

CLUB INFORMATION

Club Name:	Number of Members as of January 1:
Application Submitted By:	Date Received at Office:

DIRECTIONS

As a requirement is met, mark completed and make a note to describe the effort. Do not use the same activity to meet more than one requirement. Club membership is based on enrollment as of January 1 of the current 4-H year. Requirements must be met during the designated 4-H year, October 1 – September 30. The deadline to apply for a club seal is October 1, immediately following the completion of the program year applying for. Must apply to be eligible. Submit to your local Post Rock District office.

SECTION 1: Complete all items in this section to be eligible for a white, red, blue, or purple seal.		
Activity	Completed	Notes
1-A. Current constitution and bylaws of the club are on file at the extension office.		
1-B. Club has two or more fully screened and registered volunteer leaders through 4-H Online. There are club minutes noting the names of the official leaders for the current 4-H year, and these have been submitted to the extension office.		
1-C. Five or more members, from three or more families, are enrolled in the club through 4-H Online.		
1-D. Each member is enrolled in at least one 4-H project experience.		
1-E. The club has elected officers to serve during the 4-H year. The officers and any appointed individuals to serve on county-level committees have been reported to the extension office by submitting the secretary’s minutes of the meeting which they were elected. The minutes note all officer names and positions.		
1-F. After reviewing the <i>Notice of Civil Rights</i> from Post Rock Extension District, the club has completed the annual <i>Civil Rights Certification Statement</i> and returned it to the extension office.		
1-G. The club has utilized an appropriate Financial Review Committee to complete a financial review for the <u>previous</u> 4-H year. A completed <i>Annual Financial Report</i> document, as well as supplemental documents requested by Post Rock District have been submitted to the extension office.		
1-H. The club has non-family member signatories on all club financial accounts. At a minimum, two of the signatories are registered, screened and approved adult volunteers. The club has secretary minutes that note all of the signatories for the current 4-H year. These minutes have been turned into the extension office.		
1-I. The club held a minimum of six meetings with a quorum during the 4-H year. Meetings can be in-person or virtual.		

SECTION 2: Complete eight (8) of the requirements in this section. If eight requirements are not met, the club will be lowered a seal.

Activity	Completed	Notes
2-A. The club has completed a program plan document, establishing regularly scheduled meeting dates and activities for the 4-H year. The program plan has been distributed to the club's families and shared with the extension office.		
2-B. Prior to January 1, club members identified at least two club goals to work toward during the 4-H year.		
2-C. Club members participated in the achievement ceremony or similar celebration planned by the 4-H Council.		
2-D. The club was represented by at least one official youth representative or eligible substitute at each meeting of the 4-H Council.		
2-E. Club members from more than one family successfully completed an in-person, virtual or distance learning 4-H officer training. This can include youth officer positions, 4-H Council representatives, and youth preparing for future positions.		
2-F. Club members from three or more families learned and practiced the life skill of record keeping by submitting to the extension office an updated 4-H permanent record book and personal page for the current 4-H year.		
2-G. Club members from three or more families participated at a Post Rock District 4-H Day in an individual public presentation contest area.		
2-H. Submit 1 or more completed officer books to the extension office at the end of the 4-H year (October 1) for review. Must be completed by the 4-H member holding the office. <ul style="list-style-type: none"> - Secretary's Book – This must include signed minutes from each meeting. - Treasurer's Book – This must include the completed <i>Record of Club Finances</i> for 12 months. - Historian's Book – This must include at least ten pictures and captions depicting the story of the club for the 4-H year. - Reporter's Book – This must include at least three articles with club meeting details (not meeting minutes) and at least four event/activity stories with pictures and captions submitted to the newspaper and/or Post Rock Extension District office by club reporter. 		
2-I. Two or more adult registered, screened and approved volunteers or older 4-H members serve on a New Family Coordinator or similar club committee focused on reaching out to and mentoring prospective and new 4-H families. This committee did at least one intentional effort/activity to support the success of new members.		
2-J. The club t-shirt and other apparel was purchased through a licensed vendor and includes the official KSRE/4-H/Post Rock District co-wordmark. The club submitted the design to the local extension office for pre-approval before printing.		
2-K. 4-H Club marketing and promotional graphics and fliers include the Kansas 4-H/KSRE/Post Rock District co-brand.		

SECTION 3: Complete the specified number of options listed below to earn a seal.

Purple = 30 / Blue = 25 / Red = 20 / White = 15

Activity	Completed	Notes
3-A. The number of members enrolled in the club through 4-H Online increased from last 4-H year based on a January 1 comparison.		

