

# IMPORTANT – PLEASE READ THIS

## Attention All Achievement Record Applicants

There are several pages at the end of this packet that contain general information about the county, state, and national 4-H activities and trips available for teens through completion of the Achievement Record. There are also many tips and suggestions to help you be successful in completing the achievement record. **Please read through all of the pages in this packet.** If you have questions or need help completing any of the forms contained in this application – please contact Doug Foxx by e-mail at [foxx.2@osu.edu](mailto:foxx.2@osu.edu) or by calling the Extension Office at 330-264-8722.

### Attention Junior Fair Board Applicants

NEW for 2018

**In addition to completing your Achievement Record, you must also complete and submit the following page to the Extension Office by December 1, 2017:**

- ✓ Junior Fair Board Department Preference Form

### Attention Camp Counselor & Counselor-In-Training Applicants

NEW for 2018

**In addition to completing your Achievement Record, you must complete and submit the following pages to the Extension Office by December 1, 2017:**

- ✓ Camp Counselor Application
- ✓ OSU Policy 1.50 Standards of Behavior Form
- ✓ Camp Counselor Code of Conduct Form

#### **Reference Forms:**

- ✓ 2 – Reference Forms should be filled out by non-family members. ***Please fill your name in at the top of the reference form and then give it to the people who will be your references.*** The people completing the reference forms should mail, e-mail, fax, or drop off the forms directly to the Extension Office. You should not turn in the reference forms yourself.

#### **First Year Counselor / CIT Applicants:**

- ✓ You must also complete a short 10-minute interview with the selections committee. Interviews will be held on the ***evenings of December 7<sup>th</sup> and December 12<sup>th</sup>*** at the Extension Office. Please be sure to schedule a time-slot for your interview when you turn in your achievement record or call the Extension Office at 330-264-8722 to schedule your interview if a parent or someone else is turning in your forms.



2018 OHIO 4-H ACHIEVEMENT RECORD

NAME \_\_\_\_\_ AGE (1/1/18) \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ GENDER \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE OH ZIP \_\_\_\_\_

COUNTY \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

PLANNED CAREER \_\_\_\_\_

CLUB/GROUP NAME \_\_\_\_\_ YEARS IN 4-H \_\_\_\_\_ GRADE IN SCHOOL \_\_\_\_\_

Due at Wayne County  
Extension Office  
**by 4:30 p.m.**  
**on December 1, 2017**

**STATE OPPORTUNITIES:** Check your choices. See State Achievement Record Instructions for further details.

- |                                   |                               |                         |
|-----------------------------------|-------------------------------|-------------------------|
| State Junior Fair Board           | National 4-H Dairy Conference | Ohio 4-H Scholarships♣  |
| Ohio 4-H Teen Leadership Council♣ | OTA Local Government Award    | International Programs♣ |

♣ - Requires completion of separate, specialized application form. Ohio 4-H Achievement Record not required for eligibility.)

**National 4-H Congress/State Achievement Award:**

- |                              |                            |                                 |
|------------------------------|----------------------------|---------------------------------|
| Beef                         | CARTEENS                   | Citizenship & Community Service |
| Clothing & Textiles          | Companion Animals          | Dairy                           |
| Dairy Goat                   | Environmental Science      | Family Life & Child Development |
| Foods & Nutrition            | Gardening and Horticulture | Health & Safety                 |
| Horse                        | Leadership                 | Meat Goat                       |
| Mechanical & Engineering Sci | Personal Development       | Photography                     |
| Poultry                      | Rabbits                    | Sheep                           |
| Shooting Sports              | Swine                      | Veterinary Science              |
| Woodworking                  |                            |                                 |

**COUNTY OPPORTUNITIES:** See County instructions for additional details.

**Activities:** *Please select the activities you would like to apply for:*

- |                              |   |
|------------------------------|---|
| 4-H Awareness Teams          | Junior Fair Board**                             |
| 4-H CARTEENS Leader          | Junior Camp Counselor**                         |
| Cloverbud Day Camp Counselor | Junior Camp Counselor in Training**             |
| Food and Fashion Board       | ** = Must Complete additional Application Forms |

\*\* = First Year Counselor / CIT applicants must also complete a short interview.

