



4-H County Awards & Recognitions Committee Member "Guidelines of Service"

Our **GOAL** is to assist our County 4-H Program in providing a Valuable, Educational, and Positive Experience for our 4-H Members to Assist in their Youth Development of Achievement, Citizenship, Leadership, and Life Skills.

Each and every 4-H Club in our County can SELECT a REPRESENTATIVE to SERVE on the County Awards & Recognition Committee. This representative can be their General Leader, a Parent of a 4-H Club Member, a 4-H Alumni from that Club, a Business Representative from that club, or ??? Each club may decide individually, how they will select their representative. The term of service will be for 3 years in length. Please take this into consideration when making your selection. This representative will also function as a "Resource Tool" for your 4-H Club, to help assist your membership in the Awards, Trip, and Recognition Process. Clubs terms will be staggered in starting dates to ensure a balance of new and seasoned committee members. Senior Committee Members may be asked to take on additional Leadership Roles to help lead the group and/or train in the newer committee members. To participate - the names of club representatives are to be submitted at the 4-H Adult Leaders and Parent's Association Meeting in September.

Responsibilities and Commitments of Committee Members

- ✓ New Committee Members to Attend an Awards & Recognition Orientation Session
- ✓ October - Assist Committee for County Considerations for 4-H Leader Nominated Awards, for 4-H Members in Youth Development in the Areas of:
 - Achievement, Citizenship, and Leadership (Certificates, Pins, or Both)
 - Selection of Farm Bureau Outstanding Youth Awards (Agriculturally Related)
 - Selection of "I Dare You" Awards (Sponsored by OYC - Older Youth Council)
 - 4-H Service Trips
 - State 4-H Conference @ UW-Madison Campus
 - American 4-H Spirit Trip - Historical East Coast Sites
 - Interstate 4-H Exchange Program - Destination to be determined
 - CWF Citizen Washington Focus - Washington D.C.
 - National 4-H Congress - Atlanta, GA.
 - National 4-H Conference - Washington D.C.
 - And Selection of County 4-H Key Award Recognition Recipients
- ✓ Attend and Participate in one of two options for Recordbook Review Sessions, to be held on dates TBA sometime in October. This will give the Awards Committee the opportunity to review books at the Extension Office in a group setting, PRIOR to the interviewing evening.

- ✓ Completion of a "Reviewers Form" for each book reviewed - to be used as a learning tool for the 4-H Members. To be written in a positive, constructive, and resourceful manner.
- ✓ Review of Nomination Forms & Recommendation Letters (including Cover Letters and Resumes - if applicable). Any Comments to be included on "Reviewer's Form".
- ✓ Review of your assigned 4-H Record Books within your assigned time frame.
- ✓ Attend and Participate fully in one Interview Evening. This will be held at the Eau Claire County Extension Office, on the last Wednesday in October.
- ✓ Completion of a "Reviewer's Form" for the Interviews - to be used as a learning tool for the 4-H Members. To be written in a positive, constructive, and resourceful manner.
- ✓ Attendance and Participation in BOTH the Recordbook Review Session AND Interview Evening are required, in order to serve on the Awards Committee.
- ✓ Protecting the Privacy of the 4-H Member's Personal Information, The Privacy of the Committee Member Discussions in Consultation, and the Privacy of the Awards & Recognition Results (prior to the County Banquet) MUST BE RESPECTED at ALL TIMES. Any breach of this confidentiality, will forfeit the 4-H Club's Representative the opportunity to continue serving on the committee for the remainder of the year/term.
- ✓ The County 4-H Youth Extension Agent will continually be considered an ongoing member of this committee, with welcomed input, direction, & comments (as his/her schedule allows).
- ✓ As Award and Trip Sponsors: a representative of the 4-H Adult Leaders & Parents Association, OYC Advisors (or OYC Alumni Advisors), and Farm Bureau may also be invited to join the Committee, if not already represented by an existing committee member.
- ✓ In order to Serve - all 4-H Club Representatives on the Award & Recognition Committee will be asked to please sign off below, agreeing to the above noted Responsibilities and Commitments in order to serve. This will be done prior to the start of the Award & Recognition Process.
- ✓ The Committee will also be invited to participate in an Evaluation Process - scheduled for a meeting after the County Banquet. This will be an opportunity to share and recommend any suggestions and/or changes to implement for the following year. Forms may be revised.

Signature _____
 Representing _____
 Dated _____