



Crow Wing County 4-H

Record Keeping and Awards Guide

Introduction

Young people join 4-H to have fun and make new friends. The 4-H program allows youth to participate in areas that interest them to the extent they feel comfortable with or are able to. As the 4-H member's participation increases, they learn more and do more. They begin to assess their own progress and look to others for evaluation of their work. Learning to follow set guidelines and criteria by participating in 4-H Record keeping can be an important part of this process.

Why encourage record keeping?

The Crow Wing County 4-H Program does not require completion of records to participate in 4-H. Clubs are encouraged to form their own guidelines concerning records. Not all members will choose to complete their records but all should be encouraged and instructed in the process. 4-H members must turn in project records to be eligible for the Record Keeping Award, Project Awards and certain Special Achievement Awards which are offered at county level. Accurate, complete record documentation is an important life skill taught through the use of 4-H records. The ability to set goals, make plans and evaluate progress will benefit 4-H members in their future.

Awards and Recognition

Awards have played a significant role in the development of 4-H from the early 1900's to the present. They are used as a tool for recognition and motivation. Awards provide recognition for youth achievement and serve as a motivator to do more or be more.

Table of Contents

| | |
|--|---------|
| Record Keeping Award Tips and Guidelines | Page 2 |
| Project Award Guidelines | Page 3 |
| Record Binder Assembly Format | Page 6 |
| Award Definitions and Criteria | Page 7 |
| Special Achievement Awards | Page 8 |
| Special Achievement Awards Nomination Form | Page 13 |
| Record Keeping Award Judge's Form | Page 14 |
| Record Keeping Results Form | Page 15 |
| Project Awards Judge's Form | Page 17 |
| County Club Award Criteria Form | Page 21 |
| Club Review | Page 23 |
| Record Forms Links | Page 24 |

Record Keeping Award Tips and Guidelines

Please see Awards Definitions and Criteria Form on page 8 for additional information on the Record Keeping Award. Additionally, see page 14 for a sample of the Record Keeping Award Judge's Form.

Blank Record forms may be downloaded at <https://z.umn.edu/CWCRecordForms>. You may also pick up a paper copy at the Extension office. Please be sure to use only the Crow Wing County records. A goal would be to hand out or discuss records with

your clubs by December. Other tips include:

1. Work on projects throughout the year. Keep track of the “who, what, when, where, and why” of activities/events in a notebook or [planning calendar](#) and enter in records later.
2. Add photos or drawings of you and your project work. Include captions.
3. Complete one [participation summary](#) each year. Complete one project record for each project enrolled in. The participation summary does not require a story or photos.
4. Use black or blue ink, pencil, or type your records. If a mistake is made draw a line through it and rewrite it or you may get a new record. Neatness is appreciated but not taken into consideration during judging.
5. All papers should be secured. Three-ring binders work well. Plastic page protectors are not necessary. The use of paper page dividers with labeled tabs is suggested.
6. Members' name, grade and club should be on front cover of binder.
7. Assemble records according to suggested format found on page 6.
8. Fill out records as completely as possible. If no work was done in an area write "did not do" or "NA" (not applicable) or draw a line through and give reason(s) why not completed. Blank areas are considered incomplete. A story and photos or drawings (with captions) of you and your project must be included to make the record complete.
9. Adults may assist youth in completing records but youth should do their own writing.
10. Scrap-book items such as newspaper clippings, correspondence, ribbons, etc. should not be kept in project record binder. Members are encouraged to keep a separate scrap-book of their 4-H memories.
11. Keep all previous years records in the record binder. They may be helpful when applying for awards, trips, or scholarships. At least three years of records in one project area are required to be eligible for the County Medal Award for that project. (See criteria on page 21.)

Project Award Guidelines

These guidelines follow the objective points-based form judges use. (See Project Awards Judging Form on page 17.)

Project Learning and Events

1. 4-H Sponsored

Points are awarded for project meetings/PDC meetings attended, conducted and/or assisted with; project talks and demonstrations given; activities or performances participated in; and learning activities and events held at club, county, regional/state/national level. Virtual options are accepted.

