

Dane County 4-H



SPECIAL AWARDS

LEADERSHIP
ACHIEVEMENT
CITIZENSHIP/COMMUNITY SERVICE
KEY AWARD

MANUAL

Due Date: On or before 4:30 p.m. on the Tuesday after Labor Day.

Special Award applications are submitted to the 4-H Office by your Club Leader or designee-**not individually.**

**Youth must complete the current 2016
Special Award Application download from:
<http://fyi.uwex.edu/dane4hyouth/awards>**

**APPLICATIONS THAT DO NOT MEET SUBMISSION
GUIDELINES WILL NOT BE CONSIDERED**

**All work must be completed by the youth,
not parents/guardians, leader, etc. Any application
that is not completed by the youth will not be
considered. If special assistance is needed please
provide written explanation.**

**Youth, Parents/Guardians, and/or Club Leaders
may be called in order for the Awards Committee
to confirm or substantiate information contained
within the Special Award application.**

SPECIAL AWARD INSTRUCTIONS

Junior/Senior Leadership: Recognizes a member's contributions to the 4-H program as a project or activity leader, officer or board member, committee member or chair, camp counselor, Fair volunteer, etc.

- Criteria:** Junior (grades 7 or younger)
Senior (grades 8 or older)
Receive only one time as Junior and one time as Senior
- Application:**
1. Dane County 4-H Junior and Senior Leadership Award Application
 2. One current 4-H year letter of recommendation from an adult 4-H Leader with a hand written signature
 3. Permanent Record and Participation Report updated through date of application submission and maintained consistently since the award of your last participation pin.
 4. Awards Request Form
- Due Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Selection:** Dane County 4-H Awards Committee

Citizenship/Community Service: Awarded to members for their unpaid volunteer contributions to their communities and civic groups through 4-H, school, church, other organizations and individual initiative.

- Criteria:** All members are eligible
Receive one time only
- Application:**
1. Dane County 4-H Citizenship/Community Service Award Application
 2. One current 4-H year letter of recommendation from an adult 4-H Leader with a hand written signature
 3. Permanent Record and Participation Report updated through date of application submission and maintained consistently since the award of your last participation pin.
 4. Awards Request Form
- Due Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Selection:** Dane County 4-H Awards Committee

Prudential Spirit of Community Awards: . The Prudential Spirit of Community Award identifies and recognizes youth on the basis of their volunteer work in their communities. The completed Prudential Spirit of Community Award applications will be submitted for state-level competition. Two representatives will be selected to represent the state at national competition. State honorees receive \$1000, a silver medallion, and an all-expense paid trip to Washington D.C.

- Criteria:** Open to youth in grades 5-12
Apply for the Dane County 4-H Citizenship/Community Service Award
- Application:** If selected, applicants will be eligible to apply for the Prudential Spirit of Community Award
See web site: <http://spirit.prudential.com/view/page/soc> . On-line application available in August
- Due Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Selection:** One middle school and one high school student each year

4-H Junior/Senior Achievement: Given for exceptional 4-H participation in leadership, community service, and club and county activities. This is a cumulative award based on all work from the first year of 4-H membership through this year.

- Criteria:** Junior (grades 7 and younger)
Senior (grades 8 or older)
Received only one time as a Junior and one time as a Senior
- Application:**
1. Dane County 4-H Junior or Senior Achievement Award Form
 2. One current 4-H year letter of recommendation from an adult 4-H Leader with a hand written signature
 3. Permanent Record & Participation Report updated through date of application submission and maintained consistently since the award of your last participation pin.
 4. Awards Request Form
- Due Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Selection:** Dane County 4-H Awards Committee

SPECIAL AWARD INSTRUCTIONS

Mary Hughes Memorial 4-H Horse & Pony Award: The Mary Hughes award is to recognize a 4-H Youth who has demonstrated consistent growth in the Horse & Pony Project along with strong leadership skills in other 4-H projects and activities in the 4-H club, community, county, and state.

- Criteria:** Minimum of three years enrolled in the 4-H Horse & Pony Project and not a recipient of the award in the prior year.
- Application**
1. Mary Hughes Memorial Horse & Pony Award Application
 2. Permanent Record and Participation Report
 3. Awards Request Form
- Due Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Selection:** One person per year will be presented with the engraved traveling trophy. An additional plaque will be awarded to each recipient for a keepsake.

Key Award: Highest state 4-H Award that recognizes a select group of 4-H members who have demonstrated consistent personal growth and development in leadership, citizenship, project work and participation in the functions of their 4-H club and their community. Applicants must score 75 out of 100 on ratings sheets for Dane County to be considered for selection.

