

SR. DIVISION 4-H ACHIEVEMENT BOOK PROJECT MANUAL

4-H is a **community** of
 **young people**
across America who are learning
leadership, citizenship and
life skills.

Complete rules for this project can be found in the 4-H Handbook in the non-animal section.

WHAT IS AN ACHIEVEMENT BOOK?

The Achievement Book is an organized summary of your entire 4-H experience that contains a comprehensive report of your goals, plans and accomplishments.

WHY BUILD AN ACHIEVEMENT BOOK?

It is one way to make a formal review of your goals and achievements and is a helpful tool to plan your own growth for the future. Your achievement book will be a good keepsake for years after you've finished your 4-H career. The record you build opens doors to many awards and benefits such as medals, trips, scholarships and other kinds of recognitions. Completing an achievement book will make it easier to apply for Boone County and Indiana 4-H scholarships.

WHAT YOU HAVE LEARNED IS MUCH MORE IMPORTANT THAN WHAT YOU HAVE EARNED

The Achievement Book differs from the record sheets you turned in during the fair because it is more complete and covers your entire 4-H career rather than just the current year's work. In the Jr. Division your Record Book is divided into 5 sections: 1. Project Information w/ Photographs, 2. Club Information, 3. School & Community Activities, 4. Personal 4-H Story and 5. Record of Achievement. This format will assist members by providing an overall picture of their 4-H career and will be helpful when compiling a resume for state accomplishment scholarship competition, which you can apply for starting your sophomore year of high school.

LIFE SKILLS

In 4-H, youth develop life skills by participating in 4-H projects, trips, and other experiences. When you are working on your Achievement Book, think about the life skills you have developed and strengthened through 4-H. In Section 1 you will write about those life skills. Here is a list of possible life skills that you can use in your examples:

| | | |
|--------------------------------|-----------------------------------|--------------------------|
| Decision-making | Responsible | Empathy |
| Problem solving | Contribution to group | Sharing |
| Critical thinking | Living Healthy life-style choices | Nurturing relationships |
| Service learning | Stress Management | Working |
| Relating | Disease Prevention | Marketable/useful skills |
| Communications | Personal Safety | Teamwork |
| Cooperation | Managing | Self-motivation |
| Social Skills | Goal setting | Self Esteem |
| Conflict Resolution | Planning/organizing | Self-responsibility |
| Accepting Differences | Wise use of resources | Character |
| Giving | Keeping Records | Managing feelings |
| Community Service-volunteering | Resiliency | Self-Discipline |
| Leadership | Concern for others | |

More examples can be found on the handout "Targeting Life Skills in 4-H" which can be found on the Achievement Book project page.

ASSEMBLING YOUR ACHIEVEMENT BOOK

- A 2 inch three ring binder is required.
- The sections of the Achievement Book should be typed, except for the personal story, which can be hand written for 3rd and 4th graders.
- Pages must be inserted in page protectors.
- Divider tabs should be used to separate each section. Dividers need to state the section and stick out from the page protectors.
- Font must be in Times New Roman or Arial and be no smaller than 12 font
- Project information consists of a separate page per project you are in.
- For each project you can have no more than 3 pages of pictures that span your entire 4-H career in that project.
- Picture pages go behind the project information page for each project.
- Pictures must include captions

CRITERIA FOR JUDGING ACHIEVEMENT BOOKS

Neatness, completeness, and clarity of your report are very important. Your 4-H story is also an equally important item in your report. The judges will be looking for experiences in 4-H projects and activities as shown by knowledge acquired, attitudes and skills learned, scope and size of project growth and development. Leadership, citizenship and community service are equally important. Indicate your involvement in these areas by your development of positive attitudes toward service to others, your leadership experiences as both officers and committee members and in one on one leadership opportunities.

