



4-H ACHIEVEMENT RECORD BOOK CHECKLIST

Required for Exhibit

- _____ Fill out Elkhart County 4-H Achievement Record Book Form (found in manual) and turn in to club leader for his or her signature.
- _____ Create fair exhibit according to 4-H Achievement Record Book Manual and Elkhart County 4-H Handbook.
- _____ Include completed Achievement Record Book Form in fair exhibit.

Resources available in Extension Office

4-H Achievement Record Book Manual, Elkhart County 4-H Handbook, www.extension.purdue.edu/elkhart

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THE ELKHART COUNTY 4-H ACHIEVEMENT RECORD BOOK FORM

Designed for use by 4-H members in grades 3-12.

(We encourage a 4-H'er who will be in grade 10 to advance to the Indiana 4-H Accomplishment Scholarship Program)

Name _____ Male ___ Female ___
(First) (Middle) (Last)

Home Address _____ Zip Code _____

School _____ Grade (Fall of Current Year) _____

Home Telephone Number _____ Age (as of December 31 this year) _____

Date and Year of Birth _____

Name of Parents or Guardians _____

Father's Occupation _____ Number of Brothers _____

Mother's Occupation _____ Number of Sisters _____

Name of Your 4-H Club(s) _____

Number of Years in 4-H (including the current one) _____

STATEMENT BY 4-H MEMBER

I have personally prepared this report and believe it to be correct:

Date _____ Signature of 4-H member _____

APPROVAL OF THIS REPORT

We have reviewed this report and believe it to be correct:

Date _____ Signed _____
(Parent or Guardian)

Date _____ Signed _____
(Local 4-H Leader)

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4-H

Some manuals are used more than one year. An additional copy will cost \$1.00.

ACHIEVEMENT RECORD BOOK



ELKHART COUNTY

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Achievement Record Books are due in the Extension Office by 4:30 p.m. on the last business day in June.

4-H ACHIEVEMENT RECORD BOOK

PURPOSES OF YOUR ACHIEVEMENT RECORD BOOK ARE:

1. Your record tells your 4-H story for awards and recognition. Be sure it represents you.
2. It serves as a record of your 4-H experiences and cherished memories of your 4-H days.
3. To achieve awards, trips, and scholarships.
4. Achievement scholarships, in specific project categories, can be applied for beginning in grade 10 and continuing to one full year after your last enrolled year in 4-H. These scholarships ask you to report the skills you have learned. By keeping this record book you will have assembled the information you will need to write this scholarship. Scholarship applications are due on January 15 annually.

BUILD YOUR RECORD BY:

1. Carrying the number of projects that seems wise for you considering your school, church, and other community activities.
2. Taking part in various 4-H club activities.
3. Collecting and saving clippings, pictures, record books, and other materials that relate to your 4-H program.
4. Keeping all your materials in a special 4-H box, folder or notebook.
5. Learning about achievement awards and scholarships:
 - In local 4-H club meetings
 - In county 4-H club meetings
 - In materials available from the County Extension Office
6. Entering your Achievement Record for county judging.

HELP YOUNGER MEMBERS BY:

1. Encouraging them to keep their 4-H record books, clippings, and pictures in their 4-H box, folder or notebook.
2. Acquainting them with 4-H achievement awards.
3. Assisting them to compile an Achievement Record Book.

HOW TO ASSEMBLE YOUR RECORD FOR THE 4-H ACHIEVEMENT RECORD BOOK JUDGING

Your 4-H record is an organized presentation of what you have learned and accomplished in 4-H. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth. Your 4-H record should be neat, complete and organized in a logical sequence with repeating kept to a minimum. This happens as the result of careful planning.

It is strongly recommended that the 4-H Achievement Record Book be typed and saved on a computer. This will make annual updating of your book easier. It will also streamline the process of completing scholarship applications.

Minimum font size to be used is 10 point in any font style. Please do not use a calligraphy or handwriting type font, as it is harder to read.

PUTTING YOUR RECORD TOGETHER

The following materials must be included in your 4-H Achievement Record Book. The sequence listed below is recommended.

1. Notebook or Covers

Use a standard view front 8.5" x 11" 3-ring binder notebook (standard rings or D rings) of an appropriate size for your project. Green Member Record covers may also be used and are for sale in the Extension office.

2. Table of Contents

On separate sheets of paper, print or type the principal sections of your record. Include page numbers for each section and sub-section, starting again with page 1 when you move on to a new section and/or sub-section. Use dividers with tabs to facilitate finding the sections and/or sub-sections. Be sure your tabs are visible beyond the edge of the pages.

