**EXHIBIT A: SAN MATEO-SAN FRANCISCO COUNTIES EMERALD STAR PLAN**

**Use this table to chart out steps to prepare your application of your project.**

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| **ACTION/ACTIVITY PLANNED** | **PROJECTED DATE**  **(MM/DD/YY)** | **DATE COMPLETED** |
| Meet with 4-H Youth Development Advisor, 4-H Program  Representative and/or Emerald Star Committee member |  |  |
| Select and meet with Adult Coach. |  |  |
| Meet with individuals to assist with the project (i.e.,  potential presenters, community representatives, etc.) |  |  |
| Complete Part 1 of application (entrance application), timeline, and budget – review with adult coach. |  |  |
| Create a draft flyer to advertise your project and to  include in Youth Talk. |  |  |
| Submit the final application, budget, timeline, and flyer via the online entrance application: <https://ucanr.edu/survey/survey.cfm?surveynumber=28393> |  |  |
| Attend interview with the Emerald Star Committee and present Emerald Star Project. |  |  |
| Present Emerald Star project to 4-H Council. |  |  |

**Use this table to chart out steps to implement your project.**

|  |  |  |
| --- | --- | --- |
| **ACTION/ACTIVITY PLANNED** | **PROJECTED DATE**  **(MM/DD/YY)** | **DATE COMPLETED** |
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**Use this table to chart out your final steps upon completion of your project.**

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| **ACTION/ACTIVITY PLANNED** | **PROJECTED DATE**  **(MM/DD/YY)** | **DATE ACCOMPLISHED** |
| Complete and submit Part 2: Exit Interview application |  |  |
| Final/exit interview with Emerald Star Committee. |  |  |
| Final report to 4-H Council |  |  |
| Attend Award Ceremony |  |  |
|  |  |  |

*You may include additional pages if needed for your timeline.*