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2020 End of Year Leader's Report Packet

Due to 4-H office on or by September 15

**Leader's Records Judging
Monday, September 28**

End of Year - Leaders Report Packet

Please complete and turn in by **September 15 of the current year**
or at your individual Leader's Meeting

Club name _____

Leader(s) submitting packet _____

This completed packet should be turned in with, the individual project summaries of members, their Experience Awards, and special award applications. Please turn in pages 1-5 even if you did not fill in a section.

INDIVIDUAL PARTICIPATION RECOGNITION

Please list the names of those to receive first year member and 4-H Graduate Pins. (Graduation for those who turn age 19 before September 1, of last year). Pins will be given out at Achievement Night. Note: This recognition is given to all first year members and 4-H graduates regardless of other 4-H involvement.

First Year Members:

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

4-H Graduates: _____

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

LEADER/ JR LEADER RECOGNITION

All Leaders/Jr. Leaders who have all of their paperwork completed will be recognized at Achievement Night. Please check spelling and years of service for each leader. If you have others who you feel should be on this list, please fill out this form.

I. Contact Leaders

*Years of
Service*

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

III. Junior Leaders

| |
|-------|
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |
| _____ |

II. Project Leaders

*Years of
Service*

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

**KENDALL 4-H RECOGNITION FOR EXCELLENCE:
STANDARDS OF EXCELLENCE FOR 4-H CLUBS**

By meeting 11 – 14 of the Standards your club will receive a year patch for your club banner. The first year your club will receive a large Standards of Excellence patch and a year patch for each year after that your club will receive a year patch. *4-H Foundation is providing the cost of this award for Kendall.*

See fillable form attached or available at <https://extension.illinois.edu/dkk/4-h-awards>

CURRENT YEAR AWARDS

4-H Members Completion of PROJECT SUMMARIES

Leaders please list all 4-H members of your club who completed Project Summaries. All members are eligible to compete for pins. Pins are given out only once per project area, so after receipt of pin, have 4-H member choose a different project to record and submit, unless they are doing a project for a higher award area.

| 4-H Member Name | Project Area |
|------------------------|---------------------|
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[Experience Award](#)

Leaders please list all 4-H members of your club who completed the Experience award. Medals can be won yearly, so have 4-H members fill this award out every year. Click link to get to the state page with the award applications.

| 4-H Member Name | Level listed: Bronze, Gold, Silver, Diamond, Emerald |
|-----------------|--|
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County Awards

H.C.E. First Year Clothing Award

Please list the names of those to receive first year clothing awards. This award is for members who took their first clothing project this year and exhibited a clothing project at the recent Kendall County Fair and 4-H Show. Awards will be given out at Achievement Night.

| | |
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H.C.E. First Year Foods Award

Please list the names of those to receive first year foods awards. This award is for members who took their first foods project this 4-H year and exhibited a foods project at the recent Kendall County Fair and 4-H Show. Awards will be given out at Achievement Night.

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Project Pins: *A project pin will be received if the youth reaches 70% of the points available on the project summary. (*35 of 50 points General and Home Ec. and 42 of 60 points for Livestock youth)**

Achievement award is scored differently, youth need at least 35/42 points on 70% of each project area submitted to receive the pins.

Submit Project Summaries in the following areas.

| | | |
|---|--------------------------|---------------------------|
| Achievement* | Engineering & Technology | Leadership |
| Aerospace | Entomology | Personal Development |
| Agriculture | Environmental & Natural | Photography |
| Animal Science | Resources | Plant & Soils Science |
| Beef | Fashion Revue | Poultry |
| Cats | Floriculture | Public Speaking |
| Child Care | Food & Nutrition | Rabbits |
| Clothing & Textiles | Food Decorating | Sheep |
| Computer Science | Forestry | Small Pets |
| Community Involvement & Global Awareness | Gardening | Swine |
| Conservation | Geology | Tractor |
| Consumer Education | Goat | Vet Science |
| Dairy | Home & Family | Visual Arts |
| Dogs | Horse | Wildlife & Sports Fishing |
| Electricity | Intercultural | Wood Working |
| | Interior Design | |

Illinois State 4-H Award for all 4-H Youth ages 14+ can compete and submit state records in these areas:

- **Community Service** – Focus of your 4-H work in service to/for others. Work should focus 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, public presentations on behalf of 4-H, any of the following Teen Leadership roles - teaching, mentoring, planning, promoting, advocating, or advising, etc.
- **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. A member could include multiple areas of study in their project mastery application if the member was enrolled in multiple areas within a specific project during those 3 years. (i.e. A member could complete their application in Food and Nutrition and include information on Cooking 301, Meat and Other Proteins, and Food Preservation OR a Woodworking Project Mastery application could include information from Woodworking Levels I, II and III.)

