

Burnett County 4-H Youth Award Guidelines



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<http://burnett.uwex.edu/4h>

Applicable starting with 2009 4-H year



Dear 4-H member and family:

During your time in 4-H, you will learn many different skills to help you grow as a person and to become a positive, successful and caring individual to yourself, family and community. The information in this packet is designed to help you learn some of these skills.

Success in 4-H means getting the most out of your experiences by setting goals, making choices, keeping records of your progress and learning as you go. It also means learning how to lead, learn, work and have fun with others. Keep in mind that awards reflect only a part of 4-H success; true accomplishment comes with doing your personal best.

The Guidelines set forth in this document will help you to understand what is required to compete for the many youth awards. The decisions of the Awards Committee are final. If you have any questions about award requirements or decisions of the Awards Committee, ask your club's General Leader and/or the county UW-Extension 4-H agent.

Please keep this packet for future reference.

Thank you,
Burnett County 4-H Leaders Association

For more information about the Burnett County 4-H organization:

UW-Extension Burnett County
Youth Development Educator
7410 County Road K #107
Siren, WI 54872

Phone: 715/349-2151
Fax: 715/349-2102



Forms and other information can be found on the web at <http://burnett.uwex.edu/4H>

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4-H Terms

Achievement: Achieving in 4-H means a member completes all membership requirements of the 4-H club and county 4-H policies during the year (See General Achievement Guidelines).

Awards Committee: A committee of the Leaders Association whose members review record books and decide upon award winners and trip delegates. Their mission statement is to provide recognition to those members that exhibit extraordinary achievement through project work, leadership, community service and citizenship.

Burnett County Leaders Association: Organization which supports the county 4-H program by supporting volunteers, raising funds for 4-H, creating and enforcing 4-H policy, coordinating member recognition and providing opportunities for members.

Club Leadership: As a youth member, means actively serving your club by such things as organizing meetings, activities, teaching projects, or serving as a club officer. Can also involve leading other activities like community service projects or helping younger members.

Community service: As a 4-H member and/or as a youth member of the community, giving your time and talent to projects, services or activities that benefit others or the community as a whole. Public youth contributions is a civic mission of 4-H.

General Leader: A volunteer or team of volunteers who provides overall 4-H club leadership and coordinates members, parents, and the involvement of other leaders.

Junior Leaders Association: Organization made up of 4-H youth grade 7 and older. Members work on leadership and citizenship skills through supporting the Leaders Association by planning county-wide 4-H events and educating younger 4-H members.

ME (Member Evaluation) Form: A form that describes an evaluation of accomplishments and experiences in 4-H projects and activities. The ME form is completed by 4-H members at least 14 years and older as of January 1 of the coming 4-H year. The ME form may not be required for awards at the county level but may be required for district, state, national and international level trips and events. The ME Form can be downloaded from the Burnett County 4-H Youth Development website.

Project: A topic that you want to explore during the year. 4-H members are required to enroll in one or more projects (depending upon grade level) each year using the annual Wisconsin 4-H Project Guide (from your club General Leader or Burnett County 4-H Youth Development website). Projects range from large and small animals to arts and crafts, theatre arts to child development, bicycling to recycling, and much more.

Record Book: A place to keep your goals and accomplishments throughout the 4-H year. Record books are shared with your General Leader at the end of the year and may advance to the Awards Committee.

Youth Leadership Project: A project enrolled in by older youth to help develop leadership skills. Youth learn how to develop a leadership plan, teach, accept responsibilities and encourage others.

General Achievement Guidelines

These are the **minimum expectations for all 4-H members** on an annual basis.

Burnett County 4-H year is September 1 to August 30.

Members need to complete the six steps in order to achieve. By achieving, members receive a yearly achievement pin and may qualify for additional awards based on the recommendations of your club's General Leader.

