

# 2025 Awards Handbook



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# Philosophy of Awards

Recognition is a tool 4-H leaders can use to help each 4-H member have a satisfying experience in the 4-H program. The question is, “How can we use recognition to encourage the desirable growth and development of 4-H youth?”

4-H volunteers must consider individual differences in meeting the needs of 4-H members. For some 4-H members, competition will inspire creative thinking and encourage them to discover and develop their talents. Competing with achievements will help members develop perspective as they measure themselves against the achievements of others. For some individuals, however, measuring their abilities against the abilities of others may only deepen an existing sense of inferiority. Others may not be interested in competitive efforts but will see value in working cooperatively with others to achieve certain goals.

The following questions are important to keep in mind as you plan your awards program:

- Will all members that participate be allowed some degree of success?
- Will the emphasis be individual efforts toward worthwhile, educational goals or getting ahead of someone else?
- Will the participants know why they won or failed to win?
- Will the focus be learning from competitive experiences or simply collecting awards?

Adults working with young people must make careful choices to create the best learning experiences for all concerned. Observe the following guidelines for effective use of recognition and competition in 4-H educational programs:

- Design and conduct programs of educational value. Utilize competition and recognition wisely and effectively, should enhance education.
- Provide possibilities for all participants to succeed by offering classes for different stages of development.
- Plan activities that are satisfying in and of themselves by de-emphasizing competition.
- Avoid applying undue pressure. Participation in a competitive experience or event should always be optional.
- Train judges to recognize that concern for the individual member takes precedence over the award.
- Provide opportunities for young people to evaluate or judge their own work and that of others against standards appropriate to their development and their capabilities.
- Design and conduct learning experiences that help instill in youth a concern for others.
- Realize the real purpose of recognition and competition and their significance to youth should be enhanced by appropriate presentations and publicity.

# State Award Guidelines

- Must be an Oklahoma 4-H member showing an ACTIVE status in online 4-H enrollment by the deadline. Exception will be made for alumni scholarships and some Pickens Scholarships which are for Oklahoma 4-H alumni who are current college students.
- Members may enter up to two project record books or advanced project record books.
- A 4-H member must have started the 8<sup>th</sup> grade in the program year in which he/she entered the project book(s) or special awards program(s). The 4-H member in ACTIVE status may apply for project books and special awards until they have completed their senior in high school of the year.
- A 4-H member applying for Oklahoma 4-H Hall of Fame must be a sophomore, junior or senior in high school by September 1 of the 4-H year when making application. Applicant must be in ACTIVE status in online 4-H enrollment by the deadline.
- A 4-H member may be named the state winner in only one project record book during his/her 4-H career. Once a 4-H member is named a winner in **ANY** project record book they are not eligible for any other project record book.
- 4-H members who have been named the state winner in a project record book are eligible to compete in advanced project record books. Members may enter up to two advanced project record books. A 4-H member may be named the state winner in only one advanced project during his/her 4-H career.
- A 4-H member who has not been named the state project winner in his/her project (project record book or advanced project book) may enter a record book in that project for more than one year provided that all eligibility criteria are met.
- Only graduating high school seniors (regardless of age) are eligible to apply for graduating senior scholarships. A 4-H member may receive only one graduating senior scholarship throughout his/her career.
- Only full-time undergraduate college students are eligible to apply for the alumni scholarship categories. All alumni scholarship winners must have been an Oklahoma 4-H member at some point in their 4-H career.
- Alumni may receive only one alumni scholarship per year. Alumni may reapply for all they are eligible for in following years (this does not include Pickens Legacy Scholarships).
- **Date(s) listed is when information is due to the State 4-H office. Please check with your local Extension office as each county may establish a due date prior to the date posted. Forms that require an Extension Educator signature will not be processed if signature is not present.**
- **Due date of State Record Book uploaded to the data base is April 28<sup>th</sup>, 2025.**
- **Interview date in Stillwater will be on June 10, 2025. If a youth is selected for an interview they will be REQUIRED to come to Stillwater live or forfeit their interview.**

# **Project Record Books and Advanced Project Record Books**

# Format for State Competition

## Project Record Books and Advanced Project Record Books

### General

- All materials should be uploaded as one (1) PDF document into the Oklahoma 4-H Record Book data base.
- While a member may do work in a number of projects, he/she may submit a project record book for state competition in only two projects. After being named the state winner in a project record books, a member may compete in up to two advanced project record books. During his/her career, a member may only win one project record book and one advanced project record book.
- Information reported in the record book must show work toward the project objectives. See the project objectives book for specific project objective.
- Materials should be placed in the following order:
  - Oklahoma Report Form
  - 4-H Story
  - Photography

### Oklahoma Report Form

- Application is to be completed electronically and uploaded as one (1) PDF document to the Oklahoma 4-H Record Book data base: <http://chriscllover.okstate.edu/recordbooks>
- The Oklahoma Report Form has been updated. Do not use old versions. The new forms are posted at on the State 4-H website. The 2025 version of the Oklahoma Report Form says “2025 Oklahoma 4-H Report Form” on top line of page 1.
- The certification page is a check sheet for the member and Educator to complete. This page should be signed, scanned and uploaded separate from the Report Form. The certification page must have to signatures of the member, a parent/guardian and the Extension Educator. Electronic signatures are accepted.
- The News Information Sheet has been added to the Certification page in order to collect the needed information on all scholarship winners.
- Do NOT remove the grey lines around the text boxes of the Oklahoma Report Form.
- The following margins have been set in the Oklahoma Report Form. Do not move margins in the new form!
  - Left margin: 0.5 inches
  - Right margin: 0.5 inches
  - Top margin: 0.5 inches
  - Bottom margin: 0.5 inches
- Type should be no smaller than 12 spaces/inch or a 12 point word processing font and 6 lines per inch. Photocopy reductions or adjustments to line spacing are not allowed.
- Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12
- No additional pages or inserts will be allowed in any section of the form.
- Observe space requirements for each section.