**Trips:** *Please rank your interest (1,2, etc.)*

- |       |                                  |
|-------|----------------------------------|
| _____ | Buckeye Leadership Workshop      |
| _____ | Ohio 4-H Leadership Camp         |
| _____ | Ohio 4-H Sea Camp                |
| _____ | 4-H Citizenship Washington Focus |
| _____ | 4-H Leadership Washington Focus  |

**APPROVAL OF THIS RECORD**

*I personally have prepared this record and certify that it accurately reflects my work:*

Date \_\_\_\_\_, \_\_\_\_\_ Signature of 4-H member: \_\_\_\_\_

*We have reviewed this record and believe it to be correct:*

Date \_\_\_\_\_, \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Date \_\_\_\_\_, \_\_\_\_\_ Signature of 4-H Advisor/Volunteer: \_\_\_\_\_

Date \_\_\_\_\_, \_\_\_\_\_ Signature of Extension Educator, 4-H: \_\_\_\_\_



**A. 4-H PROJECT WORK** (20 points): List by major projects and/or program areas. Use numbers when appropriate to show size, extent, growth, number of items, savings, etc. over time.

Year    Project name    Things made, produced, learned, etc.

2017    *Woodworking*    *made a martin house, painted it, learned to use a miter saw*

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**B. 4-H PARTICIPATION (20 points):** List 4-H activities, field trips, tours, workshops, camps, judging events, contests, exhibits.

Year    Event    What I did; where event took place; including demonstrations and talks given.

2017    *Field Trip*    *Went with 4-H group to the Ohio Dairy Research Center; gave two talks to 4-H dairy clubs.*

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**DO NOT ADD ADDITIONAL PAGES**

C. MAJOR 4-H HONORS (10 points): Include 4-H awards, recognition, and other sources of pride and self-esteem.

<u>Year</u>	<u>Honor</u>	<u>For what accomplishment</u>
2017	<i>1st Place Trophy</i>	<i>State Fair Model Rocketry Evaluation</i>

D. 4-H COMMUNITY SERVICE/CITIZENSHIP (10 points): Activities performed through 4-H to benefit community.

<u>Year</u>	<u>Name of Activity</u>	<u>What I did, accomplished, or learned</u>
2017	<i>"Adopt-a-Road"</i>	<i>Picked up trash two times along a 2 mile stretch of a township road.</i>

E. 4-H LEADERSHIP: EDUCATIONAL/PROMOTIONAL (15 points): Activities performed to benefit and strengthen 4-H.

Year    What I did, organized, taught or accomplished

2017    *Taught 10 members how to properly construct a birdhouse at our club meeting.*

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DO NOT ADD ADDITIONAL PAGES

F. 4-H LEADERSHIP: OFFICE/COMMITTEE (10 points):

<u>Year</u>	<u>Office/Committee (elected/appointed)</u>	<u>What I did and/or learned</u>
2017	<i>Treasurer, Splashers 4-H Club</i>	<i>Kept list of dues, wrote checks and gave reports.</i>

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G. NON 4-H EXPERIENCES IN SCHOOL, CHURCH AND COMMUNITY (5 points):

Year    List your most meaningful participation in school, church and community organizations.  
2017    *Directed senior class play including a cast of 30 members.*

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**4-H Story (5 points)**

Share how 4-H contributed to your personal development, leadership skills, and/or career plans. Limited to 2 pages (single-sided, double spaced)

A large, empty rectangular box with a thin black border, intended for the student to write their 4-H story. The box occupies the majority of the page below the instructions.



**4-H Photo Page-Include ONLY 1 PAGE! (in place of this page!) (5 points)**

-Limited to one 8 ½ by 11 inch page, one side only

*Points to Remember When Working on your Photo Page  
(Developed by Lisa McCutcheon, 4-H Educator in Licking County)*

- ◆ You want to choose only a few photos. No fewer than four or five should be used. There is no maximum number, but use common sense. Do not use a collage of photos—it just isn't professional.
- ◆ The photos that you choose should represent your entire tenure within 4-H project work. Choose a few from your younger years, and a few that are recent. Just be sure that the photos relate DIRECTLY to the project area that you are applying to receive recognition.
- ◆ You want the judge to be able to see photos clearly, and color is best if possible. You can either have reprints made, or simply have color copies made of original photos. Also remember to trim photos when appropriate.
- ◆ Remember to label the photos so the judge will understand what is being done in the photo. It is important they realize what the award was you were presented, or how old the member was you were mentoring, or that you are feeding a flock of animals that you have purchased and cared for yourself. Details help the judge to understand the breadth of your involvement.
- ◆ There are obviously a number of ways that are appropriate to arrange photos on a photo page. Just be sure they are displayed neatly, in color, with labels, and are easy to see (not too dark, too bright, or blurry), and that they relate to your 4-H project work.
- ◆ Do not include photos that depict you doing Girl Scout/Boy Scout/FFA/etc. Remember that we want your photo page to portray your accomplishments and growth through 4-H Youth Development programs.

