



Guidelines for Preparing Your County Women's Committee Program Awards Report

1. In order to receive the maximum number of points for your awards report, you must use the proper form and complete Addendums A and B. Awards reports that are not on the proper forms or that do not follow the guidelines will be scored, but only to the degree that the judges can easily find the information.
2. Don't forget to select a category for your Outstanding Activity Report. This is new and the four categories are **Ag Literacy & Education, Community Outreach & Involvement, Membership and Fundraising, and Safety**. If a category is not selected, one will be assigned.
3. The Outstanding Activity Report submission must support the Women's Leadership Purpose Statement which is "to promote agriculture through education, leadership, and advocacy." Activities that the judges think do not support the purpose will not be eligible for an award.

Good Practices Checklist for a Successful Women's Committee (Suggested but not Required)

- Provide a program of work and goals for the county board
- Submit a budget prior to the county board budgeting process
- Report to the county board on the status of your work, goals, and budget at least 6 times per year
- Utilize resources provided by Agriculture in the Classroom and/or others
- Promote agriculture in the community and at schools
- Hold regular meetings: face to face; conference call; through social media
- Engage in local, regional, state and national meetings
- Communicate your events to your district leader
- Plan and hold recruitment activities for new members
- Submit quarterly updates to your district leader
- Complete the county women's committee awards report (Addendums A and B can be used throughout the year to track activities and meetings.)