The Kansas 4-H Program focuses upon five life skills necessary for youth to acquire in order to become productive citizens. These life skills are a **positive self-concept, an inquiring mind, sound decision making, healthy interpersonal skills and a concern for the community**. The purpose of the following guidelines is to stimulate the growth of individual 4-H'ers as well as the entire club in each of the life skills. A seal is awarded to a 4-H Club each year the requirements for the seal are met. A club may get a seal and a charter together. As a requirement is met, place a check or "X" in the space provided and give the information requested. A continual check on the guidelines is needed to avoid missing something that your club has set as a goal. Use the club officers or a committee of 4-H members to assist you in checking the requirements during the year and to fill out this "4-H Club Recognition Plan" at the close of the club year. Forms are due to the extension office on or before October 1st.

**Seal Requirements:**

Purple-35 items min./ Blue – 30 items min. / Red – 25 items min. / White – 20 items min.

**Club**

1. Have at least five or more members consisting of 3 different families. **Number of members:** ______
2. Have a community leader or leaders.
3. Organize the club with a minimum of the following officers: president, vice-president, secretary, treasurer, reporter and two council representatives.
4. Parents/Guardians Advisory Committee consisting of three to five members. This committee may consist of parents, but should not include community leaders.
5. Hold 12 regular monthly meetings
6. At the beginning of the 4-H year, prepare and distribute club programs for each month in the year
7. Have council representatives at all 4-H Council Meetings
8. Provide 10 or more news articles for publication on project work, club meetings and activities. Copies of articles are to be in the Reporter’s Book. Reporter should also submit them to the extension office for posting on social media.
9. Secretary’s Book completed and turned into the Extension Office with Record Books
10. Treasurer’s Book (of the previous 4-H year) completed and turned into the Extension Office with Financial Summary due by November 1
11. Reporter’s Book completed and turned into the Extension Office with Record Books
12. Historian’s Book turned into the Extension Office with Record Books
13. Have an achievement, appreciation or awards program at a regular or special meeting **Date:** ____________
14. Have a parent’s program. **Date:** ____________
15. Have a club project tour. **Date:** ____________
16. Plan and carry out one of the following activities: safety, health, conservation of natural resources (wildlife, soil, recycling, etc.), recreation, people-to-people, civil defense, citizenship, fire prevention, rodent control. Describe what your club did in an attached summary.
17. Take an educational, one-day trip or tour, other than a club project tour.
   • When and where:______________________________________

18. Have an officer installation ceremony. Month:______________________

19. Have a fundraiser: What type:___________________________________

20. Have a club parliamentarian give a short presentation at four or more monthly meetings. Items presented
    (must have at least four):

21. Have the 90% of 4-H’ers complete their Record Book (MIG).
   • Number completed books:_____  Number of members:_____

22. Participated in a registered 48 Hours of 4-H project
    • Description of project:____________________________________________________________________

County/District/Area

23. Have club officers attend Officer’s Training. Number attended:_______

24. Have 2 or more members active in the Leadership Project. Numbers enrolled in leadership project:_____

25. Have an exchange program with another club. What club and date:__________________________

26. Participate in 4-H Sunday Observance. Where and when:____________________________________

27. Have members exhibit at a county fair or show. Member numbers:______

28. Have 50% members participate in District 4-H Day, excluding model meeting. Numbers:______

29. Plan and present a model meeting at District 4-H Day

30. Provide assistance at District 4-H Day, i.e. room monitor
    • Members and what they did:________________________________________________________________

31. Have members participate in Regional 4-H Day.
    • Who and what:__________________________________________________________________________

32. Have members participate in a local 4-H Camp

33. Have one or more members display leadership at 4-H Camp, 4-H Day Camp or other State 4-H Camp as a
    counselor or extension assistant.

34. Have 3 or more 4-H’ers participate in county or district 4-H judging contest, i.e. FCS, horticulture, livestock
    or photography. Who and what:________________________________________________________________

35. Have club representation at achievement celebration

State

36. Have members attend a State 4-H Event, i.e. Discovery Days, KYLF, Campference, Ambassadors, etc.

37. Have some exhibits from your club exhibit at the State Fair.

38. Have members participate in the state fair in ways other than exhibiting project work including but not
    limited to, demonstrations and illustrated talks, fashion revue, judging, volunteer or similar events.
    • Who and what:__________________________________________________________________________

39. Have a family in your club serve as a host family for a global delegate

Promotion of 4-H

40. Have a club display at the county fair. Theme:______________________________________________

41. Have a float in the parade. Theme and when:______________________________________________

42. Have a window display promoting 4-H. Where and when:____________________________________

43. Present a radio program or participate in a radio interview regarding 4-H. Who and topic:_____________

44. Present a TV program promoting 4-H.Who and topic:________________________________________
45. Present a program to explain and promote 4-H to one or more community organizations (non-4-H).
   • What group and when: ____________________________________________

46. Present a school program to promote 4-H. Date and school: __________________________

47. Host a “bring a friend” (potential member) night as part of a regular 4-H meeting.
   • When and number of friends present: ________________________________

    **Community Service**

48. Render a service to the community. Provide information in an attached summary on the service rendered.
    Share enough details to make it clear to anyone who is not familiar with what you did. Provide an attached summary.

49. Make a contribution to a charitable organization either local, state, or national level
   • What and when: ________________________________________________

50. Visit residents in an assisted living facility and/or provide a program
   • Where and what: ______________________________________________

51. Other community service projects not listed: __________________________

**Total Number of Requirements Met:** __________

My signature indicates I have checked this application and believe it to be complete.

_____________________________ Date ________________________________
President                          Leader

_____________________________ Date ________________________________
Secretary                         Leader

_____________________________ Date ________________________________
EXTENSION OFFICE USE ONLY:
Seal Received: Purple  Blue  Red  White

_____________________________ Date ________________________________
Reviewer                        Date