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Dear 4-H Family,

Here is your 2018-2019 4-H Recognition and Award Handbook. Here you will find information on what 4-H awards are available, criteria for the awards and how to apply. This handbook will also give you tips on providing support material and completing interviews. This award process is the time to showcase all you have learned and done this past year. CELEBRATE and CONGRATULATE your work!

Please take some time to look over what opportunities are available to you. You have worked hard all year and deserve recognition. Again this year, there are special awards for adults involved in 4-H. Please look over these awards and nominate those who have had a positive impact on you and your 4-H experience. Think of those adult volunteers who have helped at club meetings, special events, or the county fair.

The 4-H Family Fun & Awards Night will be held 5 p.m. on November 3, 2019, at the KC Hall in Washington. **We are thankful for this formal location to accommodate our growing size of the 4-H program and families.** We encourage you and your family to be a part of this event. Please mark your calendars now!

Keep in mind, all awards have the set yearly deadline of October 1.

If you have any questions on applying for awards, please contact the Extension Office, 319-653-4811, or Amy at [amygreen@iastate.edu](mailto:amygreen@iastate.edu).

Sincerely,

Amy Green

4-H/Youth Coordinator

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**Record Keeping and/or Recognition questions should be directed to a Club leader, Washington County Youth & 4-H Committee member or Amy Green, 4-H/Youth Coordinator at 319/653-4811 or amygreen@iastate.edu.**

## Washington County Youth & 4-H Committee

The Washington County Youth & 4-H Committee is an active volunteer group comprised of youth and adults who work in cooperation with ISU Extension professionals to provide leadership to 4-H and youth programs on a county-wide basis. The committee works to meet the educational needs of youth and guide programs for ongoing educational opportunities for youth and volunteers.

### **Committee Members**

*Chair:* Stephanie Sexton

*Adults:* Kim Carter, Brandi Dawson, Karen Dennler, Kathy Dolan, Andy Eichelberger, Kim Farrell, Theresa Hora, Brandon Long, Heidi Morrison, Carrie Rich, Tye Rinner, Brent Schnedier, Stephanie Sexton, Cody Smith, Randy Stalder, Nicole Stoutner, Tad Tebockhorst, and Verlyn Yoder.

## Record Keeping Definitions

### **Age Divisions**

*Clover Kids*– grades K – 3

*Junior* –grades 4 – 6

*Intermediate* – grades 7 – 9

*Senior* – grades 10 – 12

**Local** – your 4-H club

**County** – involves other Washington County 4-H clubs or members

**Region 15** – involves 4-H'ers from counties neighboring Washington County (Iowa, Johnson, Keokuk, and Washington make up Region 15)

**State** – involves 4-H'ers from all counties in Iowa

Interstate, National and International opportunities are also available

**Project** – a year long plan in a particular project (subject) area that includes a variety of learning activities. A 4-H'er may enroll in one or more project areas each year. To complete a project, a member should set goals, work towards the goals through “learning by doing”, evaluate at the end of the year and complete records on the project. One learning activity could be the development of a county fair exhibit.

**Exhibit** – a specific item, animal, presentation, etc. developed and prepared for an evaluation or display at county fair (or other contest). An exhibit allows a 4-H'er to represent what he/she has learned through a 4-H project. It is an outgrowth or conclusion of the work in the 4-H project all year long. An exhibit is not required for

4-H or project participation. Examples of static exhibits are an actual project, poster, display box, notebook, report, model or video tape.

**Goals** – a 4-H'er states the action (how), results (what) and timetable (when) he/she would like to accomplish in a project during the current 4-H year.

**Learning Experience** – what a member does and learns while working toward his/her goals in a 4-H project or by participating in a 4-H activity. Project guides have ideas for learning experiences. If a fair exhibit is part of your project, it is the “what I did” and/or “what I learned” part of preparing the exhibit.

Other examples include: reading project guides or completing activities in the project workbook, attending a project workshop, daily care and/or training of an animal, doing research on a topic related to the project, learning new skills, practicing skills or expanding skills related to the project, constructing, baking, sewing, refinishing, photographing, experimenting, decision-making in selecting or purchasing an item related to the project, developing skills in keeping financial records.

