

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; 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 record keeping process along with the review committee if there is a problem with one of the items selected on the application.
3. When accepting the pin application, make sure dates, events, titles, duties, etc., are completely filled in. If there is a blank that needs information, hand it back for completion. DO NOT sign until the application is complete.
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.
5. Make sure the secretary's book is complete. Make sure 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. 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 Trips and Awards committee will review the secretary's book to attempt to find the answer. If the answer cannot be easily located, the application will be deferred.
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., 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 test form is completed at a club setting.

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

