



# EXCEL LEVEL RECOGNITION FOR CLUBS

## AWARD CATEGORIES

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Submit an application in any or all of these categories

### ***Community Service***

Focus on your 4-H club's work in service to/for others. Work should target what members have done as a group, not what individual members may have done on their own. Youth leadership in planning and implementing the work should be evident.

### ***Leadership***

Focus on the development of the club members' leadership skills as a group. Overall group leadership may focus on one of the following Teen Leadership roles – teaching, mentoring, planning, promoting, or advocating OR members may be enrolled in a group Leadership project and all members learn a variety of skills throughout the year.

### ***Project Learning***

Focus on the club's program plan to help members learn about a specific project area. Only ONE project area may be highlighted in the award application. For award purposes, "project" is defined as those areas of enrollment as listed in the Illinois 4-H Clover or as a county-offered project. Not all members need to be enrolled in the highlighted project area, but most should have gained knowledge about that project through the club's educational activities. Youth should also have been involved in the planning and implementation of the project learning.

## ELIGIBILITY

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Any club enrolled with their local Extension Office by **August 1** of the calendar year in which they are submitting an application is eligible to apply. The application should reflect the involvement of club members and leaders working together as a team toward the accomplishment of a common goal. The activities and projects must relate to the specific award category and must be completed from September 1 of the previous year to August 31 of the year in which the application is being completed.

## APPLICATION

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Each application should include these 3 sections

- **4-H Club Award Application Cover Page:** Youth members of the club must be involved in preparing this application. One youth signature is required on the cover page along with a leader and Extension 4-H staff signature
- **Section 1, Club Information:** This page should be completed, responding to the questions with a Yes or No answer and providing additional input where requested. It **is not** required that a club answer Yes to all questions to be considered for this award.
- **Section 2, Award Category Information:** A maximum of three (3) pages (single-sided) of typed response to the items listed in that section. Information should be specific to the award category. Clubs may submit in more than one award area. **If a club is submitting in multiple award areas, multiple Section 2's must be provided.**
- All sections of the application should be stapled together. Applications are NOT to be submitted in any type of folder, binder, plastic cover, etc.

## DEADLINE

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Local Deadline is:

Applications must be submitted via the local Extension office. Local deadlines will be set in advance of the state deadline and club leaders should be aware of that date. Local Extension staff should complete the provided Club Award Transmittal Form with all applications from their county or unit and submit them together. Award applications are due in the State 4-H Office no later than 5 p.m. October 1.

## SELECTION

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Applications must receive at least 90 points in order to be recognized at the state level. Winning clubs will receive a \$75 cash award. Clubs that win in multiple categories will only receive one \$75 cash award. A club named as state winner one year may not use the same program or activity to apply in the same category next year.



# ILLINOIS 4-H CLUB AWARD APPLICATION

**Except for Signatures, this entire application MUST be typed.**

Applications are NOT to be submitted in any type of folder, binder, plastic cover, etc.

Name of 4-H Club: \_\_\_\_\_

County: \_\_\_\_\_

Adult Leader Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Numbers (home/cell) \_\_\_\_\_

Youth Leader Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Check the **Award Area(s)** in which this application is being submitted.

Only one cover page and Section 1 are needed per club, regardless of the number of applications.

\_\_\_\_\_ Community Service

\_\_\_\_\_ Leadership

\_\_\_\_\_ Project Learning

**COUNTY DEADLINE:**

Plases turn this application in to the local office by:

Completed applications are due in the State 4-H Office NO LATER THAN 5 PM OCTOBER 1 in order to be accepted for judging.

### Verification Statements

We have reviewed this report and believe it to be correct:

Date \_\_\_\_\_ Youth Signature \_\_\_\_\_

Date \_\_\_\_\_ Adult Signature \_\_\_\_\_

Date \_\_\_\_\_ Extension Staff Signature \_\_\_\_\_

## SECTION 1: CLUB INFORMATION

In this section, respond “Y” for Yes or “N” for No to answer the statements about your club. Where additional information is requested, type responses in the space provided. No additional lines or pages may be added. (25 points)  
**Do not add lines or pages to this section!**

CLUB NAME \_\_\_\_\_

\_\_\_\_\_ Our club established goals at the beginning of the year. List 3 of your goals here:

- 1.
- 2.
- 3.

\_\_\_\_\_ Our club reached at least 2 of these goals

\_\_\_\_\_ Our club provided a year-long calendar to our member families that provided meeting dates and special events.