**2018 Wayne County Junior Fair Board  
4-H Representative  
Department Preference Form**

Please complete the form below and return it with your Achievement Record by:

**December 1, 2017**

To: Doug Foxx, OSU Extension-Wayne Co. | 428 W. Liberty St. | Wooster, OH 44691

Phone: 330-264-8722      Fax: 330-263-7696      Email: foxx.2@osu.edu

NAME \_\_\_\_\_ AGE (as of 1/1/18) \_\_\_\_\_

PHONE \_\_\_\_\_ May we text you at this number?      Yes      No

4-H CLUB \_\_\_\_\_ E-MAIL \_\_\_\_\_

**JUNIOR FAIR BOARD DEPARTMENTS**

Rank your department preference (1 being your most preferred - 9 being least preferred)

___ Beef	___ Dairy	___ Goat	___ Poultry / Rabbit	___ Swine
___ Building 10	___ Dog	___ Horse	___ Sheep	___ No Preference

\*Building 10 includes still projects, small animals, gardening and Family & Consumer Science projects

How many years have you been on JFB? \_\_\_\_\_ With which department(s)? \_\_\_\_\_

What is your main Jr. Fair project area? \_\_\_\_\_

What other projects do you exhibit? \_\_\_\_\_

Why do you want to be on the Department that you ranked #1 above?

Are you interested in being a Superintendent for your assigned Department?    \_\_\_Yes    \_\_\_No

*(Superintendents provide leadership to department members and work closely with adult committee members)*

If yes, why do you feel like you should be a Department Superintendent? What leadership qualities would you contribute to the committee?

During the week of the fair, do you have any conflicting non-Junior Fair activities? (sports, band, work, etc.)    \_\_\_ Yes    \_\_\_ No      If yes, what? \_\_\_\_\_

How will you work around these conflicts?

***I agree, as a Junior Fair Board member, to support the Senior Fair and Junior Fair regulations and department rules. I understand that I am representing 4-H, Junior Fair Board, and the entire Wayne County Fair and will behave in a way that enhances the images of these organizations. I understand that failure to conduct myself in a mature and ethical manner may result in my removal from the Board.***

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**2018 WAYNE COUNTY 4-H CAMP COUNSELOR APPLICATION**

Name \_\_\_\_\_

Age (January 1, 2018) \_\_\_\_\_ Date of Birth \_\_\_\_\_ (00/00/0000)

4-H Club \_\_\_\_\_ Number of Years in 4-H (not including 2018) \_\_\_\_\_

Number of Years as a 4-H Camper \_\_\_\_\_ Number of Years as a 4-H Counselor / CIT \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ Is texting an option? (circle) Yes No

*In case of injury or accident, notify:*

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Why do you want to be a camp counselor?

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.)

What skills or contributions will you add to the counselor team in making sure camp is successful? (such as First Aid, Babysitter's Course, Recreation, etc.)

What hobbies and/or special interests do you have that you would like to share?

Please list 2 of your strengths.

**Standards of Behavior for Minor Participants Participating in  
Activities and Programs with Minor Participants**

Minors participating in activities and programs with minor participants sponsored by Ohio State are required to conduct themselves according to the following standards of behavior. These standards operate in conjunction with the guidelines and regulations of the specific activity or program.

**Minor participation expectations:**

- Be responsible for own behavior and uphold high standards for the group and accept consequences for inappropriate behavior
- Support and abide by the group's designated leader
- Practice good citizenship, leadership and self-control
- Follow the direction of activity or program staff and/or leaders
- Demonstrate positive sportsmanship and attitudes at all times which is becoming of a leader
- Show respect to others, be courteous and respectful
- Use appropriate language at all times

**The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor participants:**

- Unsportsmanlike conduct, unethical, immoral conduct
- Improper language, e.g., profanity
- Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
- Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
- Boys in girls' rooms/restrooms and vice versa
- Destruction of property
- Violation of established curfew, when applicable
- Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
- Belittling others/putting others down and being disrespectful of individuals' differences
- Aggressive physical behavior, e.g., fighting
- Taking property that belongs to others
- Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State faculty/staff

**Violations of the standards of behavior will be handled as follows:**

1. If a chaperone is present for the minor involved in the violation, this person will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor from the activity or program.
3. The minor can/may be barred from participating in future Ohio State activities and programs with minor participants.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, \_\_\_\_\_, as a participant in an activity or program with minor participants, \_\_\_\_\_, 4-H Camp  
(name of minor, print) (name of activity/program, print)

have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my actions if I choose not to follow the standards of behavior.