**Support Material** – any material from your experiences that help tell or explain what you have done and learned. This could include 4-H record keeping, 4-H project records, resume, photos, newspaper clippings, fair exhibit write ups, a story you have written or other forms of your choice.

**Evaluation** – take a look back at your project or year in 4-H and evaluate your personal growth, learning, successes, disappointments, fun and frustrating experiences, as well as plans for the future. Were you able to accomplish your goals? What changes did you make as you worked toward your goals? How do you feel about what you learned? What ideas would you like to build on for next year?

**Citizenship** – helping others or working for the benefit of others or the community for no money.

- ✓ *Club citizenship examples:* host a meeting, lead pledges, serve on a committee, work with club on community service or fundraising project, 4-H'ers for 4-H donation, National 4-H Week promotion.
- ✓ *County citizenship examples:* herdsmanship, hosting the 4-H Exhibit Building, pre and post fair clean up, volunteering at camps.
- ✓ *Project citizenship examples:* help a new 4-Her with his/her project, serve on a committee, be a judge's helper in your project area at the county fair, help at a workshop or weigh-in related to your project area, have a display at a community event, construct or paint gates for your livestock project area, take your project to show people at a nursing home or day care, volunteer at the Human Society or Salvation Army, make a gift for someone related to your project, care for animals, clean up a yard or garden for friends while

they are away, plant flowers, bake a cake, decorate tray favors, volunteer to baby sit.

**Communication** – writing, talking to, or showing others in order to share ideas, knowledge and skills.

- ✓ *Club communication examples:* answering roll call, club presentations, making posters to promote a club activity.

## RECORD KEEPING

4-H Record Keeping is an important part of your 4-H experience. 4-H record keeping helps you learn to set goals, record what you have learned, and evaluate what you did. Record keeping is an ongoing process that does not end when the 4-H year ends, it is an important life skill.

For some youth, 4-H Record Book will always be the best option. However, because Iowa 4-H believes record keeping is an important life skill, youth, leaders and parents like you have developed some new ways to make record keeping more friendly, meaningful and diverse.

The 4-H & Youth Committee recommends the following 4-H record keeping systems:

- Paper or electronic (downloadable from the website) record keeping forms
- Scrapbook of your 4-H experience
- Portfolio of your 4-H experience
- Audio or video tape recordings

Remember as you create your record keeping system, you should have goals that you set for each project area, as well as information on how you reached your goals and any future plans. You may also use the record keeping system you create now to apply for county, state, and national 4-H awards!

***To complete the traditional Record Book, here are some suggestions for organizing the information:***

**SECTION 1** – Divided by year, using tabs, current year on top.

- ✓ **Title Page** – a new title page should be made each year. The title page helps introduce you to others and should include the following information:
  - Current, inexpensive picture of yourself
  - Your name
  - 4-H Club
  - 4-H Division –Junior (gr. 4-6); Intermediate (gr. 7-9); Senior (gr. 10-12)

- Years in 4-H
- Grade in school
- Any other information you would like to include unique to you

- ✓ **Yearly 4-H Summary(4H-96)** – new summary needed each year. The summary helps you to summarize your participation in 4-H projects, club involvement, and at community, county, area and state levels. Available from the Extension Office or online.

**Youth and 4-H  
4-H Summary**  
Year: \_\_\_\_\_

Name: \_\_\_\_\_ County: \_\_\_\_\_  
Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Years in 4-H: \_\_\_\_\_  
I attended (give numbers): \_\_\_\_\_ 4-H meetings \_\_\_\_\_ Workshops, fairs, etc. \_\_\_\_\_

Offices held and committees on which you served:  
\_\_\_\_\_  
\_\_\_\_\_

4-H participation (list your local club, county, area, and state events, including leadership and citizenship experiences)  
\_\_\_\_\_  
\_\_\_\_\_

**AND/OR you may include**

- ✓ **4-H Story** – an overview of your 4-H year, compiled in story form. Include what you did and your feelings about your year in 4-H. Your story should include the information described in the Yearly 4-H Summary above.

**Both options may be followed with general support material** – include pictures and clipping of non-project activities, such as club meetings, camps, county and state fair, etc. Label pictures and underline your name in clippings.