Example: Section I – A – 1, 2, 3...
 B – 1, 2, 3...
 C – 1, 2, 3...

3. Individual Photo

Mount one photograph of yourself on a single sheet of paper or card stock with rubber cement or art corners. Mount the photograph in a removable fashion. Do not use white glue. The photo should be black and white or color; minimum size 2" x 3" and maximum size 4" x 6". Print or type your name below the photo. Never write on front or back of photo. Insert the photo into the view front of your binder if using a notebook, or in a sheet protector as the first item if using the Member Record covers.

4. The Elkhart County 4-H Achievement Record Book Form

The 4-H Achievement Record Form has been designed to help you outline your 4-H experiences and accomplishments. This form should be updated and replaced annually. The form needs to be signed by your parent and local leader. Prior year forms may be

placed in the back of the book so they are kept as a historical record.

5. Your 4-H Story

Your 4-H Story is a summary of your 4-H experiences. Story must be a minimum of 1 page and a maximum of 4 pages 8.5" x 11" in size, typed or printed neatly in ink on one side and double-spaced. The story must emphasize your personal growth and development, community service experiences and participation in various activities. The title should be "My 4-H Story." Re-check your paper for spelling, grammar, punctuation, and typographical errors. Update your story annually.

The following outline may help you in developing your story.

- A. Introduce yourself - include your age, interests, parents, brothers and sisters, where you live, where you go to school, when and why you joined 4-H.

- B. Tell about the projects or activities, why you chose the project or activity, the things you tried and found successful and some that were not so successful and how you have arranged for financing. Tell about the amusing things that happen with 4-H; add human interest to your story. Remember, this is a summary of your 4-H experiences and not just a list of projects you have completed.

- C. 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. Also, tell about what you have learned from working with other 4-H'ers.

6. Sections I through IV

After Your 4-H Story, include Sections I through IV.

Reference material on pages 3 – 6 can be used for completing your Achievement Record Book. You may find this material helpful for Section II, Part B of your Record Book.

7. Project or Activity Photographs

Photographs should be used to illustrate the highlights of your projects or activities which are detailed in the record. They may be individual photos or a sequence. They may also show honors and recognition received, special practices followed and year-to-year progress. Photographs may be any size. A minimum of 1 paper side per year and a maximum of 2 paper sides per year (1 page front and back total) may be included, with a maximum of 20 sides or 10 pages front and back total. Each side must include at least 2 photos and a typed or handwritten basic description of the photo, along with the year. No scrapbook type embellishments are allowed. Mount pictures with rubber cement. Do not write on front or back of photographs.

8. Previous Years Record Book Forms

NOTE: News clippings and letters are not to be included. My Record of Achievement forms are no longer required. If you have completed this project prior to 2011, you should remove these forms from your book.

Life Skills

Here is a list of possible life skills to help you complete your Achievement Record Book, but remember there are more skills than provided in this sample list:

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

Brainstorm and select 5 examples (use action verbs) for each life skill you choose:

Example:

Life Skill-Teaching

- Club demonstration on making a pizza - 40 members learned to make a quick and nutritious snack.
- Foods workshop – Assisted project leader with Foods Workshop where I taught 12 first year members how to make bar cookies.
- Exploring 4-H Workshop – Taught 30 Exploring 4-Hers how to make a fruit kabob.

Use bullet points to develop short, easy to read power statement.

- The first two should be project specific.
- Three and four can be about other 4-H work.
- The last one or two can be about other activities, sports and school.
- Put your strongest examples first.
- Be consistent in your format.
- Always start with a verb.
- Use a thesaurus or verb list.

Create WOW statements that make the reader want to read more!

WOW statements should be incorporated into your examples whenever possible. Do not list them as a separate statement. A WOW statement is the difference between listing something you did and describing something you did.

Listing an activity you did:

- Participated in Super Saturday and brought my project from last year.

Here is how you would take the previous statement and turn it into a **WOW** statement:

- **Recruited potential 4-Hers by presenting detailed information on the Foods project at the Elkhart County Super Saturday 4-H Promotional event. This event was attended by 150 people, including 83 potential 4-H members.**

See the difference? You are reporting on the same activity, but describing it in WOW terms gives the reader much more information and interest.

Can you develop WOW statements for these activities?

