

**Healthy South Texas**

**Youth Ambassador**

**Information Handbook**

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**PROGRAM PURPOSE:**

The Healthy South Texas Youth Ambassador Program aims to develop healthy lifestyle advocates to serve as a source of outreach and education out in the community. More specifically, the purpose is to:

* Serve as a community health and wellness advocate
* Assist County Extension Agents in providing leadership to the youth components of Healthy South Texas
* Serve as a leader to implement the Health curricula in local schools
* Become knowledgeable and skilled in the Healthy Lifestyles subject matter
* Coordinate educational events that will encourage better health in your community for both youth and adults

**ELIGIBILITY REQUIREMENTS:**

The role of a Healthy South Texas Youth Ambassador is quite demanding and requires youth who are dedicated, mature, dependable, and very interested in the purposes of the Ambassador Program. The number of youth selected each term to serve as Ambassadors is determined by the County Extension Agent who supervises the Ambassador Program. The number is based upon need, program demands, term goals for the Ambassadors, and the number of eligible applicants.

Healthy South Texas Youth Ambassadors must meet certain requirements to be considered for selection as an Ambassador. The requirements are as follows:

* Must attend the Ambassador Orientation/Training.
* Submit a complete application and may undergo an individual interview with a panel of selected judges.
* Must be academically eligible according to UIL Side by Side document ( No Pass, No Play rule).
* Must agree to the Obligations and Activity Requirements, as stated in this source book.
* Complete a 2-year term(unless you complete high school before your term is complete). You may re-apply at the end of your two year term.

**MEMBER OBJECTIVES:**

Every Healthy South Texas Youth Ambassador has the following obligations and must agree to fulfill the obligations to the best of their ability. These obligations are:

* To attend all Ambassador meetings & events, as assigned.
* To maintain a positive attitude and represent Texas A&M AgriLife Extension Service and Healthy South Texas in a positive light at all times.
* To meet all commitments for which the Ambassador volunteers, and to complete those commitments with excellence.

**ATTENDANCE:**

**Attendance at Healthy South Texas meetings and events will be determined by County staff and Healthy South Texas Specialist.**

Healthy South Texas Youth Ambassadors must make every effort possible to attend all activities and meetings. If attendance is not possible, advance notice must be given to the County Extension Agent in charge, in advance, at which time agent(s) will determine if it is an excused absence.

Attendance will be kept for all events/meetings. **Members who miss 3 or more required meetings and/or events will be automatically removed from the Ambassador program.** After the second absence, you will be notified to advise you regarding the (3) Required Event Absence Rule. Upon the third and final absence, the member will be automatically removed from the program and will receive a dismissal letter via electronic mail. The Ambassador may attempt to seek membership renewal by meeting face-to-face with an advisory board. The advisory board members will be selected by County Extension Agents, and will include: one (1) County Extension Agent, two (2) current Ambassadors in good standing, and one (1) Healthy South Texas Specialist.

**ACTIVITY REQUIREMENTS:**

**Meetings**

* Attend all Ambassador Meetings (insert county information as appropriate) Other meetings may be called by the County Extension Agent as needed to plan events and activities. **Members must notify designated County Extension Agent if not able to attend the meeting ahead of time.**
* Each ambassador county team will to organize at least one (1) event (county may adapt to meet their needs) (Dinner Tonight!, LGEG, Health Fair, Fun Run) during the year. Idea and audience must be approved by the County Extension Agent and must be turned into the County Extension Agent **3 weeks prior** to the day of the event. Examples of audiences include: schools, community center, afterschool clubs/groups, Boys and Girls club, civic organizations, etc.
* Choose ONE health focused ONE DAY 4-H Project to participate in or lead in their county.

**Events** (as determined by County Extension Agent & Healthy South Texas Specialist)

* Ambassador Event/Curriculum Trainings (June – August)
* Community Health Events: Dates/times - To be discussed and determined with County Extension Agent

**DRESS CODE:**

Healthy South Texas Youth Ambassadors are required to dress appropriately for all events in which they will be representing as an Ambassador. For each event, the Ambassador Advisor will designate which dress is appropriate. Your county extension agent or Healthy South Texas Specialist has the right to determine if your dress is inappropriate and may ask you to change.

