

# North Carolina 4-H State Officer Application



APPLICATION DEADLINE: **Friday, May 30, 2025 by 5:00 PM**

Candidate Intended Officer Position

**Office Selection Dropdown** ▾

## Officer Candidate Information

### Eligibility Requirements and Information: 2025-2026 Candidate Guidelines

<b>Candidate's First &amp; Last Name</b>	
<b>Candidate's 4-H County</b>	
<b>Candidate's Best Email</b>	
<b>*Candidate's Cell #</b>	
<b>Candidate's Date of Birth</b>	
<b>Candidate's 4-H Age as of January 1, 2025</b>	
<b>Gender</b>	
<b>Candidate's Mailing Address</b>	
<b>City, State, Zip Code</b>	
<b># of Years in 4-H</b>	
<b>Parent/Guardian Names</b>	
<b>Parent/Guardian Emails</b>	
<b>Parent/Guardian Cell #'s</b>	

\*Text messages are one of the main communication tools used during the candidate application and election processes. A parent or guardian must complete the Cell Phone Consent Form located at the end of this form.

## Officer Candidate School Information

Candidate's High School/College Attending	
Candidate's 2024-2025 Year in School	
Date/Anticipated High School Graduation	
College Major or Career Ambition	

## Application Submission Checklist

<u>Checkoff</u>	<u>Information</u>
	<b>RESUME</b> —Your resume may be shared with 4-H Agents/Staff, Volunteers, and 4-H Delegates attending the State 4-H Congress. It should be 2 pages and formatted/styled by your design.
	<b>VIDEO</b> - Please submit a 2 to 3-minute video answering the question, “What makes you an ideal candidate for a State Officer position with NC 4-H?” Please save the video in a .mp4 or .mov format. Copyrighted music/content is not allowed in your video. Videos may be used online and in the campaigning process. Your video will be uploaded to the submission Google Form.
	<b>LETTERS OF RECOMMENDATION</b> —Please submit with your application packet two letters of recommendation: 1. from a County 4-H Agent or staff member in your officially enrolled county and 2. from an individual unrelated to you (teacher, coach, advisor, etc.)
	<b>STATE OFFICER CANDIDATE MEMORANDUM OF AGREEMENT</b> - Serving as a State Officer in NC 4-H is an honor. State Officers must attend and prepare for many activities, including but not limited to NC 4-H Congress, Teen Retreats, District Activity Days, State 4-H Council Conference, State Planning Meetings, and other 4-H activities. By signing the State Officer Contract, you agree to commit to one year of service. You also acknowledge that you have read and understand the Constitution of the State 4-H Council and the Bylaws.
	<b>SIGNATURES</b> - The signature page, with directions to obtain electronic signatures if necessary, is included at the end of this packet. Please ensure you have all signatures before submitting your information.
	<b>NEW in 2025: IN-PERSON INTERVIEW</b> - The 4-H State Officer program is vital in developing young people's leadership, communication, and civic engagement skills. Conducting formal interviews for these positions ensures a fair, transparent, and effective selection process. See Page 5.

# **Memorandum of Agreement**

## **Agreement between North Carolina 4-H and NC State 4-H Officer Candidates/NC 4-H State Officers**

**State 4-H Officers are required to perform in many capacities during their year of service. They are role models for other 4-H members, ambassadors for 4-H, and perform many leadership functions as officers of the State 4-H Council. Therefore, it is necessary that those who aspire to become officers and those who currently serve as officers meet a series of qualifications. More importantly, these individuals must commit to serving the 4-H to the best of their ability. Please read the primary qualifications and prerequisites very carefully. If you agree to abide by this contract, please sign in the blank provided. It is also necessary for your parents or guardians, 4-H Agent, and County Director to sign this agreement.**

