

Central Kansas District 4-H Award Application Completion Details for Parents

1. Review pin application at the beginning of the year and set dates on calendar to meet requirements. Review monthly to make sure the 4-H member is still on track towards their pin goal.
2. When completing the pin application, make sure dates, events (NOT PROJECTS), titles, duties, etc., are completely filled in. Provide as much detail as you can! If there is a blank that needs information, be sure to fill in the blank. **Beginning in the 2018-19 year, any item left blank, will result in an automatic deferral and the 4-H member will not receive the pin.**
3. If there is a question about any requirement on the pin application, be sure to ask for clarification, i.e., Is this a club activity? Is this a district activity? These need to be marked in the appropriate spot. Talk to the club leadership or call the Extension Office to get your questions answered.
4. Members are encouraged 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 your record keeping along with the review process if there is a problem with one of the items selected on the application.
5. Check your project enrollment status for some of the higher pins, i.e., silver guard and beyond, including the Key Award. Be sure to review all pre-requisites. (i.e., The 4-H member needs to be enrolled in Leadership for four years before applying for the Key Award.)
6. 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., club day room monitor, give a demonstration, participate in a service project. Only list one activity if that is all that is needed. If you have “extras,” look to see if they fit someplace else on the application.
7. Take advantage of the mid-year review (due May 1). We understand that life happens, however, lack of planning on your part does not mean a deferral will be granted.
8. Know, understand, and be aware of the difference between a Club deadline and a District deadline.

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