Minor signature

Date

I, we \_\_\_\_\_ have read the standards of behavior and support my minor's participation in the  
(parent/guardian, print) activity/program.

Parent/guardian signature

Date

### 4-H CAMP COUNSELOR CODE OF CONDUCT

I, \_\_\_\_\_ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve others, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

- ✓ Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
- ✓ Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff)
- ✓ Treat other peers with respect.
- ✓ Not bully fellow counselors or participate in roughhousing, horse-play, or hazing.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
- ✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
- ✓ Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
  - Get to know each of the campers personally and by name.
  - Have all campers, including myself check in any of their medications with the nurse.
  - Make sure each camper uses personal hygiene.
  - Make sure that all of my campers are familiar with camp facilities and camp rules
  - See that all campers are involved in all activities. Make sure no one is excluded.
- ✓ Check for illness or injury, but don't make much of a "fuss" about minor things. Go with hurt or sick campers to the nurse no matter how minor the ailment.
- ✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
- ✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
- ✓ Urge safety at all time. Take time to explain how and why to do something safely.
- ✓ Work as a team to plan, organize and conduct all camp activities.
- ✓ Be flexible with counseling and adult staff.
- ✓ Participate in camp promotion.
- ✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Parent/ Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

REFERENCE FORM

Counselor Applicant's Name: \_\_\_\_\_

The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return no later than December 1, 2017**

OSU Extension Wayne County  
428 W. Liberty Street  
Wooster, OH 44691  
Phone: 330-264-8722 Fax: 330-263-7696  
E-mail: foxx.2@osu.edu

**Please note:** Please submit reference form in a sealed envelope. For questions contact the OSU Extension Office.

REFERENCE FORM

Counselor Applicant's Name: \_\_\_\_\_

The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Known</b>
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return no later than December 1, 2017**

OSU Extension Wayne County  
428 W. Liberty Street  
Wooster, OH 44691  
Phone: 330-264-8722 Fax:330-263-7696  
E-mail: foxx.2@osu.edu

**Please note:** Please submit reference form in a sealed envelope. For questions contact the OSU Extension Office.

**4-H EVENT/OPPORTUNITY:** 4-H Camp Counselor

**DATE / DEADLINE:** Applications are due to the OSU Extension Office no later than **December 1, 2017 by 4:30 pm.**

**PROGRAM DESCRIPTION:**

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Wayne County 4-H program will be strengthened and expanded. Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills

**REQUIREMENTS:**

- Must be a 4-H member in good standing and at least 14 years old as of January 1<sup>st</sup> of the year in which camp occurs.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 24 hours of training. (6 of these hours must be on-site for first time counselors).
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- First time applicants must provide two references.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.

**SELECTION PROCESS:**

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process.

**MEETING DATES/TIME/FREQUENCY**

4-H Camp Counselors typically meet every other Thursday evening from late February or early March through June. Counselors are expected to notify the Extension Office if an absence is unavoidable.

**TO APPLY:**

- Complete the Ohio 4-H Achievement Record and Wayne County 4-H Camp Counselor application.
- Turn in reference forms from two non-family members.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all materials to the Wayne County Extension Office by **December 1, 2017.**



**THE OHIO STATE UNIVERSITY**

COLLEGE OF FOOD, AGRICULTURAL,  
AND ENVIRONMENTAL SCIENCES



**Ohio4h.org**

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: [go.osu.edu/cfaesdiversity](http://go.osu.edu/cfaesdiversity).  
Last Updated by H.K. Epley, 12/2016





## COUNTY 4-H ACHIEVEMENT OPPORTUNITIES INSTRUCTIONS



To be eligible for all county opportunities/scholarships listed on the cover sheet of this form (not marked with a ♣ symbol), members need to complete this "Ohio 4-H Achievement Record" and meet all of the criteria listed below. County selections are based upon program and/or project work, participation in 4-H events, exhibited leadership, community service, 4-H Story, and degree of interest described by applicant. The "Ohio 4-H Achievement Record" is comprehensive in nature and may take some time to complete. Work on it should be started as soon as possible. The completed form is due at your county Extension office by the deadline listed on the cover sheet of this form.