- Criteria:** Grades 9 and older. Minimum 3 years in 4-H and 1 year of youth leadership.
- Application:**
1. Member Evaluation (M.E.) Form
 2. One current 4-H year Letter of Recommendation from an adult 4-H Leader with a hand written signature
 3. Permanent Record & Participation Report updated through date of application submission and maintained consistently since the award of your last participation pin.
 4. Awards Request Form
- Date:** On or before 4:30 p.m. on the Tuesday after Labor Day
- Presentation:** Award Sponsor: Farm Bureau Award presentation done at the Dane County Fair.

Salute to Excellence Volunteer Recognition Award:

Each year, State 4-H programs are invited to nominate two outstanding individual volunteers, one in each of two categories. The **Lifetime Volunteer Award** is given to an individual who has spent 10 or more years volunteering for 4-H. The **Volunteer of the Year Award** is given to an individual who has volunteered for 4-H less than 10 years. Recipients of the 4-H Salute to Excellence Volunteer Recognition Awards are chosen from nominees submitted by State 4-H offices. Web address is <http://www.uwex.edu/ces/4h/volunteers/index.cfm>
For more information contact Dane County 4-H at 608-224-3705

Dane County 4-H Awards Application HELP Sheet

The current awards applications ask applicants in several areas to **list activities, but also** to explain what they did. Evaluators will assess the true extent of an applicant's involvement. The suggested format for these explanations will parallel the manner used in resume writing.

General Guidelines-

1. Put the most important information first working keywords into the body of the explanation.
 2. Use "action" verbs to communicate accomplishments and results. Use present tense in referring to activities in which you are currently engaged. Describe previous activities in the past tense. [An action verb list has been added to the award website].
 3. Make your application easy to look at and follow. It should read more like an outline than narrative. Do not use first person pronouns. The "I" is implied as the subject when you are writing about yourself. Use incomplete sentences or phrases and maintain a consistent format.
 4. CAPITAL LETTERS are acceptable; however, use them sparingly for effect and attention grabbing for the human reader. Boldface may be acceptable and should be used sparingly as well.
 5. You may use bullets but make sure they are solid, not hollow, symbols and that at least one blank space, up to two blank spaces, are inserted between the bullet and the text. Using more than two blank spaces defeats the purpose of the bullet by placing the text too far from it.
 6. Always proofread your document for visual quality, content, and typographical, and spelling errors. Have several other people proofread your application as well.
 7. Plan ahead. Do not anticipate writing your best application overnight.
 8. Use plenty of white space. The human eye likes white space.
 9. Use one font size -12 points. Use only Arial, a non-decorative typeface throughout.
- Write achievements!** The application is about YOU, and how you performed and what you accomplished in 4-H and other activities.

Examples:

Performers' Festival	Coached and guided fellow club members for X years Acted in, directed and composed skits for my club
Communication Arts Festival	Encouraged and enlisted fellow members while participating since my second year in 4-H
Dairy promotions	Guided and planned all club activities for last four years Scheduled and prioritized Dane Co. Fair promotion
Conservation activities	Gathered and explored information about a recent fish kill to summarize for a club presentation
Health & safety activities	Drafted and edited a local newspaper article on farm safety
Fair exhibiting	Organized, oversaw and enhanced all clubs livestock displays at both the Stoughton and Dane Co. Fair for three years

**Ready to turn in your
Special Award application?
DID YOU.....**

Use the 2016 application?

Proofread your application?

Collect necessary signature?

Include current letter/s of recommendation?

Meet all submission criteria?

I finished filling out my forms for this year....now what??

- 1. Fill out an Awards Request Form and submit it with your Special Award application and Permanent Record and Participation Report if required. The Awards Request Form can be found at <http://fyi.uwex.edu/dane4hyouth/awards/>.**
- 2. Be sure you turn your Special Award Request and application in to your Club Leader by the due date set by your leader.**
- 3. Your Special Award application will be taken to the 4-H Office by your Club Leader or designee and given to the Awards Committee.**
- 4. Volunteer evaluators will review your Special Award application and if your application meets criteria you may be chosen for an award.**
- 5. If you have a question about your Special Award application you may call the 4-H Office at 224-3705. Your question will be referred to a member of the Awards Committee and they will help you.**
- 6. If you receive a Special Award you will be notified by your Club Leader.**

Keep Up The Good Work!