BOONE COUNTY 4-H ACHIEVEMENT BOOK COVER PAGE



Name _____

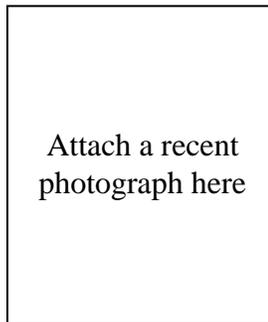
Gender _____ Date this report was completed _____

Grade Level as of Jan. 1 of the current calendar year _____

Number of Years of 4-H Completed including this year _____

Name of 4-H Club _____

Name of School You Attend _____



SECTION 1
4-H PROJECT INFORMATION
WITH PHOTOGRAPHS

Part A- Life Skills Developed

Name of 4-H Project _____ Years enrolled in this project _____

COMPLETE A SEPARATE PAGE FOR EACH PROJECT ENROLLED. Organize information chronologically by year beginning with the first year enrolled in the project.

For each year enrolled in this project list the life skills you developed and give at least one example of how you strengthened that skill. The same skill can be used multiple years, but examples need to be different

Example:

- | | |
|------|--|
| 2018 | Responsibility: I properly feed my pigs. |
| | Record Keeping: I recorded the expenses that came from have 2 pigs to raise. |
| 2019 | Time Management: I learned to make sure I had time to feed and care for my pigs and be on the baseball team at the same time. |
| | Teaching: I taught my younger sister how to show her pig since this was her first year in 4-H. |

Part B: Size and Scope of Project

Name of 4-H Project _____ Years enrolled in this project ____

COMPLETE A SEPARATE PAGE FOR EACH PROJECT ENROLLED. Organize information chronologically by year beginning with the first year enrolled in the project.

For each year enrolled in this project list the number of articles made, net profit, hours spent working on your project, etc. Examples – Spent 25 hours wiring my electric project, baked 25 dozen cookies, etc.

Example:

Swine

- | | |
|------|---|
| 2018 | Fed 4 pigs, worked 300 hours, spent \$1,450.00 for feed, supplies, veterinary expenses, showed 2 gilts and 2 barrows at the county fair, had a loss of \$22.46 |
| 2019 | Fed 4 pigs, worked 320 hours, spent \$1,700.00 for feed, supplies, veterinary expenses, showed 2 gilts and 2 barrows at the county fair, showed 1 barrow at the state fair, earned a profit of \$184.65 |

Sewing

- | | |
|------|--|
| 2018 | Made 2 articles, worked 20 hours, spent \$40.00 for material, thread, etc. To purchase ready made would cost \$55.00. I saved \$15.00. |
|------|--|

Part C: Workshops, Field Trips, and Tours Attended Related to Projects

For each year enrolled in this project list the number of workshops attended and locations of field trips, tours, etc. you participated in.

Part D: Photography

Include no more than 3 pages per project of photographs that have been mounted securely that shows the progress you have made in each project. Caption each photograph with a description of what is taking place. Photographs are not to be shingled or overlapped. No more than 3 additional pages of photographs may be included showing club activities. *A current year's picture should be in each set of project pictures.*

SECTION 2

CLUB INFORMATION

Name of 4-H Club _____

Organize information chronologically by year beginning with the first year enrolled in the club.

Offices Held and Committee Work

List the officer position and your involvement as a committee member. Examples include calling committee, skating party committee, etc.

Citizenship and Community Improvement Involvement

Examples include leading the pledge to the flags, helping your club plant trees, etc.

Demonstrations Presented and Educational Programs or Trips Planned

Examples include giving a demonstration about one of your projects at a club meeting, arranging for a speaker to present a program at a club meeting, planning a farm tour, etc.

SECTION 3
SCHOOL AND COMMUNITY ACTIVITIES

Participation in School Activities, Awards and Honors Received

Examples include sports, clubs, honor roll, etc.

Participation in Community Activities, Awards and Honors Received

Examples include scouts, church, volunteer activities, etc.

SECTION 4

MY 4-H STORY

Make your 4-H story interesting to read and help the judge get to know you better. Your story should tell what you have done and learned from being in 4-H. *Your story is limited to 6 pages, one side of the page, on 8 1/2" x 11" paper, double spaced.*

Part 1 Introduce yourself . . . include your age, interests, and information about your parents, family, where you live, go to school and when and why you joined 4-H. (1/2-1 page)

Part 2 Tell about the projects and activities in which you are submitting your records. . . Why did you choose the projects, what you set out to accomplish, what you tried and found successful and tell about your failures and what you learned from them. Give information about your learning experiences, special interests and unusual situations that you encountered in your 4-H career. (1-4 pages)

