Date: August 2022

To: General or Co-General Leaders

From: Penny Tank, 4-H Program Educator

* **Record book and award information**.
  + Record books and award forms are due **in** the Extension office on or before **Tuesday, September 20, 2022**. A checklist is enclosed for your reference.
  + If returning members need a new record book cover, have them call the Extension Office to purchase one for $1.00. The first record book cover is free for all members.
  + **Please note the grades for junior and senior project awards**. The grade would be during the project year (2021-2022). For instance, if a member is just starting sixth grade, they would write fifth grade on the record book sheet because that is the grade during which the project work was completed.
  + The Awards and Recognition Committee is getting together in early September to discuss awards night, etc. in more detail.
  + Enclosed is an updated list of medals/awards that members in your club received (bronze, silver, gold, community service)

Replacement record book sheets can be obtained from the office at no charge or at <https://waupaca.extension.wisc.edu/4-h-youth-development/4-h-program-topics/record-book-pages/>

There is also a powerpoint on the above website if families would like to see some example completed record book pages, tips, and more.

* **Club Charters and Financial Reports** 
  + **Financial reports and supporting documents are due by September 1.** Enclosed is a copy of your financial report from last year, I apologize I forgot to include this in the mailing that was sent to you over the summer. Remember the ending balance from last year should be the beginning balance for the report you are now completing.
  + **Continued this year is an online charter application, instead of the traditional charter packet.**  **This is due online by November 1**. You can also turn in a paper copy, which we will then enter for you in the computer.
* **Officer Books** – This year we included a treasurer book in each club packet. If you would like a secretary and/or reporter book just let Penny know and you can get one (in the past, more clubs have requested treasurer books and so we put one in each packet). If you do not use them, please return to us for next year.
* **4-H Family Guide** If you need copies of the **Waupaca County 4-H Family Guide** to give to new families contact the Extension office. We can also mail them to new families if you let us know. This was updated in 2019. One or two are included in each packet.
* **Enrollment notes**
  + Re-enrollment can begin in mid September. **We will send a blast email to all families when the system is ready.**
  + Included is a checklist to assist you for the ***November 15*** deadline.
  + Information in 4-H online will be updated for the upcoming year. **If there are any changes, please ask families to make the corrections (address, phone, email).**
  + Families need to check the projects and **be sure to ADD all the projects they want to do in the upcoming year**.
  + Remind members to sign up for all projects they may be interested in for the next project year and fair.
  + **NEW this year – members are able to change projects they enroll in until February 1, 2023 if something is forgotten or they want to add or delete after the November 15 deadline. After February 1, no projects can be added or changed.**
  + **ALL leaders that volunteer for your club, no matter what they do, need to enroll online**. This will put the leader in our computer system and on the newsletter mailing list. Leaders are provided with accident and liability insurance coverage. Remind new leaders they need to complete all steps of becoming a certified volunteer before they are able to work with project members (without another certified leader present). I will get information out about VIP new leader training for the fall and winter.
  + **County dues for members are $6.00 and the leader assessment is $2.00.** A bill will be sent closer to the new enrollment deadline like last year. Cloverbuds are also considered members and should pay the $6.00 like all other members. After February 1, dues for members are $3.00.

If families have difficulty paying the enrollment dues or leader assessment; a written request can be made to the 4-H Leaders Board from the family or the General Leader for scholarship money. The name of the 4-H member or family does not have to be given, just a simple explanation and what is being requested.

Thank you again for all that you do as general leaders.

**END OF THE YEAR QUICK REFERENCE CHECKLIST 2022**

The following forms/applications/record books are due **in** the Extension Office on or before September 20, 2022. This form is for leader use/convenience and does not need to be turned in to the Extension Office.

**wb01114_ When completed.**

\_\_\_\_\_ **Awards Form A**

\_\_\_\_\_ Waupaca County Record Book Award Application Form

**(Attach to front of each record book submitted for county competition)**

\_\_\_\_\_ Junior and Senior Achievement (all previous record books included)

\_\_\_\_\_ Club Secretary Award (submit Club Secretary Book)

\_\_\_\_\_ Club Reporter Award (submit Club Reporter Book)

\_\_\_\_\_ Club Treasurer Award (submit Club Treasurer folder)

\_\_\_\_\_ Club Scrapbook Award (submit club scrapbook)

\_\_\_\_\_ 4-H Leaders' Association Scholarship Application (with recommendations and all available record books included)

\_\_\_\_\_ 4-H Key Award Application and Leader Recommendation (include all available record books)

\_\_\_\_\_ American Youth Foundation Scholarship Nomination Form

\_\_\_\_\_ Teens In Action Nomination Form (need 2 leader recommendations on application)

\_\_\_\_\_ Distinguished Service Volunteer Award (Nominate registered 4-H leaders with over 20 years of service)

\_\_\_\_\_ Volunteer of the Year Salute to Excellence (state) Award (Nominate registered 4-H leaders with 11 - 20 years of service)

\_\_\_\_\_ Volunteer of the Year Award (Nominate registered 4-H leaders with 3-10 years of service)

\_\_\_\_\_ Friend of 4-H Nomination Form

\_\_\_\_\_ Community Servant Award Form (self nomination by club)

Also included to assist you in completing the above are:

1. Waupaca County Awards Program

2. Suggested Procedure for 4-H Award Recognition

3. Considerations for Bronze, Silver, Gold, and Community Service Medals

4. Waupaca County 4-H Record Book Rating Sheet

ENROLLMENT CHECKLIST

This checklist is for leader use/convenience, does not need to be submitted to the Extension Office.

wb01114_ When completed:

\_\_\_\_\_ Please re-enroll yourself and ask other assistant or co-general leaders to update their profile in 4HOnline.

