

4-H HONOR CLUB APPLICATION SUMMARY FORM

(PLEASE read instructions on back)

TO: Alice Ann Moore
 Director, 4-H Youth Development
 205 Morgan Hall, 2621 Morgan Circle
 Knoxville, TN 37996-4510

COUNTY: _____
 REGION: _____
 DATE: _____
 INITIATION DATE: _____

FROM: _____
 Name and title of agent to whom certificates and keys should be sent.

 Mailing Address

 City

 Zip

(FOR STATE OFFICE USE)

Name of Applicant	Address	Grade on Jan. 1	Sex	Key
Christopher Crockett Clover	Cloverleaf Street Clovertown, TN 00000	7	M	No
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Points	Years in 4-H	Date

SIGNED: _____
 Extension Agent

 Extension Agent

INSTRUCTIONS

1. Please type all information on this form. A copy will be sent to your county office, and a copy will be entered into the Tennessee 4-H Honor Club roll book. Make it a point to double check the **applicant's name** as this is the name that will be used on the certificate. Please indicate which name the applicant prefers to be called by underlining.
2. The full name of each applicant should be entered in a space with a corresponding number. If you have more than eight applicants at one time, use additional summary forms. Please enter the complete address, including the zip code, of each applicant.
3. The applicant's grade in school is the grade on **January 1 of the current year.** The member must be at least in the sixth grade as of January 1 of the year of initiation.
4. Indicate (yes or no) whether or not a member desires an Honor Club key. The county will be billed for the keys after the applications are approved. If there is no indication (column is blank), no keys will be mailed. If there is any other type of indication (check, "X", etc.) keys will be mailed and billed to the applicant's county.
5. Information concerning total number of points, number of years in 4-H, and the date approved will be entered at the state 4-H office, so these spaces should remain blank when your form and applications are sent to the state 4-H office.
6. Be sure the agents responsible for 4-H in the county **sign the form.**
7. The information in the top, right-hand corner is to be filled out by the county. When an initiation date is given, that date will be used on the certificates. If a date is not given, we will use the date the application is processed on the certificate. We will attempt to have your certificates and keys (if requested) returned by the initiation date. It is necessary to allow approximately two weeks for processing.
8. You will receive additional copies of this form each time applications are submitted for approval.