### **As a state 4-H officer, I will:**

- 1. Abide by the North Carolina 4-H Code of Conduct.**
- 2. Be responsible for serving and representing North Carolina 4-H members and the youth served through the program.**
- 3. Participate in all national, state, district, and county 4-H activities as directed by the state 4-H office, including, but not limited to, State 4-H Congress, State 4-H Electric Congress, 4-H Citizenship North Carolina Focus, State 4-H Council Conference, District Activity Days, District Teen Retreats, and 4-H Development Fund Board meetings (as appointed).**
- 4. Plan and conduct state 4-H events with the state 4-H staff.**
- 5. Plan, prepare, study, listen, review, and practice to improve public speaking and teaching skills.**
- 6. Remain current on events, facts, and issues related to 4-H, youth, education, health, economy, agriculture, and other related topics.**
- 7. Develop and maintain a positive relationship with youth, agents, staff, alums, donors, and other partners.**
- 8. Maintain a positive attitude and enjoy their year of service.**
- 9. Prepare and submit 4-H expense reports and other assignments by their due date.**
- 10. Keep current on all correspondence related to the 4-H state officer service.**
- 11. Perform other duties as assigned by the state 4-H office**
- 12. Be dedicated to the total program of 4-H.**
- 13. Be committed to 4-H.**
- 14. Be willing to commit the entire year to state 4-H activities.**

15. Be willing and able to travel on behalf of the 4-H.
16. Become thoroughly knowledgeable about 4-H and its history.
17. Correspond regularly and promptly with 4-H members and people in the state office.  
Develop strong interpersonal communication skills.
18. Constantly seek the evaluation of my performance as a state 4-H officer and make necessary improvements.
19. Maintain good health and demonstrate sound health habits.
20. Serve as a member of a team and maintain a cooperative attitude.
21. Follow the code of ethics for state 4-H officers.
  - a. To refrain from using alcohol and tobacco.
  - b. To treat all 4-H members equally by not favoring one over another.
  - c. To behave in a manner that conveys and commands respect.
  - d. To maintain dignity while being personable, concerned, and interested in fellow 4-H members.
  - e. Avoid places and activities that question my moral character or conduct.
  - f. Use appropriate language on all formal and informal occasions.
  - g. To maintain proper dress and good grooming for all occasions.
  - h. To avoid participating in any conversations that belittle 4-H members and adults.
22. Participate in training activities designed to improve the effectiveness of a state officer.
23. Prepare adequately for briefings, meetings, and conferences.
24. Obtain the approval of the State 4-H Coordinator before participating in any 4-H activity.  
The program's liability insurance may require this.
25. Maintain an accurate calendar or planner system and carry through on all commitments made during the year of service as a state 4-H officer.
26. Contact the State 4-H Staff Advisor of the State Council regularly for updates on 4-H activities and responsibilities.
27. All officers will complete the list of activities and responsibilities for each office and any other activities or responsibilities assigned on time.

## **Officer Responsibilities**

- Please visit the [NC 4-H State Council Officer Responsibilities](#) document to review what each office entails according to the State 4-H Council Constitution and Bylaws.
- Should you be elected, you must understand these roles and responsibilities.

## **NEW in 2025: Candidate Interviews**

Please review the information linked here: [NC 4-H State Officer Interview Rationale](#)

*You will choose your preferred date in the Application Submission Form.*

### **Candidate Measurements**

<b>Female Candidates</b>		<b>Male Candidates</b>	
<b>Polo Size</b>		<b>Polo Size</b>	
<b>T-Shirt Size</b>		<b>T-Shirt Size</b>	
<b>Blouse Size</b>		<b>Dress Shirt Size</b>	
<b>Skirt/Pants Size</b>		<b>Dress Pants Size</b>	
<b>Nice Dress Size</b>			

Please ensure these are all in adult sizes.

### **Required Signatures**

**If you have electronic submission signatures, please write: Submitted Electronically.**

To the best of my knowledge, I have supplied accurate and truthful information, and I request that I be considered a candidate for the 2025-2026 State 4-H Office.

**State Officer Candidate**

We, the undersigned, recommend this candidate to be considered for State 4-H Office Candidacy. Furthermore, we have read, understand, and agree to all the conditions and qualifications in this application packet. We also know that a state 4-H officer can be disciplined or removed from office if they fail to abide by the listed conditions.