- ✓ **Record Keeping Self-Evaluation (4H-98)** – asks questions to reflect on how you would evaluate your recording keeping for the year

**4-H Youth Development  
4-H Record Keeping  
Self-Evaluation**

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Club: \_\_\_\_\_ Year: \_\_\_\_\_

Indicate how often with your record keeping materials. Check (X) for experience relevant to selection how you will use material on your record keeping this year.

My Record Keeping Skills	1 - not at all	2 - not so often	3 - not often	4 - not at all	5 - not at all
1. I use a record book.					
2. I use a record book to record my projects.					
3. I use a record book to record my club activities.					
4. I use a record book to record my 4-H projects.					
5. I use a record book to record my 4-H experiences.					

**SECTION 2** – Divided by project, using tabs, current year on top. Members must record goals for at least one project area in which they were involved. **All livestock projects must include the special livestock project record AND expense information.**

- ✓ **4-H Exhibit Records, 4-H Project Records, 4H 96 A(juniors), B(intermediates) or C(seniors)** – if the project has a special project worksheet, you will need to complete it also. All projects have expenses and therefore, should be included with the 4-H Project Record.
  - Obtain the appropriate 4-H Project Record from the Extension office or online at <http://www.extension.iastate.edu/washington/page/4-h-record-keeping-information> 4-H Project Records are separated by division – A (juniors); B (intermediates); and C (seniors).
  - Record your project goals and how you went about working toward your goals on the appropriate 4-H Project Record. A separate project record should be completed for each project area in which you were enrolled and active.

- Behind each 4-H Project Record, include any information which supports the project, including financial records and special project worksheets.

***Special project worksheets*** are provided for the following projects: market beef, breeding beef, dairy, dog, cat, horse, market swine, rabbit, market sheep, breeding sheep, swine, poultry, small animal, crop production and photography.

- Pictures and newspaper clippings of work done in each project should be placed behind the project record. Label pictures, underline name in clippings.

*\*\*\*If you are interested in applying for county and/or state awards in the future, a 4-H Project Record should be completed for those projects – it should not just be summarized on the Yearly 4-H Summary, 4H-96.*

## GOAL WRITING

### ***What is a goal?***

A goal is.....deciding what you want to do and learn in a 4-H project  
 A goal is.....having a road map. It helps to decide how to get where you want to go

Set goals that.....

- Are specific
- Meet your needs and interests
- Provide you an opportunity for achievement
- Can be accomplished in a reasonable amount of time & with resources available to you
- Show progress over the last year

### ***How to write a goal?***

A goal has 3 parts

1. The action:           **how** you are to do it
2. The result:           **what** you will do
3. The timetable:       **when** you plan to have it done

*Goal Examples:*

<u>Action</u>	<u>Result</u>	<u>Timetable</u>
I want to train	my 4-H beef heifer to lead	before the county fair
I want to make	three nutritious snacks	by the June meeting

## **RECOGNITION OPPORTUNITIES**

Awards are based on the 4-H year, Sept. 1, previous year – Aug. 31 of the current year

***All record keeping systems and award applications and nominations are due to the Washington County Extension office (2223 250<sup>th</sup> St., Washington, IA 52353) no later than 4:30 p.m. on October 1.***

Be sure to check the award criteria and requirements to make sure you are eligible for the award(s) in which you are applying.

Interviews will be held for a portion of the Intermediate/Senior award opportunities. Interview Tips can be found within this booklet.

All award recipients will be announced and recognized at the Annual 4-H Family Awards Night early in November.

## **RECORD BOOK AWARDS**

### **Who is eligible for Record Book Awards?**

All 4-H Members  
Outstanding Record Book Award  
Honorable Mention Awards

### **Who do I turn in my record book to?**

Your record book should be turned into your club leader. Your club leader will set a specific date. Your leader will then evaluate your book based on the list of criteria and determine your award status.

### **How are record books evaluated?**

Books are evaluated on 4-H summary/story, project records, goals stated, work towards meeting goals, explains what was learned, self-evaluation/future plans, citizenship/leadership/communication, financial records, recognition and any additional support material.