Criteria – Member must:

1. Be enrolled in a minimum number of projects by grade:
 - Grades K-2, at least one project
 - Grades 3-5, at least two projects
 - Grades 6-8, at least three projects
 - Grades 9 and over, at least four projects
2. Be active in club membership (according to club guidelines).
3. Document your project work to include evaluation of each project taken.
4. Enter at least one item to be judged or exhibited publicly outside of the club level for each project in which you are enrolled (at a fair, contest, revue, organized competition, pow wow, etc. in which the member's skills can be tested/judged by others).
5. Maintain and turn in a record of your year in 4-H (see record book guidelines pages 6 and 7).
6. Have a clean disciplinary record within the 4-H system from September 15 to September 15 of the judging year.

Note: Members may add or drop projects no later than April 15 of the 4-H year.

Record Book Guidelines

The record book year is September 1 to August 30.

All Cloverbuds and standard record book forms can be downloaded from the UW-Extension Burnett County website at <http://burnett.uwex.edu/4h/>.

Green 4-H Record Book covers and fasteners can be obtained from your club's General Leader or the UW-Extension office.

A leader recommendation sheet (provided to and filled out by a club's General Leader) must be turned in with each record book recommended for county awards. If the sheet is not included, your book will not be considered for any awards.

Kindergarten:

This age group must use the *Cloverbuds Participation Summary* sheets (see Appendix A) available from the UW-Extension county office or downloaded from the county 4-H site noted above. A kindergartener must complete the record book in his/her own hand writing with exception to extenuating circumstances that are communicated to the awards committee in advance, i.e. the member does not know how to write or has a disability that does not permit him/her to write.

Grades 1 and 2:

This age group must maintain the standard 4-H record book (see Appendix B). Pages are available from the UW-Extension county office or downloaded from the county 4-H site noted above. Youth in Grades 1 and 2 must complete the record book in his/her own hand writing with exception to extenuating circumstances that are communicated to the awards committee in advance, i.e. the member does not know how to write or has a disability that does not permit him/her to write.

Grades 3 and up:

This age group must maintain the standard 4-H record book (see Appendix B). Youth in this age group may download the pages and forms needed and complete the record book through the use of a computer, or complete the record book in his/her own hand writing, with exception to extenuating circumstances that are communicated to the awards committee in advance, i.e. the member has a disability that does not permit him/her to write.

Record Book Guidelines, Continued

Cloverbuds

All record books must:

1. Be neat.
2. Have all pages of the *Cloverbuds Participation Summary* completed.
3. Have completed inside front and back covers, using the green 4-H Record Book cover.

Grades 1 and up

All record books must:

1. Be neat.
2. Have completed inside front and back covers, using the green 4-H Record Book cover.
3. Contain a *Photo Page*.
4. Contain statement of true and own work.
5. Contain a *4-H Activities* page.
6. Contain a *4-H Yearly Calendar* highlighting what you have done each month.
7. Contain a *Project Plan Evaluation* for each project in which you are enrolled.
8. Have parents' or leader's comments filled out on the project plan page(s).
9. Contain a *My 4-H Story* page to summarize your 4-H year.
10. Contain pictures, newspaper articles, and judge's sheets from contests to enhance the record book.
11. Include at least two, but not more than three, consecutive years in the record book at judging time.

Grades 7 and up

All record books must:

1. Follow 1-11 above.
2. Contain information on leadership activities/opportunities.
3. Include at least two, but not more than three, consecutive years of leadership.

Order for the record book – Current year on top

- A. Current photo and demographic data
- B. Activities
- C. Yearly Calendar
- D. Project Evaluation(s)
- E. 4-H Story
- F. Photos, judges sheets, newspaper clippings, etc.

DO

- ☺ Make it about YOU, not your club.
- ☺ Highlight your name in included articles.
- ☺ Work on your record book all year.

DO NOT

- ☹ Do not include ribbons or pins.
- ☹ Do not type unless you are in Grades 3 or above.
- ☹ Do not include whole Bugles, whole programs, or 4-H project materials.

Blue Ribbon Record Book Awards

The Blue Ribbon Record Book Award is awarded to members who exhibit exemplary record books, based on the record book guidelines. Record books are judged on the content of what you write about and include, not the thickness or weight of the book. The Awards Committee may give one award per grade division each year.