\_\_\_\_\_ Members/leaders need to be approved in 4-H online by club leader (by December 1 preferred)

\_\_\_\_\_ Dues collected at $6.00 per member \*\*\*

* *check made out to Waupaca County 4-H Leaders Association with club bill*
* \*\*\*because of the change to 4HOnline and the fact that people can enroll up to and including February 1, club dues will be accepted as soon after this date as possible – if they are not turned in to the Extension office by February 1 it is ok.
* **It is up to each club general leader if you would like to wait to approve any members/leaders in 4-H online until you have collected dues**.

\_\_\_\_\_ Leader assessment collected at $2.00 per leader (1st year leaders are exempt)\*\*\*

* *check made out to Waupaca County 4-H Leaders Association with club bill*
  + *Member dues and leader assessment can be put together on the same check.*

\_\_\_\_\_ Annual 4-H Club Charter Application and Financial Information (**required annually to be a club**)

* Financial report is due **September 1**, along with a list of the club financial transactions OR a copy of the checkbook register for July 1 – June 30 (these are the dates needed for reporting the e-postcard to the IRS), a copy of the bank statement that includes June 30, and the audit checklist.
* Charter Application due **November 1 (earlier is encouraged)**
* Remember to turn in a current copy of the club bylaws/constitution with the date approved by the club

\_\_\_\_\_ Club Literature order form completed

* *(or mailed to Jenny Heise by November 30)*

**TEENS IN ACTION AWARDS 2022**

Older 4-H members who are doing a good job in providing leadership for a local club activity or project and/or county leadership deserve recognition for their efforts. A "pat on the back" and saying "nice job" are important informal awards. Formal awards are also available. These awards are special youth leadership pins sponsored by the Waupaca County 4-H Leaders' Association. The selection for these awards is as follows:

1. Any club leader can complete the Teens in Action nomination form for a member who is doing a good job of providing leadership for a club project or activity. If a leader or parent would like to nominate their own child, please ask another leader to complete the nomination form.

a. **This award will be judged solely on this application, not the 4-H record book. Please be specific when completing the nomination form**.

b. Members nominated do not have to be enrolled in youth leadership.

c. A member may be nominated for more than one project and/or activity leadership award. Submit one nomination form for each project or activity in which this member has provided leadership.

d. Activity leadership denotes leadership in an activity involving all or more of the club's members. Activities include: Recreation, Club Events, Community Service, Citizenship, Drama, Music, June Dairy Month, Highway Clean up, etc. Project leadership involves providing leadership to members of the club in one specific 4-H project like foods, photography or dairy.

2. Leadership accomplishments of member must be listed by the leaders making the nomination.

3. Two different leaders need to write a recommendation and sign the form. It is suggested that one be the adult leader for the project or activity (if the club has one), and the other leader can be the club's organizational or general leader.

4. The nomination form is to be submitted by September 20.

5. A member may be nominated more than once, but may receive the Teens in Action Award only once.

**2022 TEENS IN ACTION NOMINATION FORM 2022**

We certify that\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Youth Leader's name)

of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_4-H Club, has done commendable

leadership work in the following capacity:

Nominated for: \_\_\_\_\_Project Leadership (or) \_\_\_\_\_Activity Leadership

Specify Project/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H Member's Leadership accomplishments in project/activity listed above: (please list in detail the member’s role in this project/activity – what, when, where, how, why, etc.)

Leader's Recommendation:

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Leader's Recommendation:

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FRIEND OF 4-H NOMINATION FORM 2022**

(Nominate people or businesses who contribute time, money, support or other resources to the county 4-H program and are not registered 4-H leaders.) Certificate and award provided by the Wisconsin 4-H Foundation through support of Farm Credit Services.

Nomination Form:

Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP\_\_\_\_\_\_\_\_\_

Occupation/Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by (name and club):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the contributions and/or positive impact this person has made as a "FRIEND OF 4-H" (feel free to use additional sheet):

Please share how this nominee models character and professional behavior when interacting with 4-H members and volunteers. In addition, does this person or business promote life skill development? Please explain.

**CLUB SELF NOMINATION FOR COMMUNITY SERVANT AWARD**

The Wisconsin 4-H Community Servant Award recognizes one 4-H club/group per county annually who demonstrates exemplary service to their community. The Wisconsin 4-H Foundation provides this award to each county through the generous support of their donors. Nomination form due September 20.

Self-Nomination Form:

Club/Group Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individual (s) completing the nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Award Selection Criteria:

* Positive impact the club/group has had on the community
* Club/group ongoing commitment to community service as evidenced by initiation or support of projects and activities in a way that promotes decision-making, problem solving, meeting challenges, mastery, and youth/adult partnerships
* Exemplifying collaborative relationship building
* Dedicated to a safe and inclusive environment in the community

**Please answer the following questions on a separate piece of paper**:

1. Briefly describe community service projects/activities your club/group completed during the past year, indicate whether the projects were new this year or repeated/continued from previous years.
2. What was the impact on the community from your service projects?
3. How does the club decide on community service projects/activities each year?
4. What skills were demonstrated or learned by the members helping with the community service?
5. Explain new or existing relationships that were critical to carrying out the service projects.

Club Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **20\_\_\_\_**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year in 4-H\_\_\_\_\_\_ Grade completed during project year:\_\_\_\_\_\_\_

**CHECK ONE: \_\_\_\_Junior, 3rd-7th grade \_\_\_\_Senior, 8th grade and above**

**WAUPACA COUNTY RECORD BOOK AWARD APPLICATION FORM**

**NOTE: Attach this form to the front of the book or binder so it is visible for county record book judging**

Please select UP TO THREE projects in which to be considered for an award. The over-all record book will be judged with special concern for the chosen project(s). Up to four (4) winners in the Junior and Senior divisions will receive awards in county competition by projects.

