



CLARK COUNTY 4-H RECORD GUIDE

Record-keeping is an important part of 4-H! It is a way to keep notes about what you have learned and accomplished during the past year and helps you to set goals for the upcoming year. It also is a way to let others know what you have accomplished and assist you in the award-selection process as well as have a complete record of your activity for future use on award applications, scholarship and college applications.

4-H'ers should submit the following forms.

1. Clark County 4-H Member Portfolio

This record helps each 4-H'er have a permanent record of their 4-H experiences. It is available as a fillable PDF on the Clark County 4-H website. 4-H'ers are also welcome to keep the same portfolio throughout their 4-H career and update sections handwritten. Don't worry if you are completing the form in case the right way. Rather, make sure all your 4-H and non-4-H activities are recorded somewhere in the portfolio for future reference.

2. My Illinois 4-H Experiences Recognition Application

Based on your number of experiences in *participation, community service, leadership and project learning*, achieve one of these five levels:

1. **Bronze Clover** – 1 experience in each dimension
2. **Silver Clover** – 2 experiences in each dimension, at least 2 at the county level or beyond
3. **Gold Clover** – 4 experiences in each dimension, at least 2 beyond the county level
4. **Diamond Clover** – 6 or more experiences in one dimension, at least 4 beyond the county level
5. **Emerald Clover** – 8 or more experiences in one dimension, at least 4 beyond the county level, plus at least 2 at the state or national level (will not be available for recognition in the Participation dimension).

The application is available as a fillable PDF on the Clark County 4-H website and may be printed out and handwritten. The Experiences Recognition Awards will be presented at Achievement Night in November.

3. County 4-H Award Application

All members are encouraged to fill out a *Clark County 4-H Award Application*. This award recognizes 4-H'ers who excel in his/her 4-H year based on their involvement with projects, programs, other community/school activities/events, and participation in 4-H events/activities.

- The form is available as a fillable PDF on the Clark County 4-H webpage and should be submitted as a typed document (4-H story does not need to be typed.) Save the document so you can add to your application each year.
- The application consists of a 3-page form and an attached page with a response to one (1) 4-H Story Option (one per award area application). Members may submit in more than one award area. For example, if a member is applying in Project Mastery AND Leadership,

he/she needs to provide one 3-page form and attach 2 essays, one focusing on Project Mastery and one focusing on Leadership.

- List items on your award application with the most recent and most impactful first in each category. Use only the current 4-H year's work in the application. Applications in each of the five award areas are judged in two age categories, 8-12 and 13-18. Prizes are TBD.
- County awards will be presented at Achievement Night.

Award Categories include:

- **Community Service** – Focus of your 4-H work in service to/for others. Work should focus on what you have done as an individual, not only as a member of your club working on group projects.
- **Communications** – Focus of your 4-H work in the art of communicating with others, including but not limited to public presentations, 4-H ambassadors, Speaking for Illinois 4-H, presentations to elected officials, television/radio interviews, etc.
- **Leadership** – Focus on the development of your leadership skills, including offices held, committees served on, programs lead, and public presentations on behalf of 4-H.
- **Personal Growth** – Focus on your own personal growth through participating in the 4-H program. This could include, but is not limited to growth in skills, demonstrated initiative, self-confidence, interpersonal interactions, poise, etc.
- **Project Mastery** – Focus on your 4-H work in your primary project (i.e. Woodworking, Photography, Beef). Only one project should be included in the application and members should not submit an application in more than one "Project Mastery" area. 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 (i.e. Create Your Own).

Additional Award Opportunities:

4. **Outstanding Livestock Award** - All 4-H'ers with an animal project are encouraged to complete a livestock record. An award will be presented to 4-H'er with the most outstanding livestock record at 4-H Achievement Night.
5. **Outstanding 4-H Officer Awards** – awards are presented to the member who submits a record for the most complete, accurate and neat 4-H Club Officer records.
 - Secretary's Book
 - Treasurer's Book
 - Club Scrapbook

Leader Nominated Awards:

6. **"I Dare You"** Award – An award based on personal integrity, well-rounded lives, and a willingness to assume responsibility.
7. **Clark County Outstanding Member** – Presented to one Clark County 4-H'er who has been selected as the outstanding member of the year.