



July 10, 2017

Dear Community Club Leaders,

Attached you will find the necessary information for completing the 2016-2017 4-H Club year. The completed packet is due at the same time your club record books are due for county evaluation, no later than Tuesday, August 8, 2017, at the UCCE office, by 5:00 PM. **Individual record books will not be accepted from members.** Please plan your club due date so that you can meet the county deadline.

We are using SignUpGenius to schedule appointments to submit club end of year paperwork and club record books. **By Wednesday, August 2, 2017, please use this link to select the time and date that works best for you.**

<http://www.signupgenius.com/go/20f0544aba72aa1fd0-appointment2>

Each club that is submitting record books for county evaluation must send a *minimum* of 1 evaluator for every 2 record books (or fraction thereof). *All county evaluators must be at least 18 years of age, not a current 4-H member and have evaluated record books at the club or county level in the past year.* There will be two different dates to choose from:

Wednesday, August 23rd and Thursday, August 24th, 7:00 PM - 10:00 PM.

Monday, August 28th, 9 a.m. - Noon

Record book evaluators must register online at no later than Tuesday, August 8th at:

http://solano4h.ucanr.edu/resources/Record_Books/

*I wish this wasn't necessary, but in order to assure that all clubs meet the minimum evaluator requirement, record books will **NOT** be accepted until the club has the required number of evaluators registered. The names of your evaluators must be registered online **BEFORE** your scheduled submission appointment.*

Items that are due by August 8th, unless otherwise noted, include:

COMPLETION OF INFORMATION SURVEYS AND SPREADSHEET

- [Community Club Leaders & Council Representative\(s\) for 2017-18 Survey](#)
- [Club Officers for 2017-18 Survey](#)
- [Member Year Pins Survey](#) – Review the attached report for accuracy. If not accurate, make corrections, highlight them and email back the report. Corrections will be made in 4honline in the new program year. **Complete the survey to order member year pins.** Per State 4-H YDP policy, only 4-H members in good standing, completing a minimum of 6 hours of project instruction and completing an Annual Project Report Form, (APR), may receive a year stripe and pin. **Member year pins cost \$1.60 each, make checks payable to Solano County 4-H.**

- **100% Attendance Pin Survey** - Complete survey to request number of pins. Members earn 100% Attendance pins by being present at ALL regularly scheduled club meetings for the year. **When a regularly scheduled meeting is rescheduled for a date that is not given at the time of membership any member who is unable to attend the rescheduled meeting will be given credit for attendance. 100% attendance pins cost \$2.45 each, checks payable to Solano County 4-H.**

AWARDS APPLICATION SURVEYS & SPREADSHEET – *Please type in your club name at the top of each*

- **Project & Activity Leader Year Completion Report** - Review the attached report for accuracy. If not accurate, make corrections, highlight them and email back the report. Corrections will be made in 4honline in the new program year. Leaders will be recognized at Achievement Night for 5, 10, 15, 20, 25, 30, 35, etc. years of service.
- Complete **Junior** and **Teen** Leader Recognition spreadsheet tabs and return by email
- Complete **THRIVE** Recognition spreadsheet tab and return by email
- Complete **Club Officer Award Application Survey**

All club officer materials for competition will be submitted to community leaders who will then schedule an appointment to submit them as a group. Submission deadline July 17, 2017 by 5 PM. REPORTER, NEWSLETTER EDITOR, HISTORIAN AND WEBMASTER applications and materials are available at [http://solano4h.ucanr.edu/Resources/Incentives - Recognition/Awards/](http://solano4h.ucanr.edu/Resources/Incentives_-_Recognition/Awards/).