Part 3 Explain how 4-H has helped you become a better leader and citizen . . . describe the most important offices you have held and the committee assignments you have accepted; tell about what you have learned from working with other 4-Hers and explain how you have learned to accept citizenship responsibilities. (1/2 page)

Part 4 Describe how 4-H participation has influenced your school and career goals . . . tell about your plans for the future and the career you would like to pursue. (1/2 page)

SECTION 5

MY RECORD OF ACHIEVEMENT

The next section of your report is the *My Record of Achievement, 4-H 620*. This can be downloaded from the Achievement Book project page on the Purdue Extension- Boone County website. Save this form to your computer and update it annually and then print off the newest version and put into your binder. Use more than one card to report everything if necessary.

Under the column that says list number of items, garments, dishes, etc., list the total number you worked with during the year, not just the items you exhibited. You may have only owned 1 pig, but you may have worked with 15 on your farm. List 15. You may have only exhibited 3 cookies, but you may have baked 10 dozen during the year. List all of them in the column as instructed.

Note: As a high school senior you can submit *My Record of Achievement, 4-H 620* to Indiana 4-H for a chance at a scholarship to Purdue University. You must be enrolled in major course of study in the College of Agriculture or one of these Academic Units in the College of Health and Human Sciences. (Development and Family Science, Family and Consumer Sciences Education, Financial Counseling and Planning, Nutrition Science, Retail Management, or Hospitality and Tourism Management). Applications will be due in January.

SECTION 6 & 7 OVER VIEW

The Cover Letter and Life Skills Resume portion of this project are part of the Indiana 4-H Foundation Accomplishment Scholarship process. By completing the 4-H Achievement Book project in time to exhibit at county fair you are creating at least one (max of 3) applications for this scholarship, which you can start applying for in January of your Sophomore year of high school. That means that the Cover Letter and Life Skills Resume have very detailed instructions to help your chances of receiving an interview for the scholarship and hopefully, actually receiving the scholarship.

Here are some details on how the 4-H Accomplishment Scholarship works, so that you can prepare your Cover Letter and Life Skill Resume for the Achievement Book Project and this scholarship the same way and get the most out of your work.

4-H ACCOMPLISHMENT SCHOLARSHIP:

- Eligibility grade 10 through one year post 4-H (as of January)
- Application consists of two page life skills resume and one page cover letter
 - Cover letter introduces applicant to reader and highlights life skills developed
 - Life skills resume demonstrates 3-5 life skills developed as a result of participation in 4-H project/subject matter, events, and activities
 - This is all about what you have **LEARNED** from 4-H, not what you have **EARNED**. So do not focus on 4-H awards!
- Applicant may submit one application in up to three categories per year
- Applicant may reapply in subsequent years if not awarded
- Once applicant is awarded a category scholarship, may only apply in premier categories if eligible
- Minimum of 30 Category awards \$1,000.00, three Premier Category \$2,000.00
- Finalists interviewed in March, notified in April, awardees honored at Indiana 4-H scholarship luncheon, claim form mailed in December, payment to college/university on behalf of 4-H member.

SCHOLARSHIP CATEGORIES

(You will pick at least one and no more than 3 categories to submit in your Achievement Book project and scholarship applications. You may use the same categories for multiple years in both the project and scholarship application until you win the scholarship from the Indiana 4-H Foundation. If you do not win then you may continue to update and perfect your cover letter and application.)

Seven categories related to educational mission focus areas plus three premier categories:

- Animal Science- Meat and Milk Production Category
- Animal Science- Companion and Small Animal Production Category
- Citizenship
- Communications
- Engineering and Technological Science
- Healthy Living, Food, and Nutrition Science
- Leadership Development
- Plant and Environmental Science
- Premier Achievement
- Premier Citizenship
- Premier Leadership

