

## **Guidelines for Completing Achievement Pin Applications**

Here are some things that you may want to keep in mind as you complete your Achievement Pin Application and/or as you plan what activities you will participate in for the year.

- ★ Look at your application at the beginning of the year. Look to see what the requirements are for your pin and what you need to do to earn that pin throughout the year.
- ★ Re-look at the application every 2-3 months. Keep track of what you have done by marking the activities you have already completed. You can use the back of the form to take notes or make notes on the side margins. You can always get a fresh copy from the office to turn in at deadline time. This will make it easier than trying to remember in September what all you did.
- ★ 4-H'ers may skip an Achievement pin at any point, until they reach the Silver Pin. The Silver, Silver Guard, Leadership, Gold and Gold Guard require that the 4-H member receives the previous pin prior to being eligible to apply. But a member may skip over the membership, bronze, clover and emerald at any point.

This is especially useful for a youth that joins 4-H when they are 11 and older. If they don't skip a lower level pin when they are younger, they will not be able to get the higher, more advanced pins when they are ready to be more involved in 4-H.

Remember, however, as the pins go up, the requirements needed go up. The point is that 4-H'ers are supposed to increase their activities as they grow. The Leadership to Gold Guard are designed for older 4-H'ers who would be attending more state activities. It may be quite difficult for some younger 4-H'ers to achieve these higher pins due to age restrictions.

- ★ 4-Hers may receive only one pin per year. The Key Award is not considered an Achievement Pin, therefore, a 4-H member could receive an Achievement Pin, plus a Key Award in the same year. They could not get a Leadership and Gold in the same year.
- ★ One activity cannot count for two requirements.
- ★ Activities to be included on the application form must be 4-H events or sponsored by 4-H. For example, the camps need to be 4-H sponsored camps, not basketball, football, cheerleading, etc.

- ★ Leadership: Being a Jr. Leader and being enrolled in the County-wide Jr. Leader club are two very different things. Both have the same opportunities to earn all the pins.

You can be a Jr. Leader by being enrolled in the Leadership project. You can serve as a leader at the club, county, and even state level.

Being enrolled in the Jr. Leader Club simply means you attend additional meetings and serve on additional committees. Your leadership activities may or may not include more county and state level participation.

- ★ It is best to include additional activities on the application form than to complete only the specified number. This way, if a mistake is made, there may still be enough other requirements to make up for it.
- ★ If an explanation is appropriate as to why an activity fits where it fits, please include it. The more information you can provide the Trips and Awards Committee members, the better. Please don't add lots of additional pages, only the information that is necessary to explain the point.
- ★ All blanks must be completed. Be sure that they are signed, dates are put in and that each requirement checked has the information needed. A blank line left on any requirement will result in the pin being denied.

## Pin Review Process

- ★ **For 4-H members completing the Membership, Bronze and Clover Pin Applications:** After being reviewed by their club, pin application will be reviewed by the Trips and Awards Committee. If there are any blanks or mistakes, the committee will highlight these items. The 4-H member will receive a post card and/or telephone call to inform them that they have 10 days to come in and make their form correct. If they choose not to come in and fix their application within the time frame given, it will be denied.
- ★ **For 4-H members completing the Emerald, Silver, Silver Guard, Leadership, Gold, Gold Guard, and Key Award Applications:** After being reviewed by their club, pin application will be reviewed by the Trips and Awards Committee. Any blank line will result in denial. A denial letter will be sent to the 4-H member and a copy to the community leader of that member's club. The member will have 10 days within notification to file a grievance with the Trips and Awards Committee. The Trips and Awards committee will meet to let the 4-H member present their explanation in a learning environment to enhance their communication and problem solving skills. The Trips and Awards Committee will consider the circumstances given and will make a final ruling. Feedback is essential for the 4-H member. We recommend that the 4-H member come in front of the grievance committee and not their parent(s). Remember, a youth's potential and available resources (time, money, and family support) affect the goals set, progress made, and the growth that the young person demonstrates.
- ★ The Trips and Awards committee is made up of 6 volunteers who serve 2 year terms.