2. Non-4-H Sponsored

Points are awarded for participation in learning activities, events or shows outside of 4-H such as: open class exhibits at any county fair; classes attended that were offered through community/school/church/ state or national such as shows, events and learning experiences (different points given for participation and attendance); and independent community service or work related to project area (not club related). Virtual options are accepted.

3. Individual/On Your Own

Points are awarded for having a goal or plan; listing each independent/individual community service or work related to this project; showing evidence of other items made, grown, raised or individual learning experiences in this project area that were not exhibited at the Crow Wing County Fair; listing income and expenses and charts/graphs, or for providing reason for none listed.

Exhibits, Contests, or Competitions

4-H and NON-4-H Sponsored

Points are awarded for exhibiting at Crow Wing County Fair and other 4-H fairs or exhibiting/competing at regional, state, or national level. One point will be given for attending but not participating in any of the above.

Points are awarded for exhibiting/competing in open class at any county fair; exhibiting/competing at community/school/church competition or contest, and competing at any State/ National event. Virtual options are accepted.

Project Story

Points are awarded for:

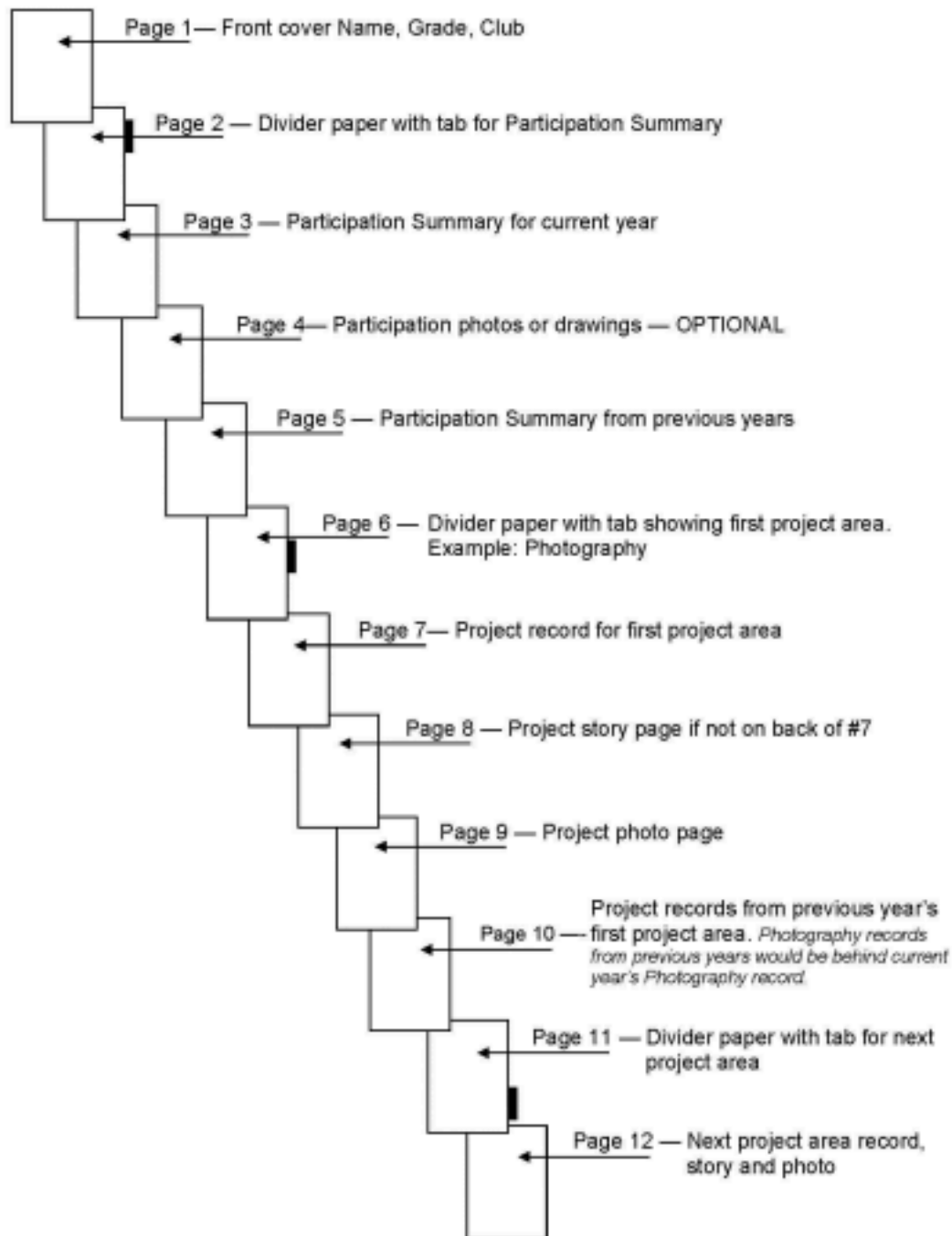
1. Did they list what they liked/disliked or share feelings about the project?
2. Did member communicate resources used? (Examples: internet sites, magazines, 4-H bulletins/ curriculum, people)
3. Did the member list what they have learned?
4. Did they describe what they would do differently?
5. Did member explain goals met? ("Yes" or "No" not accepted)
6. Did they list any goals for the next year?