Here is a detailed list of what 4-H Activities, project, events, etc. that you can use as examples as you write your Cover Letter and Life Skill Resume:

| Animal Science- Meat and Milk Production Category | Animal Science- Companion and Small Animal Production Category |
|--|---|
| <ul style="list-style-type: none"> • Ag Day • Animal Science Workshops • Aquatic Science • Beef • Dairy • Dairy Foods CDE • Dairy Judging CDE • Demonstrations • Food Science Workshop • Goat • Junior Pork Day • Junior Pork Quality Assurance Plus • Livestock Judging CDE • Livestock Skillathon CDE • Meat Judging CDE • National 4-H Dairy Conference • National 4-H Science Experiment • Poultry • Rabbit • Sheep • Swine • Veterinary Science | <ul style="list-style-type: none"> • Ag Day • Animal Science Workshops • Aquatic Science • Cat • Critter Companions • Demonstrations • Dog • Food Science Workshop • Goat • Hippology CDE • Horse • Horse Judging CDE • Illustrated Talk • Informative 4-H Presentation • Llama and Alpaca • National 4-H Science Experiment • Pet • Poultry • Public Speaking • Rabbit • Veterinary Science |

Citizenship

- Genealogy
- Personality
- Jr. Leaders
- Community Service projects in 4-H
- Officer of your club or Jr. Leaders
- Citizenship Washington Focus
- Presentations- Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking
- Community Service
- Indiana 4-H Youth and Adult Congress
- Indiana State Fair Youth Leadership Conference
- International Programs
- National 4-H Conference
- National 4-H Congress,
- Operation: Military Kids,
- Start Local...Go Global! Workshop
- State 4-H Junior Leader Conference
- State Fair Achievement Trip

Communications

- Computers
- Demonstrations at Club meetings
- Presentation about 4-H to a group
- 4-H Animal Ambassador
- 4-H Band
- 4-H Chorus
- 4-H Performing Arts
- Citizenship Washington Focus
- Communication Presentations – Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking
- Indiana 4-H Youth and Adult Congress
- Indiana State Fair Youth Leadership Conference
- National 4-H Conference
- National 4-H Congress
- Officer Training
- State Fair Achievement Trip
- State Junior Leader Conference

Engineering and Technological Science

- Small Engines
- Remote Control Aviation
- Aerospace
- Model Tractor Pull
- Computers
- Electric
- Lawn and Garden Tractor
- Tractor Maintenance
- Model Building
- Woodworking
- Robotics
- Aerospace Workshop
- Computer Science Workshop
- Presentations – Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking
- Electric Workshop
- Engineering Workshop,
- National 4-H Science Experiment
- Robotics Workshop

Healthy Living, Food, and Nutrition Science

- Foods
- Food Preparation
- Microwave Cooking
- Health
- Personality
- Child Development
- ATV Safety
- Bicycle
- Outdoor Chef
- 4-H Round-Up
- Captain Cash
- Presentations – Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking
- Food Science and Nutrition Workshop
- Healthy Living Workshop
- Show Me the Money Workshop

| Leadership Development | Plant and Environmental Science |
|--|--|
| <ul style="list-style-type: none"> • <i>Building Leadership Skills</i> • Club Officer • Jr. Leader Officer • Livestock Leadership • Committee member • Mentor to younger 4-H member • Camp Counselor • 4-H Ambassador • Citizenship Washington Focus • Indiana 4-H Youth and Adult Congress • Indiana State Fair Youth Leadership Conference • National 4-H Conference • National 4-H Congress • Officer Training • State Fair Achievement Trip • State Fair Exhibit Hall Worker • State Junior Leader Conference | <ul style="list-style-type: none"> • Garden • Soil and Water Science • Weather and Climate Science • Crops • Forestry • Floriculture • Geology • Wildlife • Beekeeping • Entomology • Shooting Sports • Presentations – Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking • Crops CDE, • Entomology CDE, • Forestry CDE, • Horticulture CDE, • National 4-H Science Experiment • PINE Workshop, Plant Science • Renewable Energy Workshop • Soil Judging CDE • Wildlife Habitat CDE |

