

September 2016



To: Extension Agents Responsible for 4-H Awards  
Area Specialist, 4-H Youth Development

From: Sarah L. Keatley  
Events Coordinator, Kansas 4-H

**Cooperative Extension  
Service**

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**Subject: County/District Medal Orders and Awards Reports**

Enclosed are copies of forms to use in reporting 2016 county/district 4-H winners and requesting recognition items. **Please have your order turned in NO LATER THAN TWO WEEKS (10 Business Days) before you need it!!** We CANNOT guarantee you will receive your order by when you need it if we do not have sufficient time to fill it. All charges for expedited shipping will be invoiced to the extension unit.

The Kansas 4-H Foundation has generously agreed to continue the same commitment as last year to provide each local Extension office with one free medal for each of the 33 recognition programs. The Foundation has secured support for some of these medals from specific state donors, and the Patron Sponsor Fund will cover the other medals. We certainly do appreciate this commitment and generous show of support for recognizing our 4-H members! National 4-H Council is not sponsoring any projects, so we are NOT in a position to offer any multiple free medals this year.

The Kansas 4-H Foundation will again overstock the state sponsored medals for resale to you if you need additional medals. **To insure timely delivery, we must have your forms, including the Key Award request, AT LEAST TWO WEEKS (10 Business Days) BEFORE the county/district achievement event.**

**NOTE:** If, at the county/district level, separate winners are selected in different award areas than the State Award Program (for example, Beef or Bucket Calf; Fiber Arts or Knitting and Crochet; Foods and Nutrition or Bread/Food Preservation; Dairy Cattle or Dairy Goats; Pets or Cats; Visual Arts or Arts and Crafts; and Wildlife or Sport Fishing) the selection committee will need to name the one Kansas 4-H Award Portfolio (KAP) to represent the county/district in Beef, Foods and Nutrition, Plant Science, Dairy, Pets, Visual Arts, Fiber Arts, and Wildlife at the 2017 area judging.

**REMINDERS:**

- The category known as Energy Management includes Electricity/Electronics; Small Engines; and Power of the Wind.
- The Plant Science category now includes Forestry.
- Please remember that **Visual Arts** and **Performing Arts** are two separate award categories. Please note that there are separate award medals for **Visual Arts** and **Performing Arts**. Area Screening (January 2017) and State Project Awards Judging (March 2017) will require the Kansas 4-H Awards Portfolio (KAP).

**MEMBER ACHIEVEMENT PINS:** Questions come up about which pins we recommend for the Member Achievement Plans. I hope this explanation will help you place your order. All pins noted are from the Source Book or online at: <http://www.4-hmall.org/>. In the 2017 Source book there are some pins on page 19, but you can find the rest of the pins by typing in their item number as listed below.

**2016 SOURCE BOOK**

Membership	letter A item P-1409	Silver Guard	item G 252
Bronze	item P-1210	Leadership	item P 102
Clover	item 301 – BR – P	Gold	item P 1260
Emerald	item 500 – BR – P	Gold Guard	item 253
Silver	item P 1240		

**4-H REPORTERS'S NOTEBOOKS:** 4-H Reporter's Notebooks are judged in the fall and should be sent to the State 4-H Office on or before **November 1, 2016**. In counties, the top reporter's notebook in each county for the 2015-2016 4-H year can be submitted. For districts, the top reporter's books can equal the number of counties comprising the district. A KAP is not required to submit a reporter's book. Notebooks will be judged on the work done during the 2015-2016 4-H year. Up to nine state winners may be named and receive a gift award. **Please make sure name, county/district, and full address of applicant is included.**

**KEY AWARD:** Also enclosed with this letter is a copy of the County/District Report – List of 4-H Key Award Recipients. Follow the instructions on this form. We will be using the Key Award that is on the webpage (<http://www.kansas4-h.org/doc15749.ashx>). If you have any questions about this form, please do not hesitate to ask.

