



2019-2020 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. All 4-H members are encouraged to complete a 4-H Record Book. Those interested in earning awards must complete a 4-H Record Book.

Requirements for County-level 4-H Record Book Award Eligibility

4-H members who are interested in being recognized for the 4-H project and activity accomplishments they've documented must create a 4-H Record Book following the guidelines for each award below. The record book components should be in the order that they are listed below. All Record Book submissions should be in a binder or report cover when turned in.

- **Pin (Bronze, Silver, Gold, Platinum)**
 - Record Book
 - Cover
 - *Introduction Page*
 - *Permanent Participation Record*
- **Date Bar**
 - Record Book
 - Cover
 - *Introduction Page*
 - *Permanent Participation Record*
 - A minimum of ONE grade based *Project Report Form*
- **Outstanding Achievement Award**
 - Date Bar Requirements
 - Plus *Outstanding Achievement Application*
(Attach to outside cover with a paper clip, binder clip, or rubber band)

Note: 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 Award**
 - Date Bar Requirements
 - Plus *Project Report Form* for the *Youth Leadership Project*
AND/OR *Youth Leadership Record Form* for one or more youth project leader efforts

Note: 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. 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*.

- **Wisconsin 4-H Foundation Community Servant Award**
 - Date Bar Requirements
 - Plus *Community Servant Award Application*
(Attach to outside cover with a paper clip, binder clip, or rubber band)

- **Florence Sweno 4-H Club-level Leadership Award**
 - Date Bar Requirements
 - Plus *Florence Sweno Award Application*
(Attach to outside cover with a paper clip, binder clip, or rubber band)

- **Elaine Papke Memorial Foods Award**
 - Date Bar Requirements
 - Plus grade based *Project Report Form* for relevant projects and any *Youth Leader Record Forms* for relevant projects (*Food-Nutrition, Food Preservation, Cake Decorating*)
 - Plus *Elaine Papke Memorial Foods Award Application*
(Attach to outside cover with a paper clip, binder clip, or rubber band)

- **Cornelison 4-H Arts & Communications Award**
 - *Date Bar Requirements*
 - Plus grade based *Project Report Form* for relevant projects and any *Youth Leader Record Forms* for relevant projects (*Arts and Crafts, Theater Arts, Music, Scrapbooking, Communication, Creative Writing, Speaking*)
 - Plus *Cornelison 4-H Arts & Communications Award Application*
(Attach to outside cover with a paper clip, binder clip, or rubber band)

4-H Record Forms

- All Walworth County 4-H Record Book forms are available both digitally and as hard copies. Access digital fillable copies at: <https://walworth.extension.wisc.edu/4-youth-development/record-keeping/>. Request hard copies at: <https://forms.gle/1WerKNBtrNGvV6my5>. Submit your request for hard copies by Friday, Aug. 7 to receive them by mid-August. Submit your request by Tuesday, Sept. 8 to receive them by mid-September.

Forms include:

- **Record Book Cover** (1st year of membership and as needed)
- **Introduction Page** (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 *Goat, Poultry, Rabbit, and Swine projects* have additional income/expense and/or animal identification/breeding documentation that MAY be placed in the 4-H Record Book 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

- For 2020, completed 4-H Record Books being submitted for recognition must be turned in to the Extension office.
 - 1) Mail them with a postmark date of no later than September 30. Mailing address is: Walworth County Extension, 100 W Walworth Street, Suite 201, POB 1001, Elkhorn, WI 53121.
OR
 - 2) Drop them off in the no contact drop box next to the Extension Office door (Room 201 of the Walworth County Government Center) between **September 29 and October 2 from 8 a.m. to 2 p.m.** daily.
- The Walworth County 4-H Awards Committee and designated volunteers will select special county award winners. Those winners will be honored and will receive their awards this fall. Details TBA.
- Awards, including date bars and pins, will be enclosed with record books upon return to members. Details TBA.
- **4-Hers, grades 10-13, will automatically be considered for the 4-H Key Award if they turn in a Date Bar Record Book.** Members may receive this award once in their 4-H career. Recipients must have at least three years of experience in 4-H and one year as a youth leader.