| Premier Achievement | Premier Citizenship | Premier Leadership |
|--|---|---|
| <ul style="list-style-type: none"> • <i>Looking for a wide range of 4-H Involvement</i> • Can include: • Projects • Trips • Leadership • Officer Positions • Committees • Citizenship • Community Service • Communication Presentations – Demonstrations / Illustrated Talk / Informative Presentation / Professional Persuasive Presentation / Public Speaking • Career Development Events (CDE) • Camp Counselor | <ul style="list-style-type: none"> • <i>Looking for a wide range of 4-H Citizenship</i> • <i>Club leadership</i> • <i>Club community service projects</i> • <i>Jr. Leaders</i> • <i>Jr. Leader Officer</i> • <i>Jr. Leader community service projects</i> • <i>Leadership of community service projects</i> • <i>Leadership</i> • Citizenship Washington Focus • Indiana 4-H Youth and Adult Congress • Indiana State Fair Youth Leadership Conference • International Programs • National 4-H Conference • National 4-H Congress • Operation: Military Kids • Start Local...Go Global! Workshop • State 4-H Junior Leader Conference • State Fair Achievement Trip | <ul style="list-style-type: none"> • <i>Looking for a wide range of 4-H Leadership</i> • <i>Not just attending meetings, but leading or planning</i> • Camp Counselor • Jr. Director at camp • Mentor other 4-H members • 4-H Livestock Ambassador • Indiana State Fair Youth Leadership Group Advisor or Delegate Coordinators • State 4-H Jr. Leader Council • Area 6 Jr. Leader event planning committee • Taught lessons from Indiana 4-H Congress • Taught educational program in club meeting • Stated a new activity in your club or Jr. Leaders • State Fair Exhibit Hall Worker |

SECTION 6 COVER LETTER

- Introduces you to the reader.
- Must mention 3 life skills from resumes. Do NOT repeat examples.
- Bold the life skills that you talk about in the cover letter and resume.
- Need to catch reader's interest.
- It is suggested that you write your life skill resume first and then write the cover letter.
- Use the same header for the cover letter and the resume. A header should have your name and contact info listed.

Example of overall formatting:

Sam Smith
123 Clover Road, Lebanon, IN 46052
(H) 765-123-4567 (C) 317.123-4567
ssmith@email.com

Thursday, January 03, 2013

Sam Smith
123 Clover Road
Lebanon, IN 46052

Dear selection committee,

My roots in 4-H began to form as a mini 4-H'er in 2001, and I have grown immensely these past eleven years. I have been opportunistic to grow in several areas including: **communication, teamwork, planning, and leadership.**

I have been fortunate to have several experiences in which I have been involved in a group setting when I have found myself communicating my opinion to others. It can be quite challenging to meet a new group of people, build rapport, trust, and successfully work together to achieve a common purpose. The first several hours always feel awkward, but, great ideas and relationships start in these group settings. I have learned through these experiences, the power of promoting ideas, listening, decision making and "majority rules" to make a group setting work.

School and sports have provided me with some leadership opportunities, but, 4-H has really helped to mold me into the leader that I am today. In third grade, I looked up at the officers leading the meeting and wondered what that would be like. I ran for office several years later and learned the excitement, and disappointment of annual officer elections. Three years ago I worked hard and was elected President of Union Workers 4-H Club. The first meetings were much harder than I expected, but, with the help of the other officers, as a team we learned, adapted, and improved.

The confidence I gained from that experience made running for Indiana State Junior Leader Council easier. I thoroughly enjoyed the experience of working with a group of 16 to plan and lead the 2012 conference which provided a great leadership experience for 90 leaders who were representing 4-H members from across Indiana. The same summer, I was elected by my peers to be a Group Advisor for the 2012 Indiana State Fair Youth Leadership Conference and I look forward to going back in 2013 after being interviewed and selected by the adult staff to be 1 of 3 Delegate Coordinators for the entire program.

My roots in 4-H have become very strong and deep from ten years of learning and living through communication, teamwork, planning, and leadership. My 4-H experience is something that has given me a foundation on which to start the next chapter of my life, and continue to "make the best better".

Sincerely yours,

Sam Smith
Boone County

SECTION 7

LIFE SKILL RESUME

- List 4-5 life skills that you have learned
- Under each life skill you will give 4-5 examples (WOW Statements) about how you have developed each life skill through your 4-H experience.
- You will also include a short term and long term goal for yourself
- List your 4-H Awards and Honors (make this section short and only top honors)

Life Skills

Here is a list of possible life skills to choose from. Remember you need to be able to talk about 4-5 life skills on the resume.

