**Kansas 4-H Horse Volunteer of the Year Award**

**Sponsored by the Rodney Barrows Memorial Fund and Kansas 4-H**

**Nomination Procedures**

The Kansas 4-H Horse Volunteer of the Year Award, sponsored by the Rodney Barrows Memorial Fund, recognizes a 4-H volunteer who has demonstrated exemplary service to 4-H and the 4-H Horse project. This outstanding 4-H volunteer understands that serving as a 4-H volunteer is both an opportunity and privilege to contribute toward educating youth and other volunteers.

1. **Selection Criteria**
2. The ***Volunteer of the Year Award*** is for an individual that has served as a registered Kansas

 4-H Volunteer for a minimum of five years at the local, area or state levels.

1. A completed nomination will consist of **a two-paged resume** that is relevant to the applicant’s 4-H volunteer experiences within the community, area or state and within the 4-H Horse project. The resume needs to reflect the volunteer’s passion for planning, organizing and facilitating project meetings and hands-on trainings; how they serve as a positive role model for youth and adults; and contribute back to the 4-H program. **Three letters** of recommendation from; a 4-H member, 4-H volunteer and an Extension Agent. If any part of the resume and letter of recommendation is missing the application will be disqualified.
2. Nomination letters of recommendation must address the following selected criteria:
* Positive impact the nominee has had on 4-H and the 4-H members
* Nominee’s ability to work with young people within the horse project that assist with promoting life skills of fostering a positive self-concept, creating a concern for the community, learning decision-making skills, acquiring interpersonal abilities and developing an inquiring mind
* Innovative approaches for engaging youth into learning and increasing diversity among the participants
* Adult/youth “mentor-learner” relationships built with volunteer and 4-H member
* Dedication to creating a safe and inclusive environment for 4-H members, parents
* Encouragement of positive, cooperative working relationship with Extension Agents; promoting K-State Research and Extension; and following 4-H Policies
* Enthusiasm for initiating new approaches for reaching youth
* Recruitment of new members
* Expansion of project through increased funding and resources
* Role-modeling positive volunteerism and sportsmanship
* Personal development through serving as a 4-H volunteer
1. **Application Guidelines**
2. Application materials must be submitted by a nominator to the nominee’s local Extension Office. Each local county/district office my select one nominee per number of counties represented in the district to continue towards state competition.
3. Each completed application (two-paged resume and three letters of recommendation) must be submitted to the State 4-H Office by **11:59 p.m., November 30**.
4. **Letters should be no longer than two pages in length, in 12-point font single-spaced with 1-inch margins.** Letters of recommendation must be written by a 4-H member, a volunteer/parent and an Extension Agent.
5. **Award Information**
6. State Winner will be informed of results by January 1.
7. Formal announcement of Kansas 4-H Horse Volunteer will be at the Kansas 4-H Horse Panorama the last weekend in January.
8. Each winner will receive a personalized plaque and $100 cash award to be donated to a local 4-H club, event or activity of winner’s choice.
9. **Instruction for the Local Extension Office**
10. Nominations must be received electronically to the Kanas State Research and Extension’s Department of 4-H Youth Development with the subject line reading “ATTN: Horse Volunteer of the Year” at kansas4h@ksu.edu.
11. Electronically submitted application must be received by **11:59 p.m., November 30.**
12. Two-paged resume and the three letters of recommendation must be in **Word** format. If applications are sent in PDF file, faxed or mailed nomination will be disqualified.
13. Application must be in 12-point font.
14. No late nominations accepted.