



New Jersey Agricultural
Experiment Station

Cooperative Extension of Salem County
51 Cheney Rd., Suite 1
Woodstown, NJ 08098
njaes.rutgers.edu/extension
Phone: 856-769-0090
Fax: 856-769-1439

August 24, 2010

Dear 4-H Member,

Thank you for your interest in becoming a 4-H Food & Fitness Ambassador. Included with this letter is a complete position description. The training session for the Ambassadors will be **October 2 at the RCE of Monmouth County Office** from 10:00 a.m. to 3:00 p.m. (Directions to the Office are included.) The training will include the following:

- Introduction to the importance of eating healthy.
- Introduction to the importance of being physically active.
- How to use the “Get Moving – Get Healthy with New Jersey 4-H” activity kits at your Fair, at family fun events, and with 4-H clubs.
- How to conduct a 4-H Club Health Officer Training.
- A healthy lunch and snack.

If you plan to become a 4-H Food & Fitness Ambassador for your county, complete the application and Event Permission Form for the training. Please return the application and Event Permission Form to you county 4-H staff by **Friday, September 24, 2010**.

We look forward to meeting you on October 2nd. If you have any questions about the program please contact me at 856-769-0090 or devitt@njaes.rutgers.edu.

Sincerely,

Annette Devitt
County 4-H Agent

RCE of Monmouth County

Cooperative Extension of Monmouth County
4000 Kozloski Road
Freehold, NJ

Phone: 732-431-7263

Directions:

From Rt. 537, take Kozloski Rd. south to Burlington Rd. (first traffic light). There will be signs to the Ag Building.

From Route 33, take Kozloski Rd. north to the 2nd traffic light (Burlington Rd.) and follow signs to the Ag Building.



4-H Food & Fitness Ambassador

Position Title: NEW JERSEY STATE 4-H FOOD AND FITNESS AMBASSADOR

Purpose: The primary purpose of the 4-H Food and Fitness Ambassadors is to promote healthy eating and encourage people to engage in physical activities.

Time Commitment: Attend 2 state-wide meetings. Assist with a 4-H Club Health Officer training and any other Get Moving – Get Healthy events in your county. Spend time at your county fair.

Term/Appointment/Selection: 1 year term

Responsibilities:

- Attend a training meeting on **October 2**.
- Help promote the Healthy Living focus for the 2010-2011 4-H year by coordinating a 4-H Club Health Officer trainings in your county and working with your own club(s).
- Take responsibility for Food and Fitness display at your county fair. This includes set-up and take-down of the display, and staffing the display throughout the prime visitor hours during the fair.
- Recruit other 4-H members to help staff the display at your county fair.
- Attend a follow-up meeting.

Qualifications:

- Interest in learning about healthy eating and benefits of an active lifestyle.
- Ability to communicate the value of healthy eating and of engaging in physical activities.
- Currently in grades 8-13.

Benefits:

- Enhance leadership skills.
- Meet and share ideas with other youth and adult volunteers.
- Provide service to 4-H at the county and state levels.

Resources Available: County 4-H professional staff and state 4-H staff will be available for support and assistance and will provide appropriate communication and recognition to ambassadors.

Relationships:

- Ambassadors serve as the liaison between the county and the State 4-H Program's Healthy Living initiative.
- County 4-H professional staff will assist ambassadors in arranging travel to meetings and fulfilling duties.
- Contact Persons listed below serve as the official liaison from the Department of 4-H Youth Development working with this initiative. They will provide any assistance needed to the ambassadors in fulfilling duties and will provide the initial training.

Contact Persons: Annette Devitt (856-769-0090 or devitt@njaes.rutgers.edu); Karen Mansue (732-349-1227 or mansue@njaes.rutgers.edu); Sharon Gore (609-989-6833 or gore@njaes.rutgers.edu); Terri Yost (973-285-8301 or yost@njaes.rutgers.edu); Virginia Krzyzanowski (732-431-7263 or krzyzanowski@njaes.rutgers.edu); and Abbie Kesely (732-398-5261).

4-H Food & Fitness Ambassador Application

Please return this form and the 4-H Event Permission Form to your County 4-H Office by
Friday, September 24, 2010.

Name: _____ County: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____ Grade in School: _____

To get an idea of everyone's background, please list your experience related to healthy eating and being physically active. (This may include being a member of a food and nutrition 4-H club or sports/fitness activities you participate in.)

I verify that the above 4-H'er is a current 4-H member

4-H Agent/Program Associate Signature

Date

(4-H staff - Please forward the application & Event Permission Form to Annette Devitt by **Monday, September 27, 2010**. Forms may be faxed to 856-769-1439.)

New Jersey 4-H Event Permission Form for Youth

Both sides of this form must be completed by all youth participating in overnight activities, field trips, events requiring group transportation, and any other events sponsored through the 4-H Youth Development Program where it is deemed necessary by the adults (paid 4-H staff and/or registered 4-H volunteer leaders) responsible for the youth participants. The form should be submitted prior to the event and kept by the chaperone for at least 90 days after the event. The form has four parts: (1) information about the participant and activity, (2) parental permission and liability release, (3) medical emergency authorization and health information, and (4) behavior agreement. *Be sure to complete all four parts and sign where requested!*

Information about the Youth Participant and Activity

Name of youth participant: _____ Birthdate: _____

Address: _____

Telephone number: (____) _____ 4-H county: _____ Grade: _____

Name of parent/guardian: _____

Name of activity/event: NJ 4-H Food & Fitness Ambassador Training

Name of 4-H group sponsoring or participating in this event: 4-H Youth Development Department, Rutgers Cooperative Extension

Location of event: Monmouth County RCE Office

Date and time of participation of individual named above: October 2, 2010, 10:00 a.m.-3:00 p.m.

