

2019 4-H Awards & Record Keeping Help Sheet:

Type of Award	Age Able to Apply For Award	Application needed	Record Book Required	Who evaluates	Final Result/Outcome
Participation Awards	4 th -12 th Grades	Yes	Yes	Club leader	Merit or Excellence Award
Project Awards	5 th Grade & Above	Yes	Yes	Record book evaluation committee	Project Award(s)
Overall Record Keeping Awards	4 th -12 th Grades	Yes	Yes	Record book evaluation committee - 2 evaluations	Rec. Bk Committee may nominate additional record books
Junior 4-H Spark Award	4 th -6 th Grades	Yes	No	Record book evaluation committee	
Intermediate Flame Award	7 th – 8 th Grades	Yes	No	Record book evaluation committee	
Outstanding Intermediate Award	7 th -8 th Grades	Yes	Yes	Record book evaluation committee	
Stellar Senior Award	9 th -12 th Grades	Yes	No	Record book evaluation committee	
Major Life Skills Awards	9 th -12 th	Yes + interview	Yes	Record book evaluation committee	

2019 4-H Awards & Record Keeping Questions & Answers:

When are record books and awards applications due to the Greene County Extension Office?

ALL record books and award applications are due by the Tuesday after Labor Day: September 5th every year at 4:30pm!

What forms are required in a record book? Or what forms are required that make up a basic record book?

The following forms or parts of the process need to be finished before your record book is complete. For more details about each form or part of the process, please see the form labeled, "4-H Record Book Evaluation Checklist."

1. *Title Page*
2. *4-H Participation Summary or 4-H Story*
3. *Static Project Record (Use Your Goal Cards)*
4. *Static Reflection Form*
5. *All Livestock- Project Record Worksheet (Includes Beef, Bucket Calves, Sheep, Swine, Goat Horse, Rabbit, Poultry & Small Pets)*
6. *Support Material*

How do you apply for awards?

Youth that want to apply for awards, need to complete the application packets for any award they wish to receive. These packets are also due the Tuesday after Labor Day: September 4th of each year with the record book. Below are some examples of what forms are all included in each packet.

- *Junior Awards Packet*
 - *Junior Participation Award*
 - *Junior Project Award (Only 5th & 6th graders can apply for this because you have to have had at least one year of being in 4-H)*
 - *Junior 4-H Spark Award*

- *Intermediate Awards Packet*
 - *Intermediate Participation Award*
 - *Intermediate Project Award*
 - *Intermediate Flame Award*
 - *Outstanding Intermediate Award*
- *Senior Awards Packet*
 - *Senior Participation Award*
 - *Senior Project Award*
 - *Stellar Senior Award*
 - *Major Like Skills Award*

Where are the record keeping forms and award application forms located?

All record keeping forms and award applications can be found at the Greene County Extension Office. We also have all the forms posted online at the Greene County Extension member information webpage: <http://www.extension.iastate.edu/greene/page/member-info>. It is important to use the Greene County Extension forms because our record keeping process is slightly different than the forms you can find on the state Iowa 4-H website. If you have a specific form you still want to use from the past that is acceptable, just make sure you still follow the steps to complete the basic record book that was mentioned above.

How do I know that I completed everything I needed to for my record book?

The “4-H Record Book Evaluation Checklist” is the best tool to use while putting your records together. If you are still unsure, please contact the Extension Office at 515-386-2138 or e-mail khyett@iastate.edu or xgreene@iastate.edu if you have more questions. Do not wait until the last minute to ask questions, start working on your records now!

How does the evaluation process work?

All the record books are due to the Extension Office by 4:30pm the Tuesday after Labor Day: September 3rd. Once Extension Staff has had time to organize the record books and award applications, club leaders and the record book evaluation committee will start evaluating record books. Below is a breakdown of how the process should look.

PARTICIPATION AWARDS: Youth have to apply for the participation award. All club leaders will evaluate the participation award. In the participation award, youth can receive a merit or excellence award depending on what they all accomplished throughout the year

and showed proof of in their record book. Record books that only apply for participation awards will only be evaluated by their club leader.

PROJECT AWARDS: Youth have to apply for project awards. Record books that apply for project awards will only receive one evaluation completed by the record book evaluation committee.

OVERALL RECORD KEEPING AWARDS: Youth have to apply for overall record keeping awards or the record book evaluation committee needs to bring books to this level to be able to receive overall awards. This means that if they want their record book to be in the running for overall or honorable mention record keeping awards, they need to apply for that. Record books that apply for overall record keeping awards will receive two evaluations completed by the record book evaluation committee.

ADDITIONAL AWARDS such as the Junior 4-H Spark Award, Intermediate Flame Award, Outstanding Intermediate Award, Stellar Senior Award, and Major Life Skills Awards: If the conditions do not require a record book to be completed and turned in, then the record book evaluation committee goes over the application and necessary information to decide the final results. If the requirement is to turn in a record book, then their records will be a part of the evaluation process to decide the final results.

When do we announce the final results?

The final results of the 2019 record keeping and awards process will be announced at the annual 4-H Awards Ceremony that is held every October. Once final details are set, they will be announced in the fall monthly newsletters inviting everyone to attend.

I have more questions about the record keeping process, who do I ask?

Be sure to contact the Greene County Extension Office with any other questions you may have. You may also ask your club leader, they can help you get answers as well. It is great to know what other questions are out there, that way we can make sure everyone is getting the assistance they need.

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