**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.