


# 2016-2017 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.

Minimum 4-H Record Book Requirements	Requirements for County-level 4-H Record Book Award Eligibility
<p>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:</p> <ol style="list-style-type: none"> <li>1. Completed <i>Record Book Cover</i> in a 3-ring binder</li> <li>2. Current <i>County Record Book Checklist</i></li> <li>3. Current <i>County Intro Page</i> (with picture included)</li> <li>4. Completed <i>Permanent Participation Record</i>—PPR (with supporting materials as explained on the PPR itself). 4-Hers with a PPR from 2016 or earlier should place their old PPR directly behind their current PPR within their 4-H Record Book.</li> <li>5. A <u>minimum of one</u> 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.</li> </ol> <p>Refer to the <i>Walworth County 4-H Record Book Checklist</i> for more information about how to assemble your record book.</p> <p>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.</p> <p>4-Hers who complete at least a Minimum Requirements 4-H Record Book 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.)</p> 	<p>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:</p> <ol style="list-style-type: none"> <li>1. Completed <i>Record Book Cover</i> in a 3-ring binder</li> <li>2. Current <i>County Record Book Checklist</i>.</li> <li>3. Current <i>County Intro Page</i> (with picture included)</li> <li>4. Table of Contents (designed by you)</li> <li>5. Current <i>County Awards Policy</i> (this document)</li> <li>6. Completed <i>Permanent Participation Record</i>—PPR (with supporting materials as explained on the PPR itself). 4-Hers with a PPR from 2016 or earlier should place their old PPR directly behind their current PPR within their 4-H Record Book.</li> <li>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.</li> </ol> <p><u>Grades 6-13 Only:</u></p> <ol style="list-style-type: none"> <li>8. If you were a Youth Project Leader for one or more project areas, complete a <i>Youth Project Leader Report</i> for each corresponding project area.</li> </ol> <p>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:</p> <ul style="list-style-type: none"> <li>• Earn annual date bars to attach to their 4-H membership pin.</li> <li>• Be nominated by their 4-H club organizational leader(s) for <i>Outstanding Achievement Awards</i>, <i>Youth Leadership Awards</i>, and the <i>Elaine Papcke Memorial Foods Award</i>.</li> <li>• Self-nominate for the <i>Florence Sweno 4-H Club-Level Leadership Award</i>, the <i>Walworth County Cultural Arts Award</i>, and the <i>Wisconsin 4-H Foundation Community Servant Award</i>.</li> <li>• Win the <i>4-H Key Award</i> (grades 10-13 only).</li> </ul>

## 4-H Record Forms

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 (who have requested them). After that, they can be picked up in the UW-Extension office, or you can print them from home. Forms will be available at: <http://walworth.uwex.edu/4-youth-development/record-keeping/>. Forms include:

- **Record Book Cover** (1<sup>st</sup> year of membership and as needed)
- 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)
- Current **4-H Project Report forms for grades 3-5; 6-8; or 9-13** (one per project area per year—all projects). Project areas are listed on the forms, themselves.

The *Beef, Dairy, Goats, Poultry, Rabbits, Sheep, and Swine projects* have additional income/expense and/or animal identification/breeding documentation that should be placed in the 4-H Record Book: These forms are available at <http://walworth.uwex.edu/4-youth-development/projects/> and are due to the appropriate Junior Department Superintendents or their committees during fair week. Refer to the instructions at the top of the individual forms for specific instructions for your project area.

- **Youth Project Leader Report** (one for each project area member was a youth project leader in each year)

## Year-end Record 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 and county-level record books being nominated for special county awards\* to the UW-Extension office.
- 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.
- All 4-Hers, grades 10-13, who complete county-level 4-H record books will be considered for the *4-H Key Award*. Members may receive this award once in their 4-H career. This award honors members who have demonstrated consistent growth in 4-H involvement, developed and applied their leadership skills, and actively participated in their clubs and local communities. Recipients must have at least three years of experience in 4-H and one year as a youth leader.

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

- **Outstanding Achievement Awards**  
Up to four winners chosen annually in each of five grade categories: grades 3-4, 5-6, 7-8, 9-10, and 11-13. A member may only win once in each grade category.
- **Youth Leadership Awards**  
One intermediate (grades 6-8) and one senior (grades 9-13) *Youth Leadership Award* may be awarded in each of three project area groups annually: *Agriculture, Home Economics, or Miscellaneous*. To qualify, members must...1) have been a youth leader for at least two years (including this year) AND 2) have obvious and well-outlined evidence of leadership activity in the project area group nominated in. 4-Hers are considered Youth Leaders when they enroll either in the *Youth Leadership Project* or as a project-area Youth Leader. A member may only win once per project area group per age division. A member may not win this award the same year he/she wins an *Outstanding Achievement Award*, though he/she may be nominated for both in the same year.
- **Elaine Papcke Memorial Foods Award** (\*Requires a special application which is given to leaders)

## \*Special County Awards You Can Nominate Yourself For

- **Florence Sweno 4-H Club-level Leadership Award** (\*Requires a special application.)
- **Walworth County Cultural Arts Award** (4-Hers in cultural arts projects only. \*Requires a special application.)
- **Wisconsin 4-H Foundation Community Servant Award** (\*Requires a special application.)