| | | |
|---------------------------|-------------------------|-------------------------|
| Accepting Differences | Honesty | Record Keeping |
| Character | Interpretation | Resiliency |
| Citizenship | Keeping Records | Responsible Citizenship |
| Communication | Leadership | Responsibility |
| Community Service | Listening | Self-Discipline |
| Volunteering | Managing Feelings | Self-Esteem |
| Concern For Others | Managing Resources | Self-Motivation |
| Conflict Resolution | Managing Stress | Self-Responsibility |
| Contributions To Group | Marketable Skills | Service Learning |
| Effort | Mastering Technology | Sharing |
| Cooperation | Motivating Self | Social Skills |
| Coping | Negotiating | Speaking |
| Creative Thinking | Nurturing Relationships | Stress Management |
| Critical Thinking | Organizational | Teaching |
| Decision Making | Personal Safety | Teamwork |
| Disease Prevention | Planning | Technology |
| Empathy | Planning & Organizing | Thinking Critically |
| Goal Setting | Problem Solving | Time Management |
| Healthy Lifestyle Choices | Reasoning | Wise Use Of Resources |

WOW Statements

The examples (4-5 of them) that you give under each life skill need to impress the judge/scholarship committee. Use these tips to create examples that leave the judge saying “Wow” this kid has done some impressive things while in 4-H.

Steps to creating Wow Statements:

- Need 5 bullet points (examples)
- Start with power (action) verb. (See list of these on next page)
- Show results and numbers.
- Each bullet should include: topic, background, action verb & results.

Examples of taking an activity you did and turning it into a WOW statement:

Example A:

Activity - Camp Counselor at Shakamak. Led science class. (Life Skill- Teaching, Public Speaking, Mentoring)

WOW - Taught 95 4-H members in a 30 minute hands on learning activity about lift, thrust, drag and gravity using paper airplanes.

Example B:

Activity - Fed my animals daily. (Life Skill - Time Management)

WOW - Executed the daily routine of feeding, grooming and exercising my own horses, as well as maintaining clean stalls. The health of my horses is extremely important to me, and these activities help keep them at their best.

Resume Formatting Suggestions and Example:

- Top: Name, Address, Phone Number;
- Skills should stand out so bold them
- Font large enough to read (Font size must be a minimum of 10 point.) (prefer - Arial)
- Can only be 2 pages
- Goals - include a short term and long term
- Awards - keep to minimum and only what is project related. Remember: Review team wants to know what you learned not what you earned
- Put strongest skill first and 2nd strongest last with weakest in the middle

Sam Smith
123 Clover Road, Lebanon, IN 46052
(H) 765-123-4567 (C) 317.123-4567
ssmith@email.com

Skills and Accomplishments

Leadership

- As a President of Union Workers 4-H Club and Boone County Junior Leaders, led respective officer teams and meetings for 30-75 individuals on a monthly basis
- Co-led a session on team building for all delegates attending the 2012 Indiana State Junior Leader Conference, as well as serving as banquet MC, and coordinating morning assemblies
- Taught session on public speaking and participating on county boards at Indiana State Fair Youth Leadership conference
- Guided younger Junior Leader members through food handling procedures during the County Fair, as well as taking ownership of ensuring that members in all 3 locations had someone to contact in case of problems
- Created succession plan and opportunities for younger members in Union Workers by stepping down from President into Treasurer role after three terms. New officers are now able practice and grow through direct experience via positive support, encouragement and coaching.

Teamwork

- Worked with fifteen Junior Leaders from across the state of Indiana to put on 2012 Indiana State Junior Leader Conference
- Assisted fellow Junior Leaders in Boone County for the 6 day duration of the Boone County Fair to operate concession stand by teaching procedures on how to operate pretzel maker, drink machine, cash registers, etc. I also helped with daily staffing coordination of 6-10 workers per shift times ~8 daily shifts. The Junior Leaders program was able to make a profit of \$6,086.98 for all our efforts.
- Participated on Boone County 4-H Council for 2 years to make rule amendments and manage income/spending of sizeable county 4-H budget. Worked with adults to plan kids day at the Boone County Fair.
- Listened to fellow Junior Leader officers about how to make Junior Leaders more enticing for people to join. Together using that feedback we arranged a fall cookout with food and activities to welcome new members and help them feel comfortable with others in the club
- At 2012 Indiana State Fair Youth Leadership Conference worked with my pod group to set up projects for the 2012 Indiana State Fair, as well as serving as youth ambassadors in the exhibit halls

