September 3, 2015

To: Club Leaders
From: Nancy
RE: Record Judging

I can’t believe that September is here! Where did our summer go! I hope you all had a good 4-H year and are gearing up for the new 4-H year!

Here is some Record Judging and Round-Up information you might find helpful. Some of the forms are on the county website. Following is the website where you can find them: http://www3.extension.umn.edu/county/rock/4-h/downloads/.

Summary on Awards and Record Judging
Research shows that “Reflection” is the most beneficial step in completing a task. Completing records gives 4-H’ers a chance to be rewarded on their reflection process, where they can recognize what went well, what didn’t go well, what they could do better next time and everything in between. The 4-H motto is “TO MAKE THE BEST BETTER” and in order to do that a reflection process is important. The purpose of Round-Up awards is to give 4-H’ers and leaders recognition for their 4-H work. This recognition is presented at the year-end Round-Up Awards Banquet - scheduled for Nov 7, 2015.

Here are the current year’s steps for record judging:
Step 1 - The current year’s records should be completed and turned in to the club leader by September 14 (or the date you set as a club). Participation Records MUST be turned in; Project Records are filled out to compete for project discs and achievement awards.

Step 2 - Club record evaluation - The records should be evaluated by your club. A check sheet is available for judging the Participation Record and another for the Project Record (I’ve enclosed one form for each and the forms are also online). Let me know if you want me to run copies for you.

Step 3 - Nominate those 4-H’ers whose Project Records are outstanding at the club record evaluation by listing them on the “4-H Club Recommendations for County 4-H Awards” form (enclosed). This is the only way a member can earn a project disc! Please do not list more than the number typed behind the project area. That number is the maximum number of disks we will give out in that project area for the entire county.

Nomination Forms must be turned in to the County Extension office by Sept 28 (or earlier if possible).

NEW** ALL record books for your club need to be turned in by Sept 28! Turn them ALL in even if they are not being nominated for any project disks or if they only did a participation record. (These can be rubber-banded together or something, but we want to keep them all together in one place, and this makes it easier for us to check in case of questions.)

Step 4 - Final selection of award winners is made at County Record Judging on Thursday, October 1 from 9:00 a.m.-9:00 p.m. Those involved in the selection are adult volunteers, youth leaders, and Extension Staff. Each club needs to provide at least 2-3 helpers for the County record judging.

Step 5 - Awards are handed out at the end of the year Round-Up Awards Banquet (Nov 7, 2015).
**Record Judging Timeline**

- **September 14**: Participation and Project Records due to club leaders
- **September 28**: ALL Records and club nomination forms due to Extension office
- **October 1**: County Record Judging
- **October 8**: Executive Committee selects honorary awards
- **November 7**: Round-Up Awards Night

**Forms Due from LEADERS** (These forms are enclosed and online)

- “4-H Club Recommendations for County 4-H Awards” includes project disk nominations, outstanding youth leader, honorary 4-Her, and 4-H alumni - Due September 28
- “Record Completion” List - Due September 28
- “Adult Volunteers” - Due September 28
- “Checklist for Better 4-H Club Work” - Due September 28
- “2014-2015 Officers” - Due September 28
- ALL record books from your club - Due September 28

**Forms Due from 4-H members** (These forms have been sent out and are online)

- “Achievement Award Application” - Due Sept 28
- “Application for Graduation” - Due Sept 28
- “Clover Power” - 1st or 2nd year 4-Her - Due Sept 28
- “Score sheet for Fab 15” - Due Sept 28
- “Score sheet for Fantastic 15” - Due Sept 28
- “Key Award” - Due Sept 28
- “Golla Award” - Due Sept 28
- Ambie Application – Early deadline Sept 28, Deadline Nov 1
- Federation Officer Nomination Form – Due Sept 28

Here is an explanation about each of the awards:

**4-H MEMBER AWARDS**

**4-H Members Plaque** - 4-H members are given a metal plaque the first year they complete their participation records. The plaques are 8x10 inch white metal with the 4-H pledge embossed on it in green print. 4-H’ers can watch their 4-H career grow by updating their plaques each year with their newest award discs.

**Record Completion Discs** - All members who complete their PARTICIPATION RECORD will receive a Record Disc. The gold discs have the “Records” and the year on them and should be added to the member’s “4-H Members Plaque”. Just list the names of all the youth in your club who complete their Participation Record on the “Record completion” form (included).