## Space requirements in the Oklahoma Report Form

### **Section 1A – Participation in the 4-H Project**

What have you done in this project? Limited to two (2) pages.

Scoring: 4-H project work – 15 points; Other Project Work – 5 points

### **Section 1B – What have you learned in this project?**

Limited to one (1) page.

Scoring: 5 points

### **Section 2 – Leadership Experiences**

Limited to two (2) pages. Place asterisks (\*) beside leadership activities relating directly to the project outlined in Section I.

Scoring: 4-H Leadership – 15 points; Other Leadership – 5 points

### **Section 3 – Civic Engagement Experiences**

Limited to two (2) pages. Place asterisks (\*) beside civic engagement activities relating directly to the project outlined in Section I.

Scoring: 4-H Civic Engagement – 15 points; Other Civic Engagement – 5 points

### **Section 4 – Awards in all 4-H Projects**

Limited to ½ page. List the most meaningful awards you have received.

Scoring: 5 points

### **Section 5 – Non-4-H Experiences**

Limited to ½ page. List your most meaningful non-4-H experiences. These may include participation in school, church/faith or community organizations.

Scoring: 5 points

***PLEASE NOTE: Sections 4 and 5 must be on the same page***



## Oklahoma Report Form General Formatting Guidelines

- Use charts, tables or graphs to illustrate repetitive activities or to show time spent on project work.
- Use short statements to report one-time or short-term activities (include the number of times or the number of participants as appropriate).
- Use short paragraphs to show the impact of an intensive program or to share the details of a research project or career exploration activity.
- Selectively use bold type and/or color for emphasis.
- Remember that everyone does not use the same acronym to describe an activity. For example, the leadership conference held during Fall Break has a different name in each district – use the generic term “Leadership Conference” rather than a specific name.
- Be specific (and honest) about your role in an activity. Did you participate, organize or lead? Was the activity initiated by 4-H or another group? Would those who observed or benefited from the activity think it was carried out by 4-H or some other group?
- Eliminate repetition between sections of the Oklahoma Report Form. In some cases, one aspect of an activity may be project work and another aspect leadership. Differentiate between the two by how you describe your participation. Report project work in Section I-A and leadership in Section II instead of reporting all of the information in both sections.
- Report how you have used your project/leadership skills in other organizations (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, junior breed associations, etc.) appropriately. This can be done by grouping these activities together in the appropriate sections of the Oklahoma Report Form and clearly identifying them as project-related work done with another group or organization.

### The 4-H Story

The purpose of the 4-H story is to allow members to complement the facts and figures reported in the Oklahoma Report Form with their stories of personal growth and the practical aspects of project work that may be hard to report in other sections of the form. The story should not be a reiteration of the Oklahoma Report Form, but instead it should give the reader a sense of who the member is and why 4-H and this project in particular have made a difference to the member, his/her family or his/her community.

The 4-H story should include:

- Maximum of six (6) 8 ½ x 11 inch, double spaced pages
- Use the following margins for the 4-H Story:
  - Left margin: 0.5 inches
  - Right margin: 0.5 inches
  - Top margin: 0.5 inches
  - Bottom margin: 0.5 inches
- No type or font smaller than 12 spaces per inch, 12-point font or six lines per inch.
- Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12
- Scoring: Project Growth – 5 points; Personal Growth – 5 points; Growth as a Leader – 5 points; Application of 4-H Knowledge and Skills – 5 points



## Photo Section

The purpose of the photo section of the Oklahoma Report Form is to give 4-H members a chance to visually demonstrate their project work. The photo section has the following guidelines:

- Maximum of three (3) 8.5 x 11 inch pages with for 4 to 6 cropped or 2 to 3 regular-sized pictures per page with descriptive captions. ***(EXCEPTION: Photography project allows an additional 10 pages of photographs taken in project demonstrating techniques, a variety of photos and information about the photos for a total of 13 pages).***
- Photos should show a balance of project work, leadership and civic engagement/citizenship and ideally should be taken over a period of several years.
- Use the following margins for the Photo Section:
  - Left margin: 0.5 inches
  - Right margin: 0.5 inches
  - Top margin: 0.5 inches
  - Bottom margin: 0.5 inches
- No type or font smaller than 12 spaces per inch, 12-point font or six lines per inch.
- Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12
- Scoring: 5 points

# Reporting Work with Other Groups

The State 4-H Awards Committee recognizes that 4-H members may be active participants in several groups or activities that complement their 4-H project work. 4-H is part of a holistic process that helps to develop life skills in its members. When doing a project record book or applying for any award, the member should strive to honestly and accurately report service, experiences or other project work they have done in the name of 4-H as 4-H work and other experiences that they did as a member of some other youth program as non-4-H work. This in no way diminishes the value of those experiences. If a member is not sure if something fits as 4-H project work, they should use the following test:

***“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”***

Consider the following example: A 4-H member goes from the 4-H meeting once a month to join his church youth group in singing at a local nursing home. This is not 4-H community service, but instead it is community service done as a member of the church youth group. However, if the member recruits some of his youth group to join the 4-H club in Christmas caroling in local nursing homes, this then is 4-H community service as he is now singing at a 4-H sponsored activity.

