Wayne County 4-H Achievement Record Workshop
Presented by
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Adapted from Erin Deel Dailey, Lisa McCutcheon, Allen Auck, and Ann Mumaw’s Presentation on Creating Effective Achievement Records
Overview

• Welcome / Introduction
• Why do we have to fill out this super duper long application?
• How to get started
• Sections of the Achievement Record
• Do’s and Don’ts
• Finishing Up
• Submitting your Achievement Record
• What happens next?
• Examples of Outstanding Achievement Records
Why do we have to fill out this super duper long application?

- Gateway to county, state, and national 4-H awards, trips, and opportunities
- Showcase your 4-H and School Accomplishments
- Improve your writing skills
- Enhance your record keeping skills
- Helps prepare you for creating future applications and resumes for scholarships, college or other post-high school jobs and activities
How to Get Started!

• Make a list of all of the 4-H projects and activities you can remember since you joined
• Break it down by year
• Look at each section of the achievement record individually
• Match up items from your list to appropriate sections
• Show your parents, club advisors and/or friends your draft and ask if they can think of anything you forgot to include
• Look at different ways to word listed items – (taught, instructed, led, demonstrated, etc.)
Sections of the Achievement Record

- A. 4-H Project Work
- B. 4-H Participation
- C. Major 4-H Honors
- D. 4-H Community Service
- E. 4-H Leadership: Educational / Promotional
- F. 4-H Leadership: Office / Committee
- G. Non 4-H Experiences in School, Church and Community
- 4-H Story
- 4-H Activity & Photo Page
A. 4-H Project Work

- Completed at least one 4-H project in a selected area – the more the better
- Group by PROJECT category and then list activities chronologically within each category
- List project category first for which the award form has been submitted – show most detail (*State 4-H Achievement Award / National 4-H Congress*)
- Demonstration given on project at club meeting
- Cite examples of knowledge gained by participating in a workshop or clinic about the project
- Participated with project at the State Fair
- Participated in tour or field trip related to project
- Mentored 4-H’er with his/her project
- Had a project judged at county judging
- Completed a “club project” along with other members of the club
- Participated in County/Regional/State activities related to your project area
- Participate in Skill-a-thon or judging contests
B. 4-H Participation

- Contributed at 4-H meetings (special things done by club)
- Participated in County Health and Safety Skit/Speaking (give title of speech/skit)
- Participated in an out-of county (or state) event or camp
- Participated in camp(s) (state a significant event or leadership experience)
- Participated in Species Queen or Junior Fair Queen or King contest
- Created/constructed a booth or display at the fair
- Participated in a fund raising project (candy, frozen food, or other)
- Received training for a club office
C. Major 4-H Honors

- Project Awards - ribbons and trophies (list highest honors first for each project)
- County award pins/certificates
- Trips (county, state, or national)
- Cash awards
- Only 4-H awards may be listed in this category
- Open class and FFA awards must be listed in non-4-H experiences
D. 4-H Community Service / Citizenship

- Include hours volunteered or items collected / donated
- Participation in club community service efforts
- Volunteering with a county 4-H activity (ex: clinics, camps, programs, etc.)
- Donated items for programs/events
- Helping out at other Extension events
- Volunteering to assist during the county fair
- Individual community service conducted through your 4-H project (ex: donating eye glasses, reading story book to a day care center)
E. 4-H Leadership: Educational / Promotional

- Provided leadership for a program for a club
- Served as a Junior Leader
- Participated in a poster contest
- Prepared newspaper articles or radio promotions
- Taught sessions at a residential camp
- Recruited new members
- Participated in 4-H school visits
- Taught at summer day camp
- Facilitated 4-H CARTEENS program
- Worked with School Awareness programs
F. 4-H Leadership: Office / Committee

- Serve as a club officer
- Club committee involvement
- County committee participation (ex: 4-H Committee, Horse Committee, etc.)
- Junior Fair Board/Junior Leaders officer or committee member, Camp Counselor, etc.
G. Non 4-H Experiences

- School
- Church
- Community
- Music/Theater
- Sports
- FFA
- Boy Scouts or Girl Scouts
- Other Youth Organizations
4-H Story

• Limited to 2 pages (one sided, double-spaced)
• Share 4-H experiences
• Show growth through 4-H projects and activities
• How 4-H has benefited or impacted your life
• Degree of participation
• Share a story of community service
• Find a memorable experience that appears in your achievement record and focus your story on this experience
• Create an outline for story flow
• Conclude with a “future plan”
• Utilize emotion in your story
• Tell what you’ve learned through 4-H
4-H Activity & Photo Page

- Include a variety of pictures that show growth including older and more recent pictures
- Include captions to describe what you are doing
- Use pictures that relate to items in your Achievement Record
- Should be limited to one, typed 8 ½” by 11” single-sided page
- Be sure to use photos that relate specifically to your 4-H work
- Make sure that your photo sheet is neatly put together and easy to read
- Copy the page onto photo paper if possible using a Photo Maker or scanner in order to avoid pictures falling off of your page
- Make sure your photo sheet looks professional!
Do’s and Don’ts

- Use and follow state designed application form.
- Use Arial Size 11 Point Font
- Maintain a ½ inch left and right margins
- Be as neat as possible.
- Make your form easy to read
- Make columns inside boxes
- Compile information by year and project on another sheet of paper first. Select most significant information for use.
- Where appropriate, include: hours, dollars, numbers, and numbers of donations.

- Do not use tabbed dividers, coversheets or any type of folder or binder; forms should be stapled in the upper left hand corner
- Do not add additional pages (except for the 4-H Story).
- Do not attempt to alter the format of the Achievement Record
- Do not use clip art, drawings, or italic print.
- Avoid the overuse of bold type
- All Achievement records must be typed
- Don’t ignore the guidelines, or the forms may be disqualified for state awards.
- Remember that FFA activities may not be listed under any category other than non-4-H experiences.
Finishing Up!

- Double-check the guidelines
- Check spelling
- **Proof read your application!!**
- Proof read again!
- Get the appropriate signatures
- Save your Achievement Form in multiple places
- Remember where it is so you can add to it for next year
Submitting your Achievement Record

• Mail
• Hand Deliver
• Fax
• E-Mail

Whatever method of delivery you choose, make sure it is turned in and received at the Wayne County Extension Office no later than 4:30 p.m. on Friday January 6, 2017!
What Happens Next?

County Award Selections
• Selection made by a sub-committee of the Wayne County 4-H Extension Advisory Committee
• Selection results mailed in late January

State Award Selections
• Selection made by Ohio Extension Educators & State Specialists, Mid-February, notification in March / April
• State Awards Banquet date TBA in Columbus
Who Can Help Me?

• Parents
• Advisors
• 4-H Educator and Program Assistants
• Other 4-H peers who have been successful
• County 4-H Committee members
• English teacher
“4-H is about building better citizens, teaching values and developing the skills necessary to leading a good and profitable life. And it doesn't matter if you're from a farm environment or from a big city. 4-H worked for me and I've continued to work for it.”

– Orville Redenbacher
California, 1983.