Parent Permission and Release of Liability

I hereby give my son/daughter named above permission to participate in the event listed. Although Rutgers Cooperative Extension and its chaperones will use the utmost precaution in guarding the health of the above participant and preventing accidents, I release them from any liability in case of illness or injury as a result of this activity. Furthermore, I release the owner and driver of the car transporting my child to and from the event, from any liability in case of illness or injury.

Signature of parent or guardian _____

Medical Emergency Authorization and Health Information

In case of sudden illness or an accident to the above named participant requiring immediate treatment or surgery while he/she is a participant in this activity, I authorize the 4-H chaperone(s) to take such action as seems appropriate to protect the health and physical well-being of the above participant. This authority extends to any physician(s) and/or surgeon(s) selected by the chaperone(s) to perform medical and/or surgical procedures including examinations and tests necessary to preserve the health and physical well-being of the above named participant. All efforts will be made to contact the parent(s) or guardian(s) in case of emergency.

Name of parent/guardian	Phone number	Name of additional emergency contact	Phone number
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The following information is provided as an aid to the chaperone(s) in dealing with the well-being of the participant. The participant has the following health conditions: (include allergies, handicaps, diabetes, pregnancy, asthma, medications needed, etc.).

Health conditions: _____

Medications/Instructions: _____

Health Insurance: Company: _____ Group #: _____ ID #: _____

Signature of parent or guardian _____

Behavior Agreement

The 4-H Code of Conduct outlined below is in effect for all youth activities involving Rutgers Cooperative Extension and the Department of 4-H Youth Development. It applies to all participants in 4-H activities, with participants defined as 4-H members of any age or grade, all other registered youth and adults, and all other individuals who take part and/or attend 4-H events.

Participants who fail to adhere to the 4-H Code of Conduct may be subject to a range of disciplinary actions. Immediate corrective action will be taken to ensure the safety and welfare of all participants at the event. Additional disciplinary action may be taken upon further investigation of the infraction or incident. Participants in county events shall be subject to policies developed at the county level. Participants in state and national events shall be subject to the policy and process outlined in the "Disciplinary Procedure/Action for State or National Events."

If an individual continually disrupts the group or engages in illegal behavior, he or she will be given an opportunity to discuss the problem with the chaperones before more drastic action is taken. If, after discussion, the behavior continues, or in the opinion of the chaperones it would be detrimental for the individual to continue with the group, he or she will be sent home **at the participant's expense**.

4-H Code of Conduct

1. The health, safety, and welfare of others must be respected at all times.
2. Appropriate language and behavior are expected at all times. Profanity, foul or abusive language, inflammatory statements, derogatory comments, or physical altercations toward any group or individual are not permitted.
3. Participants are expected to be present and participate at all scheduled program activities. Participants are required to wear nametags when dispensed.
4. All participants are expected to be on the site of the event at all times. Unauthorized use of vehicles during an event is prohibited.
5. Participants are responsible for following the instructions of all 4-H staff and event chaperones.
6. All behavior or language of a sexual nature at 4-H events is inappropriate and unacceptable. Dignified and respectable behavior is expected at all times.
7. Curfew hours must be strictly followed.
8. Behavior during unscheduled free time is subject to the supervision of 4-H staff and chaperones.
9. Dress code standards previously set for the event must be met by all participants (i.e., no sexually suggestive, culturally insensitive, tobacco or alcohol industry sponsored shirts, inappropriately cut shirts, shorts, pants or skirts, etc.).
10. Possession, distribution, or use of alcoholic beverages or illegal drugs is prohibited. Prescription drugs and over-the-counter medications may be dispensed by adult chaperones only with written authorization provided by the parent/guardian on the 4-H Event Permission Form for Youth filed for the event.
11. With the concern for the well being of self and others, smoking and the use of other tobacco products is prohibited.
12. Care and respect for property, personal and institutional, is expected at all times. Theft, possession of missing property or damage to property is prohibited.
13. Unauthorized possession, distribution or use of weapons, ammunition or fireworks is prohibited.
14. Honesty is expected at all times from 4-H members. Dishonesty, cheating, plagiarism and forgery are inappropriate actions.

I HAVE READ the **Behavior Agreement** and **4-H Code of Conduct** above and discussed it with my son/daughter. I understand and agree to the conditions set forth. I accept the cost and responsibility of having my son/daughter returned in the event it is necessary.

Signature of participant in event

Date

Signature of parent or guardian

Date

New Jersey 4-H Media Policy and Release:

The 4-H program routinely promotes activities through various media. This includes, but is not limited to newsletters, newspapers, brochures, and displays. In doing so, the names and photos of members may be included to help tell the 4-H story. However, New Jersey 4-H policy is that on web sites, youth in photos will not be identified by name(s).

No, do not use my individual picture for any purpose. I will make an effort to avoid opportunities to be in group photos.

No, do not use my name for any purpose.

By Keith Diem, Ph.D., Extension Specialist in Educational Design, 1990. Revised July 2003, RNS. Revised 2004, AD.

**RUTGERS COOPERATIVE EXTENSION
N.J. AGRICULTURAL EXPERIMENT STATION
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
NEW BRUNSWICK**

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