The awards committee has developed the following guidelines to help 4-H families with membership in two or more organizations determine if, where and how to report project-related activities conducted in a non-4-H setting:

*Work related to the project done through another organization (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, junior breed associations, etc.) may be appropriately reported as project-related non-4-H work by clearly identifying these activities and grouping them together in each section of the Oklahoma Report Form.*

The awards committee also acknowledges that the majority of 4-H project work is done outside the organized club setting, often on an individual basis or in a family setting. This type of work can generally be reported as 4-H project work unless it was completed specifically to earn recognition in another group or organization. Only the member and his/her family know the intent of an activity, and intent governs where project work is reported.

# **Graduating Senior and Alumni Scholarships**

# Formatting the Graduating Senior Scholarship Application

## General

The graduating senior scholarship application differs in some aspects, and many scholarships have specific criteria. See the *Project Objectives* book for details pertaining to each scholarship.

General guidelines for the graduating senior scholarship application include:

- Only graduating high school seniors (regardless of age) are eligible to apply for graduating senior scholarships. A 4-H member may receive only one graduating senior scholarship in his/her 4-H career.
- The member must be vigilant in ensuring they are eligible to apply for each scholarship they choose. If the applicant is not eligible for a specific scholarship, he/she will be disqualified from competition for that scholarship.
- Materials should be placed in the following order:
  1. Graduating senior scholarship application and news information sheet (pages 1-10)
  2. Current high school, college or technical school transcript
  3. Letter of recommendation from teacher, counselor, or academic advisor (**not Extension Educator**)
  4. Additional required materials for various scholarships as noted on page one in the list of scholarships
  5. Headshot photograph
- Use the following margins in the graduating senior scholarship application:
  - Left margin: 0.5 inches
  - Right margin: 0.5 inches
  - Top margin: 0.5 inches
  - Bottom margin: 0.5 inches
- Type should be no smaller than 12 spaces/inch or a 12 point word processing font and 6 lines per inch. Photo copy reductions or adjustments to line spacing are not allowed.
- Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12

# Parts of the Graduating Senior Scholarship Application

## Academic Information - 1 page

Answer each question regarding the applicant's current academic status.

## Educational Plans – 1 page

Use the designated space to answer short questions about the applicant's collegiate goals and financial needs.

## Project Work - 1 page

Include the amount of project work (number of items, number of times, etc.) completed along with related experiences such as tours, public speaking, research, career exploration, etc., that have helped you reach your project's stated objectives.

## 4-H Leadership - 1 page

Use this space to summarize 4-H leadership activities, including leadership positions held, workshops led, etc. Describe the impact of those activities on the local club, community, etc.

## 4-H Civic Engagement - 1 page

Summarize 4-H civic engagement/citizenship activities and describe the impact those activities had on your local club, community, etc.

## 4-H Honors & Awards - 1/2 page

Describe your most significant 4-H honors, achievements and awards.

## Non-4-H Experiences - 1/2 page

Include most meaningful participation in organizations other than 4-H, such as special interests, academic achievements, leadership roles, etc.

## News Information Sheet

The news information sheet is used by Agriculture Communication Services to prepare press releases on 4-H members who are named scholarship winners. All applicants will be required to fill out the news information sheet with the application.

## Entrepreneurship Attachments

These pages are delineated specifically for members applying for the Entrepreneurship Scholarship. All other applicants should ignore these pages and do not include them in your packet.

## Headshot photograph

This headshot will be used in the PowerPoint presentation at Roundup if named a winner. Please only include color photographs.

# Formatting the Alumni Scholarship Application

## General

Alumni scholarships are geared specifically for undergraduate students who will have completed at least one year of college by the time they are selected for their award. The application is designed to highlight how they are using the skills they gained through participation in the 4-H program. See the *Project Objectives* book for details pertaining to each scholarship.

General guidelines for the alumni scholarship application include:

- The member must be vigilant in ensuring they are eligible to apply for each scholarship they choose. If the applicant is not eligible for a specific scholarship, he/she will be disqualified from competition for that scholarship.
- Material should be placed in the following order:
  1. Alumni scholarship application and news information sheet
  2. Current transcript from appropriate institutions (can be unofficial)
  3. Letter of recommendation from teacher, counselor or academic advisor (**not Extension Educator**)
  4. Additional materials for various scholarship as outlined on page one in the scholarship descriptions.
  5. Headshot photograph
- Use the following margins in the alumni scholarship application:
  - Left margin: 0.5 inches
  - Right margin: 0.5 inches
  - Top margin: 0.5 inches
  - Bottom margin: 0.5 inches
- Type should be no smaller than 12 spaces/inch or a 12 point word processing font and 6 lines per inch. Photocopy reductions or adjustments to line spacing are not allowed.
- Approved fonts: Times New Roman 12, Arial 12, Cambria 12, or Calibri 12
- Alumni scholarship applications **do not** require county educator's signature.

# Parts of the Alumni Scholarship Application

## Academic Information - 1 page

Answer each question regarding the applicant's current academic status.

## Educational Plans – 1 page

Use the designated space to answer short questions about the applicant's collegiate goals and financial needs.