Check up to three projects:

\_\_\_\_\_ Adventures (Intro., Backpacking, Winter Travel, Canoeing, Bicycling)

\_\_\_\_\_ Aerospace/Rocketry

\_\_\_\_\_ Art (visual arts, arts & crafts)

\_\_\_\_\_ Drawing & Painting

\_\_\_\_\_ Beef

\_\_\_\_\_ Cat

\_\_\_\_\_ Child Development

\_\_\_\_\_ Citizenship / Service Learning

\_\_\_\_\_ Clothing

\_\_\_\_\_ Communication Projects (creative writing, speaking) and Theatre Arts

\_\_\_\_\_ Computers

\_\_\_\_\_ Consumer Savvy

\_\_\_\_\_ Crocheting

\_\_\_\_\_ Crops

\_\_\_\_\_ Dairy

\_\_\_\_\_ Dog

\_\_\_\_\_ Electricity

\_\_\_\_\_ Entomology

\_\_\_\_\_ Exploring 4-H

\_\_\_\_\_ Fishing

\_\_\_\_\_ Flowers

\_\_\_\_\_ Foods and Nutrition

\_\_\_\_\_ Fruits

\_\_\_\_\_ Goat

\_\_\_\_\_ Home Environment

\_\_\_\_\_ Horse and Pony

\_\_\_\_\_ Horseless Horse

\_\_\_\_\_ Houseplants

\_\_\_\_\_ Intergenerational/International

\_\_\_\_\_ Knitting

\_\_\_\_\_ Music

\_\_\_\_\_ Naturespace/ Exploring Your Environment (Intro., Getting to Know Birds, Forestry, Wildflowers)

\_\_\_\_\_ Pets

\_\_\_\_\_ Plant Crafts

\_\_\_\_\_ Photography

\_\_\_\_\_ Poultry (chickens)

\_\_\_\_\_ Rabbits

\_\_\_\_\_ Robotics

\_\_\_\_\_ Scale Models

\_\_\_\_\_ Self-Determined

\_\_\_\_\_ Sheep

\_\_\_\_\_ Shooting Sports

\_\_\_\_\_ Small Engines / Tractor

\_\_\_\_\_ Swine

\_\_\_\_\_ Turkey/Pigeons/ Waterfowl (ducks/geese)

\_\_\_\_\_ Vegetable

\_\_\_\_\_ Veterinary Science

\_\_\_\_\_ Woodworking

\_\_\_\_\_ Youth Leadership

\_\_\_\_\_ Other Project Not Listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other Project Not Listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other Project Not Listed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You may also select**. . .

\_\_\_\_\_ Junior Achievement for 7th graders. Submit ALL Previous years' Records

\_\_\_\_\_ Achievement--for graduates only. Submit ALL Previous years' Records

\_\_\_\_\_ Key Award (attach application & leader recommendation to record books)

\_\_\_\_\_ 4-H Leaders' Association Scholarship (attach application & leader recommendation to record books)

**This application form may or may not be returned with member’s record book after county judging.**

**WAUPACA COUNTY AWARDS PROGRAM 2022**

MEMBER AWARD

1. EXPLORING PIN: Presented to first-year Exploring members upon successful completion of one year of 4-H work. Local club leaders determine if member earned pin. Explorers not receiving an Exploring pin must be recorded on Awards Form A. Exploring pins are given to General Leader at 4-H Achievement Night for club presentation.

2. BRONZE, SILVER AND GOLD MEDAL RANK PINS: Presented to approximately 20% of each club's membership for overall participation, achievement, and helpfulness in club and county 4-H program. Recipients selected by local club leaders with use of "Table for Selection of Medal Winners." Rank pins are given to General Leader at 4-H Achievement Night for club presentation.

3. COMMUNITY SERVICE AWARD The Community Service Award is given to members who make exemplary contributions toward community service. It is for the individual who participates actively in most, if not all, of the club’s community service projects. It is not necessarily the one who spearheads, or leads such projects, although they may meet the qualifications and also be eligible. It is for the member who is an active contributor. It is the member who stays and rakes leaves until it is done, serves a dinner and helps clean up, who comes every time to help the elderly. It is the type of member that a leader can depend on to show up, work hard and not leave until they have completed their task.

Each club/leader can nominate up to 20% of their membership for the Community Service Award. The names of recipients in each club should be written on Award Form A. Each member may receive the award once as a junior member (grade K-7) and once as a senior member (grade 8 and above). Recipients names will be printed in the Achievement Night Program (like the bronze, silver, and gold awards), but will be given to be handed out at the club level. The award will be a Community Service disc. This award is not based on record book completion.

4. RECORD BOOK SEALS: Blue, red, white or green seals to be placed on MPE-A of current year's records. Merit determined by club leaders using the "Leaders Helper" - Waupaca County Record Book Rating Sheet. Request record book seals on Awards Form A. Record book seals are included in the club packets at 4-H Achievement Night. Seals sponsored by Waupaca County 4-H Leaders' Association.

5. JUNIOR, INTERMEDIATE, AND SENIOR PROJECT AWARDS: Presented to up to 4 youth in each project and level for outstanding achievement in a project, based on the member's record book, and leaders’ recommendations. Record books scored as excellent or good can be sent on for county judging. Member may be nominated for recognition in up to three projects per year by club leaders by using the Waupaca County Record Book Award Application Form. Record book is submitted for final judging at the county level. Sponsored by Waupaca County 4-H Leaders' Association. Presented at 4-H Achievement Night.

6. CLUB SECRETARY AWARD: The Club Secretary keeps a record of the activities and progress that the club has been involved with this past year, in addition to monthly club minutes. All of this should be in the yellow-covered 4-H Club Record Book and one entry per club. The arrangement, neatness, and accuracy of the information in this book is very important to selecting the top secretary books. Refer to the Club Officer Awards selection process page for more information. The Club Secretary Award is presented at 4-H Achievement Night. Included is a sample score sheet that will be used for guidance while judging.

