

# 4-H S.A.F.E.T.Y. Ambassador Manual



## *Safe Archery & Firearms Education & Training for Youth*

Congratulations, 4-H S.A.F.E.T.Y. State Ambassador!

The guidelines in this manual will help you as an Ambassador in the Mississippi State University Extension 4-H S.A.F.E.T.Y. activity.



### **Purpose**

4-H S.A.F.E.T.Y. (Safe Archery & Firearms Education & Training for Youth) Ambassadors promote firearm and archery safety and hold it in the highest regard. They also enhance their leadership, citizenship, and communication skills as teen leaders. 4-H S.A.F.E.T.Y. Ambassadors are representatives of the 4-H S.A.F.E.T.Y. activity and assist with activities in the state, serve as positive role models, and promote individual growth for themselves and other 4-H members.

### **Objectives**

- Promote safe and ethical behavior within the 4-H S.A.F.E.T.Y. activity.
- Make 4-H S.A.F.E.T.Y. more visible in the local county and across the state of Mississippi.
- Maintain and build relationships with 4-H alumni and supporters.
- Increase membership in the statewide 4-H S.A.F.E.T.Y. activity.
- Promote individual growth for themselves as well as other 4-H members.

### **Membership Requirements**

- Must be a senior-level, registered 4-H'er.
- Must have at least one full year left to be a 4-H member.
- Must have a genuine commitment to 4-H.
- Must be willing to put a high priority on the responsibilities of serving as a 4-H S.A.F.E.T.Y. Ambassador.

- Must have a genuine enthusiasm for 4-H.
- Must be a team player at all times.
- Must serve as a spokesperson for the 4-H S.A.F.E.T.Y. activity at their respective levels of participation—national, regional, state, county—helping to make 4-H S.A.F.E.T.Y. activities more visible.
- Must be able to meet new people easily.
- Must have academic performance that will permit being absent from school without jeopardizing grades.
- Must be well groomed and willing to wear the official Ambassador attire.
- Must exhibit leadership skills and be in good standing with the local county 4-H group.
- Must be an active participant in 4-H S.A.F.E.T.Y. activities.
- Must maintain positive behavior.
- Must have excellent communication skills, in both formal and informal environments.

### **Time Requirements**

The time required of 4-H S.A.F.E.T.Y. Ambassadors varies according to their interest. 4-H S.A.F.E.T.Y. Ambassadors must attend events throughout the year (see the 4-H Calendar of Events here: <https://extension.msstate.edu/content/4-h-calendar-events>), but there may be additional events at the local level where you can serve.

## **4-H S.A.F.E.T.Y.**

### **Advisory Board Membership**

4-H S.A.F.E.T.Y. Ambassadors are members of the state 4-H S.A.F.E.T.Y. advisory board. Comments and input by the 4-H S.A.F.E.T.Y. Ambassadors will help the board make programmatic recommendations to ensure the direction of the activity remains 4-H-centered. Ambassadors are encouraged to attend each advisory board meeting in order to express their views and opinions in a free and open manner.

### **Academics**

4-H S.A.F.E.T.Y. Ambassadors must commit to the enthusiastic search for knowledge. No extracurricular activities (including 4-H S.A.F.E.T.Y.) should interfere with their required schoolwork. Keeping schoolwork the top priority will help 4-H S.A.F.E.T.Y. Ambassadors become better leaders and representatives of the 4-H S.A.F.E.T.Y. activity. There may be times when 4-H S.A.F.E.T.Y. Ambassadors need to participate in activities during the normal school day. It is extremely important that 4-H S.A.F.E.T.Y. Ambassadors maintain a satisfactory academic record so that missing school will not cause them to fall behind. All absences should be worked out well in advance. Any needed forms (letter of excused absence from Extension staff or administration) should be handled in advance.

### **Conduct**

4-H S.A.F.E.T.Y. Ambassadors must remember that they represent one of the most well-known youth development organizations in the world. Youth development involves a relationship with a competent, caring adult, and Ambassadors should model respect for these adult leaders. Any report of a 4-H S.A.F.E.T.Y. Ambassador not acting according to the expectations of conduct will be subject to investigation, review, and potential removal from the 4-H S.A.F.E.T.Y. Ambassador team.

### **Appearance**

The outward appearance is a reflection of how 4-H S.A.F.E.T.Y. Ambassadors feel about themselves inwardly. When making public appearances, consider the audience, and dress one standard above. Remember that 4-H S.A.F.E.T.Y. Ambassadors are to set the style, not follow it.

