

## Awards/Recognition Committee

**Function/Purpose:** This committee serves to responsible for the oversight and management of the member and leader recognition awards programs. The committee strives to offer clarification on the award process, record books, award trip scholarships and will institute plans to encourage both members and volunteers to be recognized. The committee meets as needed. The committee also has an awards Handbook which is given to each club and posted on the website. It will be updated every other year by the committee, and an updated copy will be sent to the UW Extension office to be put on the website. Youth will also be part of the awards committee.

**Success Criteria:** All youth involved in the 4-H program will have the opportunity to be recognized for they mastery. Adult volunteers will feel valued through a formal recognition banquet.

### Responsibilities:

- Subcommittees will create a timeline for events/activities and shared with the UW Extension Office, Awards Committee chair and Leader's board liaison by Oct. 1st
- If creating materials will use the EEOC statement and Co-brand included
- Recruit youth and adults to sit on the committee
- Create a timeline for each banquet and event
- Submit budget in the spring to the finance committee
- Submit the committee meeting reports to the chair, board liaison, and UW Extension office no later than a week after the meeting dates.
- Communicate meeting dates, locations of the committee meetings to the subcommittee chairs and the Leader's Board Liaison and the UW Extension office so it can be publicized.
- Submit information for the Clover Flyer and Facebook
- Create a formal evaluation with the assistance of the 4-H Educator.
- List of chairs and all committee members sent to the UW Extension office within 1 month of first meeting and update throughout the year
- Plan and implement workshops/training for both leaders and youth members to assist them in the awards process.

### Members

Record Books  
Project Medals and Honors  
ME Forms  
State Youth Conference  
Higher Trips and Awards  
Scholarships

### Volunteers

Years of Service  
Wall of Fame  
Special Awards

### Subcommittees:

State Conference  
Scholarships  
Volunteer Awards/Banquet (Pins and Medals)

Youth Awards/Banquet (Pins and Medals)  
ME Interviews/Higher Award

**Time Required:** 2-3 hour per month

**Target Dates:**

Fall Youth Award Banquet  
Spring Adult Award Banquet  
Award forms updated July

Record Books - August  
ME interviews - September

**Resources Available:** State 4-H Website, 4-H Youth Development Educator

**Training Opportunities:** TBA

**Report To:** Leader's Association and 4-H Youth Development Educator