**Project Disc Awards** - Project discs are given in project areas for one-year reflection and recording of their current year’s project work. Discs are to be added to member’s plaque. A 4-H'er may receive a project disc more than once in their 4-H career. There should be a two-year interval between years that they receive a project disc (See the list of those kids NOT eligible included with letter). One disc can be given for every 10 members signed up for the project. Clubs should NOMINATE the very best records from your club - this will help us during county record judging. On the Nomination Form I have put a number in parenthesis behind each project name. You can nominate up to that many 4-Hers. (Example Beef (5); the county will award up to 5 discs in the beef project this year so your club can nominate up to 5 members, but not more.)

**Judging Criteria:** The 4-Her should show what they have LEARNED in a project. The requirements include:

- MUST have their project record filled out with MOST blanks filled (the older the 4-H'er the more thoroughly they should complete their record).
- SHOULD have given a demonstration and/or project talk in any area (better if in the project area).
- SHOULD have exhibited at county fair

The record is better if it includes:

- Attended a project meeting in their project area.
- Photos are included showing member working on project.
Project Achievement Awards (An achievement disc, project medallion, & cash is awarded). Members should fill out an application themselves and must submit all past records (entire record book)!! Usually, only a few achievement awards are given each year. Achievement awards can be given in any project area. Awards are given to 4-Hers who have done significant project work in one project area and have shared with others. A list of previous winner has been enclosed. A 4-H’er can earn an achievement award only once in each project area.

Judging Criteria - 4-H’er should show how they have SHARED WHAT THEY HAVE LEARNED in their project area. The requirements include the following:
- MUST have been in the project for 4 or more years
- MUST have completed project records consistently
- MUST have given demo or project talk in any area, any year (better if in that project area)
- MUST have consistently exhibited in the project area
- MUST have significantly shared their knowledge with others (led or assisted project meetings or camp or other learning sessions, demonstrations, project talks, project meetings, etc.).
- SHOULD be 9th grade or higher
- SHOULD have included photos with records - showing learning and sharing if possible
- SHOULD have participated in project meetings or other learning opportunities in project area
- SHOULD have done a demo or project talk in the project area (any year)

4-H Member Awards - Various awards or recognition are given to youth including Cloverbuds, Clover Power (for first and second year “new” 4-H members) Fantastic 15 (for members 3rd grade – 6th grade), Fab 15 (for members older than 7th grade), 4-H Graduates, and Ambassadors. Some of these awards have forms to be filled out by the member, for other recognition we use enrollment information.

MN Key Award - is a once in a lifetime award given for youth leadership. To be eligible members must have completed 10th grade, had 5 years in 4-H, at least 3 years as a Youth Leadership and then fulfilled at least 7 out of 9 other requirements including working on committees, holding an elected office in the club or county, etc. Application forms can be requested from the Extension Office.

Outstanding Youth Leader - This is a once in a lifetime award given to the youth leader who exemplifies the 4-H Motto “to make the best better” usually at both the club and county level. Each club can nominate 1 or more youth leaders from their club or other clubs. The Rock County 4-H Executive Committee makes the final selection. A list of previous winners has been enclosed. This award is given to a 4-H’er only once.

CLUB AWARDS
Active Club Awards - Clubs receive an award for their achievements as a club. The total points club members have earned on the “Checklist for Better 4-H Club Work” determine the award. The award will be given at Round Up. We ask that you also include a paragraph explaining your community pride project(s).

ADULT AND LEADER AWARDS
Awards of Clover - These awards go to the many 4-H volunteers, most of whom are our dedicated parents! Volunteers receive certificates for the First year; and recognition gifts at 5 year increments. I’ve enclosed of leaders listed in last year’s program. Give us names of first year leaders from your club and also double check to make sure we aren’t missing anyone from your club or if there is a parent listed that no longer volunteers for 4-H in the Leader’s lists, then let us know on the “Adult Volunteers” form (enclosed). Again, awards are based both on the information you provide, and on the enrollment data from 4Honline.

Friends of 4-H:
Honorary 4-Her - A plaque given to honor a community member or businessperson who goes out of their way to support Rock County 4-H. Clubs are asked to nominate individuals who help their club or the county 4-H program. The Executive Committee makes the selection.
4-H Alumnus - This plaque is given to a former 4-H member who actively supports the 4-H involvement of current 4-Hers (more than their own kids). Nominations are requested from each club with selection being made by the Executive Committee.

A list of previous winners has been enclosed. These awards are usually only given to a person once.