



4-H Award Procedures

Johnson County

Introduction

To achieve its mission of helping children develop into useful and productive adult members of society, the 4-H program relies on a system of rewards within an atmosphere of competition. Whether it's a ribbon at a county fair to a national college scholarship and thousands of dollars in premium money, these rewards are intended to motivate young people to reach their full potential. Research has demonstrated that 4-H participants perceive that 4-H competitions and awards are very valuable to them in terms of teaching responsibility, building self-confidence and self-worth, and preparing them to face challenges in a competitive world.

Johnson County 4-H offers several such contests, awards and scholarships to 4-H members each year. This list and guidelines have been compiled to help make members, leaders and parents aware of these opportunities and to encourage 4-H members take part in learning by doing.

Community Leaders and Goals

The goal of these procedures are to assist in encouraging 4-H youth to accept and learn life skills and leadership. For their continuing involvement in the 4-H program, awards and procedures have been established. It is the community leader's responsibility to make 4-H members aware of opportunities for recognition, provide necessary paperwork and tools needed to complete pin requirements and record at the end of the 4-H year nomination forms requesting 4-H members receive their awards.

- A date and time will be set up, by the Trips and Awards Committee (usually in October) for the following to be submitted to the Extension Office before Record Book Judging. Nomination Forms are available at the Extension Office.
- Community Leaders will be responsible for filling out nomination forms for qualifying 4-H members and bringing qualifying award portfolios along with officer books to the Extension Office for judging. Included in the forms will be, Officer pins, KAP, and Special Awards.
- Community Leaders will also record project /community leader's numbers of years of service.
- Community Leaders or an adult volunteer will complete and turn in Club Summary and a list of the current year's member's achievement pins.
- It will be the community leader's responsibility to review all paperwork, check to see if all areas, applications, record books and officer books are complete, correct and signed by appropriate members and leaders.
- Other awards community leaders will nominate are Demonstration, Past State Winner, and News Writing Award.
- An Achievement Celebration held in November, will provide a time of commemoration when 4-H members receive achievement awards, and recognition for their 4-H work.
- Each club is strongly encouraged to send at least one adult representative to assist with the award judging.
- All forms and applications can be obtained through the Extension office or by searching www.Johnson.KSU.edu/4Hforms

KAP- Kansas Award Portfolio

Kansas Award Portfolio awards will be given in the following age divisions:

- Junior age 7-8
- Intermediate age 9-13
- Senior age 14 and over

Although youth of all ages may be judged for county winners, only youth age 14 and over are eligible to advance for area judging. A total of four top winners, per project area, in each age group will be awarded.

KAP awards are available in the current year's project areas. For a list of the current project areas refer to the Kansas 4-H Enrollment Form posted at www.johnson.ksu.edu/4Hforms.

Guidelines for KAP

- **KAP 7-8 years old**
 - Complete KAP include 5 reasonable goals, complete sections 2,3,4, and write story.
- **KAP 9-13 years old**
 - Complete KAP include 7 reasonable goals complete section 2,3,4,5, write story, and add photos.
- **KAP 14 and up**
 - Complete KAP include 10 reasonable goals complete section 2,3,4,5, write story, and add photos.

Achievement and Officer pins

Achievement Pins:

**Nominations must be submitted by the community leader. Signatures of the members and the community leader are required on each club's nomination form. Only one pin per year may be obtained. The nomination form for community leaders to complete is posted at www.johnson.ksu.edu/4HClubLeaders.*

Membership

- Cloverbud
- Membership
- Bronze
- Clover
- Emerald
- Silver Guard
- Leadership
- Gold
- Gold Guard
- Silver
- Additional pins available for years 10,11,12
- Key Award

Officer Pins

- President
- Vice President
- Secretary- requires book
- Corresponding Secretary- *requires book*
- Treasurer- requires book
- Historian- requires book
- Reporter- requires book
- Parliamentarian- *requires book*
- County Council Representative- *requires County Council Activity Report*

**Nomination forms required for the above pins, filled out by community leader.*

Club Officer Pins:

**Pins will be awarded providing the community leader fills out nomination form and the following officers complete these requirements. Only one award will be funded by the council per officer position per club, with the exception of Historian (2 per club) and County Council Representatives(2 per club). Any additional officer pins must be paid for by the 4-H Club. Pins will only be awarded to the officer positions listed below. Any additional officer positions should be recognized at the club level.*

President and Vice President officers will be awarded pins if duties have been fulfilled and they have presided at one more than half of the meetings held by the club during the term of their office.

Treasurer must submit the official 4-H Treasurer book or financial documents that show an accurate account of debits and credits. This record must show items listed and activity completed on a monthly basis.

Secretary must submit an official Secretary book that contains monthly minutes (signed by presiding officer and secretary) and attendance roll call for each meeting.

A majority of the minutes must be completed by the Secretary, and the Secretary must have performed the duties of the office at one more than half of the meetings held by club during the term of office.

Corresponding Secretary requires six letters of correspondence. Notebook turned in for judging requires copies of all letters sent and received.

Reporter must submit at least six 4-H club-related articles/items to any newspaper or electronic media source (such as a club website, social media outlet or online news source). **Articles do not need to be published, only submitted.** Other forms of correspondence in the form of 4-H promotion such as website or public service announcements submitted to radio, television stations, websites or online sources are encouraged. The intent is to increase options not to replace articles. These are county guidelines. If 4-H member is interested in being competitive in News Writing category at state judging, we recommend going beyond the minimum number of articles. Pictures are also encouraged to support news articles. Notebook turned in for judging requires copies of all articles submitted.

Historian must submit a Historian book or electronic copy of a historian book such as a CD or online photo book with a minimum of 12 pages (six double sided) of 4-H activities and events. Additional pages prepared by the Historian or club members related to other activities and events in which 4-H members participate in may be included. The Historian book should reflect the current year's events and activities. Pictures should be of current 4-H year (club meetings, county and state events). Historian book is a "History Book" of the club's year. If two 4-H'ers are applying for their historian pin, a total of 24 pages (12 double sided) must be completed.

Parliamentarian must give at least six reports during the 4-H year. To receive the pin a copy of each report must be submitted in a book. If Parliamentarian prepared a report and because of time restraints was unable to present it the report should include an explanation. This does not change the expectation of 6 reports (five reports for Council and Junior Leaders).

County Council Representatives must complete a County Council Activity Report. Youth representatives must have attended one more than half of all the County Council Meetings and actively participated on at least one Council committee.

Recognition for Past KAP State Winners

To honor youth for continuing in the 4-H program, past state KAP winners will be recognized at the Achievement Celebration. Club leaders will submit a nomination form if a 4-H member is a past state winner.

Public Speaking

4-H member must give a public speaking presentation, speech or talk at the State Fair or Regional Club day of current year and have received a purple rating. Nomination form must be submitted by the community leader.

News writing

All reporters with a complete reporters book will be considered for this award. The recipient of this award will compete at the state level for the News Writing Award. Additional information about the News Writing Award at the state level can be found at www.kansas4-h.org.

“I Dare You” Award

From the Danforth Foundation. Members must be 15-18 years of age. Be the county winner of the KAP in Leadership. Nomination form must be submitted by the Community Leader.

Club Recognition

To be considered for a Club Recognition Seal, the community leader(s) must submit a completed Club Summary. This report is available at the Extension Office and due at Record Book judging.