Photo Page - Photo or drawing showing member and/or project work

1 point for photo(s) or drawing(s) with no caption.

2 points for photo(s) or drawing(s) with caption.

Record Binder Assembly Format



Record binders should be assembled according to this diagram to receive the most points towards the Record Keeping Award.

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Awards Definition and Criteria

Cloverbud Participation Award

Cloverbud record binders are looked at during record judging. Each Cloverbud will receive a green participation ribbon for their efforts. This is the only award Cloverbud records are eligible for.

Record Keeping Award

All 4-H members in grades 3 and above receive this award which is based on completeness and organization of records in the binder according to suggested guidelines. Project work and neatness is not considered for this award. Only current year's records are evaluated. Club leaders judge their clubs' record binders for this award and turn in results to county.

Ribbons awarded and points for each are:

| Red | Blue | Purple |
|------------|-------------|--------------|
| 0-8 points | 9-10 points | 11-12 points |

Project Award

All complete records are evaluated for this award.

There are three grade levels in which this award is given: grades 3-5, grades 6-8, and grades 9-13. Giving awards by grade levels allows youth to be evaluated with others of similar age, abilities and opportunities. The member attaining the most points past the required number (10) for each grade level will receive this award. Only current year's records are used and they must be complete.

Project Recognition Award

This award recognizes members who have made an effort to learn about their project and have earned at least 7 points. There is no limit to the number of youth who may receive this award in each project area. Only current year's records are used and they must be complete. The award is given in the same grade levels as the Project Award.

County Medal Award

This is the most prestigious award given to Crow Wing County 4-H members. It recognizes a 4-H member who has been in a project at least three years and has earned the most points past the required number (15) in that project area. Those in grades 6-13 are eligible for this award and it may be presented to the same youth more than once. At least three years of records in the project area must be submitted. Years do not have to be consecutive. Only current year's records are used and they must be complete.

Special Achievement Awards

The following awards are presented during the 4-H Awards Program held in the winter. Included with each definition is the sponsor of the award, a description of what the award represents and the nomination/selection process.

Comet - Emerging leader (Sponsored by Awards Donors)

This award recognizes 4-H members who have begun to explore their leadership potential. Club or PDC leaders are encouraged to nominate 4-H members in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. Youth in grades 4-12 are eligible for this once in a lifetime award.

- Selected by 4-H members and adults participating in record judging.
- The awardees will receive a certificate.

"I Dare You" Award (Sponsored by Awards Donors)

The "I Dare You" Award is presented up to two 4-H members in recognition of excellence in character, balanced personal development, and demonstrated qualities of constructive leadership. Nominees need to be 15-18 years old. The award is based on records, participation, leadership, citizenship, and achievement. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award may be received once in a life-time.

- Selected by the staff of the Crow Wing County Extension office
- Award is an "I Dare You" book and a \$30.00 scholarship to attend a 4-H sponsored leadership conference. Must be used within current 4-H year.

Key Award (Sponsored by Awards Donors)

The Key Award is presented to youth leaders who have provided examples of outstanding

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leadership. The member applying for this award must have passed their 16th birthday as of January 1 of the award year, completed five years within the 4-H program, participated as a youth leader for three years, and have fulfilled seven of the nine leadership requirements. Application form is available in this guide book. The Key Award is a once in a life-time award.

