

2019 Berrien County 4-H Youth Program Awards & Incentives Handbook

Top Ten Reasons to Apply for Recognition



#1: To receive recognition for your accomplishments.



#2: To learn and practice how to complete applications.



#3: Your 4-H accomplishments look good on college, scholarship, and/or job applications.



#4: To help build self-esteem.



#5: To help build confidence.



#6: To increase awareness of our 4-H Youth Program.



#7: To document your 4-H achievements.



#8: To meet new people.



#9: To broaden your horizons and experiences.



#10: It's fun to be recognized by your peers.

Berrien County 4-H Mission:

**To make a positive difference in the lives of Berrien County
youth.**

PURPOSE: The purpose of this handbook is to create an awareness of opportunities and awards offered to youth and adult volunteer leaders in the Berrien County 4-H Youth Program.

AWARD DEFINITION: An award is recognition given to an individual who has made a specific accomplishment. In many program areas, the award is also an opportunity to learn. This adds a dimension of responsibility to the individual and to others. There are three important things to remember about awards:

1. It is an honor to receive an award. It is honorable to accept and carry out the responsibility of the award.
2. An award is recognition of things you have achieved in the past. After you have received your award you must set new goals for tomorrow.
3. Travel opportunities will give the member a chance to grow and to learn new skills.

WHO IS ELIGIBLE? Members must be actively enrolled in a 4-H club that is in good standing as verified by the Berrien County MSUE Office. This includes the club's enrollment records, financial statement, Civil Rights Statement, participation in annual fund-raiser, etc. Some awards only require a nomination from the member's club coordinator. Others require recommendations and an award application. Leaders and parents are encouraged to assume an active supporting role in helping 4-H members complete their applications, but the work and applications are to be completed by the member.

Adult volunteer leaders must have completed the MSU Extension Volunteer Selection Process and be in good standing as verified by the MSUE Office, excluding the MI Emerald Clover Society and National 4-H Salute to Excellence Volunteer Recognition Awards.

WHO SELECTS? The Berrien County 4-H Awards Committee that may include community partner involvement depending on the award. The Awards Committee may be composed of active project and resource leaders, club coordinators, teen leaders, and staff as advisors (when appropriate), which represent our diverse, overall 4-H community.

Adult volunteer leader recognition opportunities are selected differently for each award.

- ♦ Outstanding 4-H Leader Award recipients are chosen by the Berrien County Outstanding 4-H Leaders Committee which consists of past Outstanding 4-H Leaders.
- ♦ MI Emerald Clover Society nominees are submitted to the MI 4-H Foundation for selection of inductees.
- ♦ National 4-H Salute to Excellence Volunteer Recognition Award nominees are submitted to the MI 4-H Youth Development Office for state selection. State winners are forwarded for regional and national selection.

HOW IS THE SELECTION MADE? First, the purpose of the award is made known, what it does, etc. Second, requirements to qualify for the award are made known- age, years of club work, etc. Third, the applicant's information is studied- does the information meet the purpose and is the member/leader qualified? Fourth, the awards committee may request to interview applicants.

B. FIRST YEAR MEMBER AWARD

This is open to 4-H members ages 5-19 that have just finished their first year.

Criteria:

1. Enthusiasm.
2. Club Participation.
3. Meeting attendance.
4. Must have just finished first year as 4-H member.

Application Material: Nomination form submitted by club coordinator.

Award Selected By: Nomination from club coordinator.

Number Selected: No limit.

Application Due: October 4, 2019 to the Berrien County MSU Extension Office.

Award Description: Certificate.

When Presented: Award may be presented at either a special Club function or during the annual 4-H recognition program. It is the club coordinator's choice.

C. CLOVERBUD COMPLETION CERTIFICATE

Cloverbud Completion Certificate: presented to all Cloverbuds transitioning to full-fledged 4-H members between the 4-H ages of 7 – 8.

Criteria:

1. Cloverbud 4-H member who has reached the 4-H age of 8.

Application Material: None.

Award Selected By: Verification from the Berrien County MSU Extension database.

Number Selected: No limit.

Application Due: October 4, 2019 to the Berrien County MSU Extension Office

Award Description: Certificate.

When Presented: Award may be presented at either a special Club function or during the annual 4-H recognition program. It is the club coordinator's choice.

