

## VOLUNTEER ROLE DESCRIPTION

### *Sawyer County 4-H Clubs, Inc., Awards and Recognition Committee*

**Purpose:** To review 4-H Record Books and select award trip winners. To help organize and plan Achievement Night and other means of recognition for the 4-H members. To review scholarship applications and select scholarship recipients.

**Success Criteria:** Provide recognition for all 4-H members who meet and exceed their set goals.

**Time Required:** 10-12 hours per year plus actual event times  
2-3 planning meetings plus the event days

**Responsibilities:**

- Set a date for Record Book and Trip Preference/M.E. form submission, review and award
- Set a date for scholarship submission, review, and award
- Set a date and plan awards dinner/celebration
- Set a date and plan award trip
- Be present at event to assist
- Work with Sawyer County UW Extension Office to coordinate awards
- Be on hand at the event to assist in whatever might come up

**Target Dates:**

- Record Book, Trip Preference Form and M.E. form due second Tuesday in September
- Scholarship applications due March 15
- Meet as needed during 4-H year to plan events
- Awards Dinner/Achievement program during 4-H week (day, banquet, program, etc.)
- Award trip in October following Awards Dinner

**Resources Available:** 4-H Source book  
Sawyer County Handbook  
Sawyer County 4-H Enrollment data  
Sawyer County 4-H Volunteer Leaders

**Training Opportunities:**

**Report to:** Sawyer County 4-H Clubs, Inc.  
Sawyer County UW Extension 4-H Youth Development Agent and UWEX Staff

**For Questions, Contact:** Sawyer County UW Extension 4-H Youth Development Agent and UWEX Staff  
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715-634-4839 or 1-877-699-4110  
Sawyer County Volunteer 4-H Leaders