville	<input type="checkbox"/> YES <input type="checkbox"/> NO	<ul style="list-style-type: none"> ACT tests are held around these same dates. Plan accordingly, attendance is mandatory at SET Board meetings. Sports and band may conflict with meetings. Missed meetings may result in dismissal from the council. SET Leadership Board members are required to attend the week of 4-H Summit for which the SET Leadership Board is responsible.
	SET Board Meeting 1: 15 - 17 September 2023 Location TBD	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	SET Board Meeting 2: 03 - 05 November 2023 Location TBD	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	SET Board Meeting 3: 02 - 04 February 2024 Location TBD	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	OPTIONAL: Spring 2024 IGNITE by 4-H Youth Summit - STEM Track, Washington, D.C.	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	4-H Summit 16 - 18 March 2023 Location TBD	<input type="checkbox"/> YES <input type="checkbox"/> NO	
	4-H Teen Conference: June 11-14, 2024 Lexington, UK	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Parents Signature: _____	Due to our active meeting schedule, business is conducted through email, Remind, and group texting in between meetings. SET Leadership Board members are asked to subscribe to Remind, GroupMe text updates, and email list-serve. SET Leadership Board Members are expected to participate in the online discussion on a regular basis.		
Agent Signature: _____			

Completed 4-H SET Leadership Board applications must be submitted by your 4-H Agent via Qualtrics by 01 May 2022.





4-H Participant Information/Enrollment Form (NOT FOR RESIDENTIAL CAMP)

Note: The form must be completed by the participant and/or parent or guardian in order to participate in the 4-H program. **All items must be completed, even if the response is not applicable – indicate by using N/A (i.e. no health insurance).** Failure to complete this form in its entirety will result in the person being ineligible to participate in 4-H activities. Please print in blue or black ink to allow for photocopying.

Name: _____ County/District: _____
Last First
 Address: _____ Birth date: _____ Age: _____
 City: _____ State: KY Zip: _____ Email: _____ Home Phone: _____ Farm: Yes No
 Youth Adult Female Male
 Race: Asian White Black American Indian Hawaiian & Pacific Islander Hispanic Non-Hispanic Grade: _____

Emergency Contact #1: _____ Phone H W C _____ Phone H W C _____
 Emergency Contact #2: _____ Phone H W C _____ Phone H W C _____

Name of Family Doctor: _____ Doctor's Phone: _____
 Health Insurance Company: _____ Policy #: _____
 Name of Policy Holder/Relationship to Participant: _____ Member ID: _____

HEALTH HISTORY

Does the participant have, or at any time has had, any of the following? Check "Yes" or "No" to each item. Please explain any "yes" answers (noting the number of the item) in the space below or on an additional sheet if necessary. Reporting conditions will not prevent a person from attending and will be kept confidential.

	Yes	No
1) Asthma	<input type="checkbox"/>	<input type="checkbox"/>
2) Bronchitis.....	<input type="checkbox"/>	<input type="checkbox"/>
3) Convulsions.....	<input type="checkbox"/>	<input type="checkbox"/>
4) Diabetes.....	<input type="checkbox"/>	<input type="checkbox"/>
5) Ear Infection.....	<input type="checkbox"/>	<input type="checkbox"/>
6) Fainting.....	<input type="checkbox"/>	<input type="checkbox"/>
7) Heart Condition.....	<input type="checkbox"/>	<input type="checkbox"/>
8) Headaches.....	<input type="checkbox"/>	<input type="checkbox"/>
9) Hypoglycemia.....	<input type="checkbox"/>	<input type="checkbox"/>
10) Serious Allergy to Insects.....	<input type="checkbox"/>	<input type="checkbox"/>
11) Wear Glasses/Contacts.....	<input type="checkbox"/>	<input type="checkbox"/>
12) Other Conditions.....	<input type="checkbox"/>	<input type="checkbox"/>
13) Drug Allergy (please explain)	<input type="checkbox"/>	<input type="checkbox"/>
14) Food Allergy (please explain)	<input type="checkbox"/>	<input type="checkbox"/>
15) Other Allergy (please explain)	<input type="checkbox"/>	<input type="checkbox"/>

Please Explain Any "Yes" Responses:

List and explain any restrictions (dietary, physical, etc):

The following over the counter medications may be administered to my child without contacting me:

- Antihistamine Pill
- Acetaminophen (Tylenol)
- Antacid
- Decongestant
- Ibuprofen (Advil)
- Dramamine
- Hydrocortisone Cream
- Polysporin (topical antibiotic)

MEDICAL TREATMENT

All information provided on this form is correct and complete to the best of my knowledge. This person has permission to engage in all events and activities. I hereby give permission to the event designee to provide routine health care, administer prescription and over the counter medications as noted and seek emergency medical treatment if warranted. I agree to the release of all records necessary for medical treatment, billing or insurance. In the event I cannot be reached in an emergency, I give permission to the attending physician to secure and administer treatment, including hospitalization. SIGNATURE OF PARENT/PARTICIPANT: _____ DATE: _____

PUBLICITY RELEASE

I hereby grant the 4-H program, University of Kentucky and their agents, the right to use, reproduce, assign and/or distribute still pictures, video and sound recordings of myself or my minor child without compensation for use in promotion, advertising, educational publications or online content.

SIGNATURE OF PARENT: _____ NO, I do not permit.

4-H Youth Development CODE OF CONDUCT FORM (NOT FOR RESIDENTIAL CAMPS)

All 4-H members and family/friends associated with 4-H members must respect the individual rights, safety and property of others and adhere to this Code of Conduct. A 4-H member may be prohibited from participating in a specific event/program if the participation by the individual poses a danger to the 4-H member and/or others. The following guidelines are designed to make all 4-H events safe, meaningful, and satisfying to youth and others attending.

WHILE ATTENDING ALL 4-H MEETINGS, PROJECTS, PROGRAMS, ACTIVITIES AND EVENTS:

- Each 4-H participant is expected to attend all planned sessions, workshops, field trips, and meetings of the event, and to be in appropriate dress. Dress codes will be specific to individual events. Delegation chaperones and/or volunteers are responsible for ensuring that members participate in all aspects of the planned program activities.
- The possession and use of alcoholic beverages, tobacco products, and/or drugs (except for medications prescribed to the participant by a licensed physician) are strictly prohibited. Delegation chaperones and/or volunteers shall limit use of tobacco products to designated areas.
- Setting off fire alarms, tampering with fire extinguishing and other emergency equipment are strictly prohibited.
- Gambling of any type is strictly prohibited.
- Obscene, discriminatory and/or inappropriate language, roughhousing, and insubordination are prohibited at all times.
- Respect toward others and facilities shall be demonstrated. Bullying, harassment of others or destruction of property shall not be tolerated. Bullying and harassment can include the use of social media.
- Display of overly affectionate or inappropriate attention between participants is strictly prohibited.
- Technological equipment (including but not limited to cell phones, laptops or mp3 players) shall not interfere with the program and may not be allowed in certain situations.
- Each county may adopt additional Code of Conduct guidelines.

WHILE ATTENDING OVERNIGHT CONFERENCES, CAMPS, AND EVENTS, THE FOLLOWING WILL ALSO APPLY:

- All participants are to be in their assigned area at curfew and comply with quiet hours, lights out, and other rules of the event.
- No member or volunteer may leave the grounds without the permission of the conference director or adult in charge. An adult shall accompany a 4-H member any time he/she leave the grounds. Adults shall notify another adult in the delegation before leaving the grounds.
- At overnight events, only Conference participants may be in sleeping areas. Lounges or common areas may be used only for working committees and social activities.
- Room service such as phone calls, food, laundry, or others shall not be permitted without chaperone permission.

Any violations of this Code of Conduct shall be reported promptly to the adult in charge of the delegation/program and to the person in charge of the event. The person in charge of the event shall have the final responsibility for disciplinary action. **Failure to comply with the Code of Conduct by 4-H'ers and family/friends associated with the 4-H participant may result in penalty, including, but not limited to, the following:**

- Sent home from the activity or event at his/her own expense
- Released to nearest law enforcement authority
- Barred from participation from future 4-H events
- Termination of 4-H membership
- Assessed the cost of damages for destruction of property

I, _____, have read the Code of Conduct and agree to abide by its rules.
(Print Name)

I understand that infraction of this Code of Conduct will result in any or all of the penalties listed above.

Member/Volunteer _____ County _____

Parent/Guardian _____ Date _____