

Eau Claire County 4-H Nomination Form Guidelines

Each Youth should place a Nomination Form in the front inside pocket of their record book. The Nomination Form has multiple uses: to apply for a scholarship for an education experience(s), to self nominate for the key award, to nominate a youth for a county level award, and to identify Record Books selected for county recognition. The Nomination Form is due when Record Books are due to the county--the second Tuesday in September.

At the top of the Nomination Form, fill in your name, your club name, and your last grade completed. If you are not requesting funds for an Educational Experience (s), you do not need to complete any other portion of the Nomination Form.

Youth-- To apply for a scholarship for an Education Experience(s):

Youth can apply for a scholarship to have up to 1/3 of the cost covered by the 4-H Leaders Association. This application process starts with the Nomination form.

Youth need to list the Education Experience(s) they are requesting the scholarship for (4-H State Youth Conference @ UW-Madison, American Spirit Experience-East, CWF - Citizen Washington Focus in Washington D.C., National 4-H Congress in Atlanta, Ga., National 4-H Conference in Washington D.C.) Further information on these trips can be found on the Wisconsin 4-H website and the document 'ECC Chart of Teams/Experiences/Awards'.

When you turn in your record book, include a Cover Letter and Personal Resume; examples can be found on the Extension Eau Claire County website. Youth also need to include a recommendation letter. The recommendation letter can be from any community member that supports their application for the education experience.

Youth need to include the Youth Leadership page in their record book; the youth leadership page will showcase at least one Youth Leadership experience you led/facilitated during the past 4-H year. Youth Leadership opportunities through 4-H are endless: leading a club activity, being a club officer, promoting 4-H, setting up a community service project, sharing with others about a 4-H project, educating, fundraising, etc.

Youth will then sign and date the Nomination Form to *"confirm that I have included all of the requirements listed above for the scholarship and I am an ACHIEVING 4-H Member."*

Each Youth applying for scholarship will have an interview scheduled with the Awards Committee in late September/early October. Youth are expected to send a thank you letter to the Leaders Association and complete a public report on their education experiences within a year of their experience.

Youth will need to apply for the education experience through 4Honline; look to the Wisconsin 4-H website for the application timeline.

****As a reminder, there are some state teams and education experiences that youth do not need to apply for scholarship but can rather request funding. Youth can **request funding** from the 4-H Leaders Association for: State Art Groups (4-H Drama Company, 4-H Art Team, 4-H Communications Team), Fall Forum, International Exchange, CWF-Presidential Inauguration, Space Camp, and Space Camp Counselor. For these experiences, the funding request is directly through the 4-H Leaders Association. Youth do not need to complete the scholarship portion of the Nomination Form but Youth will need to complete the trip requirements worksheet.**

Youth--To self-nominate for the Key Award:

Youth can indicate if you would like to be considered for the Wisconsin Key Award. The Wisconsin Key Award Program recognizes a select group of 4-H participants who have demonstrated consistent growth in their 4-H involvement, developed and applied their leadership skills and actively participated in the functions of their 4-H club and community.

To be eligible, candidates for this award must be at least in 9th grade or older, must have completed at least three years of 4-H, and one year of youth leadership. Selection of Key Award recipients is based on an evaluation of the candidate's total 4-H record (membership, projects, activities, leadership, personal development and county 4-H and community involvement.).

When you turn in your record book, include a Cover Letter and Personal Resume; examples can be found on the Extension Eau Claire County website. Youth will also need to include a recommendation letter. The recommendation letter can be from any community member that supports their application for the Key Award. Youth need to include the Youth Leadership page in their Record Book; this page will showcase at least one youth leadership experience from the past 4-H year. Youth will then sign and date the Nomination Form to *"confirm that I have included all of the requirements listed above for the scholarship and I am an ACHIEVING 4-H Member."*

4-H Club or Project Leader— To nominate a youth for a county level award:

For youth who have completed at least 8th grade, achieved in 4-H, and include the Youth Leadership page in their record book, a 4-H Club or Project Leader can nominate the youth for a county level award. Indicate what area(s) you are nominating the youth for: Achievement, Citizenship, and Leadership (Certificates, Pins, or Both), Selection of Farm Bureau Outstanding Youth Awards (Agriculturally Related), and/or an "I Dare You" Award (Sponsored by OYC - Older Youth Council). Further information on the county level awards can be found on the document 'ECC Chart of teams/experiences/awards'.