- Selected by the staff of the Crow Wing County Extension office; based upon completion of application form.
- Award is a certificate and pin or bracelet/necklace.

Leadership in Demonstrations (Sponsored by Awards Donors)

To recognize a 4-H member who shows leadership in the demonstration area through helping others and demonstrating frequently. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award may be received more than one time.

- Selected by the staff of the Crow Wing County Extension office based upon nominations.
- Cash Award

Livestock Leadership Award (Sponsored by CWC 4-H Livestock PDC)

The Livestock Leadership Award, initiated by Representative Steve Wenzel in memory of Tanya Struthers and Mike Pohlkamp, is presented to a 4-H member based upon a letter of recommendation describing their participation and leadership within 4-H livestock projects at the club, county, and state levels. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why the individual was nominated.

- Cash Award

Outstanding First Year Horse (Sponsored by CWC Horse PDC)

This award is presented to a first year 4-H Horse project member who has shown growth within the project area and has turned in their Horse project record. The member whose project record earns the most points beyond the required number receives this award.

- Selected by the 4-H members and adults participating in record judging.
- Cash Award

Outstanding First Year Horseless Horse (Sponsored by CWC Horse PDC)

This award is presented to a first year 4-H Horseless project member who has shown growth within the project area and has turned in their Horse project record. The member whose project record earns the most points beyond the required number receives this award.

- Selected by the 4-H members and adults participating in record judging
- Cash Award

Outstanding Teen Leadership Award (Sponsored by Awards Donors)

The Outstanding Teen Leadership Award is presented to a 4-H member or group of members who have provided leadership to the Crow Wing County 4-H Program at the club, county, and state level based on letter of recommendation describing their leadership. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual or group and a short paragraph telling why they were nominated. The Outstanding Teen Leadership Award is a once in a life-time.

- Selected by the staff of the Crow Wing County Extension office
- Cash Award

Rotary Leadership Award (Sponsored by the Brainerd Rotary Club)

The Rotary Leadership Award recognizes 4-H member for leadership given within the 4-H program and their community. The award is available to 4-H members in grade seven and older and is selected based upon a letter listing their leadership within the 4-H program and one or more of the following; their school or church or their community. Nominations may be made by a youth or adult in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. This award is not a once-in-a-life-time award with up to 2 awardees each year.

- Selected by 4-H members and adults participating in record judging.
- Cash Award.

Young Demonstrator Award (Sponsored by the Terwilliger Family)

The Young Demonstrator Award is presented to an individual first or second time demonstrator, who has received a blue ribbon in demonstration at the Crow Wing County Fair but is too young to advance to the State Fair (has not yet completed 6th grade). The award is designed to encourage young members to become involved in the demonstration project. If no demonstrator meets the eligibility requirements, the selection can be made from the Youth in Action participants at the Crow Wing County Fair. Youth member can earn this award one time only.

- Selected by the judge(s) at the Crow Wing County Fair Demonstration Day
- Cash Award

Pioneer Award (Sponsored by Award Donors)

The Pioneer Award is presented to a youth, adult, or group of youth and/or adults who have pioneered some aspect of the Crow Wing County 4-H program, initiating a new activity or project within the county. The nominee may be deceased. Nominations may be made by youth or adult in the form of a letter to the Extension office. The nomination should include information about the nominee(s) and the project they initiated.

- Selected by 4-H members and adults participating in record judging.
- Recipients will receive a certificate.

Outstanding Volunteer Award (Sponsored by Award Donors)

The Outstanding Volunteer Award recognizes an outstanding 4-H Leader. Only 4-H members may nominate an adult 4-H leader that serves as an organizational, project, or activity leader on either a club or county level. Nominations may be made in the form of a letter to the Extension office, giving the name of the individual and a short paragraph telling why they were nominated. Parents or adult leaders are not eligible to make nominations for this award.