### COUNTY ELIGIBILITY DETAILS

1. Applicants must be currently enrolled 4-H members who have reached their 14th birthday, but have not yet reached their 19th birthday, sometime before January 1, 2018. (Note: 4-H membership ends December 31st of the year in which an individual attains the age of 19).
2. Limit type/print to no more than 15 characters per inch (including 4-H personal story).
3. No additional pages may be added to any section (A through G) of the "Ohio 4-H Achievement Record."

### COUNTY REQUIREMENT CHECKLIST

When applying for COUNTY 4-H ACHIEVEMENT OPPORTUNITIES, please submit the following items:

- Your completed "Ohio 4-H Achievement Record" pages 1 - 7 (each page single-sided); stapled in the upper left-hand corner. No tabbed dividers, coversheets, or any type of folder or binder.
- A Personal 4-H Story: Share how 4-H contributed to your personal development, leadership skills and/or career plans. Limit of two pages (single-sided, double-spaced).

### STATE ELIGIBILITY REQUIREMENTS

To be eligible for all state opportunities listed on the cover sheet (not marked with a ♣ symbol), members need to complete this "Ohio 4-H Achievement Record" and meet all of the criteria listed below. The "Ohio 4-H Achievement Record" is comprehensive in nature and may take some time to complete. Work on it should be started as soon as possible. The completed form is due at your county OSU Extension office by the deadline listed on the cover sheet of this form.

- 1) Applicants must have at least reached their 14th birthday, but not have reached their 19th birthday, sometime before January 1, 2018. (Note: 4-H membership ends December 31 of the year in which an individual attains the age of 19).
- 2) Applicants must be currently enrolled as an Ohio 4-H member.
- 3) The Achievement Record (including the 4-H Story) should be typewritten using Arial 11 point font. You must maintain the ½ inch left and right margins. (Note: 10 points will be deducted if this requirement is not followed.)
- 4) No additional pages may be added to any section (A through G) of the "Ohio 4-H Achievement Record." (Note: 10 points will be deducted if this requirement is not followed.)
- 6) Your "Ohio 4-H Achievement Record" should be stapled in the upper left hand corner. Do not use tabbed dividers, coversheets, or any type of folder/binder. (Note: 2 points will be deducted if this requirement is not followed.)

### STATE REQUIREMENT CHECKLIST

When applying for (OHIO) 4-H ACHIEVEMENT OPPORTUNITIES, please submit the following items:

- Your completed "Ohio 4-H Achievement Record" (each page single-sided). Stapled in the upper left hand corner. No tabbed dividers, coversheets, or any type of folder/binder. (90 points)
- A Personal 4-H Story: Share how 4-H contributed to your personal development, leadership skills, and/or career plans. Limited to two pages (single-sided, double-spaced). (5 points)
- Activity and project photos sheet: Limited to one 8 ½ x 11 inch page, one side only. (5 points)

**COUNTY DETAILS FOR:  
ACTIVITIES, TRIPS,\* and SCHOLARSHIPS**

(\* May only receive once) **Trips range in cost from \$25 to \$100**

**TRIPS:**

**Buckeye Leadership Workshop\*** (16 & older) - Learn recreational leadership skills at this outstanding event held **April 4-8, 2017** at Recreation Unlimited Camp in Delaware, Ohio.

**Ohio 4-H Leadership Camp\*** - A six-day camp held at Camp Ohio, Utica. This program focuses on helping youth develop leadership by actually planning, conducting, and evaluating major parts of the camp program. Camp will be held **June 2-6, 2018**.

**Ohio 4-H Sea Camp\*** - Experience marine biology first-hand at Kelley's Island 4-H Camp on Lake Erie. Camp will be held **July 7-11, 2018**. Fishing, ecology, marine navigation, snorkeling, kayaking, sailing and much more (14 and older).

**National 4-H Citizenship Washington Focus\*** is a leadership program conducted by the National 4-H Council for high school youth. During the summer, delegations of 14 - 19-year-olds from across the country attend this 6-day program held in late June or early July at the National 4-H Conference Center, just outside Washington, D.C. This program gives participants hands-on opportunities to learn and practice skills that promote "Better Citizens Today, Better Leaders Tomorrow." Participants learn by attending workshops, committees, field trips and social events.