3-B. All club meetings began with the U.S. Pledge of Allegiance and 4-H Pledge.		
3-C. The majority of club meeting activities/agenda items are planned and run by the elected officers and youth membership, rather than the adults.		
3-D. The club's recreation activities are age appropriate and inclusive.		
3-E. The club completed a club-level activity in the community to promote 4-H during National 4-H Week/Month (display, poster, event, etc.). This does not include activities planned by the 4-H Council or 48 Hours of 4-H efforts.		
3-F. Club members developed confidence and practiced public speaking skills by presenting a project talk, illustrated talk or demonstration during a club meeting. All club members were provided the opportunity to do this (sign-up/assigned).		
3-G. The club provided healthy food and drink options at club meetings, events and activities.		
3-H. Club members from three or more families completed the comprehensive 4-H experience by submitting a Kansas 4-H Project Record at the county-level for at least one project.		
3-I. Club members from three or more families applied for a member achievement pin award for the current program year.		
3-J. Club members from three or more families exhibited a 4-H project at the county fair.		
3-K. At least one club officer book is submitted by a club officer as an exhibit at the county fair.		
3-L. The club participated in the county fair with a booth, banner, poster, or display to promote a phase of 4-H.		
3-M. The club successfully completed club assignments at the county fair – not including pre-fair and post-fair clean up responsibilities.		
3-N. Club members participated in both pre-fair clean up and post-fair clean up (or a qualified substitution) to meet the county's requirement and club's assigned responsibilities.		
3-O. Club adults from three or more families served as a superintendent or 4-H event assistant at the county fair.		
3-P. Club adults from two or more families served as an event assistant at a 4-H county/district event other than the county fair.		
3-Q. Club members from three or more families served as an assistant during county fair or county pre-fair judging.		
3-R. Club members from two or more families served as an assistant during a 4-H county/district event other than the county fair/pre-fair judging.		
3-S. The club hosted a project tour before, during or after the county fair.		
3-T. At least one club member exhibited a project at the Kansas State Fair.		
3-U. Club members from two or more families are enrolled and completed project work in the leadership project area. Youth of all 4-H ages are eligible.		
3-V. The club selected and completed a 4-H project as a club. Members from three or more families exhibited in the club project area at the county fair.		

3-W. A club registered and screened volunteer worked with extension office to serve as a county-wide or district-wide project leader. The volunteer held at least one educational experience. The educational idea and plans were reported to the local extension office in advance of the effort being implemented and advertised, for pre-approval that it follows Kansas 4-H, KSRE, and Post Rock District policy and expectations.		
3-X. The club was actively represented on county-level committees overseen by the 4-H Council.		
3-Y. The club engaged in a 48 Hours of 4-H service project. This includes pre-registering the project with Kansas 4-H and completing the reporting expectations with the state.		
3-Z. Club members participated at a Post Rock District 4-H Day in a club or group category.		
3-AA. The club enjoyed a family fun event (picnic, swim party, movie, bowling, etc.).		
3-BB. The club engaged in fundraisers planned and facilitated by the 4-H Council, including but not limited to the fair food stand, prize donations, etc. If you counted working at the fair food stand or other county fair fundraiser/prize donation effort in another part of the application it cannot be counted here.		
3-CC. The club engaged in a service project in the community, not including a 48 Hours of 4-H project.		
3-DD. The club engaged in a fundraiser to support club-level youth development activities. The club's fundraising idea and plans were reported to the local extension office in advance of the effort being implemented and advertised, for pre-approval that the fundraiser follows Kansas 4-H, KSRE, and Post Rock District policy and expectations.		
3-EE. The club planned and facilitated a project focused learning event/activity for county-wide or district-wide participation. The club's idea and plans were reported to the local extension office in advance of the effort being implemented and advertised, for pre-approval that it follows Kansas 4-H, KSRE, and Post Rock District policy and expectations.		
3-FF. The club made a financial contribution to a county, district, regional, state, or national 4-H fund to support the mission of 4-H Youth Development.		
3-GG. The club had an exchange meeting or other event with another 4-H group or club in or out of the county/district.		
3-HH. The club organized an effort to show appreciation for supporting 4-H to local banks, businesses, civic groups, and/or individuals. This does not include individual thank you efforts related to fair prizes/auctions or efforts organized by the 4-H Council.		
3-II. The club organized or engaged in an effort to present a 4-H promotion or feature story on radio, TV, social media, newspaper, school announcements/newsletter, etc.		
3-JJ. The club provided photos, videos and success stories about club activities to the extension office for publicity use.		
3-KK. The club participated in a parade to promote 4-H.		
3-LL. The club participated in a community event (other than the county fair) with a booth, poster, banner, float, etc. to promote a phase of 4-H.		
3-MM. The club presented 4-H member success stories and project learning to a community group not affiliated with Post Rock District or 4-		