- Selected by the staff of the Crow Wing County Extension office.
- Award is a plaque

Friend of 4-H Award (Sponsored by Award Donors)

The Friend of 4-H Award is given to an individual, organization, or business that has contributed time, money, and knowledge in an effort to benefit 4-H. The winner must have supported the 4-H program contributing to one or more areas and with the first preference being to the total county program, not individual clubs. Anyone may make a nomination in the form of a letter to the Extension office, giving the name of the individual, organization, or business and a short paragraph telling why they were nominated. This is a once in a life-time award.

- Selected by the staff of the Crow Wing County Extension office.
- Award is a plaque

Livestock Leader of the Year (Sponsored by the CWC Livestock PDC)

This award is presented to an adult livestock leader who has dedicated time and energy in helping 4-H members in the livestock project areas. Nominations are made in the form of a letter to the Extension office telling why the individual is nominated.

- Selected by the staff of the Crow Wing County Extension office.
- Award is a gift certificate

Special Achievement Awards Nomination Form

Please use the Special Achievement Awards Definitions on pages 8-12 in the Awards Guide to nominate youth or adults for these awards. Return this form to the Extension office by the set date.

Name _____ Grade _____

Club _____ Year _____

Please select which award you are nominating for.

| | | | |
|-------|--|-------|------------------------------------|
| _____ | Comet Award | _____ | Rotary Leadership Award |
| _____ | Key Award | _____ | Young Demonstrator Award |
| _____ | Livestock Leadership Award | _____ | Pioneer Award |
| _____ | Leadership in Demonstration Award | _____ | Outstanding Volunteer Award |
| _____ | Outstanding First Year Horse Award | _____ | Friend of 4-H Award |
| _____ | Outstanding First Year Horseless Horse Award | _____ | Livestock Leader of the Year Award |
| _____ | Outstanding Teen Leader Award | | |

Remind club members that they may nominate a deserving adult leader for the Outstanding Volunteer Award.

Submitted by: _____

Record Keeping Award Judging Form

Name _____ Club _____ Year _____

Ribbon Earned: _____

Format

1 point _____ Name, club and grade on front cover. (Must have all three to get point)

1 point _____ Materials in order according to format shown in guide.

1 point _____ All materials secured in binder-no loose pages.

1 point _____ Labeled tabs (any kind) for participation summary and each project area.

Participation Summary

1 point _____ Year, Name, Club, Grade and Years in 4-H area completed.

1 point _____ Current year's projects listed.

1 point _____ Club attendance area checked.

1 point _____ Shows any participation at club, county, regional, state or national level or 'NA'.

Project Records

1 point _____ All areas of each project record answered or addressed.

1 point _____ A project story must be included for each project area to receive point.

1 point _____ Project photo(s) or drawing(s) must be included in each project area to receive point.

1 point _____ Caption or information about each photo/drawing included to receive point.

Judge's Comments:

Total Points _____

11-12 points: Purple; 9-10 points: Blue; 0-8 points: Red



Record Keeping Award Results Form

For club leaders

Name _____ Year _____

Complete a Record Keeping Award Judging Form for each record binder then fill out and return this form to the Extension office by date set. All Cloverbud records receive participation ribbons. Ribbons are given at County Awards Program.

Total ribbons needed for your club:

| | | | |
|--------------------------------|--------------|---------------|-----------------|
| Green (Participation) ----- | Red ----- | Blue ----- | Purple ----- |
|--------------------------------|--------------|---------------|-----------------|

| Member's Name | Points | Ribbon |
|---------------|--------|--------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |
| 16. | | |

Record Keeping Award Results Awards Form Continued

| Member's Name | Points | Ribbon |
|---------------|--------|--------|
| 17. | | |
| 18. | | |
| 19. | | |
| 20. | | |
| 21. | | |
| 22. | | |
| 23. | | |
| 24. | | |
| 25. | | |
| 26. | | |
| 27. | | |
| 28. | | |
| 29. | | |
| 30. | | |
| 31. | | |
| 32. | | |
| 33. | | |
| 34. | | |
| 35. | | |

Project Awards Judge's Form (Page 1)

For record judges

Name _____ Grade _____ Year _____

Project _____ Years in Project _____

Total Points _____ How many years' records are included for this project? _____

(Years do not need to be consecutive.)

Judge everything pertaining to this project area only.

