

**Updated 9/19/2019**

**1) Is there a “cut-off” date for including entries?**

*Applicants are reporting on 4-H involvement for the previous program year (September 1 – August 31) so the cutoff date would be August 31<sup>st</sup>.*

**2) My 4-H member has received the Bronze award but is not eligible to attend 4-H Teen Conference due to age/grade...can they still receive the financial award?**

*Kentucky Agriculture Development Funds provide the scholarship money that is awarded to Bronze, Silver, and Gold recipients. The agreement limits these funds to 4-H Teen Conference scholarships. Therefore, they cannot be used for other programs.*

**3) How do I record 4-H Fair/4-H rally day entries?**

*Fair entries are submitted under participation. Since this area has a limit on points, you can choose to list individual projects (tomatoes, green beans, potatoes) or by division (vegetables). The 4-H member is encouraged to provide as much breadth and depth of their 4-H experience as possible.*

**4) How do we categorize programs or activities between county, multi/district, state, or national?**

*Generally, 4-H members should apply points base on the level at which the experience is planned. Is the event planned at the individual/county level, multi-county/district level, state level or national level? An exception to this would be visiting official National Parks and/or National Monuments (which should be counted in the “national” category) or official State Parks and/or State Monuments (which should be counted in the “state” category). NOTE: All experiences should be connected with the 4-H program. A family vacation to Washington DC could count if the 4-H member provides a presentation to their club or county to connect it back to the 4-H program.*

**5) Can you list an entry in multiple categories?**

*No, you cannot list a single “role or experience” in multiple categories. For example, you could not indicate you attended a conference at the state level AND list each individual workshop you attended.*

**6) Can you skip “levels” if you are age eligible? For example, could a 15-year-old apply for Gold even if they have never received a previous award?**

*Yes, an individual can skip any levels up to Gold. They must have won Gold to apply for Emerald.*

**7) How are points counted (in club meetings for example)?**

*Points are applied per “role or experience”. A “role or experience” could have multiple meetings or components. In the case of membership in a 4-H club, you would count 1 point for being in the club (not 1 point per meeting).*

**8) Under what level of points do multi-state events go? For example, where would you list and score participation in the Southern Regional Horse Congress?**

*Multi-state events/participation should be scored under the “State” category. Only truly national events should be counted under the “National” category.*

**9) If participation points are not included when applying for Bronze, Silver, Gold, or Emerald how much should be included in this section?**

*This section is used to help the judges have a clearer idea of how the 4-H member has participated in the program. The number of entries included is at the discretion of the applicant. It is the goal of this program to encourage a well-rounded, diverse, and higher-level application that focuses less on participation and more on leadership, engagement, and outreach.*

**10) When is the Emerald video due?**

*Submission to the state level will follow the December 15 deadline. No late entries will be accepted.*

**11) What applications and/or materials are due to the state 4-H office?**

*The district achievement contact will submit the excel spreadsheet that lists all district nominees and award levels. This spreadsheet will include the names for Clover level 1, 2, 3, and Bronze. In addition, Silver, Gold and Emerald complete applications, profile page, and any other required documentation will be required by the December 15 deadline.*

**12) Is there an example application and profile page that we can use?**

*This is being developed and will be added to the 4-H Achievement Page as soon as it's completed.*

**13) I am confused about the *application age* and the *reporting age* versus the 4-H age...can you clarify?**

*The 4-H Age is your age on January 1 of the current PROGRAM year (September 1 – August 31). When referencing the eligibility levels, youth must have reached the listed age to submit an application. They are recording and submitting their work done the previous program year. So, someone with a 4-H age of 10 is submitting an application this year and will include the work and participation done during the previous program year (September 1 – August 31).*

*A person who has a 4-H age of 19 has aged out of the program and is no longer a 4-H member. However, they can submit an application for Bronze, Silver, Gold, or Emerald (if they have not already received those awards) to recognize their efforts the previous year (their last year as a 4-H member).*

**AGENT NOTES**

- Agents should submit the appropriate **spreadsheet** with the requested information for Clover Levels I, II, III, and Bronze by the deadline. They should send **all application materials** for Silver, Gold, and Emerald by the deadline.