1. CLUB REPORTER AWARD: The 4-H Club Reporter's job is important in letting members know of upcoming events, reporting meetings and activities in the newspaper, and building support for the club and 4-H program. A scrapbook of articles written by the Reporter or photos of club events and published by the paper must be compiled by Reporters entering the top Club Reporter competition. These clippings should include the date it was published. Top club reporters will be selected on the timeliness, quality, and quantity of articles. Refer to the Club Officer awards selection process page for more information. Included is a sample score sheet that will be used for guidance while judging.
2. CLUB TREASURER AWARD: The 4-H Club Treasurer’s job is to keep the financial records for the club. The Club Treasurer folder, with financial records as indicated, needs to be submitted for this award. The top Club Treasurer book will be selected based on layout, neatness, spelling, and complete, accurate, and balanced records. Refer to the enclosed guidelines for more information. The Club Treasurer Award is presented at 4-H Achievement Night. Included is a sample score sheet that will be used for guidance while judging.

9. CLUB SCRAPBOOK AWARD: The Club Scrapbook should highlight the clubs activities, projects, and community service during the current year only. Club scrapbooks will be judged on neatness, creativity, complete summary, captions/labels, title page, and correct order of pages. Refer to the enclosed guidelines for more information. The club scrapbook award is presented at 4-H Achievement Night. A sample scrapbook score sheet is included in this packet for your reference.

10. ACHIEVEMENT AWARDS: Presented to 4-H members demonstrating personal, project, and leadership growth as a result of 4-H work. Same selection procedure as for Project Awards. Graduating 4-H members are eligible for the Senior Achievement award. Seventh graders are eligible for the Junior Achievement award. ALL previous years' records must be included to be eligible for Junior Achievement or Senior Achievement award. Nomination for Junior or Senior Achievement must be made on the Waupaca County Record Book Award Application Form. Junior and Senior Achievement Awards are presented at 4-H Achievement Night. Sponsored by 4-H Leaders’ Association.

11. TEENS IN ACTION AWARD: Four awards are provided for older 4-H members who are doing a good job in providing leadership for a local club activity or project and/or county leadership. These awards are special youth leadership pins sponsored by the Waupaca County 4-H Leaders' Association. These are not a Youth Leadership Project award medal. Any club leader can nominate youth using the Teens in Action Nomination Form. **If a leader or parent would like to nominate their own child, please ask another leader to complete the nomination form.** Teens in Action are presented at 4-H Achievement Night.

12. AMERICAN YOUTH FOUNDATION SCHOLARSHIP: Presented to two youth who strive to be their personal best and make a positive difference in their schools, youth groups, 4-H clubs, and communities. Youth being nominated must have completed 9th grade or above during the previous project year (**and be between the ages of 15-18**). Any club leader can complete the nomination form for members they would like to nominate for this leadership award. If a leader or parent would like to nominate their own child, please ask another leader to complete the nomination form. Selected by 4-H Leaders' Award and Recognition Committee. Book and certificate sponsored by 4-H Leaders' Association. Recipients also have the opportunity to be nominated for a partial scholarship from the American Youth Foundation to attend a National Leadership Conference (for grades 10-12). Presented at 4-H Achievement Night.

13. KEY AWARD: Presented to youth who have demonstrated consistent growth in their 4-H program; developed and applied their leadership skills; and actively participated in the functions of their 4-H club and community. Candidates must have completed 10th grade, completed 3 years of 4-H club membership and contributed 1 year of youth leadership to their club and/or county (not limited to the youth leadership project). Candidates must submit all of their available record books, an application, and one leader recommendation due in September. Selected by 4-H Leaders' Award and Recognition Committee. The number of Key Awards given is determined by quota from State 4-H Office. Farm Bureau provides a scholarship to key award winners at the time of their enrollment into a post-high school education program. The Key Award winners are announced at Achievement Night and presented at Leaders’ Banquet.

14. 4-H SCHOLARSHIP: The Waupaca County 4-H Leaders' Association sponsors up to six (6) scholarships to 4-H youth in Waupaca County. Each scholarship will be paid directly to the recipient in one installment, which will be awarded during the first 4 grading periods following the award. A minimum grade point average of 2.0 must be maintained in order to receive the scholarship after it is awarded. The grade point is per grading period, not cumulative GPA. Scholarships must be used toward educational expenses such as tuition, books and supplies, room and board, and other school fees. To receive your scholarship money, you will need to submit a copy of your semester/quarter grades and a copy of your registration for the next semester/quarter. All Waupaca County 4-H graduating members who will be attending an institution of post-high education including two and four year university programs or vocational-technical education are encouraged to apply. Members may apply for the scholarship the year they are graduating from 4-H or the year after they graduated from 4-H, but may only receive it once. The scholarship application and leader recommendation must be submitted along with ALL of the member's previous 4-H records which are available. Scholarship Recipients are selected by the Awards & Recognition Committee and presented at the 4-H Leaders’ Banquet.

15. GRADUATION CERTIFICATE AND ALUMNI PINS: Presented to all graduating members at the Waupaca County 4-H Teen and Adult Leader Recognition program. Graduates are guests of the 4-H Leaders' Association at the program and presented with certificates and pins. Sponsored by the Waupaca County 4-H Leaders' Association.

LEADER AWARDS

1. Adult Leader Award of the Clover: Adult leaders serving five years receive a silver clover pin; ten years - a gold clover pin; fifteen years - a pearl clover pin; twenty years - a diamond clover pin; twenty-five years - an emerald clover pin; thirty years - a ruby clover pin; thirty-five years - a sapphire clover pin; and forty years - a five-point diamond center pin. The pins are presented at the Waupaca County 4-H Leaders' Recognition Banquet. **Again this year:** Leaders have a chance to choose between a pin or a different 4-H gift. Leaders completing 1, 5, 10, 15, 20 and each year beyond 20 years of leadership receive a Leadership Certificate.

