

No 106
Revised 01/06



OKLAHOMA 4-H KEY AWARD PROGRAM

Established 1950

Revised 11/05

Oklahoma 4-H Key Club: An Explanation

Membership in the Oklahoma 4-H Key Club is an honor extended only to top 4-H members. It is an honor that you must work hard for, but upon receiving the award, you and your Cooperative Extension staff will feel pride and satisfaction for a job well done.

History

Since 1950, 4-H Key Club has been recognizing the accomplishments of Oklahoma youth in the 4-H Program. The club seeks to honor those 4-H members who possess leadership, loyalty, and a sense of responsibility to the total 4-H Program.

Objectives

The objectives of this organization are:

1. To recognize the outstanding accomplishments of Oklahoma's very top 4-H members.
2. To provide a common bond among former 4-H members.
3. 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-Hers 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

The applicant:

1. Must be a 4-H member.
2. Must be at least 15 years old or older on January 1, on the year of application.
3. Must submit completed application form by the published state record book deadline.
4. Must accumulate the minimum number of points (400) on the application form.
5. Must be approved by the responsible county Cooperative 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, such as non-4-H youth or adults, 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. Two keys for each county will be provided.

Membership Procedures

1. Key Club membership is awarded only to 4-H members who qualify based on the application.
2. Each county will designate an Extension Educator or 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.
3. There is no limit on the number of applicants from a county for a given year.
4. Two keys for each county will be provided – they must be ordered on the county medal order form. Counties desiring to present more than two awards will be responsible for purchasing the additional keys from the Oklahoma 4-H Office at Oklahoma State University.
5. Applicants will become official Key Club members contingent upon the Extension Educator forwarding delegates name to State 4-H Office by the published state record book deadline.
6. Each county Extension Educator will be responsible for:
 - ▶ getting the application forms to the prospective members.
 - ▶ checking and approving application forms.
 - ▶ sending selected names to the State 4-H Office by the published deadline.

Oklahoma 4-H Key Award Program Application Form

County: _____

Local Club: _____

Name _____

Phone # _____

Complete Mailing Address _____

Name of Parents or Guardian: _____

Mailing Address if different than 4-H member

Number of Years in 4-H: _____

Birthdate: (00/00/0000) _____

Total Number of Points earned _____

All items are optional, but a total of 400 points must be earned for membership.

Points are accumulated based on your total years of work in 4-H.

Activity	Number	Points per activity	Maximum points	Points Earned
1. Submitted a Project Record Book to county for State Competition Number of years you entered a State Record Book	_____	10	50	_____
2. Submitted a county project report form to county office Number of years you entered a county report form or county record book.	_____	5	30	_____
3. Held a 4-H office, such as President, Vice-President, Secretary, Song Leader, Recreation Leader, Reporter, etc. at the local or county level or served as a state 4-H Ambassador. Include all offices for all years. ____ local office ____ county office ____ district office ____ state office ____ state ambassador	# of years _____ _____ _____ _____ _____	5 5 10 10 10	20 20 20 20 20	_____ _____ _____ _____ _____
4. Gave original 4-H Presentation before a regularly scheduled meeting to a Civic Group (such as Lions, Kiwanis, HCE, Business & Professional Women, Farm Bureau, Farmers Union, PTA, or other non-4-H group) on the local or county level At least one presentation and follow up report is required for award. List group, name and contact person and date of presentation _____ _____ _____	_____	25	50	_____

Activity	Number	Points per activity	Maximum points	Points Earned
5. Gave a presentation on 4-H Key Club to a 4-H Club. List the name of the club, leader's name, and date presented. Include report. This is required to become a Key Club Member. _____ _____ _____		25	25	
6. Gave an original presentation before a 4-H group other than your own local club List the name of the club, name of club leader and date. Include report. _____ _____ _____	_____	5	50	_____
7. Leadership activities (one experience = 20 points) a) Instructed 4-H member or others in one or more workshops at 4-H camp, club meeting or other meetings Name of Activity/Workshop _____ Place presented and date _____ b) Assisted 4-H members with record books at one or more meetings Name of member(s) and Date _____ _____ c) Served as an active member of one or more local or county committees (i.e. recreation, cleanup, etc.) Name of committee _____ d) Trained 4-H members in demonstrations, judging and/or project work. Name of Member(s) & Date _____ e) Trained non-4-H members in a project area Name of person & project area _____ _____		20	20	_____
	20	20	_____	
	20	20	_____	
	20	20	_____	
	20	20	_____	
8. Served as project group leader for a 4-H project group that meets six (6) or more times per year. (Group other than 4-H community club). Name of group _____ Year or years led _____		50	50	_____
9. Organized community programs which developed citizenship in the community, county or state such as Kids Helping Kids, Community Beautification, Community Projects Associated with 4-H Month, etc. (Attach additional page to list work, if necessary) Name of Group & contact _____ _____	_____	5	50	_____

