

**JR. DIVISION
4-H ACHIEVEMENT
BOOK
PROJECT MANUAL**



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 _____

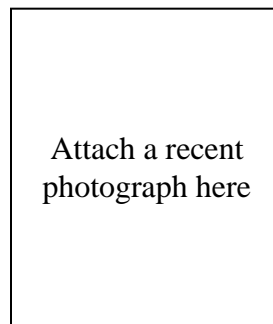
Gender _____ Date this report was completed _____

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)

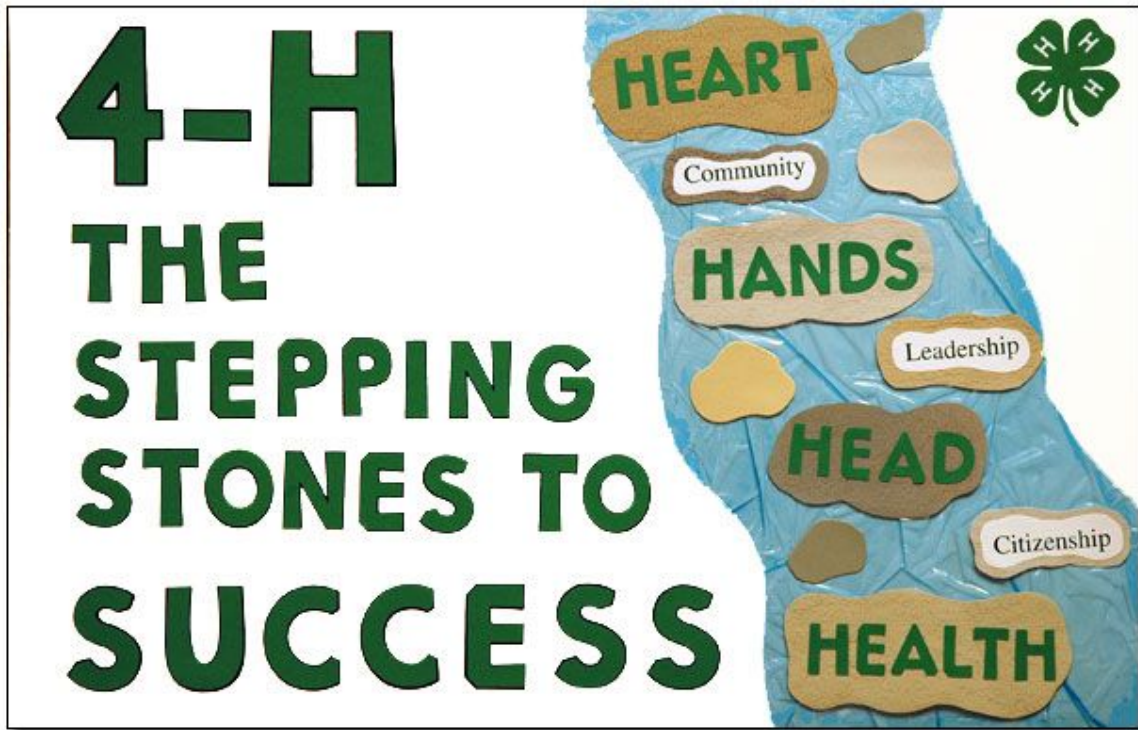
It is preferred that 1st and 2nd year 4-H members hand-write their story.

SECTION 5

MY RECORD OF ACHIEVEMENT

The final 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.



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