### **What do I receive if I am selected for a Record Book Award?**

Outstanding Record Books-a plaque and/or button for your plaque and certificate

Honorable Mention-certificate

## **4-H PARTICIPATION AWARD**

### **Participation of Merit or Participation of Excellence**

*Sponsored by CBI Bank & Trust*

#### **Who is eligible?**

All members.

#### **How do I apply?**

- Obtain award application from the Extension Office or <http://www.extension.iastate.edu/washington/page/member-info>
- Complete the required criteria on the application.
  - Unique criteria is set for each age division (junior, intermediate and senior).
  - Participation of Merit has a required list of criteria.
  - Participation of Excellence must complete the Merit criteria and a set number of Excellence criteria.
- Obtain your leader's signature to confirm application is correct. Leaders must have these turned into the Extension Office by October 1.

#### **What do I receive if I am awarded a 4-H Participation Award?**

Participation of Merit awards receive a certificate and magnet. Participation of Excellence Awards receive a button, certificate, and a chance for the \$100 prize from CBI Bank & Trust. One cash award given per age division.

## **CLUB COMMUNITY SERVICE AWARD**

#### **Who is eligible?**

Any club that has done a community service project throughout the year. Project must be completed by September 15 of the current year.

\*\*\*Service projects funded through Pioneer Grant or other funding sources are eligible for entry\*\*\*

#### **How does my club apply?**

Clubs are to complete a Project Folder with the following information included:

1. Club Name

2. Project chair & names of members who participated
3. A complete summary of the project: where it took place, date, time involved, need for the project, and the results
4. Any supplementary information that will help the judges evaluate the project: pictures, newspaper reports, correspondences, etc.

**What is the Community Service Award evaluated on?**

1. Goal/purpose of the project
2. How/why project was selected
3. Impact on the community
4. Club Involvement
5. Continuous years or a single effort

**What awards are given out?**

- Certificates will be awarded to all clubs who apply for the community service award
- 4-H & Youth Committee will select the most outstanding community service project (s) They will be awarded:
  - A \$50.00 pizza party
  - \$50.00 cash. This money is to be given back to the community by July 1 of the following year. This can be given directly back or through another community service project
  - Club name added to a plaque displayed at the Extension Office.

**PROJECT AWARDS**

Project Awards are awarded to 4-H'ers who have excelled in a specific project area. All the criteria met, must be within that project area. A 4-H'er may be awarded a maximum of three project awards per year. They may receive the same project award more than once in their career.

**Who is eligible?**

4-H'ers who have completed grades 7-12

**How do I apply?**

- Obtain an award application from the Extension Office or <http://www.extension.iastate.edu/washington/page/member-info>
- Complete the required criteria
  - Clearly stated goal & completion of goal
  - Completed evaluation of project through one of the methods below
    - 4-H Project Record

- Project worksheets/manuals
  - Videotape
  - Audiotape
  - Portfolio
  - Computerized Form
- Completed 4-H Summary or 4-H Story
- Completed financial records
- A minimum of 6 hours of 4-H education/instruction/activities (4-H club, meetings, workshops etc.)
- Complete the correct amount of other criteria listed below-*Note: All criteria must be met in the same project area*
  - Intermediates (completed 7<sup>th</sup>-9<sup>th</sup> grade) must complete 4 of the 8
  - Seniors (completed 10<sup>th</sup>-12<sup>th</sup> grade) must complete 5 of the 8
    - Exhibited at the Washington County Fair
    - Communication Experience at club level
    - Communication Experience at the Washington County Fair
    - Communication Experience other than a 4-H setting
    - Leadership experience of teaching others
    - Citizenship/community service experience
    - Attended a workshop, tour or training
    - Took part in activities or events
- Obtain your leader's signature. Leader is to have it to the Extension Office by October 1.

### **What do I receive if I am awarded this award?**

You will receive a button to be added to your plaque and a certificate

## **SPECIAL AWARDS**

The following special awards are the highest awarded awards in Washington County. Members may receive each award only once in their career. Be sure to check all eligibility criteria. Interviews will be conducted in early October; you will be contacted with your interview time. (See Interview Tips in the manual)

***Intermediate Citizenship:*** For 4-H'ers who are Intermediate status (completed 7<sup>th</sup>-9<sup>th</sup> grade) and have demonstrated social responsibility, respect, and has responded to the needs, rights and responsibilities of others.