**CLUB SEAL RECOGNITION:** Purple seals for club recognition are ordered at the bottom of the Report Form for county/district winners. If you have continued to award club seals other than purple, you will need to purchase your own through the National 4-H Council Source Book or online at <http://www.4-hmall.org/>.

**LEADER SEALS, CERTIFICATES, AND FRAMES:** Leader seals must also be purchased from the Source Book; the "miniature emblem sticker" is what you need to order. Certificates of Recognition Kansas 4-H Leader (MG10) and frames for leader certificates are ordered through the regular procedures from Bookstore/Mail Center, Umberger Hall Room 22. Remember, frames purchased from the Bookstore will be invoiced later by the Kansas 4-H Foundation. You will not need to pre-pay. If you did not order certification on your 3<sup>rd</sup> quarter, you can still order now.

**KANSAS VOLUNTEER SALUTE TO EXCELLENCE:** The Kansas Association of 4-H Volunteers want to recognize and promote Kansas 4-H volunteers who have excelled in their roles locally and continue with selecting Kansas' top volunteers for national competition. Each county/district has an option to offer two prestigious awards for volunteers: 1) *Volunteer of the Year* – volunteer with **less than 10 years** at the local or state level as determined before January 1, current year; 2) *Outstanding Lifetime Volunteer Award* – volunteer with **10 or more years** at the local or state level on or before January 1, current year. **Local applications for each category are due to the State 4-H Office on or before September 20, 2016.**

**4-H ALUMNI RECOGNITION** – An award designed to honor former 4-H members who have made contributions to society that exemplify leadership and citizenship; promote success in their chosen careers; and continues an interest in 4-H and/or similar worthy community endeavors. Alumni may have participated in 4-H in another state and currently live in Kansas or may be an alumni of the Kansas 4-H program while living and serving in other state or countries. Anyone may nominate a person for 4-H alumni recognition. Form 10-2010 is required to submit a nomination. No other information is needed. One to three individuals will be honored annually. Make copies of attached Form 10-2010 for your nominations. The alumni award can be accessed at <http://www.kansas4-h.org/resources/4-h-library/awards-and-recognition/alumni-awards.html>

Enc: Report Form for Winners/Order for Purple Seals (Form 1)  
Kansas 4-H Foundation Purchased Medals Order (Form 2)  
List of 4-H Key Award Recipients (Form 3)  
Volunteer Salute to Excellence Guidelines

Pc: Area Specialist, 4-H Youth Development

**REPORT FORM FOR WINNERS IN  
KANSAS 4-H AWARD PROGRAMS**

Please **TYPE**. These forms need to be received **AT LEAST TWO WEEKS (10 Business Days) BEFORE YOUR ACHIEVEMENT EVENT**. No medals will be sent to your county/district until this report is received.

Even though you may name additional winners, we only require the name of the top-ranked person. If you want to recognize more members than this, you will have to purchase additional medals on your own from National 4-H Council's Source Book, or on the Kansas 4-H Foundation Purchased Medals Form.

County/District \_\_\_\_\_ Date to be awarded \_\_\_\_\_

AWARD PROGRAMS NAME AND COMPLETE ADDRESSES (incl. city & zip code) OF INDIVIDUAL WINNERS

