



February 17, 2009

To: All Agents Doing 4-H Work

Re: 4-H Science, Engineering and Technology (SET) Board Applications

Attached you will find a copy of the 4-H SET Board application and information packet. **Our goal is to receive at least one application from every parish.**

Only 4-H'ers in the 9<sup>th</sup> through 12<sup>th</sup> grade (Fall of 2009) currently enrolled in at least one of the following projects will be eligible to apply:

- Aerospace
- Electricity
- Photography
- Environment
- Pet Care
- Horticulture
- Health
- Foods and Nutrition
- Insects/Entomology
- Machines
- Outdoor Skills
- Livestock
- Vet Science
- Plant Science
- Dog Care
- Communications

Members will serve a one year term, but may be re-selected for an additional term if they reapply. Board members can serve on only *one* state level board. It is **strongly recommended** that members have access to an Internet accessible computer and be committed to corresponding through e-mail in order to conduct SET Board business on a regular and timely manner. A Board Membership fee of \$25.00 will be charged. The fee will cover the member's t-shirt and hot air balloon activity for summer board meeting. The fee will be due upon acceptance by June 24, 2009.

All applications and samples of work must be **returned to the state office by 4:30 p.m. on Friday, May 8, 2009.**

Sincerely,

Amanda Causey  
4-H Web Development Specialist/Analyst

cc: Dr. Mark Tassin  
4-H State Office



Louisiana Science, Engineering and Technology Board  
Information and Application  
Revised 2009



### SET Board

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4-H members will serve on the SET Board for a period of one year and three months. They will promote the Louisiana science, engineering and technology related projects and serve as a youth advisory group.

### Objectives

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Members will:

- Promote parish SET Teams and projects
- Assist in marketing 4-H
- Develop and promote educational programs for LOST Camp (Tracks: Rocketry, Robotics, and Videography)
- Develop and maintain the 4-H SET website
- Promote monthly SET Board photography contest
- Provide technical assistance at JLC
- Hold parish/regional activities and/or give leadership for area training to 4-H'ers

### Requirement for Participation

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The 4-H'er must be in 9<sup>th</sup> grade through 12<sup>th</sup> grade the year they serve and must be currently enrolled in at least one of the following projects:

- |                |                       |                  |
|----------------|-----------------------|------------------|
| • Aerospace    | • Health              | • Livestock      |
| • Electricity  | • Foods and Nutrition | • Vet Science    |
| • Photography  | • Insects/Entomology  | • Plant Science  |
| • Environment  | • Machines            | • Dog Care       |
| • Pet Care     | • Outdoor Skills      | • Communications |
| • Horticulture |                       |                  |

### Membership, Tenure and Selection

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- Member term will be **one year**, starting July of the current year and ending on September 1 of the next year (may be re-selected for an additional term, but must reapply).
- Members will be required to attend 4-H U, Summer Board meeting, the SET Summer Camp, and a Winter Board meeting at Camp Grant Walker. **To remain in good standing as a board member, attendance is required at these meetings.**

\_\_\_\_\_ *Applicant Initial to signify they have read and understand the attendance requirements.*

- Participant cannot serve on any other state level board.
- Selection will be from written application and phone interview. Applicants will be notified of selection prior to 4-H University and will be expected to attend a business meeting to be held during 4-H University. Officer elections will be held at the 4-H U business meeting. Any persons not attending will not be eligible for an officer position. Written applications are due Friday, May 8, 2009 at 4:30 p.m.



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- **A Board Membership fee of \$25.00 will be charged.** The fee will cover your t-shirt and hot air balloon activity for summer board meeting. The fee will be due upon acceptance by June 24, 2009.

*What Members will be Asked to Do*

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- Help set up a parish SET team or assist with an existing team,
- provide technical assistance at a Jr. Leader Conference or other activity (SET Camp, 4-H University),
- attend July and January meetings,
- assist at LOST/SET camp,
- act as liaison between State SET Board and region they represent,
- assist with design and maintenance of the 4-H SET web site,
- assist in marketing 4-H and with creation of marketing materials,
- hold parish/regional activities and/or give leadership for area training to 4-H'ers,
- check email for board announcements weekly,
- correspond promptly with advisors and officers,
- and promote the monthly photography contest.

The primary activities of the board will be coordinated through meetings, workshops and e-mail. It is **strongly recommended that members have access to an Internet accessible computer** and be committed to corresponding through e-mail on a regular and timely manner.

\_\_\_\_\_ *Applicant Initial to signify they have read and understand the attendance requirements.*

4-H'ers will need to be responsible, self-starting, and dependable and be dedicated to their role of working as a team member. Board members should have **transportation/funds** and computer access for meetings and corresponding. **An applicant should check the calendar before applying to be sure he/she can attend the scheduled meetings.**

\_\_\_\_\_ *Applicant Initial to signify they have read and understand the attendance requirements.*

### Application Checklist

- Completed Application
- Samples of work (not to exceed 3)
- Three signed recommendations**
- Return pages 2-6 to State 4-H office by **4:30pm on May 8, 2009**



RETURN TO: Amanda Causey  
State 4-H Office  
DUE: Friday, May 8, 2009

### 4-H Science, Engineering, and Technology Board

PLEASE PRINT

Name \_\_\_\_\_ Parish \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Guardian's Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (day) \_\_\_\_\_ (night) \_\_\_\_\_

School \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grade Completed Spring 2009 \_\_\_\_\_

List highlights of your project experiences in SET related project areas including computing or photography or livestock (in 4-H, school, community, etc.) DO NOT LIST WINNINGS ONLY!

Summarize your skills or knowledge in the areas of: computing, internet usage, e-mail, and videography.

Summarize your experiences, activities and awards received in other 4-H projects, school activities or organizations.

Describe your leadership experiences. List any leadership positions held. Describe any clubs, projects or workshops you had a leadership role in promoting.

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SAMPLE OF WORK: Please attach samples of your work, not to exceed three (3). Examples: Photos, videos, conservation projects

**CRITERIA FOR EVALUATION**

SET-related Experiences	30%
Other Experiences	10%
Work Samples	20%
Leadership	20%
Recommendations	20%
<b>TOTAL</b>	<b>100%</b>

Due: Friday, May 8, 2009  
Return to: Amanda Causey, 4-H State Office

Please check your position:	
<input type="checkbox"/> Teacher	<input type="checkbox"/> Employer
<input type="checkbox"/> Leader	<input type="checkbox"/> Agent

## SET Board Recommendation Form

I recommend \_\_\_\_\_ to be a member of the Louisiana 4-H SET Board from \_\_\_\_\_ (parish). My evaluation of this person based upon my experience and knowledge is as follows:

Rate the following:	Rating Scale				
	1 = excellent, 2 = very good, 3 = good, 4 = fair, 5 = needs improvement				
	PLEASE CIRCLE RESPONSE				
Ability to plan	1	2	3	4	5
Ability to get along well with peers	1	2	3	4	5
Ability to accept guidance	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Resourcefulness and creativeness	1	2	3	4	5
Flexibility	1	2	3	4	5
Motivated to complete task in a timely manner	1	2	3	4	5
Dependability and Sense of Responsibility	1	2	3	4	5
Integrity	1	2	3	4	5
Initiative and attentiveness	1	2	3	4	5

In what leadership role have you known the applicant? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How long have you know the applicant? \_\_\_\_\_

Do you feel the applicant is trustworthy and can work effectively with all ages in conducting workshops, etc.?  
\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Title \_\_\_\_\_ Parish \_\_\_\_\_