

Date: August 2024
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 **Friday, September 20, 2024**. A checklist is enclosed for your reference.
- If returning members need a new record book cover, have them call the Extension Office - *there is no longer a cost for a new cover.*
- **Please note the grades for junior and senior project awards.** The grade would be during the project year (2023-2024). 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.** 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. There is a copy of the paper form and your club charter from last year enclosed.
- **Officer Books** – This year we included a **treasurer and secretary book** in each club packet. If you would like a reporter book just let Penny know and you can get one (in the past, more clubs have requested treasurer and secretary 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.

- **Enrollment notes**

- Re-enrollment can begin after September 13. **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.

- **Members are able to add or change projects they enroll in until April 1, 2025** if something is forgotten or they want to add or delete after the November 15 deadline. These are the project areas members will be able to enter exhibits in for the junior fair. After April 1, no project areas 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 an approved volunteer before they are able to work with project members (without another approved leader present).

- **According to updated State 4-H policy, money collected by the 4-H Leaders' Association for members and leaders enrollment can no longer be called dues.**
 - a) **Only individual clubs can set an amount and collect membership dues to be part of a specific club.**
 - b) There will not however be a change in money the Association collects. There are still many costs the Association needs to cover and so in addition to the playbook and food stand fundraisers, the Association will be asking for a member donation of \$6 per member and a leader donation of \$2 per leader to support 4-H programming, accident insurance for all members and leaders, and other program costs.
 - c) Each club can decide if individual members and leaders give the donation or if the club votes to use fundraiser money to pay the donation for all of the members and leaders.
 - d) A list of members will be sent after the new enrollment deadline like last year to determine what your club owes.
 - e) After February 1, members are asked to give a donation of \$3.00.

Needs Based Scholarships—If families have difficulty paying for 4-H events, program fees, etc., they should reach out to Penny to discuss the availability of needs based scholarships. Requests will be kept confidential. There is money in the Leaders' Association budget for this purpose. Events like the educational experiences, summer camp, etc. still have a separate process for financial support.

END OF THE YEAR QUICK REFERENCE CHECKLIST 2024

The following forms/applications/record books are due **in** the Extension Office on or before September 20, 2024. This form is for leader use/convenience and does not need to be turned in to the Extension Office.

✓ 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) – all turned in that follow guidelines and are complete will be recognized

_____ 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

_____ 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.

✓ **When completed:**

_____ Please re-enroll yourself and ask other assistant or co-general leaders to update their profile in 4HOnline. (This can be done any time after September 13.)

_____ Member donation for the 4-H Leaders Association collected at \$6.00 per member ***

- *check made out to Waupaca County 4-H Leaders Association with club bill*
- ***you will receive a list of members and leaders after the Feb. 1 new enrollment deadline that you can use to submit payment of the donation
- It is up to each club if you want to collect the member and leader donation or the club could vote to pay for all members/leaders with donations or fundraisers your club receives.
- Each club is able to choose to have their own enrollment dues to support club operations.
- **It is up to each club general leader if you would like me to wait to approve any members/leaders in 4-H Online until you have met them, talked to them, collected the member donation and any club dues, etc. I will communicate with each of you.**

_____ Leader donation 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 donations 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**, for July 1 – June 30 (These are the dates needed for reporting the e-postcard to the IRS). Remember the additional required supporting documents.
- Charter Applications due **November 1 (earlier is encouraged)** – this can be done online or using the paper copy included in this packet.
- Remember to turn in a current copy of the club bylaws/constitution with the date approved by the club if the club has made updates.

_____ Club Literature order form completed

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

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Continued in 2024

It has become increasingly challenging to judge the blue treasurer books submitted for county awards. It was decided that all treasurer books submitted that are complete and follow the guidelines will be recognized with an award/gift.

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. The nomination form is to be submitted by September 20.
4. A member may be nominated more than once, but may receive the Teens in Action Award only once.

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: _____

Nominated by: _____

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.) Why are you recommending this youth?

FRIEND OF 4-H NOMINATION FORM

2024

(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.

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:

- | | |
|---|---|
| <input type="checkbox"/> Adventures (Intro., Backpacking, Winter Travel, Canoeing, Bicycling) | <input type="checkbox"/> Horse and Pony |
| <input type="checkbox"/> Aerospace/Rocketry | <input type="checkbox"/> Horseless Horse |
| <input type="checkbox"/> Art (visual arts, arts & crafts) | <input type="checkbox"/> Houseplants |
| <input type="checkbox"/> Drawing & Painting | <input type="checkbox"/> Intergenerational/International |
| <input type="checkbox"/> Beef | <input type="checkbox"/> Knitting |
| <input type="checkbox"/> Cat | <input type="checkbox"/> Music |
| <input type="checkbox"/> Child Development | <input type="checkbox"/> Naturespace/ Exploring Your Environment (Intro., Getting to Know Birds, Forestry, Wildflowers) |
| <input type="checkbox"/> Citizenship / Service Learning | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Plant Crafts |
| <input type="checkbox"/> Communication Projects (creative writing, speaking) and Theatre Arts | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Computers | <input type="checkbox"/> Poultry (chickens) |
| <input type="checkbox"/> Consumer Savvy | <input type="checkbox"/> Rabbits |
| <input type="checkbox"/> Crocheting | <input type="checkbox"/> Robotics |
| <input type="checkbox"/> Crops | <input type="checkbox"/> Scale Models |
| <input type="checkbox"/> Dairy | <input type="checkbox"/> Self-Determined |
| <input type="checkbox"/> Dog | <input type="checkbox"/> Sheep |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Shooting Sports |
| <input type="checkbox"/> Entomology | <input type="checkbox"/> Small Engines / Tractor |
| <input type="checkbox"/> Exploring 4-H | <input type="checkbox"/> Swine |
| <input type="checkbox"/> Fishing | <input type="checkbox"/> Turkey/Pigeons/ Waterfowl (ducks/geese) |
| <input type="checkbox"/> Flowers | <input type="checkbox"/> Vegetable |
| <input type="checkbox"/> Foods and Nutrition | <input type="checkbox"/> Veterinary Science |
| <input type="checkbox"/> Fruits | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Goat | <input type="checkbox"/> Youth Leadership |
| <input type="checkbox"/> Home Environment | <input type="checkbox"/> Other Project Not Listed _____ |
| | <input type="checkbox"/> Other Project Not Listed _____ |
| | <input type="checkbox"/> 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.

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.
7. 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.
8. 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.
2. 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.

(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.

WAUPACA COUNTY 4-H CLUB SECRETARY SCORE SHEET

Club Name & Secretary Name: _____

	Very Good	Good	Fair	Comments
<u>Completeness of Records:</u> <ul style="list-style-type: none"> • Jr. Leader & Officer Summary • Calendar of Club Activities • Attendance Record • Minutes of meetings • Other records & reports 				
<u>Club Activity:</u> Is there an accurate record of the club year's activities and progress?				
<u>Accuracy:</u> <ul style="list-style-type: none"> • 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? 				
<u>Overall Neatness:</u>				

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):

WAUPACA COUNTY 4-H CLUB REPORTER SCORESHEET

Club Name & Reporter Name: _____

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

Records in Correct Order: Yes or No

Comments: _____

Are there any unnecessary items included: Yes or No

Comments: _____

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

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 recognition 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.***

Reviewed 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

All treasurer books turned in will be reviewed and receive recognition if they are complete, they will not be judged against each other.

WAUPACA COUNTY 4-H CLUB TREASUER SCORE SHEET

Club Name & Treasurer Name: _____

	Very Good	Good	Fair	Comments
<u>Completeness of records</u> Should include: <ul style="list-style-type: none"> • Intro Page • Dues Record • Copies of monthly treasurer reports (signed) • Financial Summary • Club Budget (if applicable) 				
<u>Layout</u> – Correct order of pages (as above)				
<u>Neatness & Spelling</u>				
<u>Overall</u> Do records appear complete, accurate and balanced?				

Are there any unnecessary items included: Yes or No

Comments:

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

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 2024

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 Medal Rank Pins | 7. Teens in Action Awards |
| 3. Record Book Seals | 8. Secretary, Reporter, & Treasurer Awards |
| 4. American Youth Foundation | 9. Achievement Awards |
| 5. 4-H Scholarship | 10. Graduation Certificate & Alumni Pin |
| | 11. Key Award |
| | 12. Community Service Award |

These awards are based on members' 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 19, 2023. 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.

Club Name _____

Complete and return with record books by September 20, 2024, 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 _____

NAME _____

NAME _____

NAME _____

NAME _____

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):

<u>Name</u>	<u>Grade completed this project year</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Name</u>	<u>Grade</u>	<u>Name</u>	<u>....Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Name</u>	<u>Grade</u>	<u>Name</u>	<u>...Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

<u>Name</u>	<u>Grade</u>	<u>Name</u>	<u>...Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMUNITY SERVICE AWARD (See information included for selection)

JUNIOR LEVEL (GRADE K-7)
ABOVE)

SENIOR LEVEL (GRADE 8 AND

<u>Name</u>	<u>Grade</u>	<u>Name</u>	<u>...Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

2024

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

2024

The Wisconsin 4-H Key Award recognizes a select group of 4-H members who have demonstrated consistent growth in their 4-H involvement; 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.

Key Award recipients will receive a framed certificate. Waupaca County Farm Bureau supports 4-H Key Award recipients in Waupaca County by providing a scholarship to be used for future educational expenses.



Due September 20, 2024

KEY AWARD APPLICATION

2024

Name _____ Yrs. in 4-H _____

Club _____ Yr. in school _____

Future Plans _____

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

- | | |
|--------------------------------------|-----------------------------------|
| _____ Ambassador | _____ American Spirit Trip |
| _____ Leadership Washington Focus | _____ 4-H Camp (Winter or Summer) |
| _____ State 4-H and Youth Conference | _____ 4-H Camp Counselor |
| _____ Citizenship Washington Focus | _____ Other (please list) |
| _____ Space Camp | _____ |
| | _____ |

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
----------	-------	------------

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?

LEADER AWARD NOMINATION FORM

2024

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 - 2024

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.



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? _____

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

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?