Additional Forms and Information Needed (Attached)

Complete these forms and return to the 4-H office by September 13/16.

Special Kendall County 4-H Awards List

"Illinois 4-H Recognition of Excellence Standards of Excellence for 4-H Clubs and Groups"

"Ernie & Renee Monkemeyer First Year Achievement Award" (Scrapbook) Kendall County 4-H Foundation (return to the 4-H office)

Awarded to one boy and one girl (any age), **first year members**.

Based on overall, first year accomplishments.

Experience Award must be submitted with application form.

Club Leader nominates using special form.

"Alumni" (Plaque) Kendall Co. 4-H Foundation (return to the 4-H office)

Awarded to outstanding 4-H alumni, Kendall County or otherwise.

Youth, parents, volunteers, or leaders may nominate individuals using special form.

"Friend of 4-H" (Plaque) Kendall Co. 4-H Foundation (return to the 4-H office)

Awarded to a person or group who is not a 4-H Alumni, but has made substantial contributions to the 4-H program.

Youth, parents, volunteers, or leaders may nominate person or groups using special form.

(Score Sheets for Secretary/Treasurer awards – return to the 4-H office)

"Secretary of the Year" (Desk Pen Set) Kendall County 4-H Federation

Awarded to best Secretary Record Book.

Requires official 4-H Secretary Record Book which has been completed by the 4-H Club Secretary and submitted by leader.

"Treasurer of the Year" (Calculator 1st yr. winner, \$25 cash 2nd yr. winner) Heartland Bank & Trust

Awarded to best Treasurer Record Book.

Requires official 4-H Treasurer Record Book, completed by the 4-H Club Treasurer and submitted by leader.

Before audit (copies of the treasurer book and check register)

Illinois 4-H Club Excel Award Application

Applications are due in the State 4-H Office no later than September 15 of each year.

Please complete and return to the Kendall County Extension Office *by September 15*. Form is also available at <https://4h.extension.illinois.edu/clubs/meeting-resources>.



4-H Club _____
 Leader(s) _____

Illinois 4-H Recognition for Excellence Standards of Excellence for 4-H Clubs and Groups

Circle **Yes** or **No** for each of the following items that best describe what is happening in your 4-H club or group. Clubs or groups that meet 11 of the 14 *Standards of Excellence* can be recognized by their Extension Unit for achieving these standards. Submit this form to your local Extension office to be eligible to receive the recognition. We encourage all clubs and groups to continue to strive for the *Standards of Excellence*.

The 14 Standards of Excellence for Clubs and Groups

Yes **No** We selected a theme or area of emphasis at the beginning of the program year (*Examples: health, community service, intercultural, food & nutrition*). **List theme selected:** _____

Yes **No** We established yearly goals and a written copy was sent to the local Extension office (*Examples: Gain 4 new members; All members will attend 75% of the meetings*). **List your goals for the year here:**

Yes **No** A calendar for the year was printed and distributed to members and parents, leaders, and the local Extension office. **Attach a copy of the calendar to this form.**

Yes **No** Members were actively involved in determining the yearly program.

Yes **No** All members had a planned part in the program during the year (*Examples: public presentations, refreshments; obtaining a guest speaker*).

Yes **No** The entire club membership was invited and involved in at least nine events during the year (*Examples: meetings, skating party, club tour, recognition night*).

(Continued on opposite side)

The 14 Standards of Excellence for Clubs and Groups *(continued)*

- Yes No** Officers were elected and fulfilled their leadership roles. **List the officer positions that your club fills:** _____

- Yes No** The 4-H group had at least one project leader for at least 75% of the members' project areas.
- Yes No** Project groups had a planned calendar of events. **Attach a copy of the calendar(s) to this form.**
- Yes No** A scheduled recognition event was held for members, leaders, and parents.
- Yes No** At least 75% of the members made progress towards individual 4-H project goals.
- Yes No** Members' parents and families had an opportunity to participate in club activities *(Examples: skating party, tour, recognition event)*.
- Yes No** Members took part in a variety of events and/or meetings beyond the 4-H club level *(Example: Federation, county project workshops, camp, state teen events)*.
- Yes No** A minimum of 75% of the club's annual goals were reached.

