

## Nomination Form Guidelines for Eau Claire County 4-H

The Nomination Form has multiple uses: to self-nominate for the key award, to identify Record Books selected for county recognition, to apply for a scholarship and/or funding for an education experience(s)/opportunity, and for 4-H leaders to nominate youth for county level awards. The Nomination Form is due when Record Books are due to the county--the second Tuesday in September. (Nominations Forms for scholarship/funding requests can also be turned in by the third Tuesday in January—and on an as-needed basis.)

Fill in the name, club name, and last grade completed information and any of the self-nomination or scholarship sections. If you are not requesting scholarship(s) or funds and you are not self-nominating for the key award, youth do not need to complete any other portion of the Nomination Form. Place it in the front, inside pocket of your record book. Leaders will complete the sections for county award nominations.

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

Youth can indicate if they 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, 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.
- a Recommendation Letter. The recommendation letter can be from any community member that supports their application for the Key Award.
- 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 are not required to enroll in the youth leadership project or to showcase your project at the fair.)**
- 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:

A 4-H Club or Project Leader can nominate the youth for a county level award who:

- have completed at least 8<sup>th</sup> grade

- achieved in 4-H
- included the Youth Leadership page in their record book

Each 4-H Club or Project Leader is asked to 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.

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’.

A 4-H Leader who would like to nominate a 4-H Member for county award needs to:

- complete the nomination section of the Nomination Form
- verify a Youth Leadership page is included in the record book; this page should showcase at least one youth leadership experience from the past 4-H year. **Youth are not required to enroll in the youth leadership project or to showcase their project at the fair.)**
- provide a recommendation letter
- sign and date the Nomination Form to *“confirm that this member’s RECORD BOOK has been REVIEWED by the 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”.*
- Submit documents by the second Tuesday in September to the Extension Office.

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 3<sup>rd</sup> grade through 5<sup>th</sup> grade group and a 6<sup>th</sup> through 8<sup>th</sup> 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.)

To identify record books for county recognition, the club leader will:

- determine how many record books can be submitted using the one per 10 youth criteria
- indicate on the nomination form 3<sup>rd</sup> - 5<sup>th</sup> grade OR 6<sup>th</sup> - 8<sup>th</sup> grade recognition
- sign and date the nomination form
- submit record book and nomination form to the extension office by the second Tuesday in September.

## Nomination Form, page 2

The scholarship and funding request portion of the Nomination form is applicable for events applied for during the current 4-H year; the Leaders Association will cover up to 1/3 the cost of the experience/opportunity. Nominations forms can be turned in by the **second Tuesday in September** and by the **third Tuesday in January**. Nomination forms can also be turned in on an as-needed basis; funding ability will be determined based on funds available for that 4-H year.

Reach out to the Leaders Association with any questions about experiences and/or opportunities.

### 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. Funding will be awarded based on funds available for that 4-H year. This application process starts with the second page of 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., International Exchange, CWF-Presidential Inauguration, and Space Camp Counselor.) See 'ECC Chart of Teams/Experiences/Awards' for the full list; further information on these trips can be found on the Wisconsin 4-H website.

When you turn in the nomination form and your record book include:

- a Cover Letter and Personal Resume; examples can be found on the Extension Eau Claire County website.
- a recommendation letter. The recommendation letter can be from any community member that supports their application for the educational experience.
- the Youth Leadership page in their Record Book; this 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 are not required to enroll in the youth leadership project or to showcase your project at the fair.)**
- 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 scholarships by the Second Tuesday in September will have an interview scheduled with the Awards Committee in late September/early October.

Each Youth applying for scholarships by the Third Tuesday in January will have an interview scheduled with the Extension Educator and a member of the Leaders Association's Executive Board in late January/early February.

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.

### **Youth-- To request funding for an Educational Opportunity(s):**

Youth can request funding to have up to 1/3 of the cost covered by the 4-H Leaders Association. Funding ability will be determined based on funds available for that 4-H year. This application process starts with the second page of the Nomination Form.

Youth need to list the Education Opportunity(s) they are requesting the funding for. These include but are not limited to: *State Art Groups (4-H Drama Company, 4-H Art Team, 4-H Communications Team), Space Camp, Fall Forum, and ArtBeat*. See 'ECC Chart of Teams/Experiences/Awards' for further information on these opportunities.

When you turn in the nomination form include:

- Cover letter (include the name and total cost of educational opportunity, a youth leadership experience you led/facilitated during the past 4-H year, and 4-H involvement).
- 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.*"

The Nomination Form and a Cover Letter are due to the Extension Educator at the Extension office or via email [Rachel.hartbrinson@wisc.edu](mailto:Rachel.hartbrinson@wisc.edu) by the second Tuesday in September and/or the third Tuesday in January, and on an as-needed basis. Funding will be determined based on funds available for that 4-H year.

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 some of the educational opportunities through 4Honline; look to the Wisconsin 4-H website for the application timeline. See Clover Leaves for other educational opportunities.

## **After the Nomination Form is completed:**

Nomination Forms, Recommendation Letters, and Record Books (as well as Cover Letters & Resumes – if applicable) will be reviewed following the second Tuesday in September, Third Tuesday in January, and as needed.

4-H Members will be contacted personally, by the ECC Extension Office to schedule a 10 to 15 minute interview time slot. 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 interview and review of the 4-H Members submitted materials, the committee will make selections for County Level Awards, Scholarship, and Recognitions. Results 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.

All youth who submitted Scholarship or Funding request to the Leaders Association will be notified of funding amount by the end of February.

The Older Youth Council (OYC) will sponsor an “Interview Workshop” in Fall. This Youth Development program will be open to all 4-H members in 6<sup>th</sup> 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 the September 4-H Leaders 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.