



## **Application is due to the Daviess County Extension Office by April 19, 2024**

**4-H Youth Development**  
212 Scovell Hall  
Lexington, KY 40546-0064  
(859) 257-0994  
[www.ca.uky.edu/ces](http://www.ca.uky.edu/ces)

01 March 2024

TO: Applicants for Kentucky 4-H SET Leadership Board

FROM: Torey K. Earle, Extension Specialist for 4-H Youth Development

RE: 4-H Science, Engineering and Technology Board Applications for 2024-2025

Thank you for your interest in the Kentucky 4-H Science, Engineering and Technology Leadership Board. This board has been an active part in helping develop and promote the 4-H SET project in Kentucky for the past eight years. The Board has planned, conducted, and attended workshops and educational programs throughout Kentucky as well as on a National Level. Good luck with your application!

The Kentucky 4-H SET Leadership Board can consist of up to twenty-one (21) individuals. These individuals should have an interest in Science, Technology, Engineering and Mathematics as well as the passion to share that interest with others. Board members will learn how to develop their skills in teaching and encouraging others while having fun and learning more about themselves. The expectation for Board members is to approach each new project with innovation, creativity, and critical thinking to make it the best it can be for everyone involved.

Applications are due to Torey Earle by 01 May 2024 via the Kentucky 4-H Online portal through your 4-H Youth Development Agent or Agent with 4-H responsibilities. Contact your County Extension Agent for 4-H Youth Development to apply.

### **Requirements**

- Applicants must be 4-H Age of 14-18 as of the current year (See Kentucky 4-H Program Quality Guide, September 2023)
- Be enrolled in and an active member of their County 4-H Program
- Submit application for 4-H SET Leadership Board
- Interview at Teen Conference
- Selected by selection committee.

### **Application Procedure**

- Complete the Applicant Information Form
- Attach required typed pages: My Story, Professional Resume, Participant Information/Enrollment (PIE) Form and Code of Conduct form.
- Application is due 01 May 2024.
- Interviews will be scheduled to take place the first day of Teen Conference. If you are unable to attend Teen Conference, we will schedule a Zoom interview with you during that time.





**Attendance**

There is a significant time involvement to serving on the SET Leadership Board. Attendance at 4-H SET Board meetings is considered mandatory and absence or tardiness may lead to removal from the board. With three primary meetings (four in conjunction with State Teen Council and one at included with attendance at the National Youth STEM Summit) per year it's very important that everyone attend the full meeting each time. Those individuals, who cannot plan on attending the board meetings, should not apply to be on the SET Board. SET board members are expected to be at the 4-H Summit session the SET Board is responsible for and all of Kentucky 4-H Teen Conference in addition to board meetings. Arranging travel to the meetings is your responsibility.

**Meeting Cost**

In addition to the time commitment, there are fees associated with being involved on the SET Leadership Board. These include, but are not limited to, the following:

4-H SET Board Meetings (August/November/February/April)*	\$25 =	\$100
4-H Summit	=	\$50 - \$60
4-H Teen Conference	=	\$125
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Total Expenses		\$250 - \$260

In addition, the SET Leadership Board has historically attended and presented at the IGNITE by 4-H Youth Summit (formerly National Youth STEM Summit) held in the Washington, D.C. area in the Spring. Expenses for this trip have been around \$400 per Board Member in the past. This is a fraction on the actual cost (approximately \$1,500 per Board Member) due to support from the Kentucky 4-H Foundation, Farm Credit Mid America, and other donors. This trip is **not mandatory** for Board Members but is highly recommended due to its educational value in developing quality programs for 4-H Summit, 4-H Teen Conference and county and district events.

**Educational Programming**

The SET Leadership Board is expected to develop projects and programs to take back to their county and district to share with youth and adults. They are expected to participate and complete proper reporting. Each year the SET Leadership Board will be involved in STEM Educational activities as well as leadership and college/career readiness activities to develop their skills related to the next step in their life.

**Being a Liaison to Your County/District**

The SET Leadership Board serves to help with the two-way flow of information about the Kentucky 4-H SET Program from the state to the county/district level. This means that all SET Board Members are expected to assist with county and district programming related to the SET Program. After each program, SET Board Members should contact their appropriate staff and volunteers to share information. Communication with the local 4-H Agent and 4-H Volunteers is vital to success of the SET Board Members.