Alumni \_\_\_\_\_

Beef \_\_\_\_\_

Citizenship \_\_\_\_\_

Clothing & Textiles \_\_\_\_\_

Communications \_\_\_\_\_

Dairy Cattle \_\_\_\_\_

Dairy Goat \_\_\_\_\_

Dog Care & Training \_\_\_\_\_

Energy Management  
(small engines/electricity) \_\_\_\_\_

Entomology \_\_\_\_\_

Environmental Science \_\_\_\_\_

Family Studies \_\_\_\_\_

Fiber Arts \_\_\_\_\_

Foods & Nutrition \_\_\_\_\_

Geology \_\_\_\_\_

Health & Wellness \_\_\_\_\_

Home Environment \_\_\_\_\_

Horse \_\_\_\_\_

Leadership \_\_\_\_\_

- Meat Goats \_\_\_\_\_
  
- Performing Arts \_\_\_\_\_
- Pets \_\_\_\_\_
- Photography \_\_\_\_\_
- Plant Science  
(Includes Forestry) \_\_\_\_\_
- Poultry \_\_\_\_\_
- Rabbits \_\_\_\_\_
- Reading \_\_\_\_\_
- Self-Determined \_\_\_\_\_
- Sheep \_\_\_\_\_
- Shooting Sports \_\_\_\_\_
- Space Tech \_\_\_\_\_
- Swine \_\_\_\_\_
- Visual Arts \_\_\_\_\_
- Wildlife \_\_\_\_\_
- Wood Science \_\_\_\_\_

**ORDER FOR PURPLE SEALS**

County/District \_\_\_\_\_

Date to be awarded \_\_\_\_\_

Name of Club(s)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**KANSAS 4-H FOUNDATION PURCHASED MEDALS ORDER**

A limited supply of state-sponsored medals that are special ordered by the Kansas 4-H Foundation are available for you to purchase. This way, if you give more than one medal, you will be able to award the same style medal to all 4-H'ers in your county/district. These are only available on a first-come, first-served basis. We will not be able to back-order any of these medals.

If you wish to order any of these medals, indicate the quantity needed and enclose a check made out to the Kansas 4-H Foundation. If we are out of a medal you need, we will inform you as soon as possible so that you can make other arrangements. **PLEASE NOTE: We DO NOT bill for purchased medals orders. Your payment MUST BE received with this form BEFORE your order will be processed.**

Quantity/Medal

- |                         |                       |
|-------------------------|-----------------------|
| _____ Beef              | _____ Self-Determined |
| _____ Bucket Calf       | _____ Sheep           |
| _____ Dairy             | _____ Space Tech      |
| _____ Family Studies    | _____ Swine           |
| _____ Fiber Arts        | _____ Visual Arts     |
| _____ Geology           | _____ Wood Science    |
| _____ Health & Wellness | _____ **Aerospace     |
| _____ Home Environment  | _____ **Crocheting    |
| _____ Meat Goats        | _____ **Demonstration |
| _____ Performing Arts   | _____ **Electricity   |
| _____ Pets              | _____ **Forestry      |
| _____ Rabbits           | _____ **Knitting      |
| _____ Reading           | _____ **Newswriting   |

**\*\*Special Offer....**The Kansas 4-H Foundation has a limited inventory of discontinued medals. If your Extension Unit still offers these categories and awards these medals, they may be purchased on a first come, first served basis. Once the inventory is depleted, they will not be reordered.

1. Total number of Purchased medals (Form 2 only) \_\_\_\_\_ @ **\$2.50** each = \$ \_\_\_\_\_
2. PLUS Shipping/Handling fee @ 15% of line 1 sub-total = \$ \_\_\_\_\_
- TOTAL AMOUNT ENCLOSED** = \$ \_\_\_\_\_

MAKE CHECK PAYABLE TO: **KANSAS 4-H FOUNDATION**

County/District \_\_\_\_\_

Extension Agent Signature \_\_\_\_\_

**LIST OF 4-H KEY AWARD RECIPIENTS**

**Year** \_\_\_\_\_ **Extension Unit** \_\_\_\_\_

Each county/district may name as many Key Award winners as they have 4-H'ers who meet the new standards who were 16 years old or older before January 1 of this year. Not many 16 year olds should expect to receive this high of an award the first year of application. *PLEASE NOTE: DO NOT SEND THE AWARD APPLICATIONS TO THE STATE OFFICE.*

Name	Mailing Address (street/city/state/zip)	<u>Check one</u>		
		Tie Tac	Necklace	Birth Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I verify that the above information is correct.

Signature: \_\_\_\_\_  
Extension Agent