



## Completing the Macomb County Awards Application

### Application Guidelines

1. Applications must be **typed**, single-sided and single-spaced. Font size must be 10 points or larger using Times New Roman or Arial font with 1" margins all around.
2. The application sections and what needs to appear in them are listed below. They must be completed in the order shown. The Award Cover Sheet should be placed in front of the rest of the application.
3. Bullet points or columns may be used.
4. All applications must be in a folder or protective sheet.
5. Youth or leaders should return completed applications to Macomb County MSU Extension, Attn: 4-H, 21885 Dunham Road, Suite 12, Clinton Township, MI 48036 by 5:00 p.m. on October 1st.
6. Any application exceeding five pages in length (not including the cover sheet) will be disqualified.

### Application Checklist

Cover Page

#### Application

Section 1 1/3 page

**Activity/Events** - What activities/events have you participated in outside of your club because of your enrollment in this project (i.e., Exploration Days, county and state workshops and activities, 4-H events sponsored by other counties, Kettunen Center workshops, etc.)?

Section 2 1/3 page

**Community Service** - What has the member personally gained as a result of participation in this project area?

Section 3 1/3 page

**4-H Recognition** - How many hours of community service have you participated in while in 4-H? Tell us about the most significant community service project and how it impacted you.

Section 4 1/2 - Full page

**Impact** - What have you personally gained as a result of participating in this project area?

Section 5 1-2 pages

**Pictures** - Pictures of project area, limited to two pages

Section 6 1/2 - Full page

**Leader Section** - Nomination Form