Awards are a means of recognizing achievement or service by members, leaders, and alumni.

They also provide incentive for others to achieve and to serve.

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This is the new version of the Honors Handbook – version 2014-15. For this and subsequent years, you will be asked to complete summary forms in a different way. Please read through the entire packet and if you have questions, call the 4-H office. Award criteria and standards have not changed, only the reporting process has been changed.

The steps to complete the forms are listed below. Instead of one form that contains all information, we are asking members to complete separate forms.

1. Each 4-H member should **complete one General Information Summary Form**. This form **must** be signed by a club leader.
2. In addition to the General Information Summary Form, each 4-H member must **complete one Project Summary Form for EACH project** that they wish to receive an award in. The Project Summary Form **must** be signed by a leader that can verify the project was completed.
3. Cloverbuds do not need to submit Summary Forms. Rather, the Organizational Leader will list them on the Cloverbud Achievement Form, if member is in good standing.

**Member In Good Standing**

At the conclusion of the 4-H year, members may apply to the 4-H office to receive annual rewards. Members that are considered a member in good standing can apply for awards/recognition in four categories: Yearly pins, Cloverbud recognition, Project awards, and Specialty awards.

**A member in good standing has:**

- Attended 70% of your primary club meetings
- Joined the club by January 1st
- Gave a qualified public presentation (outlined below)
- Completed a Project Record Book and submitted with Summary Form.
- Completed a qualified community service project
- Participated in the Ocean County Fair

**Special Considerations for Awards**

**Qualified Public Presentations**

4-H Public presentations can be completed on the club, county and state level if a member wishes to qualify for annual awards. **Members must complete one presentation for every three project awards they apply for.** In the event that a member wishes to use a non-4-H presentation to fulfill this requirement, the member must have an observing, non-relative send a letter directly to the Ocean County 4-H office, verifying the presentation. The letter must include the topic of the presentation, length, and a description of the environment (number of people, school, church, toastmasters, etc) and must be signed by the observer. Small private or semi-private presentations are not acceptable substitutions for the County level presentation. Members must complete a county level presentation after their 3rd year of 4-H membership, in order to be eligible for awards.
Qualified Community Service

Community service projects that are used as the qualifying measure for awards must be worthy service to the community. It cannot be service in conjunction with other service (selling cookies at a church bake sale). The service should be meaningful and require effort on the part of the 4-H member. Following are some examples of qualifying service:

- The club planned a beach cleanup for 35 people.
- Conducting a 4-H bake sale to raise money for a youth shelter
- Successfully recruiting donations and participating in a 4-H Relay for Life team

In contrast, the following opportunities do not represent a qualifying service opportunity:

- Participating as an individual, in a highway cleanup or environmental day
- Speaking with the public at a 4-H event
- Giving your old coats to a coat drive
- Washing the chalk board at school

Year Pins for Members

4-H Members will be recognized for each year of 4-H participation regardless of club affiliation. For this purpose, the 4-H year begins on September 1st and ends on August 31st. Members must submit a General Information Summary Form to receive this recognition. Pins and certificates are awarded for each year.

Cloverbud

Qualified recipients completed the 4-H year as a member in good standing and are in K-3rd grade. Cloverbuds will be recognized at the annual awards ceremony.

Project Awards for Members

The Project Awards earned, depend on the number of years the member has completed Project requirements. Cloverbud members are not eligible for project pins and any project years completed while considered a Cloverbud, do not count towards earning a project pin as a new full member. To receive any project award, members must complete a Project Summary Form. Here are the various designations and requirements for each level:

First year of project – recognition at awards ceremony

- Complete one project year as a member in good standing
- Youth must have finished the 4th grade (cannot be a Cloverbud member)

Second year of project – Silver Certificate

- 2 years in the same project (submitted summary forms for 2 years)
- Remained a member in good standing
Third year of project – Silver Seal
- 3 years in the same project (submitted summary forms each year)
- Remained a member in good standing

Fourth year of project – Gold Medal
- 4 years in the same project (submitted summary forms each year)
- Remained a member in good standing
- **Completed a County-level public presentation**

Fifth – Tenth year of project – Gold Seals
- 5-10 years in the same project (submitted summary forms each year)
- Remained a member in good standing
- **Complete a County-level public presentation**

Awards 1-5 do not require a project-based fair entry. In other words, to earn these awards, member must still participate in the fair but these awards are not earned through fair entries or by working at the fair.

1. **Community Service**
   To qualify for the community service award, members must complete at least **three** varied and meaningful community service projects. While completing these projects, the member is representative of 4-H. In addition, the member should have had a leadership role in the execution of the service and help participate in fundraising and organized project to benefit individuals or an organization outside 4-H. (see page 3)

2. **Leadership**
   In addition to holding Club Leadership positions, applicants for this award must show that they have taken great responsibility to plan and implement 4-H activities/events, assist with county or club events, be on the planning committee for State or County events, organized project to benefit individuals or an organization outside 4-H, etc. For the summary form, you should list the four most impressive examples of leadership you displayed this year.

3. **Public speaking**
   Qualified applicants for this award will have completed at least three presentations. Only one of these presentations at the club level, one County 4-H Presentation, or a State 4-H Presentation given to another public audience. School presentation at any level will only be accepted with a letter from the observing teacher.

4. **Judging**
   Qualified applicants for this award will have completed two different judging opportunities. This includes judging at another 4-H event, horse judging, hippology, attending a judges training, a fair entry about judging, etc. These opportunities are for judging animals/items, never other 4-H members.
5. **Achievement**
   To receive the achievement award, the member must have completed the requirements for four project areas and submitted Project Information Forms for each Project area. List the four project areas on the Achievement Project Information Form.

If you are applying for an award in 6-53, some project awards have requirements other than basic requirements listed above – if that is the case, the additional requirements are specifically noted.

6. **Aerospace**
7. **Agriculture** (farming, not gardening)
8. **Animal Science** – member’s growth in knowledge during the 4-H year, due to attendance at various educational events. These events must be listed on the Project Summary Form. For example: Animalology, attended at least three educational programs, educational posters/entries into the General Tent at the Fair.
9. **Aquaculture**
10. **Bicycle**
11. **Biological Sciences**
12. **Child Care and Development**
13. **Citizenship, Civic engagement**
14. **Clothing and Textiles**
15. **Communications**
16. **Computer Technology**
17. **Consumer and Family Sciences**
18. **Electricity**
19. **Engines, tractors, field equipment**
20. **Entomology and Bees**
21. **Food and nutrition** (food entries and related fair submissions)
22. **Forestry**
23. **Gardening and Horticulture** (plants, vegetables, herbs, flowers, submitted for judging)
24. **Healthy living**
25. **Hobby & Collections**
26. **Horse and Pony**
27. **Industrial Arts** (metal work, leather work, graphic design, auto repair etc)
28. **New Jersey or Ocean County knowledge – Cultural Expressions** (receives the Lamp of Knowledge Award)
29. **Outdoor Education and Recreation** (fair submission or participation in the ATV events at fair)
30. **Performing Arts** (must complete a performance at the fair)
31. **Photography & Video** (funny pet photo does not count)
32. **Physical science**
33. **Plant Science**
34. **Safety** (ATV safety, firearm safety)
35. **Shooting Sports** (fair submission or participation in the archery shoot at fair)
36. **Technology and Engineering**
37. **Veterinary science** – member attended a specific educational program over a course of weeks/months, rather than one day events. Participation at competitive events brings closure to the educational sessions. All of this must be stated on the Project Summary Form.

38. **Visual Arts** (arts & crafts or fine art)

39. **Wildlife and Fisheries** (nature crafts, bird house, fishing, etc)

40. **Wood Science** (wood working)

Some project awards require additional requirements. These projects and requirements are listed below:

- Attended 70% of Project club meetings
- Project registered by Jan. 1st
- Complete and submit a Project Record Book
- Project animal is present at the fair and is entered in the corresponding show.

41. Beef

42. Cat

43. Cavy

44. Dairy (cows only)

45. Dog

46. Goats

47. Herpetology

48. Llama

49. Pets (unlisted small animals, reptile, amphibians)

50. Poultry

51. Rabbit

52. Sheep

53. Swine

**Animals unable to attend the Fair**

In the event that your animal or you are unable to attend the fair for justifiable reasons, you must make arrangements with a County 4-H staff member to receive an exemption for the fair requirement. If an exemption is granted, the member must have presented a project record book and an educational exhibit, display or poster in lieu of an animal. At no time will family vacations be given an exemption.

**Specialty Awards for Members**

These awards are for members that have already shown to be in good standing and clubs that have already shown that they are an Honor Club (page 7). Club leaders receive nomination forms for the specialty awards listed below. Any 4-H volunteer may nominate youth or clubs for these awards. Nomination forms are provided in the annual fall mailing to club leaders along with all other award related materials. Nominees may be asked to come for interviews.
1. “I DARE YOU” Award - Ocean County 4-H Ambassador
   This award is sponsored by Ocean County 4-H Association and Ocean County Board of Agriculture in memory of William H. Danforth, who championed the “I DARE YOU” philosophy of THINK TALL, STAND TALL, and LIVE TALL. This award is given to two outstanding 4-H members for qualities of leadership based on physical, mental, social character, and leadership qualities. Nominees must be active for 3 or more years and at least 16 years of age. Recipients represent Ocean County 4-H at various programs and the New Jersey Agriculture Conference Youth Reception in January. The recipients receive a plaque and cash award and complimentary dinner at the Youth reception for themselves and one parent. Arrangements are made through the 4-H office.