2. Distinguished Service Award: Each club has the opportunity to nominate

4-H leaders who have been registered 4-H leaders for more than 20 years. Nominations must be made by completing the Leader Award Nomination Form and submitting it to the Extension Office in September. Selected by the Awards & Recognition Committee. The award plaque is presented at the 4-H Leaders’ Banquet.

3. Volunteer of the Year Award (State) Salute to Excellence: Any youth, leader, or parent may nominate a leader for their service/contributions to the 4-H program during the past project year. Any registered 4-H leader who has been a leader in Waupaca County for 11-20 years is eligible to be nominated. A certificate is presented at the Leaders’ Banquet. Leaders may only receive this honor once during their 4-H career. Selected by the Awards and Recognition Committee.

4. Volunteer of the Year Award: Any youth, leader, or parent may nominate a leader for their service/contributions to the 4-H program during the past project year. Any registered 4-H leader who has been a leader in Waupaca County for 3-10 years is eligible to be nominated. A certificate is provided by the Wisconsin 4-H Foundation and will be presented at the Leaders’ Banquet. Leaders may only receive this honor once during their 4-H career. Selected by the Awards and Recognition Committee.

OTHER AWARDS

1. Friend of 4-H: Each club has the opportunity to nominate people or businesses who contribute time, money or other resources to the County 4-H program and are not registered 4-H leaders. It's a special way to say thank you to someone who has made a difference in our program. Nominations must be made by completing the Friend of

4-H Nomination Form and submitting it to the Extension Office in September. Selected by the Awards and Recognition Committee. An individual or business can be recognized with the Friend of 4-H only one time. They will receive their award at the Leaders Banquet.

1. Community Servant Award

The Wisconsin 4-H Community Servant Award recognizes one 4-H club/group per county annually who demonstrates exemplary service to their community. The Wisconsin 4-H Foundation provides this award to each county through the generous support of their donors. Clubs must complete a nomination form due September 20.

**Bronze, Silver, Gold, and Community Service Awards 2022**

(Number of Members Enrolled in Club):

**01-10 11-15 16-20 21-25 26-30 31-35 36-40 41-45 41-50 51-55**

**2 3 4 5 6 7 8 9 10 11**

(Number of Awards suggested)

* Each club may select approximately 20% of its total youth enrollment to receive bronze, silver, and gold awards from the 4-H Leaders’ Association each year.
* Each club may also select approximately 20% of its total youth enrollment to receive the community service disc (junior and senior recognition available – guidelines are listed on Waupaca County Awards Program sheet)
* The table above can be used as a guide. If more than the allotted number of members are deserving they may be reported. By the same token, if less than the allotment are deserving they need not be given.
* Recipients should be listed on Awards Form A.

CONSIDER THESE POINTS IN SELECTION OF YOUR MEMBERS:

1. Satisfactory completion of the county records.

2. Participation in local club activities.

3. Attitude toward 4-H.

4. Project Accomplishments.

5. Personal attitude and improvement.

6. Overall helpfulness in the local club.

7. Participation in 4-H activities beyond the local club.

8. Leadership potential and/or leadership demonstrated.

9. Club and project meeting attendance.

10. Is there a member that needs special encouragement?

SUGGESTED PROCEDURE FOR SELECTING RECIPIENTS IN YOUR CLUB:

1. You could have club officers, adult leaders, parents or general leaders roughly estimate and pinpoint outstanding members according to criteria listed above.

2. Try to follow the 20% selection guideline. This means 20% of your club members may receive either bronze, silver or gold medal awards.

3. MEMBERS MUST RECEIVE THE BRONZE MEDAL FIRST, ADVANCING TO THE SILVER, AND THEN THE GOLD. NO MEMBER CAN RECEIVE A MEDAL TWICE.

4. Pins do not need to be awarded according to a certain time schedule. However, many clubs do consider grade of members / years in 4-H / and 4-H involvement. An example timeline is: bronze – early middle school, silver – early high school, gold – towards end of 4-H membership. Other things to be considered:

a. Exceptions in years and age of one member compared to another may cause problems, if there are not reasons given. (Youth and parents will respect leaders for making decisions when reasons are given clearly and without confusion.)

b. Special concern and award consideration should be given to youth based on their capability.

### CLUB OFFICER AWARDS SELECTION PROCESS

**Club Secretary Award**:

The club secretary is encouraged to turn their secretary book in for award selection at the end of the year. The secretary keeps a record of the activities and progress that the club has been involved with this past year, in addition to monthly club minutes. All of this should be in the yellow-covered 4-H Club Record Book.

The arrangement, neatness, and accuracy of the information in this book is very important in selecting the top secretary books. The order of records in the book should be:

1. Junior Leader and Officer Summary

2. Calendar of Club Activities

3. Attendance Record

4. Minutes of Club Meetings (The Secretary book should include minutes starting with the first month you were acting in this officer role – the starting month may vary depending on club elections.)

5. Other records and reports

Club Secretary should also send a copy of the club minutes to the Extension Office soon after each meeting. This is considered in the awards selection. The top two Secretaries will receive an award at Achievement Night.

Included is a sample score sheet that will be used for guidance while judging.

**Club Reporter Award**:

The 4-H Club Reporter's job is very important in letting members and the public know of upcoming events, reporting on meetings and activities, and building support for the club and 4-H program.

Reporters should submit records of upcoming activities and events that have happened promptly!

A scrapbook of articles written or photos taken by the reporter and sent to the paper must be compiled by Reporters entering the top Club Reporter competition. **Use the Reporter Article Record sheet for each article or photo.** Not all items may get published, include everything you send in. The Reporter book should include articles starting with the first month you were acting in this officer role – the starting month may vary depending on club elections.

Articles written by the county or someone else may be included. These should be in a separate section and the club name or members' names underlined. These will not be included in judging.