First Year Member Award Nomination Form

Due: October 4, 2019



Club Name: _____

Leader's Name: _____

This is for 4-H members ages 5-19 that have just finished their first year. Award fosters participation and enthusiasm amongst new 4-H members.

Criteria:

1. Enthusiasm.
2. Club Participation.
3. Meeting attendance.
4. Must have just finished first year as 4-H member.

Please consider each new member as an individual in relation to the: Club participation at each meeting and event; Cooperation with leaders and members; Interest in 4-H; General attitude; Improvement as a person since joining the club; Regular attendance at club and project meetings; and other items you deem important other than project skills.

The First Year Member Award may be awarded at a special Club function of your choice or we can honor your members at 4-H Member Recognition. Please indicate one:

Mail Awards to Club Coordinator	
Honor Members at 4-H Recognition	

Name	Age	Remarks
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		

Nomination form is due by October 4 to the MSU Extension Office, 1737 Hillandale Road, Benton Harbor, MI 49022-9630, FAX: 269-944-4128. You may also use our Drop Box for after-hour deliveries.

D. CITIZENSHIP AWARD

This is for all members. Award fosters leadership and enthusiasm amongst 4-H members.

Criteria:

1. Enthusiasm.
2. A positive youth driven involvement in club activities.
3. Potential for leadership skills.
4. Nomination from club coordinator.

Application Material: Nomination form submitted by club coordinator.

Award Selected By: Nomination from club coordinator.

Number Selected: No limit.

Application Due: October 4, to the Berrien County MSU Extension Office.

Award Description: Award includes a ribbon and certificate.

When Presented: Award may be presented at either a special Club function or during the annual 4-H recognition program. It is the club coordinator's choice.

Citizenship Award Nomination Form
Due: October 4



Club Name: _____

Leader's Name: _____

This is for all members. Award fosters leadership and enthusiasm amongst 4-H members.

Criteria:

1. Enthusiasm.
2. A positive youth driven involvement in club activities.
3. Potential for leadership skills.
4. Nomination from club coordinator.

Please consider each member as an individual in relation to the: Effort put forth; Cooperation with leaders and members; Interest in 4-H; General attitude; Improvement as a person since joining the club; Regular attendance at club and project meetings; Performance as club officer or committee member; and other items you deem important other than project skills.

The Citizenship Award may be awarded at a special Club function of your choice or we can honor your members at 4-H Member Recognition. Please indicate one:

Mail Awards to Club Coordinator	
Honor Members at 4-H Recognition	

Name	Age	Remarks
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		
7. _____		
8. _____		

Nomination form is due by October 4 to the MSU Extension Office, 1737 Hillandale Road, Benton Harbor, MI 49022-9630, FAX: 269-944-4128. You may also use our Drop Box for after-hour deliveries.

E. COUNTY MEDAL

The County medal recognizes a member for completing at least 3 years in a project. See page 12 for project areas.

Criteria:

1. Member must be 12-19 years old as of January 1 of the current year.
2. Medals should be presented to members with at least 3 years of experience.
3. Have completed a project this year for the medal nominated, except for the achievement, leadership and citizenship medals, which have no specific project.
4. Be currently enrolled in 4-H.
5. A member may be nominated for more than one medal, but can receive a county medal only once for any project. A separate form must be completed for each project for which they are nominated. Extra forms are available from the MSUE Office or they may be photocopied. Additional information may be attached.
6. A 4-H member will not be awarded more than 2 medals in a year.
7. Application must be submitted with a project leader recommendation.

Award Selected By: 4-H Awards Committee.

Number Selected: No more than 4 medals per category.

Application Due: October 4, to the Berrien County MSU Extension Office.

Award Description: Bronze project medal/pin.

When Presented: 4-H Recognition.

F. ALL-ACHIEVEMENT AWARD

The All-Achievement Award recognizes a member's leadership and experience with a project that they have completed for at least 4 years. See page 12 for project areas.

Criteria:

1. Member must be 16-19 years old as of January 1 of the current year.
2. A 4-H member will not be awarded more than two medals in a calendar year.
3. Medals should be presented to members with at least 4 years of experience in the project and must be participating in that project currently.
4. Must be submitted through club coordinator/project leader.
5. A 4-H member can only win a medal once in a project area during his or her 4-H career.

Award Selected By: 4-H Awards Committee

Number Selected: No more than 4 awards per category.

