

Central Kansas District 4-H Award Application Completion Details for Organizational Leaders

1. Set a deadline so there is adequate time to review the applications on the club level. Have a group of parents help review (i.e., parents committee); as an organizational leader you don't have to do it all.
2. Encourage members to check all boxes for the events/activities/accomplishments. **Please do not stop when you believe all requirements have been met;** keep filling out the rest of the events/activities/accomplishments achieved on the application. This assists with the 4-H member's record keeping along with the review process if there is a problem with one of the items selected on the application.
3. When accepting the pin application, make sure dates, events (**NOT PROJECTS**), titles, duties, etc., are completely filled in. Members should provide as much detail as possible! If there is a blank that needs information, hand it back for completion. DO NOT sign until the application is complete. **Beginning in the 2018-19 4-H year, any items left blank, will result in an automatic deferral and the 4-H member will not receive the pin. Your signature on the application indicates that the pin application is properly and completely filled-out to the best of your knowledge.**
4. When reviewing the pin application, make sure dates, events, titles, duties, etc., are completely filled in and the activity is filled in under the correct area, i.e., club, district, state, etc. DO NOT SIGN OFF ON APPLICATION IF IT IS INCOMPLETE. **Again, events are NOT projects! Your signature on the application indicates that the pin application is properly and completely filled-out to the best of your knowledge.**
5. The selling of Lion's BBQ tickets is for the year the BBQ is held NOT the year sold.
6. Make sure the secretary's book is complete. Ensure each club member's talk is listed in the minutes, including the title. Make sure to include attendance at club events, i.e., tour, 4-H Sunday, exchange meetings, achievement ceremony, fundraisers, judging schools, etc. **If an activity is not at a meeting, include a separate attendance list in the book.** Scholarship presentations should be included in the minutes. Lists of officers, junior officers, committee co-chairs and committee members also need to be included in the book. If an application comes in with blanks, **the CLUB review committee** can review the secretary's book to attempt to find the answer.
7. Make sure the treasurer's book is complete.
8. Check the pin recipient list from last year using the 4-H Celebration of Achievements Program Booklet and double check that the member has not applied for the same pin as last year. This occurs quite frequently.
9. Be sure not to "double dip" with requirements. An activity or event cannot be counted twice. It is okay to count different activities within an event, i.e., District Club Day room monitor, demonstration, service project. Make sure any national event is truly national. For example, the National Dairy Cattle Judging Contest is not a national event if the contest form is completed at a club setting.
10. Encourage parents to document in 4HOnline if a 4-H member has a disability so the accommodations process can be completed to provide the best experience possible for the 4-H member. The diagnosis does not need to be documented, just that there is a disability. The accommodations needed is the only thing shared with staff.

***Make sure the application is the Central Kansas District form.**