**National 4-H Leadership Washington Focus\*** is a program similar to Citizenship Washington Focus but is for middle school / Jr. high students and is focused primarily on leadership development.

**ACTIVITIES:**

**4-H Awareness Team** -Individuals will visit elementary schools as a team of 2 or 3 to introduce and promote the 4-H program to elementary students and teachers. This is done in **January, February and early March**.

**4-H CARTEENS Leader** – 4-H CARTEENS is a traffic safety program for first-time juvenile traffic offenders. Individuals will assist in teaching their teen peers about safe driving and the dangers of texting and driving, drinking and driving, and other vehicular safety issues. Teens participating as CARTEENS leaders will have the opportunity to gain and enhance their public speaking, leadership, and teaching skills.

**Cloverbud Day Camp Counselor** - Individuals will be expected to participate in 2 training sessions and help plan and conduct a program for 5 - 8-year-olds. You will lead activities and see that campers are supervised. Camp will be held in **June 2018**.

**Food and Fashion Board** – Individuals will be expected to attend regular meetings of the Food and Fashion Board as well as assist with food and clothing related 4-H activities such as the Beginner Sewing Camp and Style Revue.

**Junior Fair Board** – Individuals will be expected to attend all meetings of the Junior Fair Board and the Adult Action Committee meetings for your committee area. Help plan and carry out the Junior Fair program. You will need to spend considerable time at the fairgrounds during fair week. Approximately forty members will be selected at large from the Junior Fair youth organizations. Members are elected for a one-year term and must re-apply each year.

**Junior Camp Counselor** – A five-day resident camp at Camp Ohio, Utica. Counselors are expected to attend all trainings and help plan and conduct county camp for 9 - 13-year-olds. Counselors pay approximately \$50. Counselors lead camp activities, supervise, and actively engage campers (must be 16 or over). Camp will be held **June 30-July 4, 2018**. ***Camp counselor training & planning sessions will be held every other week on Thursday evenings beginning in February or March of 2018.***

**Junior Camp Counselor In Training (CIT)** – An opportunity for teens, 14 and 15 years old, to be a camp counselor at the 5 day resident camp. CITs are expected to attend all trainings and help plan camp for 9-13 yr olds. CITs pay approximately \$75. Responsible for assisting counselors in conducting activities and supervising campers. Camp will be held **June 30-July 4, 2018**. ***Camp counselor training & planning sessions will be held every other week on Thursday evenings beginning in February or March of 2018. CITs are also expected to attend and participate in the 4-H Camp Ohio Counselor Workshop to be held in April 2018.***

## STATE DETAILS FOR AWARDS, TRIPS, SCHOLARSHIPS, HONORS, AND INTERNATIONAL PROGRAMS

(\* - May receive only once)

(♣ - Requires completion of separate, specialized application form. 4-H Achievement Record not required for eligibility.)

**State Junior Fair Board\*** - Is comprised of representatives from several different youth organizations in Ohio including 4-H Youth Development. State Junior Fair Board members help strengthen and coordinate State Fair activities in a fast-paced, action-packed Ohio State Fair. Junior Fair Board members are expected to attend meetings and stay at the fair for the entire 12 days. The Ohio State Fair will be held in Columbus, Ohio and is scheduled for **July 25 – August 5, 2018**.

**National 4-H Dairy Conference\*** - This national event provides delegates with an opportunity to learn more about the dairy industry and observe new dairy industry developments. The conference is scheduled to be held at the University of Wisconsin (located in Madison, Wisconsin) in **September 2018**.

**OTA Local Government Award\*** - Two \$1,500 awards are available to any 4-H high school senior that has completed a local government-type activity that has had significant impact on the applicant's community, township or county.

**State Achievement Awards\*** - These 25 awards recognize a 4-H member's achievement in a specific area. Areas include: Beef, CARTEENS, Citizenship & Community Service, Clothing & Textiles, Companion Animals, Dairy, Dairy Goat, Environmental Sciences, Family Life & Child Development, Foods & Nutrition, Gardening & Horticulture, Health & Safety, Horse, Leadership, Meat Goat, Mechanical & Engineering Sciences, Personal Development, Photography, Poultry, Rabbits, Sheep, Shooting Sports, Swine, Woodworking and Veterinary Science. Each achievement award winner will receive a trip to National 4-H Congress that is scheduled to be held in Atlanta, Georgia.