Application Due: October 4, to the Berrien County MSU Extension Office.

Award Description: Trophy or Plaque.

When Presented: 4-H Recognition.

Due: October 4

Part I. To be completed by the 4-H member.

Award Applying for: County Medal _____
(Complete sections A thru F **and return to your leader to complete Part II.**)

All-Achievement _____
(Complete sections A thru K **and return to your leader to complete Part II.**)

A. Member Information: Project Area: _____

Club Name: _____ Years in 4-H: _____ Age: _____

Member Name: _____ **Phone:** _____

Mailing Address:

Applicant Signature: _____ Date: _____

What years have you participated in the countywide 4-H fund-raiser? (Check all that apply.)

2006____ 2007____ 2008____ 2009____ 2010____ 2011____
2012____ 2013____ 2014____

B. List each individual 4-H project completed in the 4-H project area nominated:
(Example for the Crafts Project)

[illegible]

*Add additional pages if needed.

C. List all other individual 4-H projects completed:

4-H Project Name	Year	4-H Award(s) Received	Other Award(s) Received

*Add additional pages if needed

D. List all 4-H activities you have participated in on the county and/or state level:
(Examples: camps, clinics, CWF, demonstrations, 4-H exploration days, field trips, judging, Michigan Capitol Experience, public speaking, style review, tours, workshops, etc.)

Year(s)	Name and Activity Description

*Add additional pages if needed.

E. Have you ever received the 4-H County Citizenship ribbon? Yes _____ No _____
If yes, indicate years received: _____

F. Have you ever received a 4-H County Medal? Yes _____ No ☒ If yes, please list:

4-H Project Area Medal Received	Year

County Medal application ends here. Go to Part II.

All Achievement Award Application Continues Here.

G. List all 4-H teen leadership activities:

Year	4-H Leadership Activity Description
Ex. 2008	Took leadership for creating 4-H club display to exhibit at 4-H Spring Achievement.
Ex. 2007	Help teach our club craft project to younger members.

H. List any demonstrations you have given through your local 4-H club, county demonstrations, festivals, or at the Berrien County Youth Fair:

Year	Demonstration Description	4-H Award(s) Received	Other Award(s) Received
Ex. 2008	Project FISH	Participation Ribbon	Not applicable
Ex. 2007	How to operate a digital camera	Not applicable	"A" Ribbon

I. Have you ever received a 4-H All-Achievement Award? Yes _____ No _____
If yes, list project area/year received:

Project Area	Year

J. List any other non-4-H extra-curricular and community service activities in which you have participated:

Year	Activity Description
Ex. 2008	Youth group at my church
Ex. 2007	Basketball team

K. On a separate sheet of paper in two to three paragraphs please explain how you have used the life skills and knowledge gained from your 4-H projects and activities.

Part II

Leader's Comments: (Please write a statement on why you believe this member should be given this award.)

Indicate nominated member's club participation in:

Project meeting involvement/participation: Excellent ___ Good ___ Fair ___ Poor ___

Overall community club involvement: Excellent ___ Good ___ Fair ___ Poor ___

This member is recommended for this award: Yes _____ No _____

Leader Signature: _____ Date _____

G. 4-H STATE AWARD

The Michigan State 4-H Awards Program honors 4-H members at the state level, for their accomplishments in 4-H projects, leadership and citizenship.

Criteria & Time-line:

For all details and application information for 4-H State Awards, please visit : http://4h.msue.msu.edu/awards_scholarships/4-h_recognition_program

Recognition (Project) Areas:

Beef Science	Biological Sciences
Birds and Poultry Science	Civic Engagement
Communications and Expressive Arts	Companion Animal Sciences
Consumer and Family Science	Dairy Cattle Science
Environmental and Earth Sciences	Equine Science
Goat Science	Healthy Lifestyles
Leadership and Personal Development	Plant Science
Rabbit and Cavy Science	Sheep Science
Swine Science	Technology and Engineering
Group Award	

H. LEO STANLEY OUTSTANDING 4-H MEMBER

This award is the highest county honor a 4-H'er can receive. Award is partially sponsored by the Benton Harbor/St. Joseph Exchange Club and a representative is asked to sit on the selection committee. The first and second runners-up to the Outstanding 4-H'er Award receives the I Dare You Award and may apply for the Outstanding 4-H'er Award in the future if still eligible.