## Life Skills- 1 page

Use the designated space to summarize the life skills the applicant gained through involvement in the 4-H program and how they are using these life skills in college and/or their professional life.

## 4-H Leadership Highlights- 1/2 page

Use the designated space to summarize 4-H leadership activities, including leadership positions held, workshops led, etc. Describe the impact of those activities on the local club, community, etc.

## Post High School Leadership Highlights- 1/2 page

Use the designated space to summarize leadership activities after high school graduation. These may include collegiate 4-H, campus clubs, church, etc.

## 4-H Civic Engagement Highlights- 1/2 page

Use the designated space to summarize 4-H civic engagement activities and describe the impact those activities had on your local club, community, etc.

## Post High School Civic Engagement Highlights- 1/2 page

Use the designated space to summarize civic engagement activities after high school graduation. These may include collegiate 4-H, campus clubs, church, etc.

## 4-H Honors & Awards-1/2 page

Use the designated space to summarize awards and scholarships won through 4-H.

## Post High School Honors and Awards- 1/2 page

Use the designated space to summarize awards or honors achieved after high school graduation. These may include collegiate 4-H, campus clubs, church, etc.

## News Information Sheet

The news information sheet is used by Agriculture Communication Services to prepare press releases on 4-H members who are named scholarship winners. All applicants will be required to fill out the news information sheet with the application.

## Headshot photograph

This headshot will be used in the PowerPoint presentation at Roundup if named a winner. Please only include color photographs



# Rule of Law Scholarships

At the 90th State 4-H Roundup in 2011, the Oklahoma 4-H Foundation received its largest single donation to date – a \$1,000,000 check, which established the Rule of Law Endowed 4-H Scholarship Fund. This endowment came from unclaimed funds collected during a class action lawsuit, in which the law firm of Burns and Stowers worked with The Honorable Gerald H. Riffe to distribute the money for “cy pres,” or “next best use.” Here is a brief description of the judge’s order that helped create the new funding:

*“The Rule of Law Education Fund -The cornerstone of our society is the “Rule of Law”. The Rule of Law is a legal-political regime that guarantees government accountability and protection of rights of individuals through equal access to a transparent and independent judicial system. Our judicial system has numerous safeguards and procedural devices to ensure this equal access and protection. One of those devices is the class action. In 1976, U.S. Supreme Court Justice William Douglas, the longest serving justice in U.S. history, proclaimed, “In our society that is growing in complexity there are bound to be innumerable people who would go begging for justice without the class action. The class action is one of the few legal remedies the small claimant has against those who command the status quo. I would strengthen his hand with the view of creating a system of law that dispenses justice to the lowly as well as to those liberally endowed with power and wealth.” The Rule of Law Education Fund was created by order of the Honorable Gerald H. Riffe, Associate District Judge for the District Court of Beaver County, as part of a class action cy pres distribution for the purpose of advancing the Rule of Law in Oklahoma through the promotion of leadership, citizenship and education of our youth. The Rule of Law Education Fund was made possible through the joint efforts of attorneys Douglas E. Burns and Terry L. Stowers of Burns & Stowers, P.C., Allan DeVore of the DeVore Law Firm, and R. Jamie Kee of Trippet, Kee, Trippet & Parsons, as well as the class representative, Lobo Exploration Company.”*

Each year, the 4-H Foundation will use approximately \$15,000 of this fund to supplement underfunded scholarships, \$10,000 to fund scholarships for graduating seniors, \$10,000 to establish educational travel scholarships, and \$5,000 to create scholarships for 4-H alumni pursuing an undergraduate degree. See the *Project Objectives* book for more details regarding this fund.

# Pickens Legacy Scholarship Program

# What are Pickens Legacy Scholarships?

The Pickens Legacy Scholarships were created as part of a matching program established by the Oklahoma State University Foundation. Though the donors for these scholarships designated their funds to be used as scholarship endowments for Oklahoma 4-H members, these scholarships are not distributed by the Oklahoma 4-H Foundation and are thus not technically associated with any other scholarships given by Oklahoma 4-H.

The Oklahoma 4-H Youth Development Program does have the authority to choose the recipients of these awards. The application is aligned closely with the graduating senior and alumni scholarship application, and it is divided into the same sections as the graduating senior and alumni scholarship application. The format of the application and the general rules for completing the application are the same as those for the Oklahoma Report Form, with the differences designated in the guidelines below.

## Guidelines

- Those who apply for the Pickens Legacy Scholarships must either be planning to attend Oklahoma State University Stillwater campus or currently enrolled as an OSU-Stillwater student. The application itself and the *Project Objectives* book give the criteria for each award.
- Applications are due February 1 to the Oklahoma State 4-H office. Because the Pickens Legacy Scholarships are given by the OSU Foundation, the application is not due at the same time as all other Oklahoma 4-H Award Applications. Names of the winners are provided to the OSU Foundation by March 1.
- The application should be scanned as **one** PDF and emailed to [ok4h@okstate.edu](mailto:ok4h@okstate.edu). The items should be in the following order:
  - Pickens Legacy Scholarship Application and News Information Sheet
  - Current academic transcript from the appropriate institution(s)
  - Letter of recommendation from a teacher, counselor or academic adviser  
A two-page, double-spaced essay answering the question, “How has 4-H membership influenced my career plans and/or my life?”
  - A headshot photograph of the 4-H member
  - Any additional materials for specific scholarship criteria
- The winners for the Pickens Legacy Scholarships will be chosen by a committee.
- Applicants for the J.D. Edmonson Memorial 4-H Ambassador Scholarship may be required to participate in an interview as part of the selection process.
- Applicants for the Shaw Ambassador Scholarships must turn in Shaw Scholarship Application by February 1 to be considered for scholarship.
- The winners will be notified by the OSU Foundation and may be recognized by the university in addition to their recognition at State 4-H Roundup.
- Score sheets are available to view at: <http://4h.okstate.edu/for-youth/awards>

