

Wayne County 4-H Achievement Record Workshop

Presented by
Doug Foxx

Adapted from Erin Deel Dailey, Lisa McCutcheon, Allen Auck, and Ann Mumaw's Presentation on
Creating Effective Achievement Records



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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


2014 OHIO 4-H ACHIEVEMENT RECORD


NAME AGE (11/14) DATE OF BIRTH GENDER
 ADDRESS PHONE
 CITY STATE ZIP
 COUNTY E-MAIL ADDRESS
 PLANNED CAREER
 CLUB/GROUP NAME YEARS IN 4-H GRADE IN SCHOOL

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

<input type="checkbox"/> State Junior Fair Board	<input type="checkbox"/> National 4-H Dairy Conference	<input type="checkbox"/> Ohio 4-H Scholarships
<input type="checkbox"/> Ohio Dairy Goat Conference	<input type="checkbox"/> OTA Local Government Award	<input type="checkbox"/> International Programs
	<input type="checkbox"/> Ohio 4-H Teen Council	<input type="checkbox"/> Ohio 4-H Ambassador Program

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

National 4-H Congress/State Achievement Award:

<input type="checkbox"/> Beef	<input type="checkbox"/> CARTEENS	<input type="checkbox"/> Citizenship & Community Service
<input type="checkbox"/> Clothing & Textiles	<input type="checkbox"/> Companion Animals	<input type="checkbox"/> Dairy
<input type="checkbox"/> Dairy Goat	<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Family Life & Child Development
<input type="checkbox"/> Foods & Nutrition	<input type="checkbox"/> Gardening and Horticulture	<input type="checkbox"/> Health & Safety
<input type="checkbox"/> Horse	<input type="checkbox"/> Leadership	<input type="checkbox"/> Mechanical & Engineering Science
<input type="checkbox"/> Meat Goat	<input type="checkbox"/> Personal Development	<input type="checkbox"/> Photography
<input type="checkbox"/> Poultry	<input type="checkbox"/> Rabbits	<input type="checkbox"/> Snap
<input type="checkbox"/> Shooting Sports	<input type="checkbox"/> Swine	<input type="checkbox"/> Veterinary Science
<input type="checkbox"/> Woodworking		

COUNTY OPPORTUNITIES: Please rank your interests (1, 2, etc.). See County instructions for additional details.

<input type="checkbox"/> 4-H Teen Conference	<input type="checkbox"/> 4-H Volunteer Conference	<input type="checkbox"/> Carving New Ideas Workshop
<input type="checkbox"/> 4-H Sea Camp	<input type="checkbox"/> 4-H Leadership Camp	<input type="checkbox"/> Buckeye Leadership Workshop
<input type="checkbox"/> 4-H Citizenship/Washington Focus	<input type="checkbox"/> Ohio Forestry Camp	<input type="checkbox"/> Fashion Board
<input type="checkbox"/> County Junior Fair Board	<input type="checkbox"/> County 4-H Scholarships	<input type="checkbox"/> Nutrition Board
<input type="checkbox"/> County 4-H Ambassador	<input type="checkbox"/> Teen Leadership Club	

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

- 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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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)



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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.



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



G. Non 4-H Experiences

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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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!



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



“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.



Questions?

