

## RECOGNITION & AWARD INFORMATION FOR STAFF

Extension staff is responsible for management of the 4-H Recognition & Awards Program in their county. (Refer to the Recognition Model Chart on the 4-H Web page for guidelines, application forms & eligibility). Counties must follow the Eligibility Rules. It is the responsibility of the Extension staff to arrange for selection of county recipients and district/state nominees. Staff is also responsible for certifying accuracy of 4-H Career Portfolios.

| DATE                | CATEGORY   | SUBMIT TO   |
|---------------------|--|---|
| September – October | *Evaluate County 4-H Career Portfolios   |   |
| January 15          | County 4-H Career Portfolios & National 4-H Conference Cover Letter and Resume Due | District Youth Specialist/Coordinator along with the electronic County 4-H Nominees For District Competition Form 3 |
| March 1             | General 4-H Scholarship Application Form Due                                       | State 4-H Office.   |
| June 15             | National Dairy Conference Application Form & Video Due                             | Animal Science Youth Specialist   |

### **\*EVALUATE COUNTY 4-H CAREER PORTFOLIOS:**

*The County Selection Committee* should include various volunteers, such as 4-H Leaders, Junior Leaders, Friends of 4-H, Council Members, etc. This group evaluates applications and makes the final selections. Counties may wish to exchange applications with a selection committee from a neighboring county to ensure selections are made based only on the information contained in the application. If an exchange is done, it is important to be sure a compatible philosophy on evaluation can be used in the review.

*State Selection Committees* are comprised of Extension staff and 4-H volunteers representing the district or state. Committees make all final selections based on the information contained in the application.

EXTENSION STAFF & 4-H YOUTH DEVELOPMENT SPECIALISTS SERVE AS ADVISORS AND ASSIST IN INTERPRETING GUIDELINES. FINAL SELECTION IS MADE BY THE COMMITTEES.

### **COUNTY QUOTAS FOR NATIONAL 4-H YOUTH CONGRESS:**

Counties can submit the following number of 4-H Career Portfolios per the following curriculum areas:

- Animal Science - 7
- Communication & Expressive Arts - 4
- Consumer & Family Science - 5
- Environmental Education & Earth Science - 4
- Healthy Lifestyles - 5
- Leadership & Citizenship - 6
- Plant Science - 4
- Science & Technology – 4