**For more information about the Pickens Legacy Scholarships, contact the State 4-H Office.**

# Oklahoma 4-H Hall of Fame & Blue Award Group

# Hall of Fame and Blue Award Group

## Purpose

The Oklahoma 4-H Hall of Fame is designed to recognize Oklahoma 4-H'ers who have developed outstanding programs in 4-H projects – including achievement, leadership, civic engagement and personal development – and who exemplify the high ideals of 4-H work. Blue Award Group nominees will be selected based on participation and accomplishments in projects and activities.

## Eligibility

- A 4-H member applying for Oklahoma 4-H Hall of Fame must be a sophomore, junior or senior in high school by September 1 of the 4-H year when making application. Applicant must be in ACTIVE status in online 4-H enrollment by the deadline.
- Must have been an active Oklahoma 4-H member for at least 3 years in Oklahoma or another state.
- Must have submitted a record book at the state level for at least 2 years (current year can be included).

## Basis for Selection

- A Blue Award Group of not more than 20 4-H'ers will be selected.
- Record books will be scored by the Hall of Fame judging committee. The committee will narrow the field to no more than 20 4-H'ers. No more than 10 Blue Award Group members will be invited to an interview before a panel of judges. Final selection will be made after the interviews.
- The 4-H Hall of Fame judging committee will consist of four judges, one from each district and one from the state 4-H office or the Oklahoma 4-H Foundation.
- The Hall of Fame judging and interview committees will be composed of Extension personnel, volunteer leaders and former 4-H members. All judges must be 21 years of age or older.
- During the Hall of Fame interview, interviewees must begin with a presentation. The presentation must:
  - Include a PowerPoint presentation, a Prezi presentation or a handout.
  - Be less than seven minutes long.
  - Include the interviewee's general personal information, major leadership activities, major civic engagement activities, most important life skills learned, and future aspirations.
- Because the Hall of Fame interview consists of the added presentation, the overall 4-H Hall of Fame score will be weighted. Forty percent of the overall score will come from the Oklahoma Report Form, and sixty percent will come from the interview.

## Required Materials

- Oklahoma Report Form - All of the form should be a summary of all 4-H work, not just a single project. Hall of Fame should be typed in the section for "Project Entered" on page 1. All sections of the Oklahoma Report Form must be included.
- Maximum of six-page 4-H story
- Maximum of three pages of photos

# National 4-H Congress

# National 4-H Congress

National 4-H Congress is the flagship event of the 4-H program, typically held the Friday through Tuesday following Thanksgiving each year. Since the 1920s, youth from the United States and its territories have participated in this youth leadership-development conference. National 4-H Congress provides youth a quality, educational, and cross-cultural experience exceeding what any state independently provides. It is designed to address the needs and issues of youth while helping to develop capable, competent and caring citizens.

The program is built upon the Cooperative Extension System's belief that young people can be significant partners in addressing the issues that face our nation, especially those affecting youth. Each year a national design team of Extension educators, 4-H youth and 4-H adult volunteers, analyze current youth issues and determine the most effective ways to address them. The program combines sessions, seminars, discussion groups and a service learning experience. The nation's most outstanding community leaders, speakers and educators present the most current information available in a timely manner.

## Who Can Attend?

The number of Oklahoma delegates selected will be determined based on funding available. Applicants for National Congress must be in 10<sup>th</sup> or 11<sup>th</sup> grade at the time of application with enrollment status as ACTIVE in online 4-H enrollment system. National 4-H Congress can only be awarded once.

Applicants must submit the following items (uploaded as one PDF) by the published deadline:

- National 4-H Congress Application
- Personal résumé (two page limit)
- 1 page essay, double spaced, size 12 point font. Content should include "Why I want to attend National 4-H Congress and what I plan to do with the experience(s) when I return home."
- Applicants may also be interviewed by a selection committee if there are more qualified applicants than Oklahoma can send.

## What is the Cost?

Delegates will be expected to pay a portion of the cost of the trip. The Oklahoma 4-H Foundation will provide partial funding. Final costs will be based on transportation costs, lodging costs and registration fees.

Delegates will have until August 1 to confirm attendance and pay their portion of the fees. If a delegate drops out or does not pay the fee prior to that time, an alternate delegate will be offered the trip slot.

All fees are non-refundable.