H, such as a long-term care, civic group, church, etc. This is separate from any county/district level or 4-H Council organized effort.		
3-NN. One or more club member represented the club by actively engaging on a Post Rock District district-level leadership, citizenship, communications, or project-specific committee, group, and team (not including 4-H Council).		
3-OO. A club member applied to represent the Post Rock District on the Kansas Youth Leadership Council.		
3-PP. A club member applied for a 4-H Senior/Continuing Education Scholarship at the local, county, district, or state level.		
3-QQ. The club provided a scholarship opportunity to assist members with the financial expenses associated with attending 4-H educational events, camps and conferences.		
3-RR. The club contributed to a charity not affiliated with the mission of 4-H (March of Dimes, Salvation Army, Cancer Fund, Community Foundation, etc.).		
3-SS. A club adult volunteer assisted with district, regional or state record book judging.		
3-TT. A club adult volunteer completed a fair judges' training.		
3-UU. A registered and screened adult volunteer from the club completed a 4-H volunteer/leader training.		
3-VV. The club has recognized project leaders. Project leaders completed the 4-H volunteer registration and screening process. The project leader hosted at least two learning experiences during the 4-H year for club membership.		
3-WW. The club hosted a guest speaker at a meeting.		
3-XX. The club held at least two activities to teach and practice parliamentary procedure to help members understand Roberts Rules of Order. This does not include officer training.		
3-YY. A club member attended a 4-H Camp at Rock Springs Ranch (not including CIT/LIT).		
3-ZZ. A club member participated in the 4-H Camp Counselor-in-Training and/or Leaders-in-Training experience at Rock Springs Ranch.		
3-AAA. A club member participated in a regional or state educational event such as Discovery Days, Kansas Youth Leadership Forum, Citizenship in Action, Horse Panorama, NW 4-H Super Saturday, or a similar event.		
3-BBB. A club member participated in a regional or state educational event such as Discovery Days, Kansas Youth Leadership Forum, Citizenship in Action, Horse Panorama, NW 4-H Super Saturday, or a similar event not previously counted on this application.		
3-CCC. A club member participated in a regional or state educational event such as Discovery Days, Kansas Youth Leadership Forum, Citizenship in Action, Horse Panorama, NW 4-H Super Saturday, or a similar event not previously counted on this application.		
3-DDD. A club member participated in a national 4-H youth leadership event such as 4-H Congress, 4-H Conference, Citizenship Washington Focus, or similar event.		
3-EEE. A club member participated in a 4-H or non-4-H affiliated national experience related to an enrolled 4-H project area.		

3-FFF. A club member participated in a 4-H or non-4-H affiliated state or national quiz bowl or judging contest related to an enrolled 4-H project area.		
3-GGG. The club engaged in a field trip with educational value.		
3-HHH. A club member learned and practiced life skills related to manners and etiquette.		
3-III. A club member/family engaged in an international experience by serving as a host family to an IFYE or LABO delegate, or a member participated as an IFYE or LABO delegate.		
3-JJJ. The club participated in a 4-H Sunday observance.		
3-KKK. The club used a buddy system or mentoring program to encourage older youth to support, assist and build relationships with younger members. There was at least one intentional effort/activity to support the success of members.		
3-LLL. The club members engaged in an interactive team building activity.		
3-MMM. The club conducted a "model meeting". The meeting must be planned, presented and evaluated. Meetings should be recorded and videos submitted for evaluation at the extension office. The model meeting does not have to be entered in 4-H Day and can be submitted any time of year.		
3-NNN. The club included an educational activity during a meeting in addition to member project talks, illustrated talks or demonstrations.		
SECTION 3 – BONUS: Opportunity for five (5) bonus options to contribute to Section 3 computation.		
Describe a unique activity that supported the mission of Kansas 4-H and Post Rock District 4-H Youth Development.		
Activity	Completed	Notes
Bonus 1.		
Bonus 2.		
Bonus 3.		
Bonus 4.		
Bonus 5.		

POST ROCK DISTRICT 4-H CLUB SEAL CONFIRMATION

The 4-H club has met the requirements to qualify for club seal recognition. ___ Purple ___ Blue ___ Red ___ White

Leader Signature: _____ Date: _____

The 4-H club has met the requirements to qualify for the club seal recognition they applied for, to my knowledge.

4-H Program Coordinator Signature: _____ Date: _____

OFFICE USE Seal Award Confirmed: ___ Yes ___ No If no, explain:

Reviewer: _____ Date: _____

Kansas State University Agricultural Experiment Station and Cooperative Extension Service

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