SUGGESTED YEARLY SCHEDULE FOR THE DIAMOND CLOVER PROGRAM

Cathy Dobos, Advancement Mentor, Lucky Clovers 4-H Club, 2014

January—Hand out new-level task/goal forms to check off goals on front page; have 4-Her and parent sign; collect that night or no later than February.

February—Collect all forms. Be sure parent has signed them. Sign on club leader line. If desired, record kids’ goals in a spreadsheet. Put all Level 1-6 goal/task forms somewhere for safekeeping. Make an extra copy of level 5 and 6 forms and send them to the county 4-H office for extension educator’s signature. Run off postcards on card stock and copy each child’s goal onto a postcard at the appropriate level.

February/March—Give postcards back to kids. Tell them to post in a handy place (bulletin board, refrigerator) and check off completed goals as year passes.

By Summer—Level 6 service projects need to be planned out with substantial detail. Summer is a good time to do it. Click on link at Montgomery County 4-H website to view samples of proposals. Proposals may be sent to Cathy Dobos a few weeks before deadline for editing suggestions.

September 1—Level 6 service project proposals due to county 4-H office. Be prepared for at least one round of corrections.

September 15—STATE PROPOSAL DEADLINE. Level 6 Service Project Proposals due to state 4-H office via state's Diamond Clover portal (http://extension.umd.edu/4-h/youth-families/awards-recognition). Corrected proposals along with letters of support and any other documents must be digital. Signature pages will be scanned and added to proposal. The 4-Her will upload these documents only after they have been approved at the county level.

September/early October—Hand back Level 5 and Level 6 goal/task forms for kids to complete how they fulfilled their goals. The Level 6 form must be completed digitally.

Before October 15—Collect completed Level 5 goal/task forms to turn in to the county 4-H office by October 15. If form not completed, retain it for 4-Her to try again next year. Have them write down what they did complete that year, so the next year is just a matter of finishing the rest. Be sure they’ve checked off their completed goals on their postcards at home.

October 15—4-Hers e-mail completed Level 5 goal/task forms to the county 4-H Office for sign-off. They must also e-mail the Level 6 Final Report and Signature Page for their service project to the county 4-H office by October 15. It is recommended that the signature pages for these forms be isolated for scanning purposes.

October 31—State deadline for the county to submit names of Level 5 4-Hers who finished so they can be included in the January State Gala program.

October 31—State deadline for uploading Final Report and Signature page on finished Diamond Clover projects to the state’s Diamond Clover portal (http://extension.umd.edu/4-h/youth-families/awards-recognition). These may only be uploaded only after the county 4-H office has approved them and sent a new signature page. The completed digital Level 6 goal/task form must also be uploaded to the portal by October 31. If goal/task form is not complete at time that service project is completed, 4-Her will have to wait another year to complete the goal/task form part of the level and receive pin. If it has already been turned in to the county 4-H office in a previous year, you must get it back, type up a digital version with signatures, and upload it.

November—Hand back all other goal/task forms for levels 1-4.

December/early January—Collect all goal/task forms, completed or not, with the record books. Make list of who completed each level for county 4-H office. Hand in with record books. Incomplete forms need to be retained for continued work during the following year.

Mid-January—State Awards Gala for all who completed level 5 and level 6 Diamond Clover.

Mid-February—County Awards Program for all who completed levels 1-4 Diamond Clover.