



CANADA
4-H Saskatchewan

Revised September 2023

Saskatchewan 4-H Builders Honour Roll

The purpose of the Saskatchewan 4-H Builders Honour Roll was created to recognize individuals who have made an outstanding contribution to the 4-H Program in Saskatchewan, whether as a volunteer, leader, member, or community supporter. The Saskatchewan 4-H Builders embody the 4-H pledge, and have worked to make 4-H Saskatchewan a stronger organization.

4-H PLEDGE

I pledge my **HEAD** to clearer thinking,
my **HEART** to greater loyalty,
my **HANDS** to larger service
and my **HEALTH** to better living,
for my club, my community,
my country and my world.



Eligibility of Individuals or Groups for Nomination:

The nominee must:

- Have made an outstanding volunteer contribution to 4-H, not including contributions made in the capacity of a paid staff person;
- Not be eligible to be nominated to the 4-H Saskatchewan Hall of Fame;
- Demonstrate a notable impact to the 4-H program;
- Preference will be given to those leaders who made a contribution to 4-H beyond the local club (eg. District, Regional, Provincial, National)

Currently 4-H Saskatchewan members and current 4-H Saskatchewan staff people are NOT eligible to be nominated while holding their position.

Nominations for more than one individual (couples, pairs, family members, or other groups of multiple individuals) will be accepted under the following conditions:

- The application should be submitted demonstrating their collective involvement and demonstrate impact made together.
- The references should speak to the pair or group collectively.
- The application will be adjudicated using one scoresheet
- If selected, the pair/group will be considered one induction despite the number of individuals

Eligibility of Organizations to Make a Nomination:

Nominations may originate with a Club, District 4-H Council or a 4-H individual, but regardless of their origin, they must be reviewed and endorsed at the District 4-H Council level. **Self-nominations or nominations from immediate family members will NOT be allowed.**

How to Nominate an Individual or Group:

To nominate an individual, complete the attached application form and gather required information, letter of reference, and obtain District 4-H Council endorsement.

Nomination Application Package must include:

- Builders Honour Roll Nomination Form
 - Signature representing nominating body
 - Signature proving endorsement by District 4-H Council
- Resume of 4-H Involvement
 - Clearly outline dates of involvement and positions held
 - Demonstration of Outstanding 4-H Contributions and Community Impact
- One Letter of Reference

Nominations submitted BEFORE **January 15** will be sent to the Adjudication Committee to be honoured at our Annual Recognition Banquet in the same year.

If the nomination is successful, the nominee and the nominator will be informed by letter. All unsuccessful nominations remain on file for three years and will be reviewed and reconsidered annually. After three years, a nomination must be re-submitted to be considered again.

Tips for Completing the Application:

1. Nomination Form

Please ensure that the nomination form is completely filled out. Mark N/A is a question is Not Applicable. The Nomination Form Declarations MUST be signed by the nominator (or a representative of a nominating group), and by an Official/Executive of a District 4-H Council (President, Vice-President, Secretary, Treasurer). If the District is the originator and putting forth the nomination, then both signatures can be the District Official.

The nominee's application should be presented at a meeting of the District 4-H Council, and a motion should be made for the District 4-H Council to approve the nomination – this will leave an official record of the approval in the minutes of the District 4-H Council, which may be requested to confirm that the nominee was endorsed by the District 4-H Council. **Proof of Nomination will be accepted electronically (via email, Google Forms, etc.)**

2. Resume of 4-H Involvement

Please provide as much detail as possible. Provide the information carefully and with a great deal of thought, as this information is what the Committee relies on to make its' selection. If the nominee is selected to be an inductee, a biography will be developed from this nomination form and supporting documents. Additional, pertinent information would be appreciated.

a. Dates of Involvement with 4-H.

Please state: **Total Years supporting 4-H Saskatchewan**; date spans of 4-H involvement, and name(s) of club(s) involved with.

b. Levels of 4-H Involvement.

Please state in what ways the nominee was involved in various levels of 4-H. Please clearly indicate any positions held, as well as the name of club(s), Council(s), etc. along with supporting dates. Please clearly distinguish between these levels: Club level, District level, Regional & Provincial level.

c. Description of Outstanding 4-H Contributions.

Identify how this person has made an OUTSTANDING contribution through his/her 4-H leadership. Please clearly distinguish between the club, district, regional and provincial levels.

Please describe the contributions and the impact of the contributions. (Example: was a founding member of the District 4-H Council, instrumental in making major changes to our constitution while serving as District President, developed and planned District Public Speaking workshop that was well attended and a great learning opportunity for members, etc.).

d. **Impact on Community**

Comment on the nominee's impact on others in their community through their involvement with 4-H, or other related organizations (include family or other community members).

3. Letter of Recommendation.

The application requires **ONE letter** of recommendation from individual members or leaders, local clubs and/or the nominators. This letter of reference should have an original signature and be dated. When writing letters of recommendation, some thoughts to consider are:

- What work did this person do to exceed expectations in order to help others?
- Describe any special 4-H events or projects that this person may have spearheaded in your community or area.
- List any other awards or recognition this person may have received.

The Induction:

- The induction will take place at the Saskatchewan 4-H Council Annual General Meeting. A photograph and biography of the inductees will be displayed in the Provincial Office of the Saskatchewan 4-H Council. A wall plaque will be presented to the inductee. Where there are multiple individuals, the individual or nominator will be responsible for the cost of additional plaques.
- The inductee will receive 2 banquet tickets. They may invite additional guests to the induction banquet. The guests are responsible for payment of extra banquet tickets. Any overnight accommodation can be arranged through the Council but is at the expense of the inductee and guests.

Responsibilities of the Nominating Organization:

- Submit the attached application, together with all the required documents.
- Arrange with the nominee to have a studio photo taken if he/she is selected as an inductee; if nominee is deceased, arrange to have an individual 5 x 7-inch portrait photograph of the inductee (colour preferred), and cover the cost of the photograph.
- Submit a picture and write up to local newspaper following the induction ceremony.

Responsibilities of the Saskatchewan 4-H Council:

- Arrange to have a biography written for each inductee.
- Purchase a commemorative plaque.
- Invite the inductee to the induction supper.