**The dress requirements are:**

**Females:**

* Healthy South Texas Polo, or agreed upon shirt or blouse. No shirt at anytime will be sleeveless or low cut.
* Khakis, slacks or denim. Denim may not have holes and must be neat. Shorts may be worn when appropriate, however, must be no shorter than fingertips length.
* Closed-toe shoes
* Healthy South Texas Name Tag

**Males:**

* Healthy South Texas Polo, or agreed upon shirt.
* Khakis, slacks or denim. Denim may not have holes and must be neat.
* Closed-toe shoes
* Healthy South Texas Name Tag

**CODE OF CONDUCT:**

All Healthy South Texas Youth Ambassadors are required to comply with the Texas A&M AgriLife Extension Texas 4-H Program’s Code of Conduct AT ALL TIMES, when participating in ANY event. If an Ambassador violates any provision of the Code of Conduct, whether it be minor, intermediate, or major, the situation and documentation must be presented before a board, consisting of one County Extension Agent, a Healthy South Texas Specialist, and two Ambassadors (selected by the County Extension Agents). This board will meet with the Ambassador and make a decision whether or not the youth will be able to continue serving as an Ambassador.

1. I am expected to attend all sessions that are part of the planned program for all activities. I will inform staff if I am not feeling well or have a schedule conflict.

2. I will dress appropriately to the occasion and adhere to any attire requirements stipulated for the event I am attending. Ambassadors should be courteous, clean, and possess good manners.

3. Language must be controlled and appropriate. No swearing at anytime.

4. Except for planned tours and outings, I will not leave an activity facility any time without

permission of the chaperone and/or staff responsible for the event.

5. I will not smoke or use tobacco products at any program or event.

6. I will not use alcohol, drugs (except those directed by a doctor), or be associated with or remain in the presence of others when they are being used.

7. I will not carry or threaten another person with a weapon, bodily force or language.

8. I will respect the rights of privacy of those attending an activity and those that I may be rooming with.

9. I will observe hours established by the staff and be in my room. No boys in girls rooms, no girls in boys rooms.

10. I will avoid unnecessary roughness and/or damage to room furnishings, furniture, equipment, etc. Towels and other furnishings are not to be taken as souvenirs. Occupants of a room or conveyance are financially responsible for any damage or results of misconduct.

11. Any participant at an official Health South Texas/Texas A&M AgriLife Extension event or activity who observes a breach of code of conduct has the responsibility and obligation to report the misbehavior to appropriate chaperones.

**DISCIPLINARY ACTIONS:**

Ambassadors are highly motivated, interested, mature and dependable individuals. Problems requiring disciplinary actions rarely occur. In an effort to keep the Healthy South Texas Youth Ambassador Program as one of excellence, we expect you to maintain the utmost respect for yourself, others, and surroundings at all times.

If any Ambassador fails to comply with any of the guidelines set forth by the Health South Texas program or County program, then the Ambassador will have an opportunity to explain their actions to the County Extension Agent who supervises the Ambassador Program. The guidelines include information in this handbook, the Texas 4-H Code of conduct, and other guidelines set forth by your County Extension Agent. A written summary of the problem will be made by the County Extension Agent and kept on file. Immediate termination from the Healthy South Texas Youth Ambassador Program could result.

All Ambassadors will receive one (1) warning when not fulfilling an obligation or miss an event for which they volunteer. If this occurs a second time, the Ambassador will meet with the County Extension Agent to review the situation and their service as an Ambassador. The result may be probation or termination. If an Ambassador is dismissed, he/she will not be able to re-apply for the Ambassador Program for a period of one year.

The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.

*“The Texas A&M University System, U.S. Department of Agriculture, and the County Commissioners Courts of Texas Cooperating”*

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**Changes to the Healthy South Texas Youth Ambassador Program**

If necessary, changes may be made at any time to guidelines, requirements, or any other item related to Healthy South Texas Youth Health Ambassador Program by County Extension Agents.

**Agreement:**

*I have read the above description and agree to carry out the responsibilities described therein.*

Participant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_­­­­­­­­\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­\_\_

Ambassador Printed Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Phone Number & Email:

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*I have discussed the responsibilities and support with the above signed Ambassador and will provide assistance as indicated.*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H & Youth Development Coordinator

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