



4-H Club Planning Calendar

Club Name - _____

Leader Name- _____

Club Goals for the Year

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Month	Program, Event or Activity	Committee or Person(s) Responsible
September Theme: Mtg. Place:	Business Items:	
	Program:	
	Recreation - Refreshments:	
October Theme: Mtg. Place:	Business Items:	
	Program:	
	Recreation - Refreshments:	

Tool L-1

Month	Program, Event or Activity	Committee or Person(s) Responsible
November Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	
December Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	
January Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	
February Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	

Month	Program, Event or Activity	Committee or Person(s) Responsible
March Theme:	Business Item:	
	Program:	
	Mtg. Place:	
April Theme:	Business Item:	
	Program:	
	Mtg. Place:	
May Theme:	Business Item:	
	Program:	
	Mtg. Place:	
June Theme:	Business Item:	
	Program:	
	Mtg. Place:	

Month	Program, Event or Activity	Committee or Person(s) Responsible
July Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	
August Theme: Mtg. Place:	Business Item:	
	Program:	
	Recreation - Refreshments:	

“Madison County - Award Forms *FOR DUMMIES*”

Parents

- Support and help your child with the participation record form
- Be sure your child lets their leader know they need a recommendation
- Buy a notebook for your child to use for their record
- Volunteer to be a part of the selection committee
- Plan to attend the Recognition Bruncheon

Leaders

- Do the paper work for the younger award winners that are not required fill out the award form (Spirit Award and Project Encouragement)
- Do the required recommendations for Jr. and Sr. awards as precisely as you can
- Be sure all forms and paper work on returned before of by the deadline
- Volunteer to help on the selection committee
- Encourage members to fill out the record
- Suggest a notebook format for application that can be added to each year
- Have a club meeting and design notebook covers to make the records unique
- Volunteer to be a part of the selection committee
- Plan to attend the Recognition Bruncheon

Members

- If you are entering 7th grade fill out a participation record form
- Put down everything you have done in 4-H and community
- Be proud of your accomplishments – this is your time to “brag”
- Include a picture of **you doing project work**
- Get your parents and/or leader to help you
- Be sure that your leader or parent gives you a recommendation. Give them a friendly call to remind them.
- Plan to attend the Recognition Bruncheon

Members – here are a few easy directions for filling out the participation record.

1. First you must request a copy of the form from the 4-H office or get it from the internet at www.cce.cornell.edu/madison.
2. Next, also ask for a copy of the award explanations so you know what is available and the criteria. This too can be obtained from the web site above.
3. If this is your first year filling out a record, complete each page. You might find your 4-H scrapbook helpful. If you don't have a scrapbook ask your parents and leader to help you remember and make a mental note to

start a scrapbook. If this is your second or more year proceed to the bottom of the page.

- a. The **cover page** must be filled out completely. Don't forget your photo!
 - b. The **4-H project summary** tells the reviewer what you did. Brag a little – it's OK!
 - c. The **4-H activities page** is where you tell about all the fun things you have done in 4-H, include all you can think of!
 - d. The **presentations and communication page** tells the story of your presentation career. Remember to include club and county presentations. Also any other opportunities that you had to speak in front of people as a result of being a 4-H member.
 - e. The **leadership page** is an opportunity for you to share the ways in which you used your leadership skills – come on - **think** – as a 4-H'er you are learning to lead all the time.
 - f. The **community service page** tells the committee the story of how you contribute to the community. What has your 4-H club done?
 - g. The **home, school, and community page** is another opportunity to brag to the committee how what you have learned in 4-H has been used in your community!! We know you have things to put on this page – brainstorm for ideas!!
 - h. Ok – you are almost done – hang in there! Now write your **4-H story**. What is the most important or memorable thing you have done in 4-H this year. Be dramatic – it's OK – remember the reason you are doing this whole form is to convince everyone what a great job you did this year – you deserve the recognition!!
4. Thanks goodness - your done. Make sure the record is neat and readable. Now that you did all this work you want people to be able to read it.
 5. Three hole punch it, put into a notebook, and be sure to turn it in by the deadline! The committee needs time to review your creation. This record should reflect you and your experiences!
 6. Congratulations – great job! Oh, by the way, when you get your record back at the Awards Luncheon – put it someplace safe for next year.

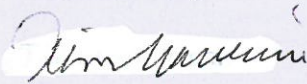
Second year and more record filler outer's

1. You have survived the first year; now all you must do is find the notebook from last year. Ok, take the book and add pages (refer to a-f on the other side) as needed to tell your story for the current year. You only need to add pages when the page in the book is full, just be sure to indicate where a new year starts.
2. Be sure to include each year:

- a. A new cover page and picture
 - b. The middle sheets as needed (projects, community service, communications, etc.)
 - c. Your 4-H story for the year
3. Once you get your book started, it gets easier to just add to it.
4. See number 5 & 6 .
5. And . . . an added **Bonus** – when you are a High School senior you'll have most of your 4-H scholarship form together and the information you have gathered will make filling other forms easier too!

Hope this short guide will help you with the awards process. Please call the 4-H office if you need help. Our job is to answer your questions!!

Yours in 4-H,

A handwritten signature in cursive script, appearing to read "Tim Harman", is written over a light-colored rectangular background.

