

# Awards Checklist

**Club Name:** \_\_\_\_\_

The list is to help you organize your awards materials and make sure that everything is completed. The following forms need to be completed and sent to the UW-Extension office. Please check them off when you complete them, or indicate if the form is not applicable (i.e. – no members graduating from your club this year).

**Return this checklist with your awards materials.**

Thanks!

X when  
completed

X if this area  
is not applicable  
to your club

## Club Level Information

_____	Corrected first year member list	_____
_____	Corrected Cloverbud graduate list	_____
_____	Corrected 4-H graduate list	_____
_____	Graduating members form (for those youth graduating from 4-H)	_____
_____	Corrected adult volunteers list	_____
_____	Club disc order form (To see disc art options, go to <a href="https://jackson.uwex.edu/4-h/club-and-project-leaders/4-h-awards/">https://jackson.uwex.edu/4-h/club-and-project-leaders/4-h-awards/</a> )	_____
_____	Record Book seal order	_____
_____	Club honor award selection	_____

## County Level Awards

_____	County 4-H Awards Nomination Form (refers to Record Books)	_____
_____	Achievement Award: <ul style="list-style-type: none"><li>- Leader Nomination Form (completed by club leader)</li><li>- Member Application (completed by the youth member)</li></ul>	_____ _____

## Special Awards

_____	Friend of 4-H nomination(s)	_____
_____	Distinguished Service Award nominations	_____
_____	Volunteer of the Year award nominations	_____