Criteria:

1. Member must be 17-19 years old as of January 1 of the current year.
2. Must have been a member for at least six years.
3. If necessary, the applicants will be interviewed by the selection committee.
4. An additional two individuals will be awarded the runner-up award called the "I Dare You" Award.

Application Material: Outstanding 4-H Member Application form plus a 4-H leader's recommendation.

Award Selected By: 4-H Awards Committee.

Number Selected: Two Outstanding and two "I Dare You".

Application Due: October 4 to the Berrien County MSU Extension Office.

Award Description: Outstanding 4-H members receive a watch, certificate, and may be invited to a luncheon with the Benton Harbor/St. Joseph Exchange Club. "I Dare You" recipients receive a Cross Pen, certificate, and inspirational book.

When Presented: 4-H Recognition.

LEO STANLEY OUTSTANDING 4-H'ER AWARD APPLICATION
DUE October 4 OF THE CURRENT YEAR

A. Name: _____ Age: _____ Birthdate: _____
 Address: _____ City/Zip: _____
 Phone #: _____
 4-H Club: _____ Years in 4-H: _____
 Date: _____ Signature of Member: _____

B. Have you ever received a 4-H County Citizenship Award/Ribbon?
 Yes _____ No _____ If yes, list year(s): _____

C. Have you ever received a 4-H County Medal?
 Yes _____ No _____ If yes, what projects?

1. _____ 2. _____
 3. _____ 4. _____

D. List your participation on the county level in the following 4-H activities?
 Demos/Public Speaking, Judging, Quiz Bowl, Style Review, Spring Achievement,
 other.

Year	4-H Activity Description
Ex. 2008	4-H Style Review at Spring Achievement.

E. Have you ever attended: 4-H Exploration Days? 20____, 20____, 20____, 20____
 Citizenship Washington Focus? 20_____

- F. List all 4-H Leadership Activities:

Year	4-H Leadership Activity Description and Responsibilities
Ex. 2008	Helped teach showmanship to our younger club members.
Ex. 2007	Helped new 4-H Club members with their Animal Science notebooks.

- G. List 4-H projects completed this year.

- H. Have a 4-H leader send a letter of recommendation to MSU Extension.

ON A SEPARATE SHEET, COMPLETE THE FOLLOWING (J thru L):

- I. **List** all projects completed. Include the year and any awards received.

Example: Crafts 1998, 1999, 2004 Completion Ribbon
 2002, 2003, 2004 Originality Award

- J. List other activities or recognition related to 4-H.
- K. List accomplishments other than 4-H that you have attained.
- L. Write a few paragraphs telling what you have gotten from 4-H, what you have done to assist in the 4-H program, special service activities you most enjoyed. What impact has 4-H had on you?
- M. I participated in the countywide 4-H fundraiser the following years:
2005___2006___2007___2008___2009___2010___2011___2012___2013___
- N. I agree to take part in a personal interview if the committee feels it is necessary in the process of selecting the award recipients. Yes_____ No_____

Return completed application by October 4 of the current year to:
Berrien County Michigan State University Extension
1737 Hillandale Road, Benton Harbor, MI 49022-9630
Phone: 269-927-5674 / Fax: 269-944-4128

K. 4-H CLUB AWARD

Award recognizes club accomplishments as submitted and documented by the youth members. Note: Club Coordinators should verify that all club records are current and accurate with the Berrien County MSU Extension Office.

Criteria:

1. Recognition given to 3 Clubs based on member counts as verified by the MSU Extension Office, 1 award will be given to each size cluster: Small Club (0-14 members); Medium Club (15-29 members); and a Large Club (30 or more members).
2. Club must have been registered with the MSU Extension Office for a minimum of 5 years, including the current year.
3. Application must be filled out by the Club youth officers.
4. Club must provide a copy of a meeting agenda and meeting minutes from one month's meeting from the current year.

Application Material: Requires completed application with attachments.

Award Selected By: 4-H Awards Committee.

Number Selected: One Club will be awarded in each of 3 size clusters.

Application Due: October 4, to the Berrien County MSU Extension Office.

Award Description: Recognized Clubs will receive a \$25 Gift Certificate for materials from the National 4-H Catalog and a certificate for their club records.

When Presented: 4-H Recognition.

