

Club Name: _____

AWARDS CHECKLIST

This list is to help you organize your awards materials and make sure that everything is completed. The following forms need to be completed and sent to the UW-Extension office. Please check them off when you complete them, or indicate if the form is not applicable (i.e. - no members graduating from your club this year).

Return this checklist with your awards materials.

Thanks!

X when
completed

X if this area
is not applicable
to your club

Club Level Information

_____	Corrected first year member list	_____
_____	Corrected Cloverbud graduate list	_____
_____	Corrected 4-H graduate list	_____
_____	Graduating members form (for those youth graduating from 4-H)	_____
_____	Corrected adult volunteers list	_____
_____	Club disc order form (To see disc art options, go to http://jackson.uwex.edu/4-h-youth-development/forms-applications/4-h-awards/4-h-club-discs/)	_____
_____	Record Book seal order	_____
_____	Club honor award selection	_____

County Level Awards

_____	County 4-H Awards Nomination Form (refers to Record Books)	_____
_____	Achievement Award: Leader Nomination Form (completed by club leader)	_____
	Member Application (completed by the youth member)	_____

Special Awards

_____	Friend of 4-H nomination(s)	_____
_____	Distinguished Service Award nominations	_____
_____	Volunteer of the Year award nominations	_____