## Definitions

Project Related Activity: Any activity that is specific to a 4-H project, such as livestock events, geology field trip, fashion revue, dog show, etc.

County-wide: This means beyond the club or local level. Must be offered to all McPherson County 4-H'ers (if project related - members in that project)

Multi-County: This means an activity that is planned and coordinated by a group from and for a few select counties.

State: An event that is open to the entire state.

Leadership role at a County 4-H Event: This does not include serving on committees. It must be an actual event that you came and helped at. Suggestions:

Door Monitor at club days

Assistant Superintendent at Fair/spring show

Superintendent at Fair/spring show

Ringman, announcer, or gate person at fair/spring show

Clerk at the fair (such as writing comments for judge)

Project Leader: This can be on a club or county-wide level. You must be a registered leader through VIP and the Extension Office must know that you are the leader (name must appear on club's leader list). This means you are "the" project leader for a specific project. It can be the whole project or a level such as Foods Level I.

Assistant to a Project Leader: Otherwise known as a "Jr. Leader". You assist at the project meetings but are not the one in charge.

## **Probable Activities**

This is an attempt to help you identify what 4-H activities count for which requirements. The list is constantly evolving as activities are added and deleted from the 4-H program. If you have a specific question on an activity, please call Kendra at the Extension Office for help.

*\*Remember, you can only count each activity one time.*

### **County-wide Project Related Activity or Event**

Fashion Revue

Shepherd's Lead

Specific Judging Contests (FCS, Photography, Crops, Horticulture, Poultry, Livestock)

### **Multi- County/State Project Related Activity or Event**

Clover Block Workshop (Multi-County only)

Spring Livestock Shows

Dog Shows and/or Dog Quiz Bowl Contests

Horse Bowl/Hippology Contests and/or Shows

Photo Fun Day

Wichita Lawn, Flower and Garden Show (Photography and Plant Science)

Judging Contests (must be specific to project you are enrolled in)

Shooting Sports Contests and/or camps

SpaceTech Experience

Kansas All Breeds Dairy Show

Kansas State Fair (be specific: Fashion Revue, Dog Show, Horse Show, etc)

District Horse Show

Geology Field Trip

### **County-wide Events**

*\*Any "project related" activity can be used here as long as it is only used 1 time.*

Achievement Banquet

Project Leader Training

County 4-H Club Days

Ski Trip

Exchange Trip

Family Fun Night at YMCA

Farm Safety Day Camp

Jr. Leader Connection

Recognition Luncheon

4-H Development Fund Drive

4-H Carnival/Enrollment Fair

### **Multi-County/State Events**

*✗Any "project related" activity can be used here as long as it is only used 1 time.*

Kansas Youth Leadership Forum  
Regional Club Days (Multi-County only)  
K.C. Global Conference  
State Ambassador Workshop  
Discovery Days  
4-H Camp at Rock Springs (Multi-County only)  
Kansas State Fair (such as a demonstration)

### **National Activities/Events**

Citizenship Washington Focus  
National 4-H Congress  
National 4-H Conference  
IFYE (International 4-H Youth Exchange)

### **Judging School or contest beyond the local club**

All contests at Club Days, Spring Show, and 4-H Fair count is this line. Also, any state contests will count. You need to be specific as to what contest you did (poultry, livestock, photography, etc) and the date.

### **Serve as a member of a county 4-H Committee**

Fairboard  
Finance  
Promotion  
Ice Cream Social  
Club Days  
Spring Show  
4-H PDC  
Jr. Leader Committees (Mitten Tree, Rec. Luncheon, Ach. Banquet, Spring Show, Spring Beef Show, etc)

### **State 4-H Committee or Action Team**

4-H Advisory Committee  
Camp Action Team  
Dairy Action Team  
Dog Action Team  
Horse Action Team  
Aerospace/Technology Action Team  
Volunteer Development Action Team  
Marketing Action Team  
Search Committee