Reporters will be evaluated on the timeliness, quality, and quantity of articles. Good newswriting technique is what we are looking for in reports.

These books are to be submitted by September 20. The top two Reporters will receive an award at Achievement Night.

Included is a sample score sheet that will be used for guidance while judging.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Very Good** | **Good** | **Fair** | **Comments** |
| **Completeness of Records:**   * Jr. Leader & Officer Summary * Calendar of Club Activities * Attendance Record * Minutes of meetings * Other records & reports |  |  |  |  |
| **Club Activity:**  Is there an accurate record of the club year’s activities and progress? |  |  |  |  |
| **Accuracy:**   * Do minutes in book start with the 1st month that member was acting in this officer role? * Do club minutes reflect details of the club meetings? |  |  |  |  |
| **Overall Neatness:** |  |  |  |  |

**Year 20\_\_\_**

**WAUPACA COUNTY 4-H CLUB SECRETARY SCORE SHEET**

**Club Name & Secretary Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Were secretary minutes submitted to the Extension Office?: Yes or** **No**

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Records in Correct Order (as listed above): Yes or** **No**

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Overall Comments (both positive and constructive comments for improvement):**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Very Good** | **Good** | **Fair** | **Comments** |
| **Completeness of Records:**  Are there records included from the  first month of term and onward? |  |  |  |  |
| **Newswriting technique:**  In written articles and submissions |  |  |  |  |
| **Timeliness:**  of articles submitted |  |  |  |  |
| **Quality and Quantity:**  Overall appearance |  |  |  |  |

**Year 20\_\_\_\_\_**

**WAUPACA COUNTY 4-H CLUB REPORTER SCORESHEET**

**Club Name & Reporter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Records in Correct Order: Yes or** **No**

**Comments**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Are there any unnecessary items included: Yes or No**

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Overall Comments (both positive and constructive comments for improvement):**

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**4-H Club Treasurer Book Award Guidelines**

Objective: For the club treasurer to keep accurate records of the club finances.

Guidelines:

* Each club will receive a treasurer book at the beginning of the year.
* The club treasurer is encouraged to turn the book in for award selection at the end of the year.
* Additional pages may be added as necessary **(however are not required and judging is based on the required pieces listed below)**.

Contents and order of pages:

* Original treasurer folder (**the member can also use a binder or other portfolio, as long as the correct information is included**)
* Introduction page
* Dues record
* Copies of monthly treasurer reports (start with the first month you were acting in this officer role – the starting month may vary depending on club elections) **\*\*\*\***
* Financial Summary
* Club budget (if applicable)

***\*\*\*\* If members wish to use an alternative format for the monthly treasurer reports (for example: excel, etc.), this is acceptable as long as it includes all of the same information as the provided monthly treasurer report.***

Judged on:

* Layout – correct order of pages
* Neatness
* Spelling
* Complete, accurate and balanced records

Due date:

* Club treasurer book will be due with all other record books and award forms in September
* Included is a sample score sheet that will be used as a guide for judging.

Updated August 2022

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Very Good** | **Good** | **Fair** | **Comments** |
| **Completeness of records**  Should include:   * Intro Page * Dues Record * Copies of monthly treasurer reports (signed) * Financial Summary * Club Budget (if applicable) |  |  |  |  |
| **Layout** – Correct order of pages (as above) |  |  |  |  |
| **Neatness & Spelling** |  |  |  |  |
| **Overall**  Do records appear complete, accurate and balanced? |  |  |  |  |

**Year 20\_\_\_\_**

**WAUPACA COUNTY 4-H CLUB TREASUER SCORE SHEET**

**Club Name & Treasurer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Are there any unnecessary items included: Yes or No**

**Comments**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Overall Comments (both positive and constructive comments for improvement):**

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**4-H Club Activity Scrapbook**

(A sample score sheet that will be used for judging the scrapbooks is included in this packet.)

Objective: To show what the club accomplished during the year.

Guidelines:

* At least 8 ½ x 11 inches, no larger than 12 x 15 inches. Could be a scrapbook, photo book or binder.
* Can include pictures, drawings, articles, stories, etc. Remember to use captions or labels to describe the included items.
* Can highlight activities, projects, and community service that the club did during the current year only.
* No ribbons, scorecard, or evaluation sheets should be included.
* Include a title page with the club name, year, number of members and leaders, list of officers, and club picture.
* Use current year beginning in September/October. Arrange the book in chronological order by month.
* The club can decide if the scrapbook will be completed by a club historian or a larger committee.

Judged on:

* Neatness
* Creativity
* Complete review of the club’s activities for the year
* Captions/labels
* Title page
* Correct order of pages

Helpful hints:

* To help preserve the items included in the book, acid free paper is suggested, but not necessary for judging purposes.
* Think about ways to decorate the book. You may use stickers, drawings, cutouts, colored paper, computer graphics, etc.

Due date:

* Due in September with all other record books and award forms.
* Award presented to the club and/or certificate to the individual(s) if it was an officer role. (*If there is sponsorship for a monetary award, this is presented to the club, not the individual*.)

**SUGGESTED PROCEDURE FOR 4-H AWARD RECOGNITION 2022**

What Awards are Available?

Recognition for achievement builds self-confidence in nearly everyone. It helps people feel needed, useful, and appreciated. Informal recognition, such as a pat on the back or simply telling someone they did a good job are also important. Awards available in Waupaca County 4-H are:

1. Exploring 4-H Pins 6. Junior and Senior Project Awards

2. Bronze, Silver, Gold 7. Teens in Action Awards

Medal Rank Pins 8. Secretary, Reporter, & Treasurer Awards

3. Record Book Seals 9. Achievement Awards

4. American Youth Foundation 10. Graduation Certificate & Alumni Pin

5. 4-H Scholarship 11. Key Award

12. Community Service Award

These awards are based on member's project work, club, county, and state 4-H activities and their community help. The suggested procedure for selection follows:

**Step One**

General Leader collects completed record books and award forms by club deadline.