Project Learning Activities and Events

1. 4-H Sponsored

| Club Level | County Level | Regional, State, National Level |
|---|---|--|
| 1 point _____ for each project meeting attended | 2 points _____ for each project or PDC meeting attended | 5 points _____ for Regional learning activity/ event participated in or assisted/ conducted |
| 2 points _____ for each project meeting conducted and/or assisted with | 3 points _____ for each project meeting conducted and/or assisted with | 5 points _____ for State learning activity/event participated in or assisted/ conducted |
| 2 points _____ for each project talk given | 3 points _____ for each project talk given | 10 points _____ for National learning activity/ event participated in or assisted/ conducted |
| 2 points _____ for each demonstration given | 3 points _____ for each demonstration given | 1 point _____ for attending only- did not actively participate- at Regional, State or National Learning event |
| 2 points _____ for each activity/ performance participated in | 3 points _____ for each activity/ performance participated in | |

Project Awards Judge's Form Continued (Page 2)

2. Non 4-H Sponsored

| |
|---|
| 3 points _____ for each Community offered class attended. Examples: gun training, photography class |
| 3 points _____ for each Community/School/Church-related/state/national offered class actively |
| 1 point _____ for attending only- did not actively participate. Example: Attended a play, went on class field trip, went to art show, garden or gun show, etc. |

3. Individual/On Your Own

| |
|---|
| 1 point _____ at least one goal or plan is listed. |
| 3 points _____ for each listed independent/individual community service or work related to this project. |
| 1 point _____shows evidence of other items made, grown, raised or individual learning experiences in this project area that were not exhibited at the Crow Wing County Fair. |
| 1 point _____income and expenses listed and charts/graphs requested on record are included or reason for none listed. |

Project Awards Judge's Form Continued (Page 3)

Exhibits, Contests, or Competitions

1. 4-H Sponsored

| |
|--|
| 1 point _____for exhibiting in this project area at Crow Wing County Fair (1 point total) |
| 5 points _____for exhibiting/competing at the regional level |
| 5 points _____for exhibiting/competing at the state level |
| 10 points _____ for exhibiting/competing at the national level |
| 1 point _____ for attending only - did not participate/compete in county, state, regional, or national contest. |

2. Non-4-H Sponsored

| |
|--|
| 1 point _____ for exhibiting/competing in open class at any county fair. |
| 1 point _____ for exhibiting/competing at community/school/church competition or contest. |
| 5 points _____ for competing at any State/National event. |

Project Awards Judge's Form Continued (Page 4)

Project Story

1 point_____ 1. Did the member list what they liked/disliked or share their feelings about the project?

1 point_____ 2. Did member communicate the resources they used? (Examples: internet sites, magazines, 4-H bulletins/curriculum, people)

1 point_____ 3. Did the member list what they have learned?

1 point_____ 4. Did they describe what they would do differently?

1 point_____ 5. Did the member use details to explain the goals they met?

1 point_____ 6. Did the member list any goals for the next year?

Photo page

Original photo(s) or drawing(s) showing member and/or their project work

1 point _____ Photo(s) or drawing(s) with no caption

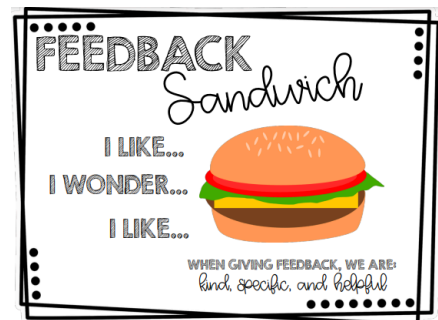
2 points _____ Photo(s) or drawing(s) with caption

Judge's Comments:

Judging is according to grade. Total _____
Enter total number on page one of project award judge's form.

3rd - 5th Grade; 6th - 8th Grade; 9th - 13th Grade

Member must have included at **least three years** of records in this project to be considered for the county medal.






County Club Award Criteria (Page 1)

For club leaders

Club Name:_____ Year:_____

Please complete the following checklist then circle the amount of points your club earned.

| | | |
|--|--|--|
| Gold  | Silver  | Bronze  |
| 15-16 points | 13-14 points | 10-12 points |

1 point_____ 1. Held 11 club meetings. Each club meeting should include business, presentations (project talks and demonstrations), an educational activity and/or recreation.

