# 2014-2015 WALWORTH COUNTY 4-H AWARDS POLICY

Recordkeeping is a valuable life skill. It allows individuals to chart progress towards accomplishing goals and measure both short and long-term growth. Walworth County 4-H aims to help its members develop this skill through the completion of an annual 4-H Record Book. The chart below explains both the minimum 4-H Record Book requirements and the requirements for books that will be eligible for awards.

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<thead>
<tr>
<th>Minimum 4-H Record Book Requirements</th>
<th>Requirements for County-level 4-H Record Book Award Eligibility</th>
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<tr>
<td>In order to be considered a member in “good standing” and enjoy full membership benefits during the next 4-H program year, each 4-Her must submit a 4-H Record Book containing the following items by their club record book deadline:</td>
<td>4-H members who are interested in being recognized for the 4-H project and activity accomplishments they’ve documented in the 4-H Record Book must create a county-level 4-H Record Book. County-level 4-H Record Books include these things:</td>
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<tr>
<td>1. Completed green Record Book Cover in a 3-ring binder</td>
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<td>2. Current County Record Book Checklist</td>
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<td>3. Current County Intro Page (with picture included)</td>
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<td>4. Completed Permanent Participation Record—PPR (with supporting materials)</td>
<td>4. Table of Contents (designed by you)</td>
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<tr>
<td>5. A minimum of one project area record. (Members are encouraged to complete one record form for each project area they are enrolled in.) Each project record may include supporting materials as explained on the project records themselves.</td>
<td>5. Current County Awards Policy (this document)</td>
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<td>Refer to the Walworth County 4-H Record Book Checklist for more information about how to assemble your record book.</td>
<td>6. Completed Permanent Participation Record—PPR (with supporting materials)</td>
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<td>Be aware that members who fail to complete the minimum 4-H Record Book requirements may be restricted to “club only” participation the next 4-H program year and may forfeit their fair premium checks as provided in the Walworth County Fair rules.</td>
<td>7. One project area record for each project area enrolled. May include supporting materials as explained on the project records themselves. Each project area must be separated by a divider with a labeled tab.</td>
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<tr>
<td><strong>Grades 6-13 Only:</strong></td>
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<tr>
<td>8. If you were a Youth Project Leader for one or more project areas, complete a Youth Project Leader Report for each corresponding project area.</td>
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4-Hers in “good standing” who complete county-level 4-H Record Books and submit them to their 4-H club organizational leaders by the club deadline are eligible to earn:
- Bronze, silver, and gold pins when they accumulate the appropriate number of points on the PPR. (See PPR for scoring criteria.)
- Annual date bars to attach to their 4-H membership pin.

They are also eligible to be nominated by their 4-H club organizational leaders for special county awards. (*See the back of this document for details.*)

Revised March, 2015

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University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.
Walworth County 4-H Record Book forms are available as both hard copies and digitally. Hard copies are distributed to member-families in the spring each year by club organizational leaders. After that, they can be picked up in the UW-Extension office, or you can print them from home. Most forms will be available at: [http://walworth.uwex.edu/4-youth-development/record-keeping/](http://walworth.uwex.edu/4-youth-development/record-keeping/) after May 1, 2015. Many will be available as both Microsoft Word documents and fillable PDF’s.

Forms include:

- **Record Book Cover** (1st year of membership and as needed)—this form must be on GREEN paper!!!
- **Current 4-H Record Book Checklist** (one per member every year)
- **County Intro Page** (one per member every year)
- **Current 4-H Awards Policy** (one per member every year)
- **Permanent Participation Record—PPR** (one per member per 4-H career)
- Project area forms include:
  - **Current 4-H Project Report forms for grades 3-5; 6-8; or 9-13** (one per project area per year)
  - **Beef/Sheep/Swine Record Form** (one per species per year)
  - **Rabbit/Poultry Record Form** (one per species per year)
  - **Goat Project Record** (one per member per year) AND Goat Lifetime History (one per animal)
  - **Dairy Activity Report** (one per member per year) AND Lifetime Dairy Record (one per animal)
  - **Youth Project Leader Report** (one for each project area per year)

**Year-end Book Procedures**

- Your completed 4-H Record Books are due to your 4-H club organizational leaders for review each fall. Your club leaders will set and inform you of that date. It is typically in early/mid-September—just after the Walworth County Fair.
- A club committee will review all of the record books from your club and provide feedback to members using the 4-H Record Book Checklist included in each.
- 4-H club organizational leaders will forward the names of all 4-Hers who earned date bars or bronze/silver/gold pins to the county UW-Extension office. They will also forward any county-level record books that are being nominated for special county awards. (*See listing below).
- The Walworth County 4-H Awards Committee and designated volunteers will meet to select special county award winners. Those winners will be honored at the annual Junior/Senior Leaders’ Association Banquet.
- Date bar and pin recipients will receive their awards during the club recognition programs.

**Special County Awards Your Club Organizational Leaders Can Nominate You For**

- **Outstanding Youth Awards**
  Up to four winners are chosen annually in each of the following grade categories: grades 3-4, grades 5-6, grades 7-8, grades 9-10, and grades 11-13. A member may only win once in each grade category.
- **Youth Leadership Awards**
  One intermediate and one senior Youth Leadership Award may be awarded in each of the following project area groups annually: Agriculture, Home Economics, or Miscellaneous. Intermediate members (grades 6-8) must have earned their silver pin to be eligible; senior members (grades 9-13) must have earned their gold pin. Enrollment as either a Youth Project Leader (in any project area) or in the Youth Leadership project itself is required. Evidence of leadership activity in the project area group nominated in must be obvious and well outlined in the pertinent Youth Project Leader Report(s), or in the grade-based 4-H Project Report for the Youth Leadership project. A member may only win once per project area group per age division.
- **Elaine Papcke Memorial Foods Award** (*Requires a special application which is given to leaders)
- **Walworth County 4-H Cultural Arts Award**
- **Florence Sweno Leadership Award** (*Requires a special application which is given to leaders)
- **Tom Long Sportsmanship Award** (Horse members only)