# 4-H

# Interviews

# The 4-H Interview

## Interview Process for State Award Programs

- Winners in the state awards program will be selected based on record books and personal interviews.
- Record book judging committees will review project record books and advanced project record books and score all books. Scores are averaged and the top three books will receive an interview and the 4<sup>th</sup>-6<sup>th</sup> place books will be alternates. If a member declines an interview, then the first alternate will be invited to interview and so on down the list of alternates.
- A judging committee will review and score Hall of Fame books. Scores are averaged. Up to 20 members will be recognized in the Blue Award Group and up to 10 members of the Blue Award Group will interview for Hall of Fame.
- Interviews may be conducted for National 4-H Congress if there are more qualified applicants than Oklahoma can send.
- The state 4-H office will send notification to Extension Educators asking them to confirm if the youth will participate in the interview. Extension educators should confirm participation in live interviews with 4-H members prior to confirming with the state 4-H office.
- To be eligible for awards, members must participate in interview(s) as scheduled. **No online, video or phone interviews will be allowed.**

## The Interview Process

- Project record book and advanced project record book interviews will be approximately 10 minutes long and will cover only the project entered. This will be a comprehensive review of the member's entire 4-H career. The interviewee will be responsible for all subject matter, up through the current year enrolled. Questions may address the member's leadership and civic engagement activities in the project entered.
- Hall of Fame interviews may last up to 30 minutes and will cover the member's major project work, leadership and civic engagement activities. Seven minutes of the interview will be devoted to the member's presentation.
- Totals of record book scores from the record book judging committee and interview committee scores will be used to determine state winners. Record book score counts 50% and interview score counts 50%. If there is a tie, the interview score will break the tie.
- State winners will be announced during the State 4-H Roundup Honor Night Assembly.
- Interview committees for project books will consist of three people.
- Committees will be selected from nominations submitted by county and district staff. Nominations for committee members knowledgeable in subject matter will also be requested from Extension specialists.
- The 4-H program provides a number of opportunities for members to participate in individual interviews – county, district and state awards, trips, and counselor or committee positions. The following information provides some suggestions for making the most of these interviews.

## Preparing Yourself

The interview is an opportunity for judges, selection committees or individuals to ask you questions about your 4-H project and your 4-H career. Most interviews on the state level – whether for project awards, scholarships, or special programs – will be 10 minutes in length. The interview portion is used to help determine the extent to which you actually participated in a project, what knowledge and skills were gained and how you handle yourself when asked “tough questions” concerning your project or 4-H activities. Interviews count for half of the selection process (as in project/scholarship awards).

In order to prepare for an interview, the best method is “trial by fire.” The more experiences and practice sessions you have prior to the actual interview, the more relaxed and natural the interview will be. To prepare for the interview, you, your parent, a volunteer and anyone else who helped you with a project should try to anticipate as many questions concerning your project as possible. Some questions will be obvious from the project or procedures you used, while others may take some thought.

Judges will ask questions to determine your understanding of your project and how it relates to other 4-H activities. They may ask questions to determine your understanding and knowledge of the 4-H program on the county or state level. Be prepared to talk about your successes and failures in your project, if and how the project impacts your future goals, and what 4-H has done for you.

The best advice for an interview is to relax and enjoy the experience. Remember, you know more about your project or 4-H career than anyone else. Judges are looking for how comfortable you are with your project and knowledge of the subject matter. Never underestimate the power of a smile – judges are looking for the confidence that says you are enjoying the experience of presenting your project and yourself. Put your best appearance forward at all times.

The more prepared you are, the less anxious you’ll be at the interview.

- Rehearse the interview. Use a full-length mirror to evaluate your posture and gestures while you introduce and seat yourself. Be sure you know how to sit down and stand up from a chair properly.
- Try recording yourself to hear how your voice sounds. Try to speak enthusiastically.
- Practice interviews with your parents or a friend.
- Know how much time will be allowed for the interview.
- If you feel nervous, simply be aware of it and accept it. Most interviewers will be expecting you to be nervous.

## Making Yourself Memorable

You can do it. Just remember first impressions count.

- Look the interviewer(s) in the eye.
- Lean slightly forward as you converse. Put one hand over the other.
- Show enthusiasm – low tones convey competence, high tones insecurity.
- Listen actively – respond to what the interviewer says.
- Let the interviewer finish the question before you answer it.

## Answering Questions

The interviewer(s) will ask you about yourself, so relax – no one knows you better than you do.

- Remember the first few minutes are important, so try to be as relaxed as possible.
- Plan your introduction beforehand so you are ready to bring up your most outstanding accomplishments and milestones.
- Answer questions directly and honestly. Most interviewers can tell if you are bluffing and don't really know the answer.

## Ending the Interview

The interviewer(s) will usually indicate when the interview session is over. Smile, thank the interviewer(s) for their time and leave the room in a dignified manner. Save the big sigh of relief until you are outside the interview room!

## Interview Tips

- Arrive on time
- Shake hands firmly, if offered
- Don't chew gum
- Keep clothes and hair neat and tasteful; choose "business" attire
- Explain achievements or good characteristics in story form
- Give specific answers
- Don't be too good for your own good. In other words, don't act arrogant!
- Be honest

# Practice Questions

## General:

- How and why was the project selected?
- What is your goal? What do you want to accomplish with your project?
- Have there been any surprises in your project? How did you deal with them?
- How much time do you devote to your project/4-H?
- Were you ever discouraged with your project? What kept you from being discouraged?
- How do you manage time for this project/4-H in relation to your other activities?
- What advice would you pass on to others working in this project or belonging to 4-H?
- What is the value of doing a project such as yours or belonging to 4-H?
- What was the greatest challenge in your 4-H career? What was the solution to this challenge?
- 4-H is often called a “learning-by-doing” youth development organization. What does that mean to you? Can you think of a learning experience in 4-H that typifies that statement?

## Project Activities:

- Where did you learn the most about your project? Through what activities?
- How did you learn it? Describe activities in which you have participated.
- How has your project involvement grown since you enrolled in it? Include not only numbers, but also the complexity of skills learned.
- How are you using these skills in everyday life?
- What was the most important thing or things you learned in this project?
- How have these skills helped you in other 4-H experiences?
- What is the value of these skills? Why is it important that people learn these skills?