\_\_\_\_\_ Our club elected officers or had designated youth leaders that assisted with the planning and programming for our club.

\_\_\_\_\_ All members were scheduled to be involved in the club program during the year.

\_\_\_\_\_ Our club planned and carried out at least nine meetings and/or events during the year for our members and their families. Number of meetings/events held were \_\_\_\_\_.

\_\_\_\_\_ New members were welcomed and recognized in a public manner. Indicate how they were recognized.

\_\_\_\_\_ Members participated in 4-H events beyond the club level. List the events or activities they were involved in:

\_\_\_\_\_ The club scheduled and held a recognition program to highlight the members’ and the club’s accomplishments during the year.

\_\_\_\_\_ All the club members know and can recite the 4-H Pledge.

\_\_\_\_\_ All the club members know that 4-H is a part of the University of Illinois.

## SECTION 2: AWARD CATEGORY INFORMATION

Provide a **maximum of three pages** to provide information regarding the requested information below. Information on a 3-page submission should pertain to the events and activities related to ONE award area only. If the club is applying in multiple award areas, three pages are allowed for each award area.

- Include the Club Name and the Award Area on the top of each page. (If the pages get separated, this will assist in making sure the correct pages get posted in the correct award area.)
- Responses should emphasize programming held between September 1 of the previous year and August 31 of the year the application is being submitted.
- Please use a font size no smaller than Times New Roman 11 point for readability. Margins should be a minimum of 1" on all four edges.

### Include the following points in your application:

#### ***Award Focus***

Why did your club choose to submit an application in this specific award category? List and describe the club's primary activities during the year that highlight this category. What were the goals of the club membership in regards to the activities related to this award category?

#### ***Division of Leadership***

Describe the responsibilities of the members and adult leaders throughout the year as it relates to the activities for this award category. Provide as much information as possible on committees and their responsibilities, individual member responsibilities, work arrangements, job descriptions and how everyone's leadership fit into the overall picture. Teamwork should be evident.

#### ***Resources***

List and describe resources (beyond club membership and finances) that were used to meet your club's goals in relationship to this award category. This could include, *but is not limited to* other individuals or groups from the community, facilities, etc. How were these resources used to benefit your club's activities.

#### ***Results for the Club***

List and describe the benefits to the club members from participating in the activities over the past year. This could include, *but is not limited to* new skills, knowledge, and/or attitudes learned by individual members or the group as a whole. Be as specific as possible. Include quotes from members regarding how the activities benefitted or changed them.

#### ***Results for the Community\****

List and describe the benefits to your local community from the activities noted in this award category. How many people were reached? What actions were taken by community members as a result of the club's planned program(s)? How were skills, knowledge, and/or attitudes of the community affected? (\* "Community" is used here to describe whatever group was to be the benefactor of the overall program/activity.) Be as specific as possible.

#### ***Evaluation***

Provide written comments regarding youth club members' thoughts on the activities included in this award application. Collection of evaluation data (what and how). Did it go well or is improvement needed? What changes and/or additions would be needed to improve the results?

# JUDGING RUBRIC

A 4-H club needs to receive a minimum of 90 points out of the 150 points available and be one of the top clubs in their category to be named as a State Winner.

| Section                            | Criteria   | Eligible Points |
|------------------------------------|--|-----------------|
| <b>Section 1: Club Information</b> | 1 point for each “Yes”; Other points as determined by judges as to relevance of response   | <b>25</b>       |
| <b>Section 2: Award Category</b>   | <b>Award Focus</b><br>Focus of club on specific area; Appropriateness of goals; Appropriateness of Activities towards reaching goals                               | <b>30</b>       |
|                                    | <b>Division of Leadership</b><br>Illustrates impact of youth voice and involvement in decision-making, teamwork, implementation, and evaluation of planned program | <b>40</b>       |
|                                    | <b>Resources</b><br>Creativeness and effectiveness in relation to the development and use of available resources   | <b>20</b>       |
|                                    | <b>Results for the Club</b><br>Illustrated impact on club members  | <b>15</b>       |
|                                    | <b>Results for the Community</b><br>Illustrated impact on community  | <b>10</b>       |
|                                    | <b>Evaluation</b><br>Data collection; Youth voice evident in evaluation of activities/ program goals   | <b>10</b>       |
|                                    | <b>TOTAL POINTS</b>  | <b>150</b>      |



**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

University of Illinois | United States Department of Agriculture | Local Extension Councils Cooperating  
University of Illinois Extension provides equal opportunities in programs and employment.

REVISED JUNE 2023