Per the 2016-2017 4-H Club Program Planning Guide, it is **mandatory** that all clubs submit their **Secretary** and **Treasurer** Records. *Please remember that along with the treasurer's book, you must submit bank statements, receipt book, check request forms, club audit report, etc. Please refer to the Treasurer's Binder distributed at the treasurer workshop for the complete list of records to be turned in.*

- Complete **Miscellaneous Youth Award** spreadsheet tab and return by email
Includes: Alan Hamel Citizenship, Solano County 4-H All Star Ambassador, Lynne Burns Memorial 4-H Scholarship, Golden Clover, State Ambassador, State 4-H Higher Education Scholarship, etc.

NOMINEE FOR ALAN HAMEL CITIZENSHIP AWARD – Any member may apply by completing the application and submitting an essay on “What Citizenship Means to Me”.

- Complete **Adult Award Surveys**
FRIEND OF 4-H AWARD - County award to honor outstanding “Friends of 4-H” from your community.

4-H ALUMNI AWARD APPLICATION - Similar to Friend of 4-H, but applicants must have been a 4-H member in the United States and contribute their time to the 4-H program.

SOLANO COUNTY 4-H LEADER OF THE YEAR - Recognizes a Leader for significant leadership contributions to the local and county 4-H program.

▪ **Complete Star Rank spreadsheet tab and return by email**

Members who apply for star ranks are **not** required to submit their record books to the UCCE office, but their names must be entered in the spreadsheet in order to receive the award. *If a member is not approved to receive a star rank the community leader must inform them immediately following club level record book evaluation and before Achievement Night*

▪ **Complete Proficiency (Presentation & Modeling) spreadsheet tab and return by email**

Members applying must submit their completed application to community leaders no later than August 1, 2017. Community Leaders will submit the applications with their End of Year materials.

▪ **Complete Record Book Nomination spreadsheet tab and return by email**

CLUB LEVEL RECORD BOOK REVIEW AND COMPETITION FORM



- The NEW California 4-H Record Book Evaluation form, dated 6/8/16, must be used to review each member's completed record book.
- Record books receiving a gold seal at club competition are eligible to compete at the county competition. Record books that are evaluated at the county level are returned, by appointment, the Monday after Achievement Night to a Community Club Leader.
- Record books that are not submitted for county competition must be returned to members no later than the September Club meeting.

RECORD BOOK SEALS SURVEY

After completing your clubs evaluation, please complete the survey no later than Wednesday, August 2nd by 5 PM & request the number and color (White, Red, Blue, & Gold) seals that you will require.

4-H PROGRAM PLANNING GUIDE AWARD

Submission is required. Clubs meeting the objectives they set and submitted in the fall of 2016 will be recognized at Achievement Night. On the club copy, check off the goals that the club was able to complete and submit it with the completed Secretary's and Treasurer's Books. Be sure to keep a copy for your files. Clubs meeting goals will receive a seal for their charter at Achievement Night.

Solano County 4-H provides all awards presented at Achievement Night: star ranks, record book recognition, Jr. & Teen Leader recognition, presentation & modeling proficiency, etc.

4-H Clubs will need to order year stripes, available from the Leslie Carman Company at: <http://4hsupplies-com.3dcartstores.com/>. White stripes are for all members or gold stripes in years where they serve as a junior or teen leader. The background color of the stripe should match the hat color (green or white).

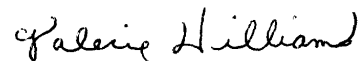
Officer pins are available through the 4-H Mall at: <http://www.4-hmall.org/Home.aspx>.

More information about the 4-H hat, pins and where to place them can be found at: http://4h.ucanr.edu/About/Uniform/California_4-H_Hat/

If you have any question about this packet or about how to complete any of the surveys, spreadsheets or forms please email Valerie Williams at yawilliams@ucanr.edu. Your cooperation in completing this task in a timely manner is most appreciated.

Encourage your 4-H members to complete a 4-H Record Book, inspire them to participate in the Incentive & Recognition program, and encourage them to attend Achievement Night with their families. Achievement Night will be held in Dixon on Thursday, October 5, 2017.

Sincerely,



Valerie Williams, 4-H Youth Development Program Representative