

## Toole County Achievement Day Awards Selection Process

Recipients of Achievement Day Awards will be selected through a process of nominations and then Round Table Discussions. Nominations for awards may be made by family members, leaders, community members, other members, or by self nomination. Nomination forms are available at the Extension Office or from your Organizational Leader. Nominations will be made in the 4-H project areas as well as community service, and leadership. If a member deserves in a nomination in all three of these areas they may also be nominated for a 4-H Achievement Award.

Award nominees who chose to accept their nomination will participate in Round Table Discussions to select the recipients of the awards. There will be separate Round Table Discussions for each project area as well as for community service, leadership, and 4-H Achievement Award. More than one member can qualify to receive the same award. Members will be selected for awards on bases of meeting a certain level of achievement and will not be judged in head to head competition.

### Time Line for Awards:

**September 2nd** - Record books are due to the Organizational leaders. Organization leaders will review books for completeness and provide a list to the Extension Office of those members who have meet completion criteria.

**September 12<sup>th</sup>**-Nomination forms are due the Extension Office

**September 12<sup>th</sup>**-Record books are due to the office for Agent Comments

**September 30<sup>th</sup>**- Accept/Decline forms are due at the Extension Office

**October (Date TBA)**- Round Table Discussion Groups for selection of award winners

**November(Date TBA)**- Toole County Achievement Day

## Round Table Discussion Groups

1. Members should arrive at least 15 minutes early before their first scheduled discussion group and check in. They will be provided with a name tag at the check in table and will pick up their record books to have at the Round Table Discussions. (Project Books should be included in the Record Books.)
2. The discussion groups will be composed of several other 4-H members and 2 facilitators. You will take your record and project books with you and hand them to one of the facilitators. They will quickly review your book, looking for an interesting question to ask you about your project or activity and they will return it to you. You may refer to your record book at any time during the discussion. You may also bring other items, if you would like scrapbooks, photo albums or examples of your project work to share during the discussion.
3. The discussions will be informal; you do not have to stand when you speak. But make sure you speak loud enough for everyone to hear you. The facilitators will ask each member to introduce themselves with their name, age, club, years in 4-H and the number of years you have participated in the project or activity area in which you were nominated in. After introductions facilitators will begin with the standard questions listed below and a question unique for you after looking at your record book. They may have more specific questions after they hear your answers-they will be excited to hear about your 4-H work and may want to know more!!! When the facilitators are finished you will be given an opportunity to ask each other questions. It is fun to hear about others work, achievements, challenges, and adventures, at his is your chance to get new ideas, advise with similar problems, or find out how to get more involved.
4. You will also be given a sheet with everyone's name listed along with what they were nominated in, and a pencil. We would like you to make meaningful, encouraging, helpful comments for each person on this sheet. This is a good place to jot down any questions you want to ask someone at the end of the session. These will be collected by the facilitators at the end and we distribute your comments to all the participants.

Our goal with the discussion groups is to provide an enjoyable, educational opportunity in which you can learn more about 4-h and practice your communication skills. I t is also a way for the facilitators to learn enough about your 4-h work, to make an informed recommendation for county award winners.

### Standard Questions for Round Table Discussions:

1. What goals did you set for yourself in the project or activity and do you feel you accomplished them? ( Your record book will be a good resource for these questions)
2. Did you share your knowledge and skills in this project with others, or did the activity benefit others?
3. What was the most challenging, or hardest, part of this project or activity?
4. What is your favorite part of this project or activity?
5. Record book question.