Berrien County 4-H Youth Program Senior Membership Plaque Nomination Form

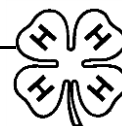
Sponsor: Berrien County 4-H Leaders Association & Council

Purpose: To recognize the loyalty and devotion members have for 4-H, indicated by completion of five or more years as a member and have plans to graduate from high school this current 4-H year.

Nominations

Club Name: _____

Leader's Name: _____



**Member's Name	Mailing Address	Age	Years in 4-H thru current year

****Spelling of member's name must be correct, as it will be engraved on the plaque.**

Completed nomination forms must be returned to the MSUE Office, 1737 Hillandale Road, Benton Harbor, MI 49022-9630, by February 15 each year. Forms may also be faxed to 269-982-4128. If you have any questions, please call the MSUE Office at 269-927-5674

Berrien County 4-H Youth Program 4-H Club Award Application



Deadline: October 4

Criteria for the 4-H Club Award are outlined in the 4-H Youth Program Awards & Incentives Handbook.

- Recognition given to 3 Clubs based on member counts as verified by the MSU Extension Office, 1 award will be given to each size cluster: Small Club (0-14 members); Medium Club (15-29 members); and a Large Club (30 or more members).
- Club must have been registered with the MSU Extension Office for a minimum of 5 years, including the current year.
- Application must be filled out by the Club youth officers.
- Club must provide a list of current youth officers.
- Club must provide a copy of a current year Club meeting agenda and current year meeting minutes.
- Application will include: description of Club's project(s), explanation of how the Club participates in 4-H Spring Achievement, and a description of the Club's involvement at other events and activities.
- Provide explanation of how club participates in annual countywide fund-raiser.
- Identify number of new leaders and members for the current year.
- When and how often do you hold full club business meetings?
- What is your average business meeting attendance?

Club Name: _____ # of youth members: _____

How old is your Club? _____.

Names of youth officers:

Officer Title	Member Name
President	
Vice-president	
Treasurer	
Secretary	
Reporter	
Historian	
Other	

2. What projects does your Club actively teach?

3. How does your Club participate in 4-H Spring Achievement?
4. Describe your Club's involvement in other events and activities:
5. How does your club participate in the annual countywide fund-raiser?
6. How many new leaders and members do you have for the current year?
7. When and how often do you hold full club business meetings?
8. What is your average business meeting attendance?

The following information is enclosed:

_____ Current year club meeting agenda

_____ Current year club meeting minutes

Signature of youth officer(s) completing this form. Date

Signature of youth officer(s) completing this form. Date

Signature of youth officer(s) completing this form. Date

Signature of youth officer(s) completing this form. Date

This application with attachments must be submitted to the MSU Extension Office, 1737 Hillandale Road, Benton Harbor, MI 49022-9630, by October 4. You may also use our Drop Box for after-hour deliveries.

DETAILS OF ADULT VOLUNTEER LEADER OPPORTUNITIES:

A. OUTSTANDING 4-H LEADER AWARD

This award honors two 4-H leaders each year.

Criteria:

1. Years of leadership (at least 10)
2. Other awards received
3. 4-H committee(s) involvement
4. Continued interest in 4-H
5. Meeting attendance
6. Willingness to help
7. Effectiveness as a leader
8. Other

Application Material: Nomination Form.

Award Selected By: Outstanding 4-H Leader Committee

Number Selected: Two (2)

Application Due: October 4

Award Description: Watch, framed certificate, fall arrangement, and name engraved on permanent plaque that is displayed at MSUE Office.

When Presented: Award is presented at the annual fall 4-H Recognition Program.

B. MICHIGAN EMERALD CLOVER SOCIETY

The goal of the Emerald Clover Society is to identify, acknowledge and celebrate individuals who have had significant 4-H involvement as a youth and who have made significant contributions to their local, state and national communities.

Criteria:

Membership in the Emerald Clover Society is bestowed upon Michigan 4-H alumni who have significant professional achievements and/or service to their communities and society. Complete details are available by visiting the MI 4-H Foundation web site at www.mi4hfdtn.org.

Application Material: Nomination Form obtained from the MI 4-H Foundation

Award Selected By: MI 4-H Foundation

Application Due: January 31, 2020

Award Description: See MI 4-H Foundation web site.

When Presented: At a special 4-H event in either the summer or fall following the nomination deadline.

H