Communication

- Emceed 2012 Indiana 4-H Roundup, and shared future opportunities for delegates in attendance
- Spoke at 2012 Indiana 4-H Foundation's annual donor luncheon to highlight programs and say thank you. It is critical for donors to understand the broad scope and positive impact of their investment.
- Communicated monthly with Junior Leader officers and advisors by purposing an agenda detailing items of business and their length of time a week in advance of actual meetings
- Served as an intermediary between the Junior Leader program and 4-H Council by expressing Junior Leader concerns on rule changes, and budget items
- Created and distributed a "welcome message" in October attempting to recruit new members to Junior Leaders as well as participating in the 2012 project fair in an attempt to showcase all that Junior Leaders has to offer prospective members

Page 1 Example

Page 2 Example

Planning/Organization

- Secured presenters, materials and obtained ideas to execute at Junior Leader meetings. During two years of involvement as President of Boone County Junior Leaders planned 10, hour long meetings
- Assisted in the planning of the 2012 Indiana State Junior Leader Conference, and 2012 Indiana State Fair Youth Leadership Conference by sharing ideas that would assist in the execution of said conferences
- Planned and completed approximately 50 projects for fair exhibition during 4-H tenure.
- Utilized technology to set up a calendar detailing items such as 4-H Council meetings, Fair Board meetings, Junior Leader meetings, school functions, and college deadlines to avoid scheduling conflicts
- At the 2012 Indiana State Fair Youth Leadership Conference helped guide discussion for my pod group's mock legislation that they would debate in the state house in an attempt to ensure a smooth transitions amongst key arguments

Future Goals

My long term ambition is to study medicine and become the best pediatric doctor I can be. I enjoy communicating with people, and want to serve families by giving wonderful care to their children. Helping to shape or save a child's life is something I would consider a privilege. Offering medical care to children in need would indeed be a privilege. I look forward to learning how to excel in the college environment in order to achieve my fullest potential, and one day be able to serve as a result of my education. I would relish the opportunity to become a 4-H Leader someday and give back to the program that has been so influential in my life.

4-H Awards and Honors- County-State-National

- Union Workers 4-H Club: President
- Boone County 4-H Junior Leader: President
- Outstanding Senior Member Union Workers 4-H Club
- Boone County 4-H Council: 2012 Leadership Award Recipient
- Indiana State Fair Youth Leadership School: Group Advisor
- Indiana State Fair Youth Leadership School: Delegate Coordinator
- 2012 State Junior Leader Conference: Council Member
- 2012 Indiana State 4-H Roundup: Speaker/Emcee
- State Fair Achievement Washington D.C. Trip Award Recipient
- National 4-H Council Board: Applicant

Power Verbs For Your Resume

Planning

Example: Developed & implemented a training program that resulted in a 45% increase in employee satisfaction

| | | | | |
|--------------|------------|------------|-------------|------------|
| Administered | Developed | Formulated | Prepared | Revised |
| Anticipated | Devised | Identified | Prioritized | Strategize |
| Commissioned | Evaluated | Observed | Researched | Studied |
| Determined | Forecasted | Planned | Reserved | Tailored |

Organizing

Example: Coordinated weekly office schedules for 8 employees

| | | | | |
|------------|-------------|--------------|------------|--------------|
| Acquired | Cataloged | Designated | Logged | Routed |
| Activated | Centralized | Designed | Mapped out | Scheduled |
| Adjusted | Charted | Dispatched | Neatened | Selected |
| Allocated | Classified | Established | Obtained | Secured |
| Altered | Collected | Facilitated | Ordered | Simplified |
| Appointed | Committed | Housed | Organized | Sought |
| Arranged | Confirmed | Implemented | Procured | Straightened |
| Assembled | Contracted | Incorporated | Programmed | Suggested |
| Assessed | Coordinated | Instituted | Recruited | Tracked |
| Assigned | Customized | Issued | Rectified | Tracked |
| Authorized | Delegated | Linked | Retrieved | |