**Candidate's County  
4-H Agent/Staff**

Date

**Candidate's County  
Extension Director**

Date

**State Council District Advisor**  
(when candidate served as a District Officer)

Date

**Parent/Guardian**


Date

## **Required State Officer Authorizations**

### **Cell Phone Use and Authorization**

	<b>OPTION A:</b> I permit my youth member to use their cell phone for State 4-H Council programs and activities.
	<b>OPTION B:</b> I DO NOT permit my youth member to use their cell phone for State 4-H Council programs and activities.

**Rationale for Cell Phone Use:** Important Messages for State 4-H Council members will include regular communication, internet data use, and taking photographs and videos for 4-H program use only. (Please read all options below, use a checkmark, sign your initials to indicate your decision(s), and sign at the bottom.)

	Initials	Candidate's Name:	
			I give my 4-H member permission to send and receive text messages for State 4-H Council-related programs, events, and activities. In addition, it is okay for them to receive general text messages on their cell phone about important council information, such as reminders for events, program updates, and other related needs for this year. (Generally, youth would only receive or send a maximum of approximately 10-12 text messages per month.)
			I give my 4-H member permission to use their cell phone's Internet Data Use by sending and receiving email messages & searching the Internet as necessary for council-related programs, events, and activities.
			I give my 4-H member permission to use their cell phone to take photographs and videos for council programs, events, and activities.
			I <u>do not</u> wish for my 4-H member to receive text messages about important State 4-H Council Information, use their Internet data package, or use their cell phone to take photographs and videos for council-related programs, events, and activities.

**Parent/Guardian**

**Date Signed**

### State 4-H Council Advisor Authorization

Much of the work of the State 4-H Officer team is in collaboration with their State 4-H Council Advisor, Dr. Daniel P. Collins, Extension Specialist - Youth & Adult Engagement. The team will also do a significant amount of orientation, program year planning, and set-up work with their advisor and, when necessary, other members of the State 4-H Staff. There will be times when State 4-H Officers attend events, and the advisor will not be present, but a verified and trained 4-H adult will be present. With this in mind, please read the following statements and choose which best fits:

<input checked="" type="checkbox"/>	Initials	Candidate's Name:
		I give my 4-H member permission to be left alone with the State Council Advisor and other State 4-H Staff Members when needed for official council programs, efforts, and activities.
		I DO NOT give my 4-H member permission to be left alone with the State Council Advisor and other State 4-H Staff Members when needed for official council programs, efforts, and activities.

Should you have any concerns, please contact Dr. Daniel Collins directly at [daniel\\_collins@ncsu.edu](mailto:daniel_collins@ncsu.edu).

Parent/Guardian

Date Signed

### State 4-H Officer Lodging Authorization

Attending events, programs, activities, etc., is a large part of the State 4-H Officer team's responsibilities. Lodging accommodations will be made for the State 4-H Officer team, as needed, at hotels, camps, conference centers, etc. \*The NC 4-H Youth Lodging Policy is two officers per double occupancy sleeping room. \*\*The State 4-H Council Advisor will always strive to abide by the standard lodging policy, but there could be times when odd-number registrations, etc., make solo lodging necessary.

<input checked="" type="checkbox"/>	Initials	Candidate's Name:
		I give my 4-H member permission to room alone if necessary.
		I DO NOT give my 4-H member permission to room alone if necessary.


Should you have any concerns, please contact Dr. Daniel Collins directly at [daniel\\_collins@ncsu.edu](mailto:daniel_collins@ncsu.edu).

Parent/Guardian

Date Signed

### **Transportation and Carpooling Authorization**

The North Carolina 4-H Organization does not carry health, disability, life, property, or motor vehicle insurance on state 4-H officers. Thus, parents/guardians should ensure that officers are adequately insured against accidents and sickness during their year of service.

	Initials	Candidate's Name:
		I give my 4-H member permission to ride with a youth council member (teen driver), other state 4-H officers, and state 4-H staff members.
		I give my 4-H member permission to drive youth council members (teens) and other state 4-H officers.
		I <u>do not</u> give permission to drive youth council (teens) members and other state 4-H officers.