Number of *Standards* with a circled **Yes**: _____



COUNTY

Nomination Form

4-H ALUMNI RECOGNITION PROGRAM



This form is for nominating persons for the 4-H alumni county award. A local 4-H Club, County 4-H Council, County Extension office or any interested individual may nominate a person for this recognition.

State: _____ County: _____

Name of state where nominee was a 4-H member: _____

Name of county where nominee was a 4-H member: _____

Full Name (Mr., Mrs., Miss): _____

Address: _____

Present Occupation or position: _____

Examples or brief description of nominee's interest and work with 4-H, youth, civic, public, religious, political or school activities in the community, county, state, nation or internationally.

(If needed, use reverse side)

Submitted by: _____

Address: _____

Phone: _____ Date: _____

COUNTY
Nomination Form



"FRIEND OF 4-H"
RECOGNITION

This form is for nominating persons who have made significant contributions to the county 4-H program and are not 4-H alumni. A local 4-H Club, County 4-H Council, County Extension office or any interested individual may nominate a person, business or other organization for this recognition.

Full Name (Mr, Mrs, Miss): _____

Address: _____

Present Occupation or position: _____

Examples or brief description of nominee's interest and work with 4-H, youth, civic, public, religious, political or school activities in the community, county, state, nation or internationally.

(If needed, use reverse side)

Submitted by: _____

Address: _____

Phone: _____ Date: _____

NAME OF TREASURER _____

4-H CLUB NAME _____

TREASURER'S BOOK SCORE SHEET
KENDALL COUNTY

(Note all Treasurer's Book submitted before Audit)

- | | | | |
|----|---|--------|-------|
| A. | Front cover completed neatly | 5 pts | _____ |
| B. | Financial Statement (pages 2-3) | | |
| | 1. First three informational lines filled in completely | 5 pts | _____ |
| | 2. Checking and/or Savings Account entry information filled in completely | 20 pts | _____ |
| C. | Accurate record of all money received & paid out (Pages 4-6) | | |
| | 1. All check #'s recorded | 5 pts | _____ |
| | 2. Dates Entered | 5 pts | _____ |
| | 3. Item (to who and for what was it spent) | 10 pts | _____ |
| | 4. Amount paid out (filled in) | 5 pts | _____ |
| | 5. Amount received (filled in) | 5 pts | _____ |
| | <i>Note: account balance & interest should be listed. Interest must be included</i> | | |
| | 6. Balance. (must be listed after each entry) | 5 pts | _____ |
| | 7. Columns correctly calculated and balanced | 10 pts | _____ |
| | 8. End of Year Balance should be clearly noted | 10 pts | _____ |
| | <i>D. Illinois 4-H Club Inventory completed</i> | 10 pts | _____ |
| E. | Final Bank Statement attached | 5 pts | _____ |

TOTAL **100 POINTS** _____

Judges Comments:

NAME OF SECRETARY _____

4-H CLUB NAME _____

SECRETARY'S BOOK SCORE SHEET
KENDALL COUNTY

| | | | |
|----|---|----------------|-------|
| A. | Cover – (Filled in completely) | 5 pts | _____ |
| B. | Constitution & Bylaws | 10 pts | _____ |
| C. | Member Attendance Section <i>Member name filled out and attendance recorded</i> | 20 pts | _____ |
| D. | Officer and Leader Information | 10 pts | _____ |
| E. | Committees | 10 pts | _____ |
| F. | Minutes of meetings (<i>total of 35 pts</i>) | | |
| | 1. Minutes of each meeting should include: name of the club, date time, place, name of presiding officer, number of members and guests present | 5 pts | _____ |
| | 2. Listing of motions and seconds (<i>total of 9 pts</i>) (<i>should list who made & seconded motions</i>) | | |
| | a. Acceptance of secretary's minutes | 3 pts | _____ |
| | b. Adjournment | 3 pts | _____ |
| | c. Acceptance of treasurer's report | 3 pts | _____ |
| | 3. Listing of committee reports, correspondence, and announcements | 5 pts | _____ |
| | 4. Program – list titles of talks or demonstrations & by whom giving | 12 pts | _____ |
| | 5. List the date, place & time of next meeting | 2 pts | _____ |
| | 6. Each month, the minutes should be signed by the secretary | 2 pts | _____ |
| G. | Other 4-H Club Activities | 10 pts | _____ |
| | TOTAL SCORE | 100 PTS | _____ |

Judge's Comments: