

# 4-H Member Records and 4-H Recognition



This section highlights the Central Kansas District 4-H Awards System and what awards and recognition are available to 4-H members and volunteers. 4-H members and parents are strongly encouraged to stay up-to-date on these processes by going to the District website, <http://www.centrankansas.ksu.edu/> → 4-H Youth Development → Awards, Recognition & Records

**Events occurring after the due date for District awards will count towards the next 4-H year.**

## **Pin Applications/Member Achievement Plan** (Revised 10/25)

The Achievement Pin Application is available on the District website (<http://www.centrankansas.ksu.edu/4-h>). The 4-H Member Achievement Plan/Pin Application is found under 4-H Youth Development → Awards, Recognition, & Records → Member Achievement Pin Application. Regardless of what pin the 4-H member is applying for, they will all fill out the same form, but the items required will vary (see the details on the first page of the application).

The Achievement Pins or **Standard of Excellence Award Categories**: Where a “standard” is set and completion of categories is determined by a minimum requirement.

- |                |   |                     |
|----------------|---|---------------------|
| 1. Membership  | 5. Silver Pin                                 | 8. Gold Pin         |
| 2. Bronze      | 6. Silver Guard                               | 9. Gold Guard       |
| 3. Clover Pin  | 7. Leadership Pin (must be enrolled in: Civic | 10. Citizenship Pin |
| 4. Emerald Pin | Engagement & Leadership)                      |                     |

Only one Achievement Pin can be received by each 4-H member per year.

A pin may be skipped, but once a pin is skipped, a 4-H member may not go back and apply for it. For example: If a 4-H member received the Emerald Pin in 2013 and received the Silver Guard in 2014, he/she could not apply for the Silver Pin in 2015.

**Only the Central Kansas District 4-H Member Achievement Plan / Pin Application will be accepted.**

Members are encouraged to **check all boxes** for the events / activities / accomplishments. This will assist the review committee if there is a problem with one of the items selected on the application. **Any item left blank, will result in an automatic deferral, and the 4-H member will not receive the pin.**

## **Project Report Form**

Any 4-H member can complete a Project Report Form. All 4-H members will submit their Project Report Form to their club leaders, and the leaders will turn all of the Project Report Forms in to either Extension Office. If the member’s goal is to receive a District Award in a 4-H Project Area, then they will want to complete the Project Report Form for their age category. Project Awards can be received more than once during a 4-H member’s career.

There are three age levels for the Central Kansas District 4-H Project Awards. They are 7-9 year olds, 10-13 year olds and 14 years old and older. All Project Report Forms are available on the District website under 4-H Youth Development → Awards, Recognition & Records → Project Report Forms. The awards will be divided by age groups: 7-9 years old; 10-13 years old; and 14 years old and older.

## **4-H Age Definitions** (October, 2024)

- Juniors are considered youth with a 4-H age 7-9, before January 1 of the current 4-H year.
- Intermediates are considered youth with a 4-H age 10-13, before January 1 of the current 4-H year.
- Seniors are considered youth with a 4-H age 14 and older, before January 1 of the current 4-H year.

These age definitions are the same as the state forms. Please note, in the Central Kansas District, 9-year olds may opt to fill out the Intermediate forms, and 13-year olds may opt to fill out the Senior forms if desired.

## **Binders**

Each Project Report Form should be in its own binder. Binders should be a ½ inch or 1 inch 3-ring binders. No clipart or pictures are allowed on the cover page. Juniors may opt for a folder if a binder is not available. All Project Report Forms should have a label (or sheet of paper for the presentation/view binder notebooks) with the following:

4-H Member’s name (First and Last name)  
Central Kansas District  
4-H Club Name  
4-H Project Area

## Order of the Project Report Form

The Project Report Form for each project submitted for an award should be in its own binder (i.e., one project per binder). The order of the book should be as follows:

- Personal Information Page
- Project Report Form (includes the project story and photos)

## Guidelines by Age Group

### 7-9 years old (October, 2024)

This age group will fill out the Project Report Form for the 7-9 year olds. There is a specific Project Report Form for animal projects (this includes ALL animal projects). This age group will need to turn in their Project Report Form in a **red or blue** binder or folder. Everyone in the 7-9 year old group who has turned in a Project Report Form will receive a participation certificate and a “token” of recognition (i.e., 4-H item, such as a pencil, key chain, magnet, etc.). Be sure to complete the 4-H Personal Page and include in the front of the Project Report Form.

### 10-13 years old (October, 2024)

This group will need to use the Project Report Form for the 10-13 year olds. There is a specific Project Report Form for animal projects (this includes ALL animal projects). This age group will need to turn in their Project Report Form in a **white** binder. Be sure to complete the 4-H Personal Page and include in the front of the Project Report Form.

### 14 years old and older (October, 2024)

This group will need to use the Project Report Form for the 14 years and older. There is a specific Project Report Form for animal projects (this includes ALL animal projects). This age group will need to turn in their Project Report Form in a **black** binder. Be sure to complete the 4-H Personal Page and include in the front of the Project Report Form.

The 10-13 year old group and 14 years old and older group will be recognized using the following guidelines: Youth will be recognized based on the enrollment in the age group. 10% or up to 4 books/individuals may be recognized. If 15 or more books are turned in within a project area, more youth may be recognized. For every 5 books over 10, one more 4-H Member may receive recognition. For example, if the photography project had 23 books turned in and had an enrollment of 43, 6 books/individuals may be recognized (10% up to 4 and for every additional 5 books after 10, 1 more youth can be recognized... $4+1+1 = 6$ ). Only books in the 10-13 year old and 14-year old and older groups that warrant recognition will be recognized for an award.

### 4-H Project Award Areas (updated for the 2025-2026 4-H year)

Aerospace/Rocketry	Environmental Science	Rabbits
Ag Mechanics Welding	Family Studies	Reading Adventures
Agronomy	Fiber Arts	Robotics
Astronomy	Foods & Nutrition	Self-Determined
Beef	Forestry	Sewing & Textile Design
Building Block Engineering	Geology	Sheep
Civic Engagement	Health & Wellness	Shooting Sports
Communications	Horse	Shopping in Style
Computer Science	Horticulture & Landscape Design	Small Engines
Dairy Cattle	Interior Design & Architecture	Swine
Dairy Goats	Leadership	Veterinary Science
Dog	Meat Goats	Visual Arts
Electric & Renewable Energy	Performing Arts	Wildlife
Entomology	Pets	Woodworking
Entrepreneurship	Photography	Uncrewed Aircraft Systems
	Poultry	

### Kansas 4-H Key Award (November, 2019)

The Kansas 4-H Key Award is a State Award and may be applied for in addition to an Achievement Pin (District Award) in the same year. The basic requirements are: 1) a 4-H member must have passed their 16<sup>th</sup> birthday before January 1 of the current year; 2) completed four or more years of 4-H work; and 3) enrolled in leadership for four or more years. There are several other requirements for this award. The Kansas 4-H Key Award is found under 4-H Youth Development → Awards, Recognition & Records → Key Award Application (found under Additional Award Forms). Applicants are encouraged to attach additional pages to be able to describe in detail the answers to the questions. **While this award application is due in September with the other awards, there is an optional “review deadline” of May 1.** Watch the 4-H newsletter and email for details. If a 4-H member submits their Key Award Application for review in May, the Achievements & Awards Committee will review it and provide them feedback on what they will need to change in order for the 4-H member to receive the Kansas 4-H Key Award. If a 4-H member does not turn an application in until the September deadline and the application is not thorough, the 4-H member will not receive an opportunity to revise the application. They will have to apply for the award the following year, if eligible. **This application should be submitted to the club organizational leader to be submitted to the Extension Office.**

### **Ten-Year Award (2021)**

In order for a 4-H member to receive a plaque for being in 4-H for 10 years, they will need to complete the Ten-Year Award Application. The Ten-Year Award Application is found under 4-H Youth Development → Awards, Recognition, & Records → Ten-Year Award Application (found under Additional Award Forms). This application will be due on the September awards deadline.

### **Outstanding 4-H Member Award**

4-H members 15 years old and older before January 1 of the current year who complete and turn in a Project Report Form **in any 4-H project award area** by the September awards deadline, will be eligible for this award. There is no separate application to complete. **After all the books are judged, the members with the top scoring books will be interviewed by a panel.** Interviewees will be notified by email with their scheduled time and location of the interview.

The Outstanding 4-H Member(s) will be named at the *Central Kansas District 4-H Celebration of Achievements*.

This award may only be received once during a member's 4-H career.

### **Additional Club Forms**

4-H members who want to keep records and not compete for a 4-H Project Award will need to complete a Project Report Form, but it will not need to be submitted to the Extension Office.

The 4-H Permanent Record (Word – 2020) is also a great record keeping tool for 4-H members. The Permanent Record is found under 4-H Youth Development → Awards, Recognition & Records → Record Keeping Materials → Permanent Record.

Most clubs use the CKD Record Book Check Sheet (Revised 10/2025) to help review the 4-H Record Books and 4-H Project Report Form before they come to the Extension Office. The CKD Record Book Check Sheet is found under 4-H Youth Development → Awards, Recognition & Records → CKD Record Book Check Sheet (found under Record Keeping Materials).

A complete 4-H Record Book includes: Personal Information Page, 4-H Project Report Form for each project enrolled in, and Permanent Record. Note: The Story and Pictures are included in the 4-H Project Report Form document.

### **Club Record Keeping and Awards**

Also, organizational leaders, the Club Summary (or annual summary) (Revised 10/2025) for the club seal is available under 4-H Youth Development → Organizational Leaders → Club Summary → (found under Award Forms). This form is due on the September awards deadline to either Extension Office.

Don't forget the Club Secretary's Book is also due on the September awards deadline to either Extension Office.

### **Awards Specific to the Minneapolis Area Club Members - \$50 award**

Below is a list of project areas that are included in this series of awards. The recipients of these awards are the senior winners in the respective project based on the 4-H Member's Project Report Form.

- Beef Award – Everett Harris Award
- Citizenship Award, Leadership Award – Sponsored by: Ottawa County 4-H Foundation
- Lucky Seven 4-H Club Horse Award – Sponsored by: Ottawa County 4-H Foundation
- Sheep Award, Swine Award – Sponsored by: Ottawa County Pork Producers Association

### **Additional District Awards**

Submissions may be made at anytime during the 4-H year for the awards below, but will be due on the September awards deadline to either Extension Office or through online submission.

### **4-H Alumni**

Each 4-H Community Club or Individual can nominate an individual(s) for this award. The nomination should be typed and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H.
- ✿ The nominee does not have to serve in a volunteer leader role.
- ✿ The nominee should be a past 4-H member, but does not have to have been a 4-H member in the Central Kansas District (Ottawa or Saline County).
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

### Family of the Year

Each 4-H Community Club or Individual can nominate several families for this award (one nomination form per family). The nomination should be typed, and the requirements are as follows:

- ✿ To be eligible, at least one member of the family must be a current Central Kansas District 4-H Member or 4-H volunteer leader.
- ✿ The selection criteria for this award includes:
  - Balance of total family involvement in 4-H
  - Contributions family has made to the 4-H program (most weight given to club and local levels)
  - Years of service to 4-H
  - Involvement and contributions given to community
  - Evidence family has benefited from 4-H
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

### Friend of 4-H

Each 4-H Community Club can nominate a maximum of one individual for this award. The nomination should be typed, and the requirements are as follows:

- ✿ Submit a name of someone whom you feel has contributed a great deal to Central Kansas District 4-H.
- ✿ The nominee does not have to serve in a volunteer leader role.
- ✿ The nominee does not have to be a past 4-H member.
- ✿ While a nomination form can be found under 4-H Youth Development → Organizational Leaders → Award Forms, nominations can be made in a letter form to the review committee and contain the criteria mentioned above.

### Volunteer of the Year Award

This award is for individuals who have served as 4-H volunteers for **less than 10 years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals. Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award.

### Outstanding Lifetime Volunteer Award

This award is for individuals who have served **10 or more years** at the district or state level as determined before January 1 of the current year. Nominations can come from the club or individuals. Self-nominations are accepted and encouraged. One award will be given each year. Nominations may be made in a letter form indicating why the nominee is deserving of this award.

### Deferred Pin Applications and Appeal Process for Deferred Pin Applications/Member Achievement Plans & 4-H Club

#### Summary Applications (Revised 09/2017, Reviewed 09/2020)

If a 4-H member has their pin application deferred on the club level, the organizational leader is to notify the 4-H member. If the 4-H member wishes to appeal the deferral, they may do so by completing the Appeal Process Form. The Deferral Appeal Process Form is found under 4-H Youth Development → Awards, Recognition & Records → Member Achievement Pin Application.

The appeal must be made in writing, up to two pages typed. The Deferral Appeal Process Form and the written appeal must be attached to the deferred pin application or completed 4-H club summary application and turned in to either Extension Office by **May 1 or the September award deadline by 5 p.m.**

The appeal should include the reason why the:

- Requirements were not met
- Achievements & Awards Committee should consider granting the award

The parent(s)/guardian(s), organizational leader(s), or other adult leader(s) working directly with the 4-H member or 4-H club making the appeal, will not be allowed input at the Achievements & Awards Committee Meeting. Only written information attached to this form will be considered by the committee.

### Annual 4-H Achievement Pin Application Appeal

This should be used when a 4-H member does not meet all the requirements for their pin AND the 4-H member, parent/guardian, organizational leader or other adult leader, etc., feel they should still receive it and the Achievements & Awards Committee should take into consideration. The appeal can only come from the 4-H member.

### 4-H Club Summary Appeal

This should be used when a 4-H Club does not meet all of the requirements for the desired club seal AND there are circumstances which the organizational leaders feel the Achievements & Awards Committee should take into consideration. The appeal can only come from the organizational leaders or designated representative.