***I Dare You:*** This is the highest award given to 4-H'ers in the county. Applicants must have been active in all aspects of the 4-H program and have completed their

junior or senior year, with special emphasis on leadership and community service activities. Evidence might be shown by being a County Council member, junior leader, camp counselor, etc. For seniors (completed 10<sup>th</sup>-12<sup>th</sup> grade)

***Achievements:*** Recognized outstanding personal growth through participation in a variety of 4-H work and has demonstrated leadership beyond the local club level. For seniors (completed 10<sup>th</sup>-12<sup>th</sup> grade)

***Citizenship:*** Has demonstrated social responsibility, respect and has responded to the needs rights and responsibilities of others. For seniors (completed 10<sup>th</sup>-12<sup>th</sup> grade)

***Leadership:*** Applicants should have shown leadership responsibilities to strengthen their local 4-H club by encouraging other youth, participating in program planning, and by helping recruit new members. Applicants should understand the roles and attitudes of effective leadership. 4-H'ers must have demonstrated leadership at the county level. To apply for the Leadership Award 4-H'ers must have served on the County Council or the ELITE Project Team.

***Livestock Leadership Award:*** Recognizes 4-H'ers who are making significant progress toward livestock leadership in 4-H at county or state level. Possible criteria: participates in multiple out of county open shows, nation wide showing, livestock judging, led/assisted local species workshops, volunteered at county weigh-ins, etc. Remember the 4-H year is from Sept 1 of previous year to Aug 31 of current year. (completed 10<sup>th</sup>-12<sup>th</sup> grade)

### **How do I apply for Special Awards?**

- Obtain award application from the Extension Office or <http://www.extension.iastate.edu/washington/page/member-info>
- Complete a maximum of three pages of support material or a maximum 10 minute video or audio tape (See support material tips in this manual)

### **When are they due?**

Application and support material are to be turned into the Extension Office by October 1.

## **COUNTY COUNCIL & 4-H ELITE PROJECT TEAM**

County Council and the ELITE Project Team are Washington County's 4-H high school leadership groups. They help to plan and carry out 4-H activities, offer suggestions/ideas within the 4-H program, meet new people, have fun and become more actively involved.

County Council meets all year long with monthly meetings to carry out ongoing events of the county 4-H program. ELITE Project Team plans works on a fall/winter project and a spring/summer project. Their meetings are set based upon the two major projects of the year.

### **Who is eligible?**

4-H'ers who have completed 9<sup>th</sup> -11<sup>th</sup> grade who have completed the Leadership Development Program (LDP).

### **How do I apply?**

- Obtain an application from the Extension Office
- Complete a resume of 4-H, school, church and community activities
- Interview with youth committee
- Complete the Leadership Development Program before applying.

### **When are these due?**

The application and resume are due to the Extension Office by September 2 at 4:30.

### **Is there an interview?**

Yes, for all new youth applying for high school leadership teams. There will be an annual performance review with the county youth coordinator and/or youth committee after the first year of involvement and upon application to a second year.

### **When will I know if I am selected?**

You will be notified through mail as soon as selections have been made to attend the September meeting. You will then be inducted at the 4-H Family Awards Night held in early November.

## **LEADERSHIP DEVELOPMENT PROGRAM**

The Leadership Development Program is a pre-requisite course to being on Washington County's 4-H County Council. This course will focus strictly on building leadership skills, such as communication, working with others, decision making, time management, etc. This course is a one day course in late fall or early winter. The number of youth applying will depend on the number of sessions offered.

### **Who is eligible?**

4-H'ers who are currently in 9<sup>th</sup>-11<sup>th</sup> grade

### **How do I apply?**

- Information will be sent in winter to all 9<sup>th</sup> – 11<sup>th</sup> grade members.  
Contact the Extension Office for more information

**Is there an interview?**

No

**When will I know if I am selected?**

You will be notified within two weeks of the application deadline through a letter.

**ADULT RECOGNITION AWARDS**

Adult award nominations are due to the Washington County Extension Office no later than October 1<sup>st</sup>.

