

Creating a Winning Achievement Record

Presented by the
Teen Leadership Design Team
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Adapted from Erin Deel Dailey, Lisa McCutcheon, Allen Auck, and Ann Mumaw's Presentation on Creating Effective Achievement Records



Who likes...

- Reflecting on things you've done in the past?
- Attending trips/workshops/events and meeting new people?
- Receiving money toward education?
- Being prepared for college and future careers?



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



Make it EASY!

- Keep records from year to year
- Continue adding to your form each year (write down EVERYTHING)
- Don't forget about the small events that may apply
- **START EARLY**



How to Get Started!

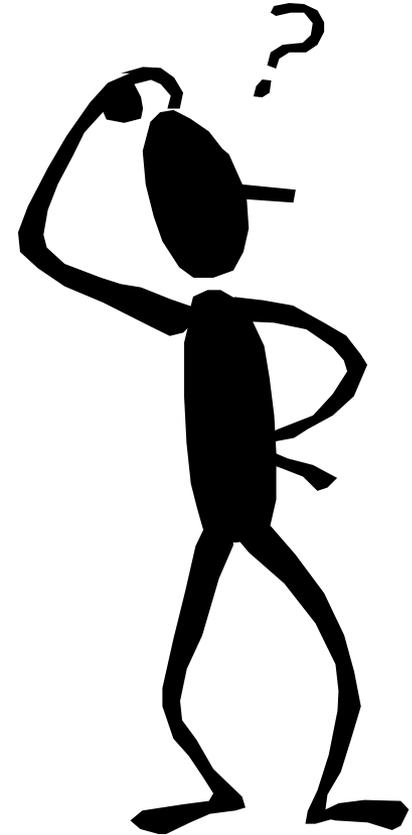


- Review the records you have kept from each year
 - Ask adults if needed! 😊
- Make a rough draft
- Break items down into sections
- Brainstorm
- List possible items for each section
- ASK FOR HELP!
- Match up items from your list to appropriate sections
- Decide on a method of organizing your information
 - Categorize
 - Order by dates



What's Next?

- List items in their particular section
- Do not list items more than once (but you can combine years)
- Look at better ways to word your listed items (this REALLY makes a difference!)
 - 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 Photo Page


2014 OHIO 4-H ACHIEVEMENT RECORD


NAME AGE (1/1/14) 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: _____



Dos and Don'ts...

- Use and follow state designated report form
- Use Arial 11 Point Font
- Be as neat as possible
 - This increases chances of winning
- Don't add additional pages, except for 4-H story and photos
 - Follow published guidelines
- Do not go outside of set lines and margins
- Do not use clip art or drawings



Which Would YOU prefer to read?



Choice A

A. 4-H PROJECT WORK (20 points): List by major projects and/or program areas. Use numbers when appropriate to show size, extent, growth, number of items, savings, etc. over time.

<u>Year</u>	<u>Project name</u>	<u>Things made, produced, learned, etc.</u>
2008	Woodworking	Made a bookshelf for my room; worked 57 hrs, \$72; saved \$100; learned to use a sander. <small>(using Ctrl Tab will allow you to create columns inside box)</small>

MARKET LAMBS

2008 Individual Lamb-Administered Daily care & exhibited 2 animals at the county fair & 6 animals at the State Fair. Net profit \$695 (county) & \$155 (state). Worked approx. 300 hrs (co) and 400 hrs (state). Learned the high % of copper intake can stunt sheep's growth. Practiced castration with elastrator.

2007 Individual Lamb-Daily care including feed, water, exercise, training, grooming for shows, & exhibition at the county fair (2 animals) & St. Fair (4 animals). Net profit \$375 (co.) & \$475 (st.), worked approx. 300 hours (co.) & 400 hours (st), learned to use top dress & feed, based on animals specific needs.

2006 Individual Lamb-Provided daily care for all animals. Exhibited 2 animals at the county fair and 6 animals at the Ohio State Fair. Built separate pens to feed animals individually. Learned to groom different species. Net profit \$375 (county) and \$475 (state).

2005 Individual Lamb-Exhibited 2 animals at the county fair and 3 animals at the State Fair. Worked 650 hours & had a net profit of \$675 for both shows. Learned better showing techniques at Champion Choice Lamb Camp, proper medication usage, & administration techniques for worming & injections.