1 point_____ 2. Club chartering process completed and turned in to Extension Office by set date. Charter should be planned by youth members with support from adult leaders.

1 point_____ 3. Turned in current club Secretary's Book to the Extension office by set date.

1 point_____ 4. Turned in a current and audited club Treasurer's Book to the Extension office by set date.

1 point_____ 5. Held a Club Awards Program during which 4-H accomplishments of club members and adult leaders were highlighted and celebrated.

1 point_____ 6. Conducted a club tour or project sharing event at which all members have an opportunity to share work within their project areas.

1 point_____ 7. Conducted two or more active club community pride service-learning projects. Examples: roadside or park cleanup, volunteered at community event, etc. Name of projects: 1. _____

2. _____

1 point_____ 8. 50% or more of club members exhibited at Crow Wing County Fair.

County Club Award Criteria Continued (Page 2)

1 point_____ 9. Club group participation in three or more of the following county 4-H activities:

| | | |
|----------------------------|------------------------------|--------------------------------|
| _____Share the Fun | _____Animal Statue | _____Club Banner |
| _____County Awards Program | _____Club Booth | _____County Fundraiser |
| _____4-H Promotion Event | _____Yard Decorating Contest | _____4-H Building/Barn Cleanup |
| _____Slushy/Water Booth | _____County Community Pride | _____Federation meeting(s) |

1 point_____10. Club was represented in at least six of the following 4-H activities.

| | | | |
|---------------------------|---------------------------|-----------------------------|--|
| ___Fashion Revue | ___Food Revue | ___State Dog Show | ___Demonstrations at fair |
| ___Fair prep (Ext.Office) | ___Project Bowl | ___Arts In | ___Summer Camp |
| ___Dog Training | ___County Project Meeting | ___NE Livestock Show | ___State Fair |
| ___State Shoot | ___State Horse Show | ___Any PDC group | ___Training Workshops (youth or adult) |
| ___Cloverbud Event | ___Record Judging | ___Drill Team | |
| ___Ambassador Club | ___Horse Clinics | ___Shooting Sports practice | |

1 point_____ 11. 50% or more of club members gave either a demonstration or talk during a club meeting.

1 point_____ 12. 50% or more of club members attended each monthly club meeting.

1 point_____ 13. Club had member and/or adult representatives who attended at least four Crow Wing County 4-H Federation Meetings.

County Club Award Criteria Continued (Page 3)

1 point_____ 14. Club had a combination of at least seven project meetings, speaker presentations, or field trips. (May have been held at times other than club monthly meeting.)

1 point_____15. Two or more articles about club work, activities, or events submitted to local newspaper.

1 point_____16. 50% of club members turned in project records to Extension office by set date.

Club Review

Recognizing that every club has strengths, please review your club's year and indicate below, in numerical order (with 1 being greatest strength) your club's top five strengths. Feel free to add to this list if you feel your club has other strengths not listed. This review should be completed with input from both youth and adult leaders.

| | | | |
|------------------------------|---------------------------|-------------------------------------|-----------------------------|
| ___Positive youth leadership | ___Fundraising efforts | ___Community service | ___4-H Promotion |
| ___Parent participation | ___Youth participation | ___4-H Club activities | ___Project training |
| ___Creative activities | ___Educational activities | ___Creating a welcoming environment | ___Fostering responsibility |

Other:_____

Please include a short paragraph telling what your club feels has been their greatest strength, talent and/or uniqueness, and why.

This Club Review was completed by the following members:

Record Forms

- [Participation Summary](#)
- [Cloverbud Project Record](#)
- [General Project Record](#)
- [Large Animal Project Record](#)
- [Small Animal Project Record](#)
- [Dog Project Record](#)
- [Horse Project Record](#)
- [Performing Arts Project Record](#)
- [Youth Leadership Project Record](#)

Updates and Revisions

September 2022

Changes include: Formatting, translation from a word document to a Google doc with headings, grammatical corrections from judges to judge's, and wording changes, added medal images to county club award form, added sandwich feedback image to judge's forms