



## **Instruction Sheet for 4-H Members Beverly Vrendenburg Outstanding 4-H Youth Horse Program Recognition Form**

In memory of a former 4-H leader, and extension office secretary, this 4-H award is presented annually to a 4-H member who shows outstanding involvement in a horse project. Qualifications include an up-to-date record book detailing leadership and citizenship activities along with this form.

### **Rules and Regulations:**

- 4-Hers must have had a horse project for a minimum of two years.
- Previous year's record book will be judged on completeness through September 30th, current year's book will be judged on completeness through submittal date.
- Must be standard 4-H project record for horse.
- Past winners are eligible to compete.
- Award is judged on: 50% Horse Project, 25% Leadership and 25% Citizenship.
- Please review this form carefully as it has changed since last year. Typed applications preferred.
- The 4-H Advisory Committee will select the recipient, and the award will be presented on October 13<sup>th</sup> at the Awards and Recognition Dinner.

**October 2, 2023 by 5pm** is the deadline for completed submissions!

- A completed application includes:
  - Typed application is preferred. Please type your story to be included on additional pages
  - All required signatures
  - Your 4-H record book
- The Tolland County 4-H Educator will review your application to make sure it is complete and will then sign it and forward it on to the Tolland County 4-H Advisory Committee. Incomplete applications will be returned to the applicant.
- Correct spelling and grammar are an important part of your application. Take the time to check your spelling and grammar. It's always a good idea to have an adult review your application before you submit it because they may spot errors you have missed.
- Please remember that you can always ask your County 4-H Educator to review your form or for guidance on completion of the recognition form.

**Instruction Sheet for 4-H Members**  
**Beverly Vrendenburg Outstanding 4-H Horse Member**  
**Recognition Form**

**CHOOSING ACTION VERBS**

Below is a list of action verbs. Use these verbs to describe duties you have performed in jobs, projects, or volunteer experiences. Using these words will strengthen your application or resume.

Ordered	Planned	Administered
Examined	Compared	Inspected
Arranged	Developed	Exhibited
Weighed	Recorded	Addressed
Mapped	Memorized	Protected
Recruited	Edited	Formed
Judged	Informed	Budgeted
Purchased	Summarized	Tested
Operated	Wrote	Defined
Selected	Monitored	Gathered
Eliminated	Drew	Collected
Enforced	Photographed	Designed
Improved	Scheduled	Interviewed
Painted	Built	Cleaned
Loaded	Devised	Harvested
Fixed	Sewed	Drove
Typed	Chose	Charted
Solved	Supplied	Studied
Organized	Mentored	Taught
Conducted	Evaluated	Implemented
Coordinated	Applied	Possessed
Compiled	Determined	Drafted
Counseled	Delegated	Delivered
Demonstrated	Described	Enlisted
Established	Executed	Explained
Furnished	Utilized	Trained
Supervised	Solicited	Served
Reviewed	Reported	Recognized
Provided	Produced	Presented
Prepared	Performed	Identified
Initiated	Maintained	Managed
Modified	Interpreted	



**Tolland County 4-H  
Beverly Vrendenburg Outstanding  
4-H Horse Member  
Recognition Form**



Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_/\_\_\_\_/\_\_\_\_ Grade: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Youth Cell Phone: ( ) \_\_\_\_\_ Parent Cell Phone: ( ) \_\_\_\_\_

Youth Email Address: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Years in 4-H \_\_\_\_\_  
Affiliation – Name of Club or Individual Member \_\_\_\_\_

List other 4-H projects, if any \_\_\_\_\_

**STATEMENT BY 4-H MEMBER**

I personally have prepared this report and certify that it accurately reflects my work:

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(4-H Member Signature)

**APPROVAL OF THIS REPORT**

We have reviewed this report and believe it to be correct:

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Parent or Guardian)

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Local 4-H Leader)

Date \_\_\_\_\_ Signed: \_\_\_\_\_  
(Extension Educator)

Information reported should reflect the highlights of your 4-H involvement. Non 4-H activities should be listed under Question 4.

1. Leadership Activities (up to 5) – List and describe your leadership experiences in 4-H. Include elected, appointed or volunteer offices held (Fair Association, club officer, committee chair, etc.) and what your responsibilities were in those positions. What did you accomplish while in these positions? (ex. helped plan, organized, or conducted events or activities).

a. List Leadership Activities

Activity	Level of Participation* *Level of Participation – Did you participate, help plan, implement, etc.	Year(s)

- b. Describe Leadership Activities (Write a brief paragraph about your accomplishments in those positions)

2. Citizenship Activities – List (up to 5) your citizenship/community service experiences and team cooperative efforts in 4-H. Include things that contribute to the welfare of your group members, other individuals, your community or things which have helped your club or group work more effectively.

a. List Citizenship Activities

Activity	<b>Level of Participation*</b> *Level of Participation – Did you participate, help plan, implement, etc.	Year(s)

- b. Describe Citizenship Activities - (Write a brief paragraph about your accomplishments in those positions.)

- 3. Public Presentations** – Describe your public speaking activities in 4-H. Include presentations in club and community, participation in Public Speaking programs, speaking before groups, appearances on radio and TV, Master or Mistress of Ceremonies, doing a working booth, or other participation.

- 4. Other Activities** – List other 4-H projects/activities. You can also include other community, church and school activities if applicable.

## 5. Your 4-H Story:

Use additional pages to write (typed please) your 4-H Story.

Your story should be no more than five pages.

Consider the following questions when writing your story:

- How has 4-H impacted your life?
- How have you benefited from the setting and attainment of specific goals?
- What rewards have you experienced as a result of your leadership and citizenship experiences in 4-H?
- What problems have you discovered (and possibly solved) as a result of these experiences?
- What do you need to do or learn to improve your leadership abilities?
- How might the skills, knowledge and leadership abilities you gained through 4-H benefit you and others in the future?

### Tolland County 4-H Beverly Vrendenburg Recognition Recommendation

**Recommendation to be submitted by someone other than a relative.**

This Recognition Form is being submitted in order to consider

\_\_\_\_\_ for

### **Beverly Vrendenburg Outstanding 4-H Horse Member Award**

Please use additional pages to write (typed please) a statement explaining why this 4-H member should be considered for the recognition requested. Include things like quality of work, attendance, motivation, what you have observed s/he has learned and their leadership ability. Please be specific. State actual events where applicant exhibited behaviors that qualify him or her for this award.

Date\_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
(Relationship to Applicant)

**Please return completed form to the Tolland County 4-H office by October 2, 2023**