Each 4-H GENERAL LEADER is asked to please NOMINATE at least one 4-H Club Member. Please nominate a 4-H member(s) that you have seen possess Achievement, Citizenship, and/or Leadership – through their skills, applied abilities, and growth. This could be demonstrated through their 4-H Projects, Community Service Involvement, and Youth Leadership Roles that they have taken on in the PAST YEAR (within their Club, County, State and Nation) and/or with various 4-H events, activities, and projects. It may be a great way to recognize some "Personal Growth" in these areas that were possible because of their involvement and experiences in 4-H.

If you would like to nominate this 4-H Member for county award, complete this area of the Nomination Form. The Leader nominating the member will need to provide a recommendation letter. The 4-H Club or Project Leader will then sign and date the Nomination Form to *"confirm that this member's RECORD BOOK has been REVIEWED by 4-H Member's General Club Leader and/or Committee, a Youth Leadership page is included in the member's Record Book, and my recommendation letter is included"*.

******The recommendation letter the 4-H member submits for scholarship does not have to be from the same 4-H Leader submitting the request for a county level award.

****** Selection of the Leadership Award winners will be based on the nomination form, record book, personal interview, and letter of recommendation. The awards committee will determine who will receive the awards,

pins, or certificates. Youth leaders who are chosen for any of the County level awards listed above will be invited to the annual 4-H Leaders Banquet.

4-H Club Leaders--To identify Record Books selected for county recognition.

Record Books are eligible for county level recognition. There is a 3rd grade through 5th grade group and a 6th through 8th grade group. The grade level is the grade the youth was in at the start of the record book's 4-H year—not the grade the youth is in when the record book is completed.

Each club may submit ONE record book per age group for each set of 10 members they have. For a club with 10 or less members, 1 book for 3-5 grade and 1 book for 6-8 grade can be submitted; for 11-20 members, 2 books for 3-5 grade and 2 books for 6-8 grade; for 21-30 members, 3 books for 3-5 & 3 books for 6-8; etc.)

The club leader is asked to indicate on the nomination form if the youth's record book is up for county level recognition and then sign and date the nomination form.

After the Nomination Form is completed:

Nominations Forms, Recommendation Letters, and Record Books (as well as Cover Letters & Resumes – if applicable) will be reviewed during the following weeks by the Awards Committee.

4-H Members will be contacted personally, by the ECC Extension Office to schedule a 10 to 15 minute preferred INTERVIEW time slot. Slots will be filled based on availability of open times. Youth are asked to dress and present themselves appropriately for the Interview. The process is meant to be a positive Youth Development experience. After the interviewing process and review of the 4-H Members submitted materials, the committee will consult together and make selections for County Awards, Scholarships, and Recognitions. Results of the Awards Committee will not be disclosed until the County 4-H Banquet. 4-H Members are encouraged to write Thank You Notes after the Banquet - to show their appreciation for any special recognition and/or scholarships awarded.

Our O.Y.C. Older Youth Council will sponsor:

- A "Cover Letter and Resume Writing Clinic" planned for 4-H Members in August.
- An "Interview Workshop" is planned for 4-H Members in September

This Youth Development program will be open to all 4-H members in 6th grade or above. In addition to this 4-H program, these Life Skills will be useful as 4-H Members apply for their first jobs, complete college applications, and scholarship forms.

Please note that every 4-H Club will be invited to have a representative on the Awards Committee. To be involved - please have your 4-H Club Representative selected by September 4-H Adult Leaders & Parent's Association Meeting. All Committee Members will be expected to follow the "Committee Guidelines of Service". If a representative is unable to fulfill their duties during their term, it will remain vacant until the next year/term. Much thanks to all of those individuals who donate their time and efforts to help make this Youth Development process possible for the 4-H Youth in our area.