Candidate's Signature
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Date Signed

Parent/Guardian Signature
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Date Signed

### **Important Summer and Early Fall Dates to Hold**

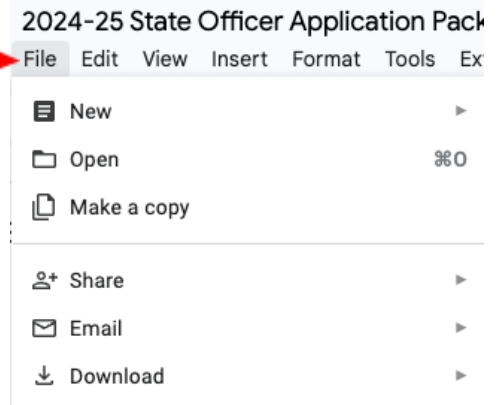
June 6-7, 13-14, or 27-28	<b>State 4-H Officer Interviews</b> <i>The date will be determined once the application deadline passes.</i>
July 8th (1:30 PM) or July 10th (6:00 PM)	<b>Candidate Readiness Zoom</b> <i>Pick One</i>
August 6th - August 8th, 2025	<b>State Officer Training and Planning</b> <i>Held at NC State University</i>
August 8th - August 10th, 2025	<b>State Council Planning</b> <i>Site TBD</i>



# DOWNLOADING INSTRUCTIONS

1. Click "FILE" in the upper left-hand corner. →

2. Find "Make a Copy" in the drop-down menu. →



3. When prompted, name your document: Last Name, First Name - County - 2025 State Officer Nomination Packet (Example: Collins, Daniel - Wake - 2025 State Officer Nomination Packet)

A screenshot of the 'Copy document' dialog box in Google Drive. It has a close button (X) in the top right. The 'Name' field contains 'Copy of 2024-25 State Officer Application Pack'. The 'Folder' dropdown menu is set to 'State Officer Nominations'. There are three checkboxes: 'Share it with the same people' (unchecked), 'Copy comments and suggestions' (unchecked), and 'Include resolved comments and suggestions' (unchecked). At the bottom are 'Cancel' and 'Make a copy' buttons. Red arrows from the instructions point to the 'Name' field and the 'Folder' dropdown.

4. In the FOLDER Window, choose "My Drive."

5. Once you have your copy named, DELETE THESE INSTRUCTIONS FROM YOUR APPLICATION BEFORE YOU SUBMIT!

6. You **will not** need access from Dr. Collins to complete this form. If something tells you you need access, you have not completed the above steps.

# Electronic Submission Information

APPLICATION DEADLINE: **FRIDAY, MAY 30th at 5:00 PM (no late submissions)**

## **Submitting the State 4-H Officer Candidate Application Packet**

1. Click: [2025 NC 4-H State Officer Candidate Application Submission](#)
2. Answer the provided questions.
3. Prepare the following documents to be uploaded:
  - a. Candidate Application Pages 1 - 8 (typed or printed neatly)
  - b. County 4-H Letter of Recommendation
  - c. Non-Relative Letter of Recommendation
  - d. Candidate Resume File
  - e. Candidate Video
4. Please be sure to click **SUBMIT** once you have everything in place.

## **Submitting the State 4-H Officer Candidate Application Electronic Signatures**

1. Click: [2025 NC State 4-H Officer Candidate Application Electronic Signature Submission](#)
2. Condensed link to share with others: <https://forms.gle/x7kHMa06sy7L5he27>
3. If you choose to get electronic signatures, create an email for each of the following individuals:
  - a. Your parent/guardian
  - b. Your 4-H agent or county 4-H staff member
  - c. Your State Council District Advisor from when you were a District Officer
  - d. Your County Extension Director
4. Be sure to **THANK** each person offering to sign off on your application and ensure that all the information you have provided is accurate and complete.
5. Remember to remind them to click **SUBMIT** once they have everything in place.