## Leadership/Civic Engagement:

- How have you helped others in your community through this project?
- How have you applied what you have learned for the betterment of your community?
- What are your future plans in terms of leadership/civic engagement in this project?
- How can you transfer your skills to adult leadership/civic engagement roles?
- What needs does your community have that you can help with through this project?

## Life Skills and Miscellaneous Questions:

- What life skills have you learned through 4-H? Why are these important to you?
- How have the experiences and skills you have developed through 4-H influenced your future goals and plans?
- The 4-H motto is, “To make the best better.” What does this mean to you?
- Is there anything you would change about your experiences in 4-H/this project to make it more meaningful?
- If you had \$1,000 to spend on your 4-H experiences, how would you use that money?
- If you were recruiting other youth your age to join 4-H, how would you sell the program to them?

# Oklahoma 4-H Key Club

# Oklahoma 4-H Key Club

Since 1950, 4-H Key Club has been recognizing the accomplishments of Oklahoma 4-H members. The club seeks to honor those 4-H members who possess leadership, loyalty and a sense of responsibility to the total 4-H program. Membership in the Oklahoma 4-H Key Club is an honor extended only to top 4-H members.

The objectives of this organization are:

- To recognize the outstanding accomplishments of Oklahoma's very top 4-H members.
- To provide a common bond among former 4-H members.
- To further develop 4-H work in Oklahoma.

The program is based on standards. Individuals meeting these standards are eligible to become members. Key Club is an honor society for 4-H members who have done outstanding work in the organization. Once 4-H'ers become Key Club members they accept the obligation to support the 4-H organization throughout their lives, both financially and with their time. Key Club members also strive to stay updated with Oklahoma 4-H and Oklahoma 4-H Key Club.

## Qualifications for Membership

1. Must be enrolled as a 4-H member and show ACTIVE status in online 4-H enrollment system.
2. Must be in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade on September 1 of the current 4-H year in which they apply.
3. Must submit completed application form to the County Extension Office by the published state record book deadline. Extension Educators should include approved Key Club inductees in the online record book data base.
4. Must accumulate the minimum number of points (400) on the application form.
5. Must be approved by the county Extension educator.
6. Must make at least one presentation to a 4-H group about Key Club.
7. Must make at least one presentation to a non-4-H group about the 4-H Youth Development Program.

## Awards

Every applicant who qualifies for Key Club is eligible to receive a Key Club certificate and key.

## Membership Procedures

- Key Club membership is awarded only to 4-H'ers who qualify based on the application.
- Each county will designate a staff member to verify the information in the application and submit the names of eligible members selected from the county to the state 4-H office.
- There is no limit on the number of recipients from a county for a given year.
- Applicants will become Key Club members contingent upon the Extension educator adding the delegate's name to the Oklahoma 4-H Record Book data base by the state record book deadline.
- Each county Extension educator will be responsible for:
  - Getting the application forms to the prospective members.
  - Checking and approving application forms.
  - Entering selected names in the Awards Database by the published deadline.  
(Educators: use the Key Club Award entry)



# Final Award Details

# Educational Award Process

Each individual who receives a 4-H educational award will complete the **OKLAHOMA 4-H EDUCATIONAL AWARD AGREEMENT** by August 15 of the year named a state project winner or a state scholarship winner. This agreement is given directly to the 4-H member from the Oklahoma 4-H Foundation. It is the responsibility of the member to complete the agreement and return it to the 4-H Foundation by the stated deadline.

Required documentation to be sent either mailed or scanned and emailed to the Oklahoma 4-H Foundation at [ok4hfoundation@okstate.edu](mailto:ok4hfoundation@okstate.edu)

## For All Awards:

1. Student must be enrolled in at least 12 hours at an accredited institution of higher education.
2. Submit the name of the college or university, the address of the bursar and the student's bursar number.
3. Before a scholarship award will be sent to the bursar, the student must submit to the Oklahoma 4-H Foundation all required documentation.

## Documentation required for scholarships awarded for first semester in college:

Signed copy of Award Agreement

Student must provide proof of enrollment.

- *This may be a non-official transcript showing classes in progress, class schedule, or a registrar's statement of enrollment. This should be sent to the Oklahoma 4-H Foundation no later than **August 15** and must show the number of credits enrolled in for that semester or quarter.*

Copy of thank you note sent to donor.

## Documentation required after first semester to receive additional scholarships (Sept 10 or Feb 3):

Signed copy of Award Agreement.

Copy of a non-official transcript showing credits completed and GPA.

- *Student will be expected to maintain the GPA required for their respective scholarships: 2.0 on a 4.0 scale for all project record book, advanced project record book and graduating senior awards; higher GPA for most alumni scholarships.*

List of courses enrolled in for the current semester or quarter, printed from institution of higher education.

Copy of thank you note sent to donor.

It is expected that the recipient of the scholarship(s) will communicate directly with the Oklahoma 4-H Foundation. **Inquiries on due dates, items due, etc. should not be made by an Extension educator, parent or sibling!** Recipients are now adults and are responsible for following up and completing required documentation on time to manage their scholarship(s).

