



Martin-Gatton

College of Agriculture,
Food and Environment
University of Kentucky.



January 3rd, 2025

TO: Applicants for State 4-H Teen Council
FROM: Patrick Allen Extension Specialist for 4-H Youth Development



RE: State Teen Council Applications for 2025-2026

Thank you for your interest in serving on the Kentucky 4-H State Teen Council (STC). This council has been an integral part of the Commonwealth's 4-H program for many years. Past STC members include elected officials, administrators from the Martin-Gatton College of Agriculture, Food and Environment, 4-H Agents, business leaders, and many others who have been positively impacted by their experiences in 4-H. Good luck with your application to this distinguished council!

Each area grouping is permitted to have up to FOUR youth representatives on the council. Typically, area groups have two returning representatives, and two new members selected as first-year representatives. If selected, each Area Group representative will serve a two-year term. The number of vacancies available to an area grouping may change each year. A total of 48 members from the area groupings make up the State Teen Council. Selection of the area grouping representatives will be made at the area group level through a process facilitated by the STC/Teen Contact Agent(s). If Area Groups do not fill all allotted positions, the vacancies will be opened to the state after May 1st. Please see the guidelines below.

Two-year terms are subject to 4-H eligibility. Please review the 4-H age policy to determine your eligibility. If, during your State Teen Council term, you age out of the 4-H program, you will not be eligible to finish your term.

Sincerely,

James Patrick Allen
4-H Youth Development Extension Specialist (Educational Experiences – Leadership)

PLEASE TAKE NOTE OF THE FOLLOWING:

Membership Type:

Area Grouping Representative: Paperwork and information must be submitted on 4-H Online by the 4-H Agent no later than May 1st. Therefore, area groups will have their selections prior to this date. Each Area Group is allotted (Four) seats on STC.

State-Wide Representative: To minimize vacancies and increase opportunities for youth to serve on State Teen Council (STC), all unfilled area group spots will be placed into a state-wide pool for a one-year term. The state-wide pool of vacant positions will be filled after May 1st but before Teen Conference. These applicants can apply for an Area Group Position after completing their one-year term. Applications for state-wide positions must be submitted on 4-H Online by May 16th. Applicants must complete all parts of the application to be considered for a state-wide position.

Attendance:

Serving on the State Teen Council (STC) requires significant time commitment. Applicants are asked to strongly consider their schedule and extracurricular load before applying. With only a few meetings each year, it is crucial that all members attend every meeting in full. Those who cannot commit to attending all scheduled meetings should consider their desire to apply. Each member is allowed one excused absence with an excused absence being for (education, religion, family emergency, personal health or other 4-H events/ activities Additionally). Any absence not falling in one of these exceptions could result in the removal from council. STC members are expected to attend the entire Kentucky 4-H Teen Conference.

Travel:

Arranging travel to and from meetings is the responsibility of the STC member. Contact Agents are assigned per area group and can assist in arranging transportation. STC members ***must*** communicate with their County 4-H Agent or County Contact Agent to prepare the proper risk management documents for travel. During your term as an STC member, it is essential to prioritize time management to all extracurricular activities to ensure you are completing all tasks required by the activity. If you feel that you cannot fully fulfill the responsibilities for this position we ask that you refrain from applying.

Meeting Costs:

In addition to the time commitment, there are fees associated with participation in 4-H State Teen Council. These include, but are not limited to, the following:

- **Meeting registration fees:** Members are required to pay \$125.00 per meeting.
 - **3 meetings a year = \$375 in total**
 - If paid by county, or area please make sure it is communicated by the first day of the weekend meeting. If payment is made after the weekend meeting there will be a 5% fee charged to the county. Payment must be made by check and payable to the Kentucky 4-H Foundation (Memo Line: 5530 State Teen Council). No Cash will be accepted starting September 1st, 2025.
- **Event registration fees:** Members are also responsible for the registration fees for 4-H Summit (if selected) and Teen Conference.

Sponsors:

Kentucky Farm Bureau supports the financial operations of State Teen Council, and the registration fees are subsidized by their generous donation. It is encouraged that you work with the youth and adult councils, businesses, and leadership in your county to secure funding for your participation.

Fundraising:

State 4-H Teen Council (STC) equips its members with skills in planning, implementing, funding, and evaluating activities and events. This includes creating budgets and fundraising to cover anticipated expenses. Each year, STC selects one or more fundraising opportunities to support their program. The funds raised are used to support committee work, pay for special events, and cover incidental costs that benefit the council.

All STC members are expected to participate in fundraising efforts. Additionally, members are encouraged to donate to Kentucky 4-H Foundation. The donation amount is not important; the goal is to demonstrate that 100% of the KY 4-H STC membership supports the organization that provides financial backing for KY 4-H activities.

Educational Programming:

State Teen Council will develop a project booklet to take back to their county and area groups to share with youth and adults. They are expected to participate and complete proper reporting. Each year, STC will be involved in leadership and college/career readiness activities to develop their skills related to the next step in their life. In addition to the project, each member will participate in a mock job interview contest. The contest will require members to create a professional resume, a short presentation, and be interviewed. All members will be given specific criteria for completing the necessary components for the contest.

Being a Liaison to Your County/Area Grouping:

State 4-H Teen Council members must be in good standing with their county 4-H program. The State 4-H Teen Council serves to facilitate the two-way flow of information from the state to the county/area level. This means that all STC members are expected to attend their county or area group councils. After each meeting, STC members should contact their appropriate staff and volunteers to share information. Failure to serve in this role may result in losing your spot on the STC. Membership on STC is dependent on being a member in good standing in your county program. Communication with the local 4-H Agent is vital to the success of the STC members.

