

# WARREN COUNTY 4-H ACHIEVEMENT RECORD PROJECT

Congratulations on selecting the 4-H Achievement Record project. This project is designed to encourage all 4-H members to keep good records of their 4-H work in an organized way. These records will help you in preparing future scholarship, award, and job applications while providing a lasting record of your years in 4-H.

The Warren County Achievement Record project is divided into 4 levels according to what grade you are completing or just completed....

Level A: grades 3 & 4

Level B: grades 5 & 6

Level C: grades 7 through 9

Level D: grades 10 though last year of 4-H eligibility

## TIP FOR BUILDING YOUR 4-H ACHIEVEMENT RECORD:

Your 4-H Achievement Record is an organized presentation of what you have learned and accomplished, and how you've helped others as a result of being involved in 4-H. When accurately kept and carefully assembled, it is useful tool for determining your own progress and personal growth.

Enrolling in and completing the number of projects that seem wise and manageable for you considering your family, school, church, and community activities.

Being an active member of your club  
and participating in activities that your club has planned.

Keep all of your materials in a special "4-H Box."  
Be sure to keep the box in a safe place.

Your 4-H Achievement Record should be neat, complete, and organized in a logical sequence with repeating kept to a minimum. This happens as the results of careful planning.

## PUTTING YOUR ACHIEVEMENT RECORD TOGETHER

First, always work on a clean surface with clean hands. If you've just washed your hands, Be sure they're dried completely. Try working on this project in one to two hour time blocks. This project will take some time and effort.

1. COVER: Use an 8 1/2" x 11" three-ring binder  
Titled "MY 4-H ACHIEVEMENT RECORD".
2. INDIVIDUAL PHOTO: Mount one school picture or similar photo of yourself on the first page. Mount this using rubber cement. The photo should be minimum size of 2 x 3 and no larger than 4 x 6 inches. Include your name, address, grade just completed in school and club name under your photo.
3. Completed ACHIEVEMENT RECORD SHEET.
4. "MY RECORD OF 4-H ACHIEVEMENT". This should be completed as much as possible for the current year's work and include projects/activities from all previous years completed.
5. YOUR 4-H STORY: Your 4-H story is a report of your 4-H experiences.

LEVEL B: Write a 3-page (typed or neatly written in ink) double-spaced story. Your story should emphasize your personal growth and development, community service experiences in your projects and activities. The meat of your story should focus on **one** of the following:

A. Tell about your 4-H projects or activities. Why did you choose the project or activity? The things you have tried through 4-H projects/activities and found successful and some that were not so successful. How did you arrange/help arrange for financing for projects/activities? Tell about the amusing things that happened to you through 4-H...this adds human interest to your story.

B. Explain how 4-H has helped you become a better leader and citizen. Tell about what you have learned from working with other 4-Hers and helping others through 4-H.

C. A community service project you have helped your club complete during the current 4-H year. If your club does not have one planned, talk with your leaders and help plan one.

6. "Experience in 4-H"  
Be sure to include the following:
  - A. Projects & Learning Experiences
  - B. What I Did in My Projects
  - C. 4-H Talks!
  - D. Workshops, ETC
  - E. Help!
  - F. Citizenship/Community Service

Examples in the APPENDIX!

## Experiences in 4-H

### APPENDIX A

**A. Projects & Learning Experiences:** List your 4-H projects and what you learned in your projects each year. List these first by project and under each project by year working from current year backwards.

Example:

Photography

2003: Learned the importance of the balance of each object in the picture.

2002: Learned to use the proper speed film for various activities.

Foods

2003: Learned different techniques for making yeast rolls such as cloverleaf, crescent, etc.

2003: Learned to properly set the table for a formal dinner.

2002: Learned to measure liquid and dry ingredients properly.

### APPENDIX B

**B. WHAT I DID IN MY PROJECTS:** List what you actually DID in your projects. Try to use numbers to show quantity. List profit or loss if you can apply it to your projects.

Example:

Photography

2002: Took 80 photographs.

Mounted 10 photographs on a board to display at the fair.

Foods

2003: Made 40 dozen yeast rolls

Prepared dinner once a week.

Cleaned the oven twice.

Exhibited 6 cloverleaf rolls at the fair

2002: Set the table 20 times for my family.

Cleaned the kitchen once a week.

Exhibited 6 cookies at the fair.

### APPENDIX C

**C. 4-H TALKS:** List demonstrations, talks, radio/TV appearances, newspaper articles you've written about your 4-H project. Designate level of participation with the appropriate letters: L = Local/Club; C = County; A = Area; S = State; N = National

Example:

Photography

2002: Gave a demonstration to club on experimenting with taking pictures from different angles. (L). 18 present.

Foods

2003: Gave demonstration on different ways to shape yeast rolls.

L-22 present; C-48 present; S-67 present.

## APPENDIX D

**D. WORKSHOPS, ETC:** List 4-H workshops, field trips, clinics, judging events that you participated in. Designate level of participation with the appropriate letters.

L = Local/Club; C = County; A = Area; S = State; N = National.

Example:

Photography

2002: Attended photography workshop. C.

Foods

2003: Took behind the scenes tour of a restaurant with my school class. L.

2002: Participated in a 4-H Foods workshop. C.

## APPENDIX E

**E. Help :** How have you helped other 4-Hers with their project work or become more involved with your club? Be sure to list the number of members you assisted and how you helped them.

Example 2003: Helped 1<sup>st</sup> year member set up for her Cat demonstration.

Helped 1<sup>st</sup> year Photography members understand the requirements of the project and taught how to finish a poster the 4-H way."

2002: Volunteered to be a team leader for the club calling tree.

## APPENDIX F

**F. CITIZENSHIP/COMMUNITY SERVICE:** List citizenship/community service activities that your club has participated in. In each example, tell what you did. These activities may include but are not limited to clean-up days, tree plantings, food drives, etc.

Example:

2003: Club voted to bring a canned good to every other meeting and donate to local food bank. I brought 5 canned vegetables throughout the year.

2002: Club identified 5 homes of elderly and ranked their leaves at the end of fall. I was a team leader for this community service and worked with 4 younger 4-Hers to complete the service.

# 4-H ACHIEVEMENT RECORD SHEET

NAME: \_\_\_\_\_

CLUB: \_\_\_\_\_ YEARS IN 4-H: \_\_\_\_\_

Number of years completed in the Achievement Record Book  
(INCLUDING THIS YEAR) \_\_\_\_\_

In your own words, describe a situation (other than 4-H) that it is important to keep good records.

Since completing this project, what would you change/adjust to help you in completing the Achievement Book project in future years?

What do you feel is the most important thing that you have learned by completing the Achievement Book project?

4-Her's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leader's Signature: \_\_\_\_\_ Date: \_\_\_\_\_