

4-H Ruby & Emerald Star Checklist

approved: September 2005

Process:

(check off each item as completed:)

Entrance

Step 1: Select a topic

- * work as an individual or in a team of 2
(individual work is recommended)
- * if working as a team member, each member must be working on the same star rank.

Step 2: Select a Mentor

- * Mentor must be a non-family member

Step 3: Submit entrance paperwork to the 4-H Office

- * Submit to 4-H Office a minimum of 1 week prior to the upcoming Leader's Council Meeting for scheduling of entrance interview. (Leader's Council meetings are held the second Tuesday of Sept., November, February, April and July)
Submit:
 - * Emerald/Ruby Star Application
 - * A copy of Section II- These are my PLANS from Plan & report
 - * Evaluation Checklist (2)
 - 1 by applicant's parent/guardian
 - 1 by mentor/advisorEvaluations should be mailed directly to the 4-H Office by parent and mentor.

Step 4: Arrange for Entrance Interview/Actual Interview

Once paperwork has been submitted, applicant needs to call:
Tam Stainbrook at 787-2183 or
Georgene Diener at 884-2234 or georgenediener@juno.com
to arrange for an interview time. Interviews will be conducted the evening of Leader's Council meetings.

Interviews:

- * Dress- business attire or 4-H uniform
- * Allow approx. 15 minutes for interview
- * Bring a copy of applications and Plan & Report for personal reference

Emerald/Ruby Star Plan in Action

Step 5: Proceed with Emerald/Ruby Star Project

- * Submit a *Guidelines* article regarding project (by 15th of month) to the County 4-H Office.

- * Conduct Emerald/Ruby Star Project

Page 2. **Step 5: Continued**

- [] * Make a Display Board of Emerald/Ruby Star Project
- * use a Science (tri-fold, free standing) Board
 - * board should be self-explanatory
 - * include pictures of Emerald/Ruby Star project

- [] * Each Emerald/Ruby Star Project must include a formal evaluation from those that benefited or participated/attended the project/activity/event.
- ie.- pretest- post test
 - written questionnaire
- Be creative!!!!

Exit

[] **Step 6: Submit EXIT paperwork to 4-H Office**

- [] * Submit Exit paperwork to 4-H Office a minimum of 1 week prior to Leader's Council meeting
- Submit:
- * A copy of Section 3 items A-G from Plan & Report
 - * Exit Evaluations Checklist-
 - 1 by applicant's parent/guardian
 - 1 from mentor/advisor
- Exit evaluations should be mailed directly to the 4-H Office by parent and mentor.

[] **Step 7: Arrange for Exit Interview/Actual Interview**

- [] Once paperwork has been submitted to the 4-H Office for the Exit interview, applicant needs to call,
- Tam Stainbrook at 787-2183 or
 - Georgene Diener at 884-2234 or georgenediener@juno.com
- to arrange for an interview time. Interviews will be conducted the evening of Leader's Council meetings.

Exit Interview:

- * Dress in business attire or 4-H uniform
- * Bring the completed Plan and Report for personal reference
- * Bring your Display Board
- * Evaluation tool and results

[] **Step 8: Presentation to Leader's Council**

- * Same evening as your exit interview
- * Orally present information to Leader's Council explaining Emerald/Ruby Star project from start to finish
- * Refer to Display Board as an illustration to support oral explanation
- * Presentation will last approx. 5 minutes and will include questions from audience

[] **Step 9: Exhibit of Display Board**

- * Display board MUST be exhibited at 4-H Fair and/or the Fresno County Fair and Achievement Night.

[] **Step 10: Attend County Achievement Night**

- * Attend County Achievement Night to receive Emerald/Ruby Star