**Behavior & Conduct**

SET Board 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. SET Board Members should serve





as role models for other 4-H members in the State and adhere strictly to the code of conduct. Members that fail to adhere to these expectations may be dismissed from the SET Leadership Board.

Updated 01 March 2024

**SET Leadership Board 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 and are due by May 1<sup>st</sup> on 4-H Online (All documents will be uploaded in 4-H Online)*

First Name:	Last Name:
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**My Story (REQUIRED)**

Please write a minimum one-page essay telling your story and why you would like to be a part of the Kentucky 4-H SET Leadership Board. All stories should contain information any 4-H experiences you have had, STEM projects and activities you have been involved with, ANY leadership or community service activities you have been involved with and anything else you feel would be relevant for introducing yourself.

**Professional Resume & Photo (REQUIRED)**

Please attach your professional resume: At this stage in life, you will focus on including information regarding your education (GPA), your extra-curricular activities, any leadership positions you hold or have held with 4-H or other youth organizations, any certifications you have earned, and finally include service projects you have assisted with or organized. To further assist you in creating a professional resume, you can contact your 4-H Agent and ask for a resource called *Kentucky 4-H Workforce Preparation and Career Readiness Curriculum*.

I have read and understand what is required of a SET Leadership Board 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 agree to these responsibilities, roles, and expectations).	
Youth Signature:	Date:
Parent/ Guardian's Signature:	Date:
4-H Agent Signature:	Date:





**2024- 2025 SET Leadership Board - Applicant Information (Form 2)**

**Please fill out the following information completely. Attendance at meetings is mandatory! Please note that, according to the SET by-laws, all applicants must be 14-18 (by 4-H age) to be eligible to be on the SET Leadership Board.**

First Name:	Last Name:	County:	Area Group:
Cell Phone:	Email:		
Polo/T-Shirt Size: _____ Small _____ Medium _____ Large _____ X Large _____ XX Large _____ XXX Large			
Are you a returning SET Board Member?		_____ YES	_____ NO
<p><b>PLEASE make sure you can attend the meetings before committing to being on the SET Board. Not attending meetings inhibit the effectiveness of the ENTIRE Board. There is a strict attendance policy we enforce!</b></p> <p><b>All absences are reviewed by the Board and Advisors.</b></p> <p><b>All members on the SET Board are also expected to attend 4-H Teen Conference and 4-H Summit No exceptions!</b></p> <p><b>SET Board 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.</b></p>	4-H SET Day in Cloverville, 23 August 2024 Kentucky State Fair Louisville	_____ YES _____ NO	<p>ACT tests are held around these same dates. Plan, accordingly, attendance is mandatory at STC meetings.</p> <p>Sports and other school related functions may conflict with meetings. Missed meetings will result in possible dismissal from the Board. By completing this application, you are prioritizing your extracurricular activities. Please make sure you are ready to commit to the SET before applying.</p> <p>SET Board members are required to attend 4-H Summit with their county, work with 4-H Agent.</p>
	Meeting 1: September 13 - 15, 2024	_____ YES _____ NO	
	Meeting 2: November 1 - 3, 2024	_____ YES _____ NO	
	Meeting 3: February 7 - 9, 2025	_____ YES _____ NO	
	4-H Summit: March TBD, 2025	_____ YES _____ NO	
	<b>OPTIONAL</b> IGNITE by 4-H Conference, March TBD 2025	_____ YES _____ NO	
	STC Meeting 4: April 18 - 20, 2025,	_____ YES _____ NO	
	STC Early Arrival: June 9, 2025, 4-H Teen Conference: June 10 - 13, 2025	_____ YES _____ NO	
Representative Signature:			





\_\_\_\_\_  
**Parents Signature:**

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**Agent Signature:**

Due to our active meeting schedule, business is conducted through email, Remind, and group texting in between meetings. SET Leadership Board members are asked to subscribe to Remind, GroupMe text updates, and email list-serve. SET Leadership Board Members are expected to participate in the online discussion on a regular basis.

**Completed 4-H SET Leadership Board applications must be submitted by your 4-H Agent via 4-HOnline by 01 May 2024.**

