

Forms/Books to Return Checklist

Club Name: _____

Item to be Returned	Completed	Description
4-H Record Books or other record		Record books nominated for overall performance awards (<i>do not include club evaluation forms.</i>)
Overall Outstanding Performance Nomination Summary (<i>buff</i>)		List of each nominated member's name and grade as of January 1 st this year.
Officer Books		Each 4-H club may nominate officer(s) books completed by their Historian, Secretary and/or Treasurer.
4-H Club Officer Book Nomination Summary (<i>yellow</i>)		Listing of each member's name and the officer book they are being nominated for.
Self-Achievement Award Recognition Summary (<i>green</i>)		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 MUST 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 (<i>purple</i>)		Listing of each member's name, grade as of January 1 st and project award discs they will be awarded based on club record review.
Club Form (<i>white</i>)		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 (<i>ivory</i>)		Only submit if updates to your web page are necessary.

Please return items listed by September 1st each year to:
 Columbia County Extension
 112 E. Edgewater Street, Room 212
 Portage, WI 53901