Activity	Number	Points per activity	Maximum points	Points Earned
10. Entered at least 6 different county events, such as the county fair, project show, fashion revue, Share the Fun, Judging events, Public Speaking Contests, etc. List events _____ _____ _____ _____ _____	_____	5	50	_____
11. Attended a 4-H Camp, day camp or conference including district conference, Discovery Unlimited, 4-H Round-up. Please list. _____ _____ _____ _____ _____	_____	5	50	_____
12. Set up an educational display at a District or State Event Name of display & event _____ _____ _____ _____	_____	5	15	_____
13. Made radio or television appearance promoting 4-H. Month/Year/Station _____ _____ _____ _____	_____	10	40	_____
14. 2 points for each new 4-H Club member recruited List names of new 4-H members: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____	_____	2	20	_____
15. Delegate to Citizenship Washington Focus – year attended _____		20	20	_____
16. Delegate to National 4-H Congress – year attended _____		20	20	_____
17. Delegate to Denver Western Regional Conference – year attended _____		20	20	_____
18. Delegate to Kansas City Global Conference – year attended _____		20	20	_____

Activity	Number	Points per activity	Maximum points	Points Earned
19. Delegate to other out-of-state 4-H Educational Conference Name of conference and year attended _____	_____	20	40	_____
20. Member of judging team representing Oklahoma Name of Judging Event & year _____	_____	20	20	_____
Total Points Available			820	
Total Points Earned (must be 400 or more)				_____

Member Statement

I have rated myself, and personally filled out this report and have earned _____ points based on my 4-H Club work. In addition, I have attached my report about my two 4-H presentations.

_____ Date

_____ Signature of 4-H Member

Approval

We have reviewed this report and checked points the member earned and believe it to be correct.

_____ Date

_____ Local 4-H Club Leader

_____ Date

_____ County Extension Educator

The following reports are required for membership in Oklahoma 4-H Key Club

PART I: Presentation

To be considered for 4-H Key Club membership, you must make two (2) 4-H presentations: one about the 4-H program and one about the Oklahoma 4-H Key Club. The presentation about the 4-H program must be to a non-4-H group; the presentation about 4-H Key Club must be to a 4-H group. PowerPoint resources are available on the Oklahoma 4-H Website to assist in making these presentation.

PART II: Reports

After the presentations, the 4-H member must write two separate reports, one report for each presentation. The following information must be included at the top of the page for each report:

Name of Group; Contact Person; Mailing Address; Phone Number

Narrative:

The narrative portion of each report must be no more than 1 page in length and must be on one side of an 8 1/2 x 11 sheet of paper, using 1 inch margins on all sides. The report must be neat and the information must be accurate and complete. Attach reports to your 4-H Key Club application. Items to be reported in each essay include:

1. Name of program
2. When and where the program was presented
3. How you made the presentation
4. How many people were in attendance
5. What type of response did your program receive? Did sponsorship or awareness of the 4-H program increase in some way because of your presentation? Do you have other observations/comments?

Key Club Checklist

Name _____
 County _____

	Yes	No
Application		
Events/activities listed are appropriate for the category	_____	_____
Candidate has at least 400 points	_____	_____
Age – Member was 15 years of age by January 1 of current year	_____	_____
Presentation		
Candidate has conducted one presentation promoting 4-H Key Club to a 4-H group.	_____	_____
Candidate has made one 4-H presentation to a non-4-H group.	_____	_____
Reports		
Reports included for each presentation (report must indicate that Key Club promotion was a part of the presentation)	_____	_____
Group information is at the top of the page (Name of group, contact person, mailing address, phone number)	_____	_____
One-page narrative includes: 1. Name of program 2. Where program was presented 3. How presentation was made 4. When the program was presented 5. How many people attended 6. Type of response program received	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Member Statement		
Candidate completed and signed member statement	_____	_____
Approval		
Signature of local club leader	_____	_____
Signature of extension educator	_____	_____

Key Club membership is _____ recommended
 _____ not recommended

Evaluator's initials _____