Nomination forms may be obtained from the Washington County Extension Office or by visiting <https://www.extension.iastate.edu/washington/page/member-info> under “Scholarships, Grants, Recognition.”

***4-H Family of the Year***

This family has a presence in the 4-H community on a local, regional, state or even national level. Their family’s ongoing involvement as volunteers reflects their willingness to give back to their community and provide educational opportunities for youth. They embody the four-fold development of our youth through their head, heart, hands and health. Family members are involved in making their communities better for families.

***4-H Alumni Award***

This honor is for 4-H members who have continued to carry their love and support for 4-H into their adult lives. Each nominee recognizes the life skills learned in 4-H and outstanding efforts have led them to exemplary success in his/her personal and professional life.

***Partner in 4-H***

This industry, business or community organization or person representing the same provides significant financial or in-kind support to Washington County 4-H programming. This commitment extends 4-H programming efforts to support a county-wide effort.

***4-H Volunteer of the Year***

Unselfish and numerous acts of service to 4-H, others, state and/or community are the major criteria for this award. Service of the most menial to the more important levels, truly illustrates the giving spirit of heart and hands for this nominee.

***Friend of 4-H***

Individuals can be cited for leadership, citizenship, service, promotion of the goals of the 4-H program or a combination of these efforts. Numbers of years is not necessarily a strong indicator for selection. These people have given extended

service to the 4-H program at the local, county, state and/or national level. The individual can either be recognized for leadership and service to project areas, a specific activity or program, or to 4-H resource development.

## **SUPPORT MATERIAL TIPS**

You may choose to submit different support material for each opportunity for which you are applying, written or verbal. If you choose to do so, the written support material may not exceed three (3) single-sided pages. The support material should relate to and show a relationship to the opportunity for which you are applying. The support material may include a story, record forms, photos, or be a video or audio tape, CD or DVD, which play continuously – any form is not to exceed 10 minutes.

### **Organizing and Designing Your Material**

The following lists several suggestion/formats for developing the support material. You can select one format or use a combination for the total of three (3) single-sided pages or 10 minutes for audio or video, CD or DVD.

1. A **RESUME** may be one option for all or part of the support material. Consider your personal resume and/or 4-H resume.
2. 4-H **STORY** or narrative format. Consider a way to gain the reader's attention. What is unique about you and your accomplishments? Format option includes but not limited to: paragraph by paragraph narrative, interview format, newsletter or newspaper format, narrative with related photos, etc.
3. Other Options
  - Listing of accomplishments
  - Question (ex: What is my definition of leadership?)
  - Record keeping forms that help to tell/show accomplishments
  - Photo pages

## **INTERVIEW TIPS**

### ***Before the Interview***

- ✓ Think about the criteria for the award and how you can add information to the questions asked on the application.
- ✓ Think about your own experiences to develop reasons why you deserve this award.
- ✓ Plan to arrive at least 15 minutes early for the interview.

- ✓ Avoid extremes in dress. Present yourself in the best possible manner. Your appearance should be neat and clean. Avoid slogan t-shirts. Think about the type of clothes you might wear to a job interview.
- ✓ Practice doing an interview with a friend, using some of the suggestions below.
- ✓ Relax. You already know all of the answers because all of the questions are about you and what you've done!

### ***During the Interview***

The purpose of the interview is to give you the opportunity to “sell” yourself to the award selection committee interview team. Let them know you are the best person to receive this award.

- ✓ When introduced to the interview team, smile, say hello and introduce yourself back. Shake hands, if appropriate.
- ✓ Don't be afraid to adjust the chair, or place it where you would feel most comfortable.
- ✓ Sit up straight and try to appear somewhat relaxed.
- ✓ Look the interviewer in the eye.
- ✓ Look, think and comment in a positive manner. Speak clearly.
- ✓ Show excitement about the work you've done for the award in which you are interviewing.
- ✓ Listen to the questions and then respond directly and clearly. You only have 10-minutes so you need to make sure you are accurately and thoroughly answering the question. Don't hesitate to ask the interviewers to repeat the question.
- ✓ Don't chew gum or fiddle with a pencil, keys or change in your pockets.
- ✓ When the interview is complete, thank the interviewers for their time and the opportunity to visit with them about the award.

