



2023-2024 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*
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 Papcke 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 Papcke 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://go.wisc.edu/tr7qy8>. Submit your request for hard copies by August 16 to receive them by late August. Submit your request by September 3rd to receive them by mid September.**

Forms include:

- **Award Application Checklist** (one per member annually)
- **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 *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

- All 4-H Record Books being submitted for recognition must be submitted to the Extension office for judging.
 - 1) Turn them in directly to the Extension Office (Room 201 of the Walworth County Government Center) during regular business hours **no later than September 23**.
OR
 - 2) Turn them in to your club leader by the date and time they designate. Note that club leaders who opt to collect books will be responsible for turning them in at the Extension office on or before September 23, so your turn-in date to them will precede that.
- The Walworth County 4-H Awards Committee and designated volunteers will select special county award winners. Those winners will be honored at the *Junior/Senior Leaders' Banquet* on November 17.
- Awards, including date bars and pins, will be enclosed with record books upon return to club leaders.
- **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.