

**GUIDELINES FOR COUNTY EXTENSION AGENT,  
4-H PROGRAM ASSISTANT, 4-H LEADER, AND  
SPECIALIST OF THE YEAR AWARDS**

Awards Are Sponsored by the  
Arkansas 4-H Adult Leaders' Association

To nominate a specialist, county Extension agent, 4-H program assistant or 4-H leader for an award, the nominator:

1. Should be a member of the Arkansas 4-H Adult Leaders' Association.
2. Should complete Part I and Part II of the official nomination form.
3. Should have the specialist, leader, program assistant, or agent whom they have nominated complete Part III of the official nomination form.
4. Should have nomination form signed by a county Extension agent if it is a nomination for the 4-H Leader Award.
5. Should have application signed by all 4-H leaders supporting the nomination of a county Extension agent if more than one leader is nominating the same agent. (They require only one signature.)
6. Should mail the nomination form to 4-H Youth Development, P. O. Box 391, Little Rock, AR 72203, by April 1.

Judging Procedure

1. The Association treasurer will receive all nomination forms.
2. He/she will code nominations and the first page of the form will be removed (Part I).
3. He/she will distribute copies of Part II and Part III to all members of the Association's scholarship committee.
4. The committee will not have access to the nominees' names or their county name when judging the applications. Code numbers will be used for voting purposes.
5. Committee members will notify the committee chair of their selection. The chair will then tabulate votes and provide the president of the Volunteer Leaders' Association and the appropriate 4-H and Youth Development specialist with the winners' names.
6. Awards will be presented at the Arkansas 4-H O-Rama.