## **Teamwork**

4-H S.A.F.E.T.Y. Ambassadors must work together to reach a common goal. The red ambassador vest identifies 4-H S.A.F.E.T.Y. Ambassadors to other 4-H members. It also promotes a sense of teamwork and belonging for 4-H S.A.F.E.T.Y. Ambassadors. When working with other ambassadors, volunteers, agents, or state staff, treat each other with respect and get the job done.

## **Attending Events**

The goal of attending an event is to promote the 4-H S.A.F.E.T.Y. activity. 4-H S.A.F.E.T.Y. Ambassador participation in an event is a way to create interest among others. When 4-H S.A.F.E.T.Y. Ambassadors are in the public eye, they should stand out and above the crowd. There will be times that 4-H S.A.F.E.T.Y. Ambassadors will have no role other than walking around, meeting people, and listening. This brings us to an important point: remember that listening is a skill.

## **Tips on Communication**

4-H S.A.F.E.T.Y. Ambassadors can learn so much more by being attentive listeners than overly talkative. Maintaining eye contact is a good way to start the process of listening to someone. 4-H S.A.F.E.T.Y. Ambassadors will learn that looking directly at someone while they are speaking shows that you are paying attention and that you're interested in what the speaker is saying.

## **Conversation**

When 4-H S.A.F.E.T.Y. Ambassadors are asked questions, they should answer them fully. Giving short answers will quickly end a conversation. The person will find someone else to talk with who is really interested in carrying on a conversation. Keep in mind that a conversation happens between a sender (talker) and a receiver (listener). Remember to speak clearly and loudly enough that the person can hear you. A low, mumbled response is viewed as halfhearted and not very enthusiastic. Practice makes perfect when learning to communicate with people.

### ***Some things to talk about:***

- Explain the relationship between life skills and youth development.
- Talk about how 4-H has changed your life.

- Describe specific changes in your life that resulted from your participation in 4-H.
- Talk about the importance of safety and its importance in the 4-H S.A.F.E.T.Y. activity.
- Talk about what you want to do beyond 4-H (get a job, go to college).
- Tell about some personal victories that you have had as a result of being in 4-H.
- Talk about something funny that happened in 4-H.

## Speaking in Public

4-H S.A.F.E.T.Y. Ambassadors will more than likely be asked to speak in public at some point. Some examples of speaking opportunities include assisting with an opening ceremony, presenting awards, and talking about the 4-H S.A.F.E.T.Y. activity. Here are some basic rules to follow in order to make a good impression on the audience:

### *Don't Read Slides or Notes*

If you are giving a PowerPoint presentation, don't stand at the podium facing away from the audience and read the slides word for word. Look at the audience while you are speaking. You should know your presentation well enough that you don't have to read the slides or your notes. Your slides should as well as photographs that help illustrate your topic.

### *Body Language*

Have good posture. If a podium is present, don't lean on it. Don't put your hands in your pockets, especially not to play with loose change or your phone. It's a good idea to have notes, but keep them short and to the point. Try to keep your notes to one page so you won't have to shuffle through papers.

### *Be Familiar with the Venue*

It is always a good idea to be able to see the area and set-up before your presentation. If possible, stand at the podium and check the microphone's position and volume. Different buildings have different acoustics; make sure there is not too much echo and that the sound is not muffled. Make adjustments to the sound system to make sure you will be heard.

## *Introducing Someone*

On occasion, 4-H S.A.F.E.T.Y. Ambassadors may be called on to introduce someone. This requires more than simply saying, "Up next is \_\_\_\_\_." You need to do some research on the person and find out about his or her interests. You might be able to find a bio about the person online. ALWAYS make sure that anything you say in the introductory speech is approved by the person being introduced! After you introduce the person, lead the audience in applause, and do so again at the conclusion of the speaker's presentation. If you have an opportunity to shake the speaker's hand before or after the presentation, do so.

## Things to Know

There are a few things that 4-H S.A.F.E.T.Y. Ambassadors—and all 4-H'ers—should know:

- The Pledge of Allegiance.
- The 4-H Pledge.
- The mission of the 4-H activity.
- How 4-H is organized: The 4-H program is a part of the Mississippi State University Extension Service. It is a program of the National Institute of Food and Agriculture (NIFA), whose parent organization is the United States Department of Agriculture (USDA).
- How to properly display flags.
- How to tell others the difference that 4-H and 4-H S.A.F.E.T.Y. have made in their lives.

## Event Information

Time, date, and location of event

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Name of contact person (4-H leader or county Extension agent)

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Phone number of county office and contact person

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Number of people attending the event

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Presentation and/or workshop title

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Materials needed and/or used

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Type of presentation and/or workshop

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Comments and additional information

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