**Step Two**

Club Leaders/parents determine which members have done outstanding work in a project and are deserving of a junior, intermediate, senior project award disc. A member may be nominated in UP TO THREE PROJECTS per year for a project award disc. A graduating member may be nominated for the Senior Achievement Award and a member in 7th grade may be nominated for Junior Achievement. ALL previous years' record books must be submitted for achievement awards.

A *Waupaca County Record Book Application Form* (enclosed) must be attached to the front cover of the record book and turned in to the Extension Office on or before September 20, 2022. Note: Only the club's top record books should compete for county competition.

**Step Three**

The overall record book is to be considered for a blue, red, white or green record book seal, using the *"Leader's Helper" Record Book Rating Sheet*. This seal is to be placed on the MPE-A by the club leader. These seals are requested by the general leader on Awards Form A and will be in the club packet at Achievement Night. Record books may be judged on their face value, individual merit, or the Danish System, depending upon club's preference.

**Step Four**

Selection of bronze, silver, and gold rank pins and the Community Service Award should follow the enclosed handout.

Club leaders may also nominate members for special awards: 1) American Youth Foundation Award; 2) Key Award; 3) Teens in Action Award. The enclosed nomination form(s) must be filled out for members they wish to nominate.

**Step Five -- Cloverbuds & 1st Year Explorers**

All first-year Exploring members are eligible to receive a special first year pin. Clubs are only to report those Exploring members who have NOT earned this award. Report those members on Awards Form A. (If all Explorers in your club deserve this pin, omit this step.)

Cloverbud stickers are available for leaders who wish to present Cloverbuds with something special at the club level. General leaders must request the number needed on Awards Form A.

**Step Six -- Graduating Members**

Graduating 4-H members will receive a certificate and an alumni pin. Members may graduate from 4-H in the fall after high school graduation. Members may choose to stay in 4-H one full year following high school graduation. General leader reports graduating members on Awards Form A.

In addition, graduating members may apply for the Senior Achievement Award. The member's records from ALL previous years and the present year are to be submitted with the Waupaca County Record Book Application Form attached to the front cover. A member may apply for this, in addition to senior project awards.

Another opportunity for graduating members is the Waupaca County 4-H Leaders Association Scholarship. A copy of the application and criteria are found in this packet. Let us know if you need additional copies.

**Step Seven**

Submit Awards Form A to the Extension Office by September 20.

**RECORD BOOK EVALUATION**

The purpose of 4-H records is to help youth learn:

A. To establish good habits of organizing and planning.

B. Evaluation of economic worth.

C. Evaluation and motivation of self and others.

D. To practice and improve written communication skills.

E. To improve decision making and priority setting skills.

F. To establish positive direction and identification of goals.

Please keep these points in mind when evaluating 4-H members for awards and records.

**AWARDS FORM A 2022**

Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete and return with record books by September 20, 2022, to the Extension Office.

**4-H EXPLORERS PINS:**

(\_\_\_\_\_\_) All 1st year Explorers are to receive an Explorer Pin, UNLESS YOU WRITE THEIR NAME ON THE LINE BELOW.

Explorers **NOT RECEIVING PINS** ARE:

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**4-H CLOVERBUD GIFTS:**

(\_\_\_\_\_\_) All Cloverbuds are to receive a gift, UNLESS YOU WRITE THEIR NAME ON THE LINE BELOW.

Cloverbuds **NOT RECEIVING A GIFT** ARE:

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4-H GRADUATES** (Please list all your club's graduates):

Name Grade completed this project year

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**RANK PINS: BRONZE** (See Table for Selection of Medal Winners)

Name Grade Name Grade

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RANK PINS: SILVER** (See Table for Selection of Medal Winners)

Name Grade Name Grade

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**RANK PINS: GOLD** (See Table for Selection of Medal Winners)

Name Grade Name Grade

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**COMMUNITY SERVICE AWARD** (See information included for selection)

JUNIOR LEVEL (GRADE K-7) SENIOR LEVEL (GRADE 8 AND ABOVE)

Name Grade Name Grade

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**RECORD BOOK SEALS:** How many of each color do you need?

(\_\_\_\_\_\_) Blue (\_\_\_\_\_\_) Red (\_\_\_\_\_\_) White (\_\_\_\_\_\_) Green (*participation*)

(\_\_\_\_\_\_) Purple (for Cloverbud record book)

If you wish to give a record book sticker to Cloverbuds for any records they turn in, indicate how many you need.

**American Youth Foundation Scholarship Award 2022**

The American Youth Foundation Leadership Award was first offered in 1941 by businessman and philanthropist, William H. Danforth, who dared young people to achieve their highest potential and to influence others through lives of service. Each year the American Youth Foundation offers every County 4-H program in the U.S. the opportunity to select two members for recognition as recipients of this Leadership Award.

In Waupaca County, club leaders nominate a young person who strives to be their personal best and make a positive difference in their schools, 4-H clubs, or communities. Youth must have completed 9th grade or above during the previous project year (**and be between the ages of 15-18**). If a leader or parent would like to nominate their own child, please ask another leader to complete the nomination form. This is an award that may give a push or provide an incentive to stay involved and keep working to reach their goals. Besides receiving a book and certificate, recipients have the opportunity to be nominated for a partial scholarship from the American Youth Foundation to attend a Leadership Conference (for grades 10-12). The conference is a week long leadership development program designed to build the leadership skills of young people and strengthen their commitment to developing their character. Young people come from throughout the nation and the world for this experience.

Nomination Form:

Nominee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade during project year:\_\_\_\_\_\_

4-H Club:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Age during project year:\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the leadership roles this nominee is currently filling. What are the contributions he/she is making to your club?