2. Kossatz-Lehman Memorial Award
   This award is sponsored by the Ocean County Board of Agriculture presented to one 4-H member in honor of Fred and Mary Kossatz and Arnold Lehman. Kossatz and Lehman were dedicated long time volunteers on the Ocean County Board of Agriculture. Community service towards Cooperative Extension and their local communities was their way of life. This award is presented in recognition of distinguish community service to a teen member who gives beyond 4-H. The member must have been a member for 2 or more years and in high school. The recipient will receive a plaque and savings bond.

3. 4-H Scholarship for Continuing Education
   The 4-H Association offers scholarships to 4-H members in good standing that will be graduating from High School in the Spring. Scholarships applications will be collected along with summary forms and recipients will be announced at the Awards Program. Recipients will receive a check after they have completed the 4-H year.

   **Club Recognition**

   Opportunities for club recognition are offered part of our annual awards ceremony. Nomination forms are sent to club leaders annually as part of the Fall mailing.

   **Honors Club**
   To qualify as an Honors Club:
   - Meet regularly (at least once a month) for 9 or more months/year.
   - Conduct at least one business meeting/month for 9 or more months/year.
   - Elect club officers to conduct meetings.
   - Participate in at least one approved 4-H Project
   - Have an approved club constitution.
   - Have at least two registered adult 4-H leaders, trained & appointed by county 4-H staff.
   - Conduct at least one community service project.
   - Have at least 5 registered club members, from 3 different families.
   - Exhibit/demonstrate at the County Fair.
Club Charters

In addition to member awards, clubs may receive their official Charter when they complete their end of year paperwork. Clubs are eligible to be chartered when they:

- Have at least two registered and screened leaders
- Have five or more members from three families
- Complete a constitution or bylaws
- Have elected officers
- Has an official club name
- Agree to follow all policies (RCE and County level policies)
- Is conducting educational activities
- Hold at least 7 meetings during the year
- 70% of members complete their project work
- At least one community service project was completed

After being awarded your first Charter, the club will receive a new gold seal to add to the original certificate each year. To apply for the club award, club leaders must submit the Club Summary Form and submit it by October 1st.

Club Specialty Awards

1. Ocean County 4-H Community Development Award
   This award is presented to a 4-H club or group of members in recognition of an outstanding 4-H Community Development Project. Community development involves making communities stronger, healthier, more resilient or better prepared to thrive in the future. The awarded club will be honored during the annual Awards Program.

2. 4-H Public Relations Awards
   This award is presented to a 4-H Club in recognition of an outstanding public relations program on behalf of their 4-H Club, their 4-H project and/or the County 4-H program. The members of the club will have conducted events, programs, demonstrations and provided media coverage that highlighted 4-H on the County, State, or National level. The awarded club will be honored during the annual Awards Program.
Volunteer Recognition

Volunteer Yearly Recognition
The work of our volunteer leaders is appreciated, not only by those of us who work with the 4-H Program here in the County, but by those who are responsible for 4-H and other Extension Programs in New Jersey and throughout the United States. Leaders who have successfully completed the 4-H year receive an annual certificate of recognition from the Ocean County 4-H Association. At the first year and at five year intervals, pins are also presented:

- First Year - Bronze
- Fifth year – Silver
- Tenth Year - Gold
- Fifteenth Year – Pearl
- Twentieth Year - Diamond
- Twenty-fifth Year - Emerald
- Thirtieth Year - Ruby

Volunteer Special Recognition
Leaders may nominate other volunteers for the following awards by completing the nomination form included in the fall mailing.

1. 4-H Leader of the Year
   4-H Leaders and members may nominate a 4-H Leaders whose efforts in the 4-H program have been particularly outstanding. The “Leader of the Year” is then chosen by previous recipients of this honor. The recipient is presented with a plaque at the annual Awards Program.

2. Community Leadership Award
   Volunteers and members may nominate a 4-H volunteer who provided/conducted 4-H programming for that had a significant impact on a community. Nominees should represent a great but often unsung and accomplishments of dedicated leadership and service. The 4-H Association presents the recipient with a plaque at the annual Awards Program.

3. Alumni Recognition
   Each year a 4-H alumna/alumnus is honored by the Ocean County Association for outstanding contributions to their community, Ocean County or Ocean County 4-H. The person nominated may have been a 4-H member in another state or county. The Awards committee will make a selection from these nominations.

Last Updated 8-21-2015
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