Date: August 2017

To: General or Co-General Leaders

From: Penny Tank, 4-H Program Assistant

* **Record book and award information**.
	+ Record books and award forms are due **in** the UWEX office on or before **Tuesday, September 19, 2017**. A checklist is enclosed for your reference.
	+ If members need a new record book cover, have them call the UW-Extension Office to purchase one for $1.00.
	+ **Please note the grades for junior and senior project awards**. The grade would be during the project year (2016-2017). 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.

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

Most of the enclosed award forms can also be printed off of our website at

<http://waupaca.uwex.edu/4-h-youth-development/4-h-program-topics/forms-and-applications/>

* **Club Charters**
	+ Enclosed is the Annual Club Charter Renewal Packet. If you have any questions about completing this packet contact Penny at the UWEX office. The preferred deadline for the charter packets is October 15, for sure by November 1. More details are included on a special letter in your packet.
	+ A copy of each **completed club charter from last year** is enclosed for your reference for the club goals, financial information, calendar, etc.
* **Officer Books**
	+ **Secretary books (yellow)** – Many club secretaries have been typing minutes on the computer or using the computer form. This works great and please encourage them to continue emailing reports to Penny.
	+ **Reporter book (red)** – Includes a reporter article record form that reporters can use to show they wrote reports or took photos and submitted to the newspaper, and for various reasons may or may not have been published in the newspaper. This year we put copies of this into a folder that can be given to the reporters.
	+ **Treasurer books (blue)** – Enclosed is a treasurer book for each club.
		- The club treasurer is being asked to have somebody sign each monthly report verifying that it was completed and reported at each meeting. This does not have to be the general leader and does not have to be the same person at every meeting. Please look at the monthly report sheet for details.
* If you need more copies of the **Waupaca County 4-H Family Guide** to give to new families contact the UWEX office. We were not sure how many clubs had extra copies of these from other years so we only put two in the packets this year.
* **Enrollment notes**
	+ Re-enrollment can begin September 15th. (Remind members that guidelines and directions are included in the project guide.)
	+ Included is a checklist to assist you for the ***November 15*** deadline.
	+ Information on the computer has been updated for the upcoming year. **If there are any changes, please ask families to make the corrections (address, phone, email).**
	+ Projects from last year carry forward in everybody’s record; families need to check the projects and **be sure to delete any they are not continuing for the coming year**.
	+ Remind members to sign up for all projects they may be interested in for the next project year and fair. Projects may be deleted, not added after November 15th.
	+ **Enrollment policies** can be found in the front of the project guide or call the UWEX office if you have any questions.
	+ **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 to complete the Youth Protection Training. This training needs to be completed by all leaders before they work with project members.
	+ **County dues for members are $6.00 and the leader assessment is $2.00.** A bill is enclosed. Cloverbuds are also considered members and should pay the $6.00 like all other members.
	+ This year we have included a list of current members/leaders so that **when dues are submitted to the Extension Office, the names can be noted with the payment**.

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 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.

* **4-H Literature**
	+ Remind families that the **literature** is listed in the project guide and there is an order form at the end of the guide. Refer to #11 on page 3 of the Project Guide for guidelines about Club Literature orders.
	+ **In the 4-H online enrollment system there is a question titled “need lit.”** where members/leaders can mark yes or no if they need literature for a certain project. The UW-Extension Office does not use this column for ordering literature. Literature is only ordered based on the literature order forms received (last page of the project guide). If a club would like to use this column on the enrollment forms to know what literature their members may be interested in, that is up to each club.

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

**END OF THE YEAR QUICK REFERENCE CHECKLIST 2017**

The following forms/applications/record books are due **in** the UW-Extension Office on or before September 19, 2017. This form is for leader use/convenience and does not need to be turned in to the UW-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)

\_\_\_\_\_ 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)

\_\_\_\_\_ 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)

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

\_\_\_\_\_ Community Servant Award Form (NEW 2015 – 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 after September 12 (September 15 for members)). We will then be able to approve you as a club manager for the new year.

\_\_\_\_\_ 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 Renewal Packet (**required annually to be a club**)

* Preferred by October 15; Due by November 1
* Remember to turn in a current copy of the club bylaws/constitution with the date approved by the club
* Also turn in 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) and a copy of the bank statement that includes June 30 and is reconciled with the club finances.

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

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

 **TEENS IN ACTION AWARDS 2017**

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 19 and final evaluation will be made by Outagamie or Shawano County Leaders.

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

 **2017 TEENS IN ACTION NOMINATION FORM 2017**

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 2017**

(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 sheets):

Please share how this nominee models character and professional behavior when interacting with 4-H members and volunteers.

Does this person or business promote life skill development? Please explain.

**CLUB SELF NOMINATION FOR COMMUNITY SERVANT AWARD**

***NEW IN 2015***

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 19th.

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

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

\_\_\_\_\_ Ceramics

\_\_\_\_\_ Other Arts (Metal Enameling, Stencil Painting, Adventures in Leathercraft, Block Printing, Basketry, Creative Stitchery, Macramé, etc.)

\_\_\_\_\_ 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 2017**

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 by either Outagamie or Shawano County 4-H Leaders. 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. The award recipients are chosen by Outagamie or Shawano County Leaders.

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. The Club Reporter Award is selected by Outagamie or Shawano County leaders and presented at

4-H Achievement Night.

1. CLUB TREASURER AWARD: The 4-H Club Treasurer’s job is very important in keeping 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 selected by Outagamie or Shawano County leaders and presented at 4-H Achievement Night.

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 selected by Outagamie or Shawano County leaders and 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 selected by Outagamie or Shawano County and 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 aYouth 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 selected by Outagamie or Shawano County and 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. 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. 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 two (2) installments, which will be awarded during the first 4 grading periods following the award. A minimum grade point average of 2.0 must be maintained two times during these 4 grading periods 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 UWEX Office in September. Selected by the Awards & Recognition Committee. The award plaque is presented at the 4-H Leaders’ Banquet.

3. Salute to Excellence Volunteer 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 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 UWEX 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 *NEW IN 2015***

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 19th.

 **Bronze, Silver, Gold, and Community Service Awards 2017**

(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 (started in 2007) (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. Enclosed in your fair packet is a list of medals that members in your club have received.

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 (i.e. learning disability).

### 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 UW-Extension Office soon after each meeting. This is considered in the awards selection. The top two Secretaries will receive an award at Achievement Night.

**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 published by the paper must be compiled by Reporters entering the top Club Reporter competition. **Use the Reporter Article Record sheet for each article or photo.** 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.

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 19. Outagamie or Shawano County leaders will make the awards selection. The top two Reporters will receive an award at Achievement Night.

**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
* Judged by Outagamie or Shawano County with other record books.

Updated October 2014

**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.
* Judged by Outagamie or Shawano County with other record books.
* Award presented to the club, not individual (s) completing the book.

**SUGGESTED PROCEDURE FOR 4-H AWARD RECOGNITION 2017**

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 UW-Extension Office on or before September 19, 2017. Note: Only the club's top record books should compete for county competition. Outagamie or Shawano County leaders make the final evaluation in determining the junior and senior project award winners. In some categories, the Waupaca County Awards and Recognition Committee will make the selections.

**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. Outagamie or Shawano County leaders will select recipients for Achievement 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 UW-Extension Office by September 19.

 **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 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 2017**

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

Complete and return with record books by September 19, 2017, to the UW-Extension Office.

**4-H EXPLORERS PINS:**

(\_\_\_\_\_\_) All Explorers are to receive an Explorer Pin.

We have included a list of Explorers and they will all receive an Exploring Pin UNLESS YOU WRITE THEIR NAME ON THE LINE BELOW.

Explorers **NOT RECEIVING PINS** ARE:

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

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

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

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

**4-H CLOVERBUDS GIFTS:**

(\_\_\_\_\_\_) All Cloverbuds are to receive a gift.

We have included a list of Cloverbuds and they will all 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

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

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

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

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

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

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

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

Name Grade Name Grade

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

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

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

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

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

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

**---OVER---**

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

Name Grade Name Grade

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

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

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

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

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

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

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

Name Grade Name Grade

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

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

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

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

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

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

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

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

Name Grade Name Grade

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

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

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

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

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

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

**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 2017**

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. 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. 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**

  **2017**

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 19, 2017**

 **KEY AWARD APPLICATION 2017**

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

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 2017**

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 - 2017**

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 two (2) installments, which will be awarded during the first 4 grading periods following the award. A minimum grade point average of 2.0 must be maintained two times during these 4 grading periods 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 UW-Extension Office September 19. Watch the 4-H Family Forecast for deadlines.

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

R 1998 SR 2015

 **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.

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?