

Livingston County 4-H

Recognition for Excellence



Guidelines for Applying for Awards

Revised 2025



Illinois Extension

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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Record Book Award

Record Book Awards will be given to members who turn in COMPLETED record books. Awards will be given by 4-H Age for members 8-18. Please submit it to the Livingston County Extension Office by 4:30 p.m. on September 15, 2025. Forms are available on our website.

Record books must meet the following criteria.

- Include Record Sheets for each area.
- Include the My 4-H Activities Sheet
- Be arranged in a neat and organized manner.

Outstanding First-Year Member Awards

Background

To encourage first-year 4-H members to complete project plans and project reports and keep track of 4-H involvement. Please submit it to the Livingston County Extension Office by 4:30 p.m. on September 15, 2025.

- **Criteria**
- Must be a first-year 4-H member.

Application Procedure

- Information Cover Sheet
- Complete First Year Member Award Application (on website)
- **Do not** include additional pictures, newspaper clippings, project outlines, etc.
- Neatness, grammar, and spelling will be considered.

Bronze, Silver, Gold, Diamond, Emerald Experience Award

Open to all 4-H youth ages 8-18. Must follow the State 4-H instructions and application (found on our website) and submit it to the Livingston County Extension Office by 4:30 p.m. on September 15, 2025.

I Dare You Award

- **Background** - Mr. William H. Danforth, founder of the American Youth Foundation, was a successful businessman who lived 85 full years practicing his philosophy of Stand Tall, Think Tall, Smile Tall and Live Tall each day. He challenges young people to achieve their highest potential and to influence others through their lives of leadership and service. In his book, Mr. Danforth encourages the owner to pass the book along to ten friends after they have read it to encourage them also to reach their highest potential.
- **Criteria**
 - 4-H member should demonstrate evidence of outstanding leadership, scholarship, athletics and religious service
 - Must be a high school Junior or Senior
 - Members may receive this award only once in their 4-H career.
 - Up to 2 awards may be presented each year.
- **Application Procedure**
 - To apply for the I Dare You Award, submit the following to the Extension Office by September 15, 2025, at 4:30 p.m.
 - Information Cover Sheet
 - Nomination from a 4-H Leader (On website)

Officer Awards

President

The office of the President conducts the club meetings and uses parliamentary procedure for the business portion. The President works with the club officers and leaders to develop goals for the year as well as an agenda for each meeting.

Criteria

- Selection is based on demonstrated evidence of outstanding leadership and service to their club.
- Only one award will be presented each year.

Application Procedure

- Nomination letter (Reference letter) from a 4-H Leader
- Submitted to the Extension Office by September 15, 2025, at 4:30 p.m.

Vice President

The office of Vice President plays an important role in the club. In addition to assisting the President and running the meetings in case of absence, the Vice President has important duties in providing leadership to committees and helping to set goals for the year.

Criteria

- Selection is based on demonstrated evidence of outstanding leadership and service to their club.
- Only one award will be presented each year.

Application Procedure

- Nomination letter (Reference letter) from a 4-H Leader
- Submitted to the Extension Office by September 15, 2025, at 4:30 p.m.

County Treasurer Award

The office of the Treasurer carries the responsibility for the accurate handling and accounting of the funds of the 4-H club. The top club treasurer is recognized each year at the county level.

Criteria

- Selection of the top treasurer for the year is based on the completeness and accuracy of the record, neatness, number of transactions, and having all required signatures. Don't forget to complete the 4-H Club Inventory in the Treasurer's Book. **Include items such as flags, gavel, etc.**
- Treasurer books must be audited and signed by a member of the club other than the Treasurer, a parent, and a leader.

Application Procedure

- To apply for the Treasurer of the Year Award, submit the following to the Extension Office by September 15, 2025, at 4:30 p.m.
 - 4-H Treasurer's book
 - Neatness, grammar, and spelling will be considered.

County Secretary Award

The responsibility of the office of the Secretary requires accurate recording of the minutes of the club meeting and attendance. It may also include recording member participation and business correspondence. The top club secretary is recognized each year at the county level.

Criteria

- Selection is based on the completeness of the book including member attendance, officers, committees, and minutes of all meetings.

Application Procedure

- To apply for the Secretary of the Year Award, the following items need to be submitted to the Extension Office by September 15, 2025, at 4:30 p.m.
 - 4-H Secretary's Book
 - Neatness, grammar, and spelling will be considered.

County Reporter Award

The duties of club reporter include writing interesting and accurate reports of the club meetings and special club activities and sending them to the local newspaper. This helps to keep the local community informed of 4-H activities. The top club reporter is recognized each year at the county level.

Criteria

- Selection is based on the number and quality of news articles submitted to the local paper.
- Number and quality of the Meeting Reports that are returned to the Extension office in a timely manner

Application Procedure

- To apply for the County Reporter Award, the following items need to be submitted to the Extension Office by September 15, 2025, at 4:30 p.m.
 - Submit a notebook or scrapbook containing activities and information on the club's 4-H activities for the year.
 - Neatness and completeness are considered.

County Historian Award

The duties of club historian include collecting and recording club activities and achievements in a scrapbook. This helps to keep the club's history recorded for future members and to keep them informed of past 4-H activities. The top club historian is recognized each year at the county level.

Criteria

- Selection is based on the number and quality of articles selected for inclusion in the book

Application Procedure

- To apply for the County Historian Award, the following items need to be submitted to the Extension Office by September 15, 2025, at 4:30 p.m.
 - Submit a notebook or scrapbook containing activities and information on the club's 4-H activities for the year.
 - Neatness and completeness are considered.

Club of the Year / Club Community Service Awards

For the 2024-2025 4-H Year, we are asking club leaders to fill out the State 4-H Club EXCEL application for the club of the year and/or club community service awards.

4-H Clubs that EXCEL in their work can compete for state honors in specific award areas.

Application Process

Complete the Illinois 4-H Club Award Application in one (or more) of these 3 areas:

- Community Service
- Leadership
- Project Mastery

The application is linked on our website. Clubs may choose to submit on the county level, submit for the state award, or both.

Application deadlines:

- COUNTY – September 15th
- STATE – October 1st (online submission)