



Key Award Application Guide

The Key Award is the highest honor and most prestigious award a Missouri 4-H member can achieve. The Key Award recognizes extraordinary service and leadership that goes above and beyond expectations, exemplifying the true spirit of 4-H.

Missouri 4-H members ages 16 (4-H age) and up are eligible to apply for the Key Award. The planning and implementation of the capstone project should take a significant investment of time and energy over a minimum of several months.

You will be required to work closely with your county 4-H staff and/or faculty person in the initial stages of the project. It is critical that you consult with them when creating a timeline for your project. If your county 4-H staff and/or faculty person is not informed of your project before you begin, your application will be automatically disqualified.

All parts of the application will be submitted via Qualtrics. The link to the submission portal will be given to you by your 4-H staff or faculty person after you have consulted with them.

*The application is due to your County Extension Office by **May 1**.*

There are 6 parts to the Key Award:

- Part 1: Demographic Information and 4-H Experience (25 Points)
- Part 2 Setting Goals and Planning (100)
- Part 3: The Project (100 Points)
- Part 4: Documentation (25 Points)
- Part 5: Reflection (75 Points)
- Part 6: Recommendation Forms (50 Points)



- What is your Impact Goal? This goal is about making positive change in your community and should address a need your community faces.
- Identify a Mentor (15 points)
 - Find someone that you will work with to complete your project. This can be someone that you have worked with in the past or someone that you have wanted to work with but have not yet done so. This person will be a mentor and advisor for your project. You are responsible for doing the work of your project – your mentor is there to support and guide you through the process.
 - Plan of work: How will you work with your mentor to ensure that you are successful in meeting your Personal Development Goal and Impact Goal?
- Identify stakeholders in the issue (10 Points)
 - Identify and list stakeholders in the issue.
 - Describe how you might work with these stakeholders to implement your project.
- Develop timeline (25 Points)
 - What is the objective of your project?
 - How will you know if your project is successful? List key indicators.
 - List the steps you will take to complete your project
 - Use SMART goals. Each item should be Specific, Measurable, Attainable, Relevant, and Time Bound.
 - Each action item should reflect the overall objective of your project and should be clearly designed to help you reach your goal.

Action Item	Timeframe	Purpose	Indicators

Part 3: Video

Record a video between five and ten minutes in length showcasing your project. The video should show the site before you begin your project, as the project is in progress, and after the project has been completed.* The video may include, but is not limited to:

- Brief interviews with stakeholders and/or those impacted by the project
- A brief statement from your mentor(s)
- Footage of you working on the project



- Footage of the project site in use
- Clips of you talking about the project

The video is not being judged for your skills as a videographer or editor. The criteria for judging of the video are how well it conveys why you chose this project, the scope of the project, and the impact of your project on the community.

*If the project is a recurring event or program and therefore cannot be “completed”, record until you feel that you have sufficient documentation of the project. For example, if your project is an annual park clean-up, you could take video of one or two clean-ups if that is sufficient to capture the scope and impact of the project.

If your project is an event or program and therefore not conducive to “before and after” footage, emphasize the planning stages and outcomes of the project in your video. The video should still highlight all major steps of the project.

Part 4: Documentation

Document the progress of your project from start to finish through photos showing all major steps of the project and following a beginning-middle-end narrative structure. Some photos should highlight you working on the project. Articles from newspapers or other media sources may be included but do not count towards the total photo count.

You must include at least 15 photos and may not exceed 50 photos.

Part 5: Reflection

- Describe what you have learned about yourself as a result of your service (5 points)
- Did you meet your personal development goal? Explain why you did (or did not) meet your goal. (5 points)
- What specific skills did you have to use to complete this project? (5 points)
 - Describe how your involvement in 4-H helped you complete this project. (5 points)
 - What new skills did you learn/gain as a result of completing your project? (5 points)
- How closely did you follow your timeline? What adjustments did you make along the way? (5 points)
- What did you learn about your community through the process of completing your project? (10 points)
- Describe the impact your project has had on your community. (10 points)
 - Is it the impact that you expected? (5 points)
- How will you follow up? Are there any difficulties, challenges, or opportunities to address? (10 points)
- If you were to do the project again, what would you do differently? (10 points)

Part 6: Recommendation Forms

- 4-H staff and/or faculty Recommendation Form
- Mentor Recommendation Form



Faculty/Staff Reference Form

Name of Applicant: _____

Applicant Enrollment County: _____

Criteria	NO	YES
Applicant communicated with county office and sought project approval before beginning work on project		
Applicant set appropriate Personal Development Goal		
Applicant met Personal Development Goal		
Applicant identified relevant need in community		
Applicant set appropriate Impact Goal		
Applicant met Impact Goal		
Applicant chose appropriate mentor		
Applicant worked extensively with mentor		
Applicant developed and followed timeline		
Applicant submitted all materials in a timely manner		

Do you believe this applicant should be considered to receive the Key Award? (Check One)

Yes, this applicant has met the criteria.

No, this applicant has not met the criteria.

Additional Comments:

Reference Name: _____

Reference Signature: _____ Date: _____



Mentor Recommendation Form

Name of Applicant: _____

Applicant Enrollment County: _____

Criteria	NO	YES
Applicant set appropriate Personal Development Goal		
Applicant met Personal Development Goal		
Applicant identified relevant need in community		
Applicant conducted thorough research to address identified need effectively		
Applicant set appropriate Impact Goal		
Applicant met Impact Goal		
Applicant worked extensively with mentor		
Applicant learned and applied new skills		
Applicant developed and followed timeline		
Applicant submitted all materials in a timely manner		
Applicant reflection is thoughtful and intentional		
Applicant's work benefited the community		

Do you believe this applicant should be considered to receive the Key Award? (Check One)

Yes, this applicant has met the criteria.

No, this applicant has not met the criteria.

Additional Comments:

Reference Name: _____

Reference Signature: _____ Date: _____