Executing

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures

| | | | | |
|--------------|-------------|--------------|------------|------------|
| Acted | Displayed | Input | Processed | Sold |
| Administered | Distributed | Installed | Produced | Stocked |
| Carried out | Entered | Labored | Proofed | Transacted |
| Collected | Exercised | Merchandised | Prospected | |
| Completed | Forwarded | Operated | Proved | |
| Conducted | Handled | Performed | Shipped | |

Supervising

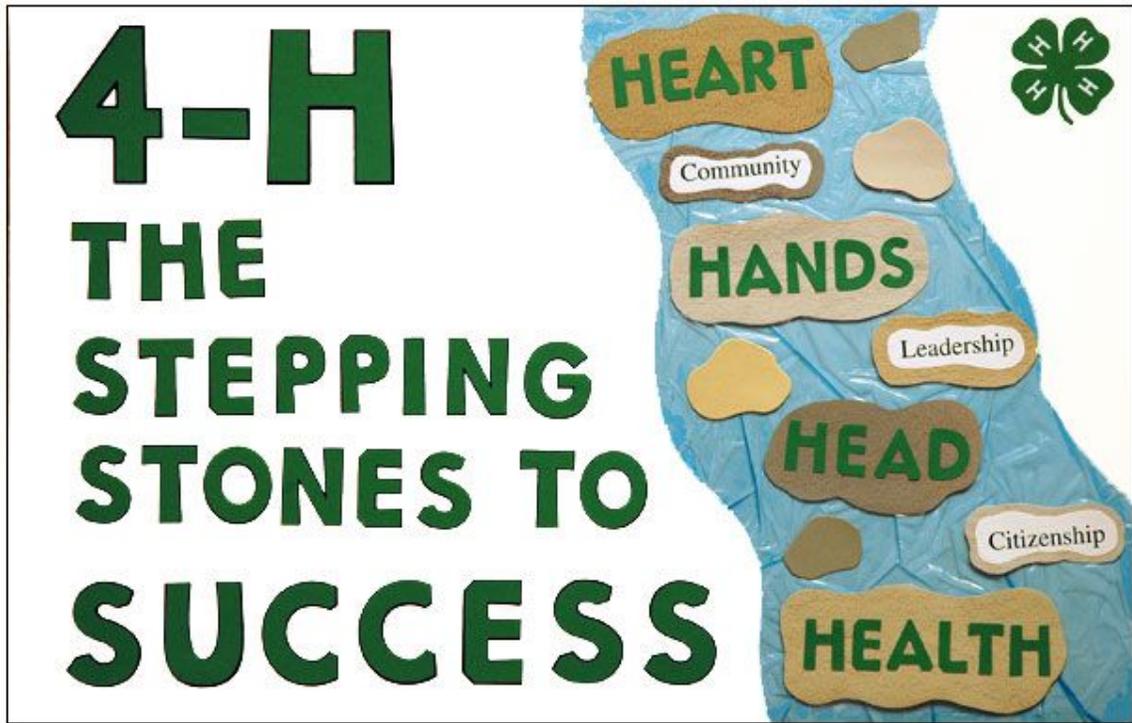
Example: Developed and supervised the implementation of new computer filing system that reduced paper use by 35%

| | | | | |
|-------------|-------------|------------|------------|-------------|
| Adjusted | Correlated | Indexed | Overhauled | Screened |
| Analyzed | Developed | Judged | Oversaw | Set |
| Apportioned | Discovered | Licensed | Policed | Scrutinized |
| Assessed | Established | Maintained | Prohibited | Supervised |
| Certified | Examined | Measured | Refined | Supplied |
| Compared | Explored | Modified | Regulated | Tightened |
| Controlled | Graded | Monitored | Reviewed | Traced |
| Corrected | Inspected | Officiated | Revised | Updated |

Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period

| | | | | |
|-------------|------------|------------|----------------|--------------|
| Accelerated | Elected | Guided | Mentored | Spearheaded |
| Assumed | Employed | Hired | Motivated | Stimulated |
| Caused | Empowered | Influenced | Originated | Strengthened |
| Chaired | Encouraged | Initiated | Pioneered | Supervised |
| Changed | Enlisted | Inspired | Promoted | Trained |
| Conducted | Envisioned | Involved | Raised | Transformed |
| Directed | Fostered | Led | Recognized for | Visualized |
| Disproved | Founded | Managed | Set goals | |



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