Record books are judged in the following grade divisions (grade as of January 1 of the enrollment year):

- Kindergarten
- Grades 1-2
- Grades 3-4
- Grades 5-6
- Grades 7-8
- Grades 9 and up

Criteria – Member must:

1. Turn in completed record book which reflects the Record Book Guidelines (see pages 6 and 7).

Note: \$10 in prize money awarded to the top Blue Ribbon Record Book in each division. In addition, an “Overall Blue Ribbon Record Book” plaque may also be awarded.

Outstanding Cloverbud Award

Recognizes Cloverbuds who are off to a good start in 4-H. Each club may identify two Cloverbuds for each grade division.

Grade divisions (as of January 1 of the current enrollment year):

- Kindergarten
- Grades 1-2

Criteria – Member must:

1. Meet general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7).
3. Demonstrate enthusiasm and positive 4-H participation.

Outstanding Member Award

Recognizes 4-H club members who show outstanding participation at a club level and beyond. Each club may recommend two members per grade division.

Grade divisions (as of January 1 of the current enrollment year):

- Junior (Grades 3-5)
- Intermediate (Grades 6-8)
- Senior (Grades 9 and up)

Criteria – Member must:

1. Meet general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7).
3. Participate in club 4-H events (i.e. community service, fair, contests, etc.).
4. Participate in county 4-H events (i.e. fair, contests, fun activities, etc.).
5. (Senior Division only) Be enrolled in 4-H for at least two years.

Leadership Award

Recognizes members for displaying outstanding leadership at many levels. There can be two awards given in each division for each club.

Grade divisions (as of January 1 of the current enrollment year):

- Junior (Grades 3-5)
- Intermediate (Grades 6-8)
- Senior (Grades 9 and up)

Criteria per division:

Junior – Member must:

1. Have completed 2 years in 4-H.
2. Meet the general achievement guidelines (see page 5).
3. Completed 2 years of records in record book per guidelines (see pages 6 and 7).
4. Be active in leadership roles in 4-H club, community, and county.

Intermediate – Member must:

1. Have completed 2-3 years in 4-H.
2. Meet the general achievement guidelines (see page 5).
3. Completed 2-3 years of records in record book per guidelines (see pages 6 and 7).
4. Be enrolled in the Youth Leadership Project.
5. Document leadership activities.
6. Be active in leadership roles in 4-H club, community, and county.

Senior – Member must:

1. Have completed at least 3 years in 4-H.
2. Meet the general achievement guidelines (see page 5).
3. Completed 2-3 years of records in record book per guidelines (see pages 6 and 7).
4. Be enrolled in the Youth Leadership Project.
5. Document leadership activities.
6. Be active in leadership roles in 4-H club, community, county and outside of the county.

Achievement Award

Recognizes older members who exhibit outstanding 4-H achievement in all of their projects. There are up to four awards given each year. Each club General Leader may recommend up to two club members.

Criteria – Member must:

1. Be in grades 9 and over as of January 1 of current 4-H year.
2. Meet the general achievement guidelines (see page 5).
3. Complete record book for at least two, but not more than three, consecutive years per record book guidelines (see pages 6 and 7).
4. Have excelled in project work.
5. Be active in club and county activities.

Foods Award

Provides recognition from the Burnett County Home and Community Education Club (HCE) to a foods project member. 4-H members can win this award only once.

Criteria – Member must:

1. Meet general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7).
3. Have been in foods project at least three years.
4. Have participated in foods revue during current 4-H year.
5. Have exhibited in at least one fair and have showed excellence.

State Key Award

The Wisconsin Key Award is the highest 4-H award, providing special recognition to a 4-H member who has demonstrated consistent growth in their 4-H program, developed leadership abilities, and has been a helpful member of their club and community.

The number of Key Awards allowed is determined by the state, based on total county enrollment.

Criteria – Member must:

1. Meet general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7) and submit record book.
3. Complete and submit typed ME Form.
4. Have been an active, contributing member of the 4-H community.
5. Served in leadership roles and participated in club, county and out of county activities as documented in the member's 4-H record book.

Wisconsin 4-H and Youth Conference

Approximately 700 youth attend this educational event in Madison each summer. Participants take part in educational seminars and assemblies and meet people from across Wisconsin. They are encouraged to take what they learn and share it with others in their home community.

Number of delegates awarded this trip by the Awards Committee is determined annually by the state and the Leaders Association. An individual can be awarded this trip once in his/her 4-H career.

Criteria – Member must:

1. Be in grades 8-10 as of January 1 of the coming 4-H year.
2. Meet general achievement guidelines (see page 5).
3. Complete record book per guidelines (see pages 6 and 7) and submit record book.
4. Complete and submit typed ME Form.
5. Have been in 4-H at least three years.

Important Trip Information:

Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 80% of the registration fee and the youth 20% plus some additional costs such as spending money and related items. Parents are responsible for completing necessary participation and health forms and transportation.

Citizen Washington Focus

Thousands of youth from across the country are selected to attend this leadership program held at the National 4-H Center in Washington, D.C. Participants learn the importance of civic and social responsibilities as they relate to the development of better citizens and leaders. The week-long trip consists of participatory workshops, speakers, committee work, field trips and social events.

The Awards Committee may choose up to two delegates each year. An individual can be awarded this trip once in his/her 4-H career.

Criteria – Member must:

1. Meet the general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7) and submit record book.
3. Complete and submit typed ME Form.
4. Must have been in 4-H at least three years.
5. Have been to Wisconsin 4-H Youth Conference.
6. Be in grades 10-12 as of January 1 of the coming 4-H year, and at least age 15 at the time of the trip.

Important Trip Information:

Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 80% of the trip and the youth pays 20% plus some meals and personal spending money. Parents are responsible for completing necessary participation and health forms and transportation to and from boarding and disembarking points.

National 4-H Congress

National 4-H Congress is the most significant event of the 4-H program. The Congress provides youth with a quality educational and cross-cultural experience that exceeds what any state independently provides. It is designed to address the needs and issues of youth while helping to develop capable, competent, and caring citizens. Approximately 1300 members of 4-H Youth Development Programs from around the country and Puerto Rico gather to learn new skills in leadership, community service and multi-cultural integration. In addition to attending assemblies and workshops, they participate in discussion groups on issues facing our country today and moderate a town hall meeting at which they share the results of those discussions.

The Awards Committee may select up to one youth annually to attend the National 4-H Congress. An individual can be awarded this trip once in his/her 4-H career.

Criteria – Member must:

1. Meet the general achievement guidelines (see page 5).
2. Complete record book per guidelines (see pages 6 and 7) and submit record book.
3. Complete and submit typed ME Form.
4. Have been in 4-H at least three years.
5. Have been to Wisconsin 4-H Youth Conference and Citizenship Washington Focus (CWF).
6. Be in grades 10-12 and no older than 18 years as of January 1 of the coming 4-H year.
7. Continue to be enrolled and as active as possible through the dates of the trip.

Important Trip Information:

The Leaders Association currently pays 100% of this trip. The youth pays for some meals and personal spending money. Parents are responsible for completing necessary participation and health forms and transportation to and from boarding and disembarking points.

Northern District Winter Leadership Camp

A northwoods camping weekend in January for 4-H teens from multiple counties. Number of delegates and amount of scholarship to be decided on an annual basis by Awards Committee.

Criteria – Member must:

1. Be at least 14 years old or in 8th grade as of January 1 of coming 4-H year.
2. Meet the general achievement guidelines (see page 5), including a record book.
3. Be active in club and county activities.

State Fair Demonstration Contest

An opportunity for 4-H youth to perform a 10-minute demonstration at the Wisconsin State Fair in Milwaukee.

Criteria – Member must:

1. Meet the general achievement guidelines (see page 5), including a record book.
2. Be 12-18 years old as of January 1 of the year participating in the State Fair.
3. Be selected by Demonstration Contest judge at the annual Burnett County Cultural Arts Fair.
4. Meet all State Fair requirements and obligations.

Important Trip Information:

Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 80% of the fee for lodging and meals in the Tommy G. Thompson Youth Center. The youth will pay 20% plus any additional costs such as spending money and related items. Parents are responsible for completing necessary participation and health forms and transportation.

State Fair Clothing Revue

An opportunity for 4-H youth to model their clothing project at the Wisconsin State Fair in Milwaukee.

Criteria – Member must:

1. Meet the general achievement guidelines (see page 5), including a record book.
2. Be at least 14 years old as of January 1 of the year participating in the State Fair.
3. Be selected by Clothing judge at the annual Burnett County Food and Clothing Revue.
4. Meet all State Fair requirements and obligations.

Important Trip Information:

Trip costs are currently shared between the Leaders Association and youth. The Leaders Association pays 80% of the fee for lodging and meals in the Tommy G. Thompson Youth Center. The youth will pay 20% plus any additional costs such as spending money and related items. Parents are responsible for completing necessary participation and health forms and transportation.

4-H Grants

Nancy Carlson Memorial Grant

History: Nancy Carlson was a very active 4-H member. She was very involved in showing Guernsey cattle at the Grantsburg Fair.

Grant amounts and requirements: Five (5) \$20 grants will be awarded by the Leaders Association to Burnett County 4-H members who are 9-10 years old. An individual can receive this grant only once in their 4-H career. The grant can be used in any 4-H project area.

Claire Erickson Memorial Grant

History: Claire Erickson was very involved with the horse project in Burnett County and taught children how to show horses. He was always involved in the Showdeo at the Grantsburg Fair.

Grant amounts and requirements: Two (2) \$25 grants are available from the family of Claire Erickson of Grantsburg. Applicants must be 4-H horse or horseless project members. An individual can receive this grant only once in their 4-H career.

Bessie Peterson Memorial Grant

History: This grant honors Bessie Peterson, a very special Burnett County individual who believed in the 4-H idea and the many benefits derived from active 4-H involvement.

Grant amounts and requirements: Six (6) \$25 grants will be awarded by the Leaders Association to Burnett County 4-H members who are 11-14 years old. Members must have shown achievement in the past two years of project work. Grants are for the purchase of materials for the achievement of 4-H goals.

An application form is available online at <http://burnett.uwex.edu/4h> (see Appendix C). The form is the same for all grants; however, if you are applying for more than one grant, please fill out a separate form for each grant.

Application forms are due to in the UW-Extension county office by the last Friday in February of each calendar year.

Burnett County 4-H Scholarship

To assist former Burnett County 4-H members with their post-secondary education. Amount of scholarship and number of recipients decided annually by Leaders Association. An individual can be awarded the scholarship one time only.

Criteria – Applicants must:

1. Have completed at least one year of a 4-year post-secondary program or one semester of a 2-year program are eligible to apply.
2. Have been enrolled as a member in the Burnett County 4-H program at least 3 of the last 5 years.

Application forms are available at <http://burnett.uwex.edu/4H> (see Appendix D). They are due to the UW-Extension Burnett County office by October 1 of each year.

Appendix A – Cloverbud Participation Summary

These are the record book pages to be filled out by Cloverbud members in Kindergarten only. There are six pages in total. The forms can be downloaded at <http://burnett.uwex.edu/4h>. See pages 6 and 7 of this guide for more information.





CLOVERBUDS
PARTICIPATION SUMMARY

My name is _____
 My address is _____
 I belong to the _____ 4-H Club.
 This is my _____ year in 4-H.
 I am in the _____ grade at _____ School.
 The activities I worked on this year were _____


 Here is a drawing of my favorite project or Cloverbud. 

This year I learned how to: _____




 Here are some pictures of me in Cloverbuds:

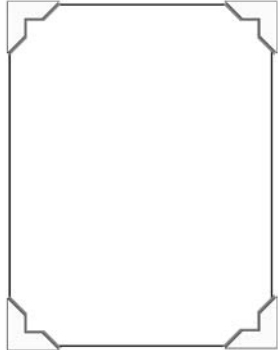
PROGRAM RECORD

Name _____
 Birthdate _____ Club _____
 Parents _____ 
 Leader's Name _____
 Projects for this year _____

 I went to _____ Club meetings and _____ Cloverbud meetings.
 I got to be on a committee for _____

 I like being in 4-H because _____

 Here is a drawing about me and 4-H.






In my club, I got to: _____

I went to project meetings about:

Next year I want to learn about: _____



 Here are pictures of some things I made in 4-H:

Appendix B – Standard Record Book Pages

These are the record book pages that need to be filled out by 4-H members in grades 1 and above. The forms can be downloaded at <http://burnett.uwex.edu/4h>. See pages 6 and 7 of this guide for more information.

4-H Year 20__

My name is _____

I am _____ years old.

I am in _____ grade.

I go to the _____ School.

I am a member of the _____ 4-H Club.

This is my _____ year in 4-H.

Number of projects I took this year: _____

(Place photo here)

The information in this record book is true and of my own work.

Member Signature _____

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The **Photo** page includes your photo and other identifying information, as well as the statement of true and own work.

4-H Year 20__

		Planned	Accomplished
Club Activities	Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>
	Crafts	<input type="checkbox"/>	<input type="checkbox"/>
	Judging	<input type="checkbox"/>	<input type="checkbox"/>
	Dissection	<input type="checkbox"/>	<input type="checkbox"/>
	Music	<input type="checkbox"/>	<input type="checkbox"/>
	Drama	<input type="checkbox"/>	<input type="checkbox"/>
	Conservation	<input type="checkbox"/>	<input type="checkbox"/>
	Health	<input type="checkbox"/>	<input type="checkbox"/>
	History	<input type="checkbox"/>	<input type="checkbox"/>
	Community Service	<input type="checkbox"/>	<input type="checkbox"/>
	Club Tour	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	
County Activities	Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>
	Speaking	<input type="checkbox"/>	<input type="checkbox"/>
	Judging	<input type="checkbox"/>	<input type="checkbox"/>
	Music	<input type="checkbox"/>	<input type="checkbox"/>
	Drama	<input type="checkbox"/>	<input type="checkbox"/>
	Clothing Show	<input type="checkbox"/>	<input type="checkbox"/>
	Food Show	<input type="checkbox"/>	<input type="checkbox"/>
	Summer Camp	<input type="checkbox"/>	<input type="checkbox"/>
	Art	<input type="checkbox"/>	<input type="checkbox"/>
	Photography	<input type="checkbox"/>	<input type="checkbox"/>
	Arts and Crafts	<input type="checkbox"/>	<input type="checkbox"/>
District, State and National	Junior Leaders Association	<input type="checkbox"/>	<input type="checkbox"/>
	Other	<input type="checkbox"/>	<input type="checkbox"/>
	State Fair Demonstrations	<input type="checkbox"/>	<input type="checkbox"/>
	State Fair Clothing Show	<input type="checkbox"/>	<input type="checkbox"/>
	State Fair Exhibit	<input type="checkbox"/>	<input type="checkbox"/>
	Northwestern District Winter Camp	<input type="checkbox"/>	<input type="checkbox"/>
	Wisconsin 4-H and Youth Conference	<input type="checkbox"/>	<input type="checkbox"/>
	Illinois Washington House	<input type="checkbox"/>	<input type="checkbox"/>
	National 4-H Congress	<input type="checkbox"/>	<input type="checkbox"/>
	Art Camps	<input type="checkbox"/>	<input type="checkbox"/>
	Art Team, Drama Company, Photo Team or Showcase Singers	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	

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The **Activities** page is a list of activities planned and accomplished.

4-H Year 20__

4-H Yearly Calendar

What I did for 4-H in September:

September

Attended club meeting No club meeting held this month

What I did for 4-H in October:

October

Attended club meeting No club meeting held this month

What I did for 4-H in November:

November

Attended club meeting No club meeting held this month

There are a total of four **Calendar** pages to complete.

