

## Forms/Books to Return Checklist

Item to be Returned	Description
4-H Record Books or other record	Record books nominated for overall performance awards ( <i>do not include club evaluation forms.</i> )
Club Overall Performance Nomination Summary	List of each nominated member's name and grade as of January 1 <sup>st</sup> this year.
Officer Books	Each 4-H club may nominate officer(s) books completed by their Historian, Secretary and/or Treasurer.
Club Officer Book Nomination Summary	Listing of each member's name and the officer book they are being nominated for.
Self-Achievement Award Recognition Summary	Listing of names of award winners with award to be given checked. Application forms must be turned in to the 4-H Office.
Record Book Sign-Up Sheets	Each club <b><i>MUST</i></b> send one (1) leader to help check county record books for every ten (10) overall, treasurer, secretary, & historian book nominated. Failure to do so will mean not all of your club's books will be considered for a county award. Please notify Pat if there is a change in record book reviewers.
4-H Club and Committee Achievement Program Report	Reports level of achievement reached by the 4-H Club.
4-H Member Project Awards Summary	Listing of each member's name, grade as of January 1 <sup>st</sup> and project award discs they will be awarded based on club record review.
Club Form	Requests for pins and gifts for both active adult leaders and achieving members. ( <i>Include the printed leader list with any changes.</i> )
4-H Club Web Page Form	Only submit if updates to your web page are necessary.

*Please return by September 1<sup>st</sup> each year to:*  
*UW-Madison Extension Columbia County*  
*112 E. Edgewater Street, Room 212*  
*Portage, WI 53901*