To qualify and receive the 4-H educational award, the individual must:

1. Complete high school or pass all high school equivalency tests.
2. Enroll as a **full-time student** at an accredited institution of higher education or technical school during the first eligible semester after high school. (Some scholarships have a requirement of attending Oklahoma State University-Stillwater campus. Those scholarships are not valid at technical schools or other institutions.)
3. Obtain a **cumulative grade point average** of:
  - a. 2.0 on a 4.0 scale for project record books, advanced project record books and graduating senior scholarships.
  - b. 3.0 on a 4.0 scale for the Pattillo/Graumann, B.A. Pratt, and Tracey Cox scholarships.
4. Submit a transcript of grades, including the semester just completed, and proof of enrollment for the following semester by February 3 for spring disbursement and by September 10 for fall disbursement.
5. Submit the student account number and bursar's address for check distribution.
6. Submit to the 4-H Foundation a thank you letter(s) to your donor(s), in an unsealed envelope(s). The Oklahoma 4-H Foundation staff will make a copy of the thank you letter(s) for your scholarship file and will mail the original(s) to the donor(s) for you. **This thank you letter is required before the Oklahoma 4-H Foundation will distribute the scholarship payment to your bursar account.**

## DEADLINES

The sooner required items are received by the Oklahoma 4-H Foundation, the sooner the Oklahoma 4-H Foundation can disburse payment to school bursar. **NO FUNDS WILL BE DISPERSED WITHOUT REQUIRED INFORMATION.**

Please allow 4-6 weeks for processing at your institution after the Oklahoma 4-H Foundation disburses payment to school bursar.

**August 15** Sign and return 4-H Educational Award Agreement to the Oklahoma 4-H Foundation.

### For 1<sup>st</sup> time disbursement in Fall:

<b>September 10</b>	Proof of enrollment Copy of thank you note
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### For disbursements after 1<sup>st</sup> semester:

<b>September 10</b>	Non-official transcript with GPA Course list Copy of thank you note
<b>February 3</b>	Non-official transcript with GPA Course list Copy of thank you note

### For deferred payment:

<b>September 10</b>	Letter or email sent to Executive Director, Milford Jenkins
<b>February 3</b>	Letter or e-mail sent to Executive Director, Milford Jenkins

# Exceptions and Limitations

The 4-H Foundation assumes the member will enroll in college the first fall semester after high school graduation and will begin receiving payments that first semester unless they have requested and been approved for an extension, or deferred payment as described below. Exceptions will be granted only if requested in writing by letter or email. Milford Jenkins, Executive Director, will determine the validity of the request and will accept or deny the request based upon the documentation and explanation provided.

Reasons for deferred payment:

1. Postponed enrollment, which must be explained and justified.
2. Deferred because the student already has sufficient financial aid.
3. Deferred because parents prefer to use tax breaks for first two years.
4. Low grade extension. Will be granted for no more than one year.

**Note: Requests for exceptions should be submitted before September 10 or February 3.**

- **POSTPONED ENROLLMENT:** To receive an extension for postponed enrollment, a written explanation detailing the reason for the postponement must be received by the Oklahoma 4-H Foundation by August 15 of the year of high school graduation.
- **DELAYED PAYMENT:** To delay disbursement of the scholarship, the individual must submit a written request to the Oklahoma 4-H Foundation by the regular deadline for submission of grades for the appropriate semester and submit a copy of their grades for the previous semester and proof of enrollment for the upcoming semester. For example, if an individual received significant freshman and/or sophomore-level scholarships or a full scholarship to a junior college, he/she might wish to defer receipt of 4-H scholarships. Additionally, families taking advantage of tax credits for the first two years of college may wish to defer payment until those tax credits are used. To defer payment for any of these reasons, a written request to the Oklahoma 4-H Foundation is required. Failure to provide this notification will result in forfeiture of the scholarship.
- **LOW GRADE EXTENSION:** The individual may receive one extension on their scholarship due to low grades. A written request for the extension must be received by the Foundation by the regular deadline for submission of grades for the appropriate semester. Also, the individual must submit a copy of their grades for the previous semester and proof of enrollment for the upcoming semester.

## Forfeiture:

Unless the terms of the Oklahoma 4-H Educational Award Agreement are fulfilled, the individual will not be eligible to receive the 4-H Educational Award and will forfeit it.

# 4-H Scholarship Exception Request

**Exceptions:** The Oklahoma 4-H Foundation will assume the scholarship recipient has enrolled in an institution of higher education the first fall semester after high school graduation and is expecting to begin receiving award payments as scheduled unless they have applied for an exception on this form. Exceptions will be granted only if requested on this form.

Please indicate the type of exception you are applying for and note any deadlines that are included here:

Postponement of enrollment to an educational institution (*due by **August 15** of the year you graduate high school*)

Delayed Payment of the scholarship for reason of tax benefits or other financial considerations (*due by **August 15** of the year of high school graduation*)

Extension for failure to meet the minimum grade requirement (*due by the deadline that would apply for payment for that academic term*)

Accelerated payment to accommodate individual or family needs (*accelerated payments will not go into effect until the term after the application, unless submitted by **August 15** of the year of high school graduation*)

In an attached written explanation, please indicate:

- The specific details related to your request for a payment exception. Please provide only the details that are relevant to **WHY** you are making this request.
- Please indicate specifically how you would prefer to receive your scholarship.
- Provide the specific academic terms for which you would like to receive the funds, and/or the amounts you propose to receive if you are asking for acceleration.

Recipient's Name: Printed or typed

Recipient's Signature/ Date

Parent's Signature/Date

Submit your request to:  
Executive Director, Oklahoma 4-H Foundation  
293 Agricultural Hall  
Stillwater, OK 74078

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