♣ **Ohio 4-H Scholarships\*** - There are state 4-H scholarships available in 2017 and each has its own description and its own list of eligibility requirements. Completion of an Ohio 4-H Achievement Record is not necessary to be eligible for this award/opportunity. Instead, a separate, specialized on-line application form is required to be completed. You should indicate your interest in this award/opportunity on the front page of the Achievement Record.

♣ **Ohio 4-H Teen Leadership Council** -- The Ohio 4-H Teen Advisory Council is a statewide group of 4-H teens and young 4-H alumni selected to provide a youth stakeholder perspective in the planning, implementation, and evaluation of Ohio 4-H programming. As a result of participation, Council members develop knowledge, skills, attitudes and aspirations needed for adult success, and the Ohio 4-H program is strengthened and expanded.

♣ **International Programs** - These programs allow 4-H'ers and alumni ages 14-30 to serve as a host to a youth from another country or to travel abroad as a 4-H representative to more than 30 countries around the world. Some scholarships are available for travel. Completion of an Ohio 4-H Achievement Record is not necessary to be eligible for these awards/opportunities. Instead, a separate, specialized application form is required to be completed. You should indicate your interest in this award/opportunity on the front page of the Achievement Record and an International Programs packet can then be given to you by your County 4-H Professional.

# **SUGGESTIONS FOR COMPLETING THE OHIO 4-H ACHIEVEMENT RECORD FORM (REPORT FORM)**

1. Items should be listed once in the appropriate section.
2. If you do not have something to put in a particular section, put "none" on the report form.

## **A. 4-H Work** (explain knowledge gained in 4-H projects)

- completed at least one 4-H project
- demonstration on project at club meeting
- cite examples of knowledge gained by participating in a workshop or clinic about the project
- mentored 4-H'er with his/her project
- participated in tour or field trip related to project
- had project judged at county judging or county fair
- took project to State Fair
- completed a "club project" along with other members of the club
- participated in county/district/state: Hippology Contest, Horse Judging, Horse Bowl, Bake-In or Shopping Bag
- participated in Skillathon
- Club "practice judging "activity

## **B. 4-H Participation**

- contribution at 4-H meetings (voting, special things done by club)
- completed a report form (Ohio 4-H Achievement Record)
- participated in County Health & Safety Skit/Speaking (give title)
- participated in out-of-county (or state) event
- participated in camp: Camp Graham, Horse or Sewing Camp (state a memorable camp experience)
- participated in Species Queen or Jr. Fair Queen & King
- created a club booth at the fair
- participated in fund raisers - candy/flower
- received training for club office(s)

## **C. Major 4-H Honors**

- project awards - ribbons and trophies (list highest honors for each project)
- won 4-H scholarship: 4-H Committee, Township Association, Horse Advisors, or State 4-H award/scholarship
- County Award medals
- Clover awards
- trips (county, state, national)
- \$25 cash and plaque award
- Honors Night award

## **D. Community Service**

- Club community service efforts
- volunteering with a county 4-H activity (ex: a 4-H clinic, dance, etc.)
- donated items made at a sewing camp
- helping out at the Extension Office
- volunteering to work the paging system at the county fair
- individual community service (ex: donating eyeglasses to Lions' Club, Feeding The Hungry, reading a storybook to children in a daycare center)

### **E. Leadership/Promotional**

- served as camp counselor
- applied and/or selected to serve on Junior Fair Board
- applied and/or selected to serve as Junior Fair Superintendent
- provided leadership for a program for the club
- served as a Teen Leader for the club
- recruited new members
- participated in a poster contest
- newspaper articles or radio promotions
- served on Food and Fashion Board
- taught at a summer day camp
- taught at 4-H CarTeens

### **F. Leadership: Office/Committee**

- served as club officer
- club committee involvement
- county committee participation (ex: 4-H Committee, Horse Committee, etc.)
- Junior Fair Board officer or committee chair

### **G. Non-4-H Experience**

- school
- church
- music
- sports
- community
- other youth organizations

### **H. 4-H Story**

- how 4-H has benefited individual
- experiences
- growth
- degree of participation
- community service

### **Suggestions for story strength:**

- find a memorable experience that appears in your report form and focus your story on this experience
- create an outline for story flow
- conclude with "future plan"