2004 Individual Lamb-Showed 1 animal at the county fair, 2 animals at the State Fair, and 3 animals at NAILE in Louisville, KY. Worked 700 hours. Learned how to select, better showmanship skills, & care for market lambs. Net profit of \$1140 for all shows.

2003 Individual Lamb-Presented 1 animal at the co., 2 animals at the state, & 3 animals at NAILE. Supplied daily care for animals. Began using shears to groom lambs before shows & trimmed hooves. Made \$1040 net profit.

2002 Individual Lamb-Exhibited 1 animal at the county fair, 2 animals at the State Fair, and 1 animal at NAILE in Louisville, KY. Worked approximately 300 hours and had a net profit of \$560 for all shows. Learned how to slick shear market lambs.

2001 Individual Lamb-Displayed 1 animal at co. & 2 animals at state. Fulfilled daily care responsibilities, selected own market lamb from group of lambs. Worked 250 hours & made a profit of \$400/show.

2000 Individual Lamb-Showed 1 animal at the co. fair & 2 animals at the State Fair. Learned basic care of market lambs, how to properly brace & condition a lamb. Worked 200 hours & made net profit of \$200.



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Choice B

A. 4-H PROJECT WORK (20 points): List by major projects and/or program areas. Use numbers when appropriate to show size, extent, growth, number of items, savings, etc. over time.

Year	Project name	Things made, produced, learned, etc.
2008	Woodworking	Made a bookshelf for my room; worked 57 hrs, \$72; saved \$100; learned to use a sander. (using Ctrl Tab will allow you to create columns inside box)

MARKET LAMBS

2008	<u>Individual Lamb-</u>	Administered Daily care & exhibited 2 animals at the county fair & 6 animals at the State Fair. Net profit \$695 (county) & \$155 (state). Worked approx. 300 hrs (co) and 400 hrs (state). Learned the high % of copper intake can stunt sheep's growth. Practiced castration with elastrator.
2007	<u>Individual Lamb-</u>	Daily care including feed, water, exercise, training, grooming for shows, & exhibition at the county fair (2 animals) & St. Fair (4 animals). Net profit \$375 (co.) & \$475 (st.), worked approx. 300 hours (co.) & 400 hours (st), learned to use top dress & feed, based on animals specific needs.
2006	<u>Individual Lamb-</u>	Provided daily care for all animals. Exhibited 2 animals at the county fair and 6 animals at the Ohio State Fair. Built separate pens to feed animals individually. Learned to groom different species. Net profit \$375 (county) and \$475 (state).
2005	<u>Individual Lamb-</u>	Exhibited 2 animals at the county fair and 3 animals at the State Fair. Worked 650 hours & had a net profit of \$675 for both shows. Learned better showing techniques at Champion Choice Lamb Camp, proper medication usage, & administration techniques for worming & injections.
2004	<u>Individual Lamb-</u>	Showed 1 animal at the county fair, 2 animals at the State Fair, and 3 animals at NAILE in Louisville, KY. Worked 700 hours. Learned how to select, better showmanship skills, & care for market lambs. Net profit of \$1140 for all shows.
2003	<u>Individual Lamb-</u>	Presented 1 animal at the co., 2 animals at the state, & 3 animals at NAILE. Supplied daily care for animals. Began using shears to groom lambs before shows & trimmed hooves. Made \$1040 net profit.
2002	<u>Individual Lamb-</u>	Exhibited 1 animal at the county fair, 2 animals at the State Fair, and 1 animal at NAILE in Louisville, KY. Worked approximately 300 hours and had a net profit of \$560 for all shows. Learned how to slick shear market lambs.
2001	<u>Individual Lamb-</u>	Displayed 1 animal at co. & 2 animals at state. Fulfilled daily care responsibilities, selected own market lamb from group of lambs. Worked 250 hours & made a profit of \$400/show.
2000	<u>Individual Lamb-</u>	Showed 1 animal at the co. fair & 2 animals at the State Fair. Learned basic care of market lambs, how to properly brace & condition a lamb. Worked 200 hours & made net profit of \$300.



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More Dos and Don'ts...

- Compile information by year and project on another sheet of paper-most significant and memorable is best to be used
- Where appropriate include: hours, dollars, numbers of donations (it shows detail)
- Avoid using non-descriptive verbs such as attended, assisted, or helped-refer to available list of verbs for more choices
- Don't ignore the guidelines: these forms will be disqualified from state awards



More Dos and Don'ts