Describe what you would like to challenge this nominee to do.

**4-H KEY AWARD**

**2022**

Wisconsin 4-H Key Award recognizes a select group of 4-H members who have demonstrated consistent growth in their 4-H program; developed and applied their leadership skills; and actively participated in the functions of their 4-H club and community.

A. Candidates must:

1. Have completed 10th grade before applying for the award.

2. Completed 3 years of 4-H club membership.

3. Completed 1 year of youth leadership to their club and / or county (not limited to the youth leadership project).

B. Selection is based on evaluation of candidates, total 4-H record. (Membership, projects, activities, leadership, personal development, county 4-H and community involvement.)

C. **Candidates submit all of their available record books, an application, and one leader recommendation in September of the year they are applying for**.

D. Selection is done by Waupaca County 4-H Leaders' Awards and Recognition Committee.

E. Number of Key Awards is determined by quota from State 4-H Office.

**DUE: September 20, 2022**

**KEY AWARD APPLICATION 2022**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yrs. in 4-H \_\_\_\_\_\_\_\_\_\_

Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yr. in school \_\_\_\_\_\_\_\_\_

Future Plans \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have attended the following during my years in 4-H:

\_\_\_\_\_ Ambassador

\_\_\_\_\_ Leadership Washington Focus

\_\_\_\_\_ State 4-H and Youth Conference

\_\_\_\_\_ Citizenship Washington Focus

\_\_\_\_\_ Space Camp

\_\_\_\_\_ American Spirit Trip

\_\_\_\_\_ 4-H Camp (Winter or Summer)

\_\_\_\_\_ 4-H Camp Counselor

\_\_\_\_\_ Other (please list)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List 4-H projects and number of years in project (top/most recent 6 projects):

Project Yrs.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List non 4-H activities (ex. Church, school, other youth groups)

Activity Year/years

List L

Please describe your 4-H club and county involvement (i.e. explain offices held, committees, activities, community service projects, foodstand help, etc.) (*you may add an additional page)*

Based upon your experiences in 4-H, how has your involvement benefited you?

How will your 4-H involvement help you in developing your leadership and community responsibilities?

Updated 2019

**LEADER AWARD NOMINATION FORM 2022**

Please check one line below and use a separate form for each volunteer being nominated.

\_\_\_\_\_ Distinguished Service Volunteer Award (Nominate registered 4-H leaders with over 20 years of service)

\_\_\_\_\_ Salute to Excellence Volunteer Award (Nominate registered 4-H leaders with 11 - 20 years of service)

\_\_\_\_\_ Volunteer of the Year Award (Nominate registered 4-H leaders with 3-10 years of service)

*(Volunteers may receive each award once; some awardees may be forwarded for further state recognition depending on award programs and more support/letters of recommendation/details may be requested.*)

Nominee’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years as 4-H Leader \_\_\_\_\_\_\_\_\_\_ Club Name / County Leader \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominated by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(individual or 4-H Club)

Please tell us about the projects or activities this person has been a leader for:

Highlight contributions to 4-H program/impact on youth. This may be either on club, county, or state level.

Any additional comments your club may like to add.





**Waupaca County 4-H Leaders' Association Scholarship - 2022**

The Waupaca County 4-H Leaders' Association sponsors up to six ($500.00) scholarships to 4-H youth in Waupaca County. Each scholarship will be paid directly to the recipient in one installment, which will be awarded during the first 4 grading periods following the award. A minimum grade point average of 2.0 must be maintained in order to receive the scholarship after it is awarded. The grade point is per grading period, not cumulative GPA. Scholarships must be used toward educational expenses such as tuition, books and supplies, room and board, and other school fees. To receive your scholarship money, you will need to submit a copy of your semester/quarter grades and a copy of your registration for the next semester/quarter.

All Waupaca County 4-H graduating members who will be attending an institution of post-high school education including two and four year university programs or vocational-technical education are encouraged to apply. Results will be announced at the 4-H Leaders’ Banquet.

**General selection criteria are:**

A) Active in all areas of 4-H involvement.

B) Demonstrated leadership.

C) Members may apply for the scholarship the year they are graduating from 4-H or the year following their graduation from 4-H.

D) Graduating or graduated member of 4-H (Members may graduate from 4-H but must have successfully fulfilled 4 years of 4-H to apply for scholarships.)

E) Sense of direction in furthering education.

F) Financial need.

G) Members may only receive the scholarship once.

**Selection procedure:**

1) Applicants must be attending or accepted for admission to an institution of post-high school education. In the event schooling is delayed, permission must be secured from the 4-H Leaders’ Board to receive later.

2) Complete scholarship application, which includes the general information, your response to two essay questions and a recommendation from your 4-H General Leader or a Project Leader. If one of these roles is filled by your parent, please ask another adult to provide a recommendation letter.

3) Application form must be submitted with ALL of your previous 4-H records which are available. Record books are due in the Extension Office September 20. Watch the 4-H Forecast for deadlines.

**Remember to have your General Leader or a Project Leader write a recommendation to accompany your application.**

R 1998 SR 2018

**Waupaca County 4-H Leaders' Association**





**Scholarship Application**

This form is to be completed by applicant and submitted along with a leader's recommendation and ALL of your previous 4-H records which are available. Please type or print clearly in ink. You may answer the questions on a separate piece of paper, just be sure to number them.

1) Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First M.I.

2) Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

Parents' name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4-H Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Name and address of high school attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduation date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

4) Name and address of college or technical school you will be attending:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major area of study \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Why do you want to study this area?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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6) Briefly list non 4-H organizations/activities you have been involved in (school, church, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) Please respond to the questions on the next page.

1) a) Based upon your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively?

b)What has 4-H specifically done to help you in dealing with this concern?

2) a) Looking over your 4-H career, what contributions do you feel you have made to your club, your community, your country and your world?

b) What do you feel you have gained from 4-H?