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

- * Activity – Participated in Junior Leader Service Project. (Life Skill-Citizenship)
- * WOW -

- * Activity – Coordinated 4-H and School Activities (Time Management)
- * WOW –

Examples of brainstorming activities that you may have participated in that could be developed into WOW statements: *Choose High Growth Activities that Develop Life Skills*

Make a list of project activities that you have complete in your 4-H tenure that help you develop your life skills gained. Here are 2 project examples:

Horse & Pony

- Taught a horse and pony related workshop to 4-Hers.
- Built chutes, trailer, shoebox, etc. by hand.
- Presented a horse demonstration for the elderly, shut-ins, nursing home or church.
- Started a horse related business.
- Worked at a horse related business (veterinarian, stable, breeding farm, etc.).
- Assisted with Extension/FFA County Ag Day.

- Participated in Horse Judging Teams, Hippology and Horse Bowl.
- Organized a 4-H trip to state/national horse related shows/events.
- Spoke at local adult organizations about horse related topic.
- Bought/sold breeding stock at national event.
- Attended National, State Animal Ethics/Rights Conferences.
- Active in Hoosier Horse Fair activities.

Foods

- Taught Foods related workshops to 4-Hers
- Gave food that was baked to elderly, shut-ins or nursing home.
- Gave food demonstration to elderly, shut-ins or nursing home.
- Started a foods related business.
- Worked at a business where cooking skills were used.
- Assisted with school program where cooking skills were used.
- Spoke at local adult organizations about the 4-H Food projects.
- Spoke at State 4-H Food Demonstration, Speaking/Action Demonstration Contests.
- Spoke at other events related to the Food projects.
- Gave baked goods to auction buyer, trophy donor, and/or judges.
- Made desserts for 4-H Council/Fair Board/Officials as a thank you.
- Received a grant to do a foods community service project.
- Provided food judging samples for summer judging program.

Power Verbs

The skills listed in types of skills can be described as stated or you can use “Power Verbs.” Power Verbs sometimes imply a stronger message. Below is a list of Power Verbs that might apply to the life skills that you have developed in your 4-H project.

NOTE: These Power Verbs are good to use when writing an Achievement Record Book because they are action verbs. As you write your various examples, be sure to use a variety of verbs versus the same verb over and over again.

Achieved	Developed	Logged	Reported
Adapted	Devised	Maintained	Represented
Administered	Diagnosed	Managed	Researched
Advised	Directed	Marketed	Resolved
Analyzed	Discovered	Maximized	Restored
Arranged	Distributed	Modified	Reviewed
Assembled	Enhanced	Motivated	Revised
Assessed	Established	Navigated	Revitalized
Assisted	Evaluated	Negotiated	Secured
Budgeted	Examined	Obtained	Selected
Built	Executed	Operated	Served
Calculated	Expanded	Optimized	Showed
Collected	Expedited	Organized	Simplified
Coached	Facilitated	Originated	Solved
Communicated	Formed	Performed	Started
Compiled	Formulated	Planned	Stimulated
Completed	Generated	Prepared	Streamlined
Composed	Guided	Presented	Strengthened
Computed	Handled	Produced	Summarized
Concluded	Identified	Promoted	Supervised
Condensed	Illustrated	Processed	Supplied
Conducted	Implemented	Proposed	Taught
Convinced	Improved	Provided	Tested
Coordinated	Increased	Put together	Trained
Corrected	Initiated	Realized	Transferred
Created	Innovated	Received	Updated
Critiqued	Installed	Recommended	Upgraded
Decided	Instituted	Recorded	Utilized
Delegated	Instructed	Recruited	Verified
Delivered	Integrated	Reduced	Was responsible for
Demonstrated	Introduced	Repaired	Wrote
Designed	Invented	Replaced	
Determined	Launched		

SECTION I - EXPERIENCE IN 4-H PROJECTS

This section has three parts: A, B, and C. Designate level of participation with the appropriate letter: local (L); county (C); district or area (D); state (S); regional or interstate (R); national (N); or international (I).

SIZE AND SCOPE

Size means anything that can be expressed in quantity. Select **examples** that show your growth through 4-H participation. You may learn just as much with a small garden plot as with 100 acres, but the more you participate, the more you should learn.

Scope refers to the range of operation and growth over time. Use numbers carefully to show size and depth of growth within the projects.

Example:

2007 - Photography

(L) Took 80 photographs; mounted 10 photographs for a fair exhibit.

2008 – Photography

(C) Took 40 photographs of a 4-H'er with their fair exhibits. After paying for the cost of film and developing (\$19.95), I sold 30 photographs at \$1.00 each, making a profit of \$10.05.

What did you actually learn in your 4-H projects? List these life skills first by year and then under each year by project. Include specific examples. You may have one or more examples for each year or life skill. Include what you did in each of your projects. List the size and scope of your participation by including numbers when possible. For example, list how many animals you cared for, the number of times you tried a recipe, how long it took to complete your project, total cost of each project, and the profit or loss you earned. **List one or more things you learned from each 4-H project taken in a given year.**

A.

Example:

2005 – Life Skill: Teaching
Project: Foods

(L) Taught 40 4-H members how to make a quick and nutritious snack by conducting a pizza making demonstration at our February club meeting.

(L) Taught 30 Exploring 4-Hers how to make a fruit kabob at the countywide Exploring 4-H activities night.

2007 – Life Skill: Knowledge Gained
Project: Photography

(L) Learned the importance of the balance of each object in the picture.

Project: Foods

(L) Learned how to set the table for a formal dinner party.

(C) Learned how to properly measure dry ingredients.

- B.** List your demonstrations, talks, exhibits, radio and television promotions, and newspaper articles you have written. Include numbers when appropriate. Describe what you did using WOW statements and action verbs.

Example:

2006 - (L) Gave a demonstration titled “Grooming Pets” at the March meeting of the Cat Club to 24 members and 17 parents.

- (C) Wrote a newspaper article for the 4-H tabloid.

2010 – (C) Presented a recycling demonstration to 125 fair visitors as part of Green Day activities at the Elkhart County 4-H Fair.

- C.** List 4-H awards received. Awards can include ribbons, champions, clean pen awards, honor groups, trophies, trips and any other recognition you have received during your tenure in 4-H.

Example:

2008 - (L) Received health and safety award from local club.

- (C) Received honor group on dress in 4-H Fashion Revue.

- (S) Received blue ribbon for foods project.

SECTION II. EXPERIENCES IN 4-H LEADERSHIP AND ACTIVITIES

Leadership means taking the lead in giving direction, planning, and organizing. Effective leadership depends on help and assistance from others, but helping is a supportive role, not leadership. Identify the things you have done in 4-H where you planned, organized, and gave direction, either with others or individually. Use action words, indicating your role. Examples: **Conducted** (rather than attended) a meeting; **Directed** (rather than helped) others.

- A.** List 4-H offices you held and committees you served on and tell what your responsibilities were:

Example:

<u>Year</u>	<u>Office or Committee</u>	<u>Your Responsibilities</u>
2007	Song Leader, Sew & Sew 4-H Club	Led songs at 12 meetings
2008	Health & Safety Reporter, Sew & Sew 4-H Club	Presented 6 reports at club meetings

For sections **B.** and **C.** you are asked for **Your Involvement**: (i) indicates task completed as an individual; (c) indicates you performed as part of the club.

- B.** List the projects or activities you or your club completed (i.e. bake sale, Share-The-Fun, farm visits, camps, workshops, judging activities, tours). Indicate your role or involvement.

Example:

- 2006 - (i) Baked two dozen cookies for a club bake sale.
- (c) Worked two hours at club car wash for fundraiser.

Community Service is what you as an individual or with others perform to help your community. Helping your family is not a community service.

- C.** List you or your club's participation in community service activities. Indicate your role or involvement.

Example:

- 2007 - (c) Picked up trash on fairgrounds following the fair.
- (c) Made favors for nursing home.

- D.** List the number of 4-H members you have assisted with 4-H club work or project work. Describe how you assisted them.

Example:

2008 - Helped 1 first year 4-H member give foods demonstration.
- Taught 15 4-H members how to trim sheep.

2009 - Trained 3 Junior Leaders how to use the popcorn machine in the Junior Leaders food stand.

2010 - Assisted 22 Exploring 4-H members in completing a poster project on Bugs.

SECTION III - EXPERIENCES IN LEADERSHIP OTHER THAN 4-H

This section of the Elkhart County Achievement 4-H Report Form is to be used in reporting your leadership experiences not reported in Section II. When appropriate, use action verbs, WOW statements, and include numbers.

List offices you held and committees you served on and tell what your responsibilities were:

<u>Year</u>	<u>Office or Committee</u>	<u>Responsibility</u>
2007	Refreshment Committee for church youth group	Planned refreshments menu for Christmas Party for 75 youth group members
2008	President, Girl Scout Troop	Conducted meetings

SECTION IV - NON 4-H EXPERIENCES IN SCHOOL, CHURCH, AND COMMUNITY

List your participation in school, church, and community organizations other than 4-H, and include participation and honors received. When appropriate, use action verbs, WOW statements, and include numbers.

Example:

- 2007 - School Operated lighting for school play.
- Community Assisted with the landscaping project for the new community park.
- 2008 - Church Taught 31 first grade students at Summer Bible School and helped serve refreshments.