Behavior & Conduct:

STC 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. STC members should serve as role models for other 4-H members in the state and adhere strictly to the code of conduct. Members who fail to adhere to these expectations may be dismissed from the council.

Committees:

All STC members are assigned to work on a committee. These committees allow for a more efficient way to accomplish the various tasks that are designated to the council. Each committee will be assigned a chair that is a returning member. All other members will be assigned based on their ranking of the committees.

Communication:

Due to our active meeting schedule, business is conducted through various forms of communication. All STC members are expected to create a Gmail account.

(first initial - last name - ky4h) (Example: James Allen - jallenky4h@gmail.com)

This email should be created and submitted as part of the application. A reminder will also be created for the council, and all members are asked to sign up. The information to sign up will be sent to the members' STC 4-H Gmail email after May 1st.

State Teen Council- Area Grouping Representative Application (Form 1)

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

All Applications will be submitted by the 4-H Agent on 4-H Online

Area Grouping applications due by May 1st on 4-H Online (All documents will be uploaded in 4-H Online)

First Name:	Last Name:
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Items to complete for the application process:

- Applicant headshot
- Committee Ranking (Form 1)
- Workshop proposal:

Work with your County 4-H Agent or acting Agent to use approved 4-H curriculum to submit a project/ lesson proposal. Your proposal should fall into one of the seven core content areas (***Agriculture, Natural Resources, SET, Health, FCS, Leadership & Civic engagement, Art & Communication***). Your proposal should include all necessary components that make it a step-by-step process. All project proposals will be reviewed by the Education committee and will select one per core content area. All lessons will be compiled and put into a booklet format for STC members to take back to their Counties/ Area Groups. Please include these items in the proposal:

- A) Project Description
- B) Learning objectives (A minimum of three is required)
- C) Materials list
- D) Step by step instructions on facilitating the activity
- E) Debriefing questions to tie all the information together

Please rank these committees:

(1 being most interested 7 being least interested)

_____ Educational Committee	_____ Fundraiser Committee
_____ Governance Committee	_____ Engagement Committee
_____ Communications Committee	_____ Teen Conference & 4-H Summit Committee
_____ Fashion Review Committee	

I have read and understand what is required of a State Teen Council member. As a 4-H member I will support and abide by ALL outlined policies and procedures. (By signing you are acknowledging that you have read and agreed to these responsibilities, roles, and expectations).

Youth Signature:	Date:
Parent/ Guardian's Signature:	Date:
4-H Agent Signature:	Date:

State 4-H Teen Council - Applicant Information (Form 2)

Please fill out the following information completely. Attendance at meetings is mandatory! Please note that, according to State Teen Council constitution, all area grouping applicants must be 15-18 (by 4-H age) to be eligible to be on the State Teen Council.

First Name:	Last Name:	County:	Area Group:
Cell Phone:	(4-H G-mail based on criteria) Email:		
Polo/T-Shirt Size: _____ Small _____ Medium _____ Large _____ X Large _____ XX Large _____ XXX Large			
Note: Each Area Group can have a total of FOUR members Statewide positions are filled based on vacancies		Please check what position you are submitting this application for:	
Are you a returning State Teen Council Member?	_____ YES	_____ NO	AREA GROUPING POSITION: _____
Term: Check one Serving FIRST YEAR of two-year term. _____ Serving SECOND YEAR of two-year term. _____		STATEWIDE POOL: _____	
<p>Please ensure you can attend all meetings before committing to the State Teen Council (STC). Failure to attend meetings compromises the effectiveness of the entire council. We enforce a strict attendance policy. All absences are reviewed by the Peer Review Committee.</p> <p><u>Mandatory Dates:</u> All members of STC are to attend a mandatory Virtual STC Orientation 4-H Teen Conference</p> <p>If selected 4-H Summit (Not all STC members will attend, please hold day in case you are selected. Selection will take place at November meeting)</p> <p>STC members understand that due to the obligation to attend Teen Conference they cannot Work as a 4-H Summer Camp Staff member and serve on the STC in the same year.</p>	STC Orientation July 10 th (Virtual)	_____ YES _____ NO	<p>ACT tests are held around these same dates. Accordingly, attendance is mandatory at STC meetings.</p> <p>By completing this application, you are prioritizing your extracurricular activities. Please make sure you are considering your schedule and all priorities to ensure you are not over committing yourself.</p> <p>Excused absences: Religious, education, Family emergencies, personal health.</p>
	STC Meeting 1: September 5 - 7, 2025,	_____ YES _____ NO	
	STC Meeting 2: November 7 - 9, 2025	_____ YES _____ NO	
	STC Meeting 3: February 6 - 8, 2026	_____ YES _____ NO	
	4-H Summit: March TBD, 2026	_____ YES _____ NO	
	STC Early Arrival: June 8, 2026, 4-H Teen Conference: June 9 - 12, 2026	_____ YES _____ NO	
Parents Signature: Agent Signature:	Meeting information packets with details for each meeting are emailed to STC members by State Officers, and to Agents by Patrick Allen. All STC members are charged a \$125.00 fee per weekend. This fee is due on the first day of each weekend meeting. Please work with your county extension office for payment options or support if available.		