

Awards Committee Policies and Procedures

FOCUS – Promotion of Record Books, Awards and Trips available through 4-H. Provide support to 4-H members in completing record Books and ME forms on time.

1. The Awards Committee is a subcommittee of the Adams County Leader's Association.
2. Participation is open to any enrolled Leader or 4-H member per Adams County 4-H Committee Policies.
3. Appointment of Committee Chair and Recording Secretary shall take place annually at the January meeting or the first meeting of the new calendar year.
4. Awards Committee oversees the Record Books, ME Applications, Outstanding Youth, Leader and Community Awards, Scholarships, Awards Banquet, Ambassadors, and other trip awards.
5. Voting on awards and applications that is handled by the committee shall be done by closed ballot by committee members in attendance except for the Committee Chair. In the event of a tie, the Committee Chair shall cast a vote to break the tie.
6. Assigned committee members are those that have indicated by the January leader's association meeting that they wish to participate in the committee for the current year, these members will receive electronic updates on committee meetings and minutes.
7. Judges for any process that is used shall be selected by the following process:
 - a. Select a judge from previous year to be on panel again this year to provide the continuing knowledge of the process.
 - b. Committee shall prepare a list of potential judges from the community.
 - c. Committee members shall recommend top 2 to be contacted to make a panel of
3. They should also have an alternate chosen to contact in case of conflict.
8. Committee shall work to involve participation from all county clubs in the award opportunities.

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Awards Committee Calendar

Will hold meetings in January, April, June and October. Other meetings may be set as needed.

- January
 - Select chair and secretary for year
 - Update Policies and Procedures
 - Set calendar and focus for year
- April Meeting
 - Scholarship Applications due on April 1st
 - Wisconsin Spirit Trip Applications due on March 1st
 - Select winners of scholarships and Wisconsin Spirit Trip participants
 - Review award applications
- June Meeting
 - Promotion of awards
 - Choose judges for ME awards and record books
 - Banquet Planning
- October Meeting
 - Awards applications due October 1st
 - Select winners and write stories
 - Tally record book awards
 - Order awards
 - Ambassador application due October 15th
 - Review Ambassador applications and program
 - Finalize Banquet

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