



August 2019

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

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

Subject: County/District Medal Orders and Awards Reports

Enclosed are copies of forms to use in reporting 2019 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 will not be able to 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.

Again, medals are ordered through the bookstore, electronic copies of order forms may be found at <http://www.communications.k-state.edu/communication-services/bookstore-and-mail-center>. Please submit all of your orders for pins by going to the above link. Club Seals (purple seals) and key awards will still be handled through the State 4-H Office.

Again, to ensure 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 2018 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 2019) and State Project Awards Judging (March 2019) 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 2019 Source book there are some pins on page 49-51, but you can find the rest of the pins by typing in their item number as listed below. You can access an online copy of the Source Book by going to <https://shop4-h.org/pages/catalog-order>.

**2019 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 25
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, 2019. In counties, the top reporter’s notebook in each county for the 2018-2019 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 2018-2019 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/resources/4-h-library/awards-and-recognition/key-award.html>). If you have any questions about this form, please do not hesitate to ask. **Beginning in 2019, all key awards will be the same, we will no longer offer a necklace vs. a tie tack.**

**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 3rd quarter, you can still order now.



**K-STATE**  
Research and Extension

4-H ALUMNI RECOGNITION – Responsibility of the Alumni Award has transitioned to the Kansas 4-H Foundation. Please be watching your email for additional information on this application process.

Enc: Order for Purple Seals (Form 1)  
List of 4-H Key Award Recipients (Form 2)

CC: Area Specialists, 4-H Youth Development

**Kansas State University  
Agricultural Experiment  
Station and Cooperative  
Extension Service**

Kansas State University, County Extension  
Councils, Extension Districts, and U.S.  
Department of Agriculture Cooperating.

K-State Research and Extension is an equal  
opportunity provider and employer.



**K-STATE**  
Research and Extension

Form 1

REPORT FORM FOR WINNERS IN  
PURPLE SEAL PROGRAM

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

ORDER FOR PURPLE SEALS

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

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

Name of Club(s)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Kansas State University  
Agricultural Experiment  
Station and Cooperative  
Extension Service**

Kansas State University, County Extension  
Councils, Extension Districts, and U.S.  
Department of Agriculture Cooperating.

K-State Research and Extension is an equal  
opportunity provider and employer.



Form 2

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

Year \_\_\_\_\_ Local Extension Unit \_\_\_\_\_

Each Local Extension Unit 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 old youth 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.**

<u>Name</u>	<u>Mailing Address (street/city/state/zip)</u>	<u>Email</u>	<u>Birth Date</u>

\_\_\_\_\_ I verify that the above information is correct.

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