NOTE: Be sure to review the Ambassadors’ Qualifications & Position Description before starting your application in 4HOnline. Print off the Application Questions ahead of time. You will need to complete the questions in a Word format so you can cut and paste your answers into the appropriate fields. The system will time out after 15 minutes so this step is crucial so you do not lose information.

You must have a 4HOnline Family Profile in order to apply for Alabama 4-H Ambassadors. Contact your Local County Extension Office if you do not have a Family Profile already. Your County Extension Office will help you set it up. Once your Family Profile has been confirmed/set up, please follow the instructions below to apply:

1. Scroll to the bottom of the Member/Volunteer List in your Family Profile and select the appropriate member and event.
2. Print / Review the documents listed for information needed to apply.
3. Click the Register button beside the registration type to start the process.
4. Fill out the Application fields. The bolded questions are required and you cannot continue without answering them first. Use the Blazer Measurement Document to help determine your blazer size.
5. Application Questions: Cut and paste your answers from the Word document you completed ahead of time. The system will time out after 15 minutes so make sure your questions are answered prior to starting the application process.
6. Scheduling the Interview: If you are selected as a semi-finalist, you will need to select the best date and time that you can interview with the committee. This interview step is mandatory. The interviews will take place on the campus of Auburn University on June 24th and 25th.
7. References: You will need to list 3 references for the committee to contact. One must be a 4-H County Team Member from your home county. Do not include members of your family. Examples of good references are teachers, employers, pastors, coaches, etc. You must list their name, phone number, email address, and how you know them. Inform them of your intent to use them as a reference prior to submitting your application.
8. Click Continue to go to the next page.
9. The Cart Summary is the next page. There is no fee to apply for Alabama Ambassadors. Select Check out.
10. The Payment screen is next and that is nothing you need to do on this page. Click Select Payment Method.
11. Check the Terms and Conditions box on the Confirm Page and click Confirm Order.
12. The final page will give you a summary of your application and also allows you another chance to print the position description and a copy of your application (Print Entry). You have completed the application.

Additional Notes:
- The Deadline for having your application completed is midnight on May 31st. No late entries will be accepted. You will be notified by June 12th via email if you are selected as a semi-finalist to be interviewed.
- If you have questions, you may contact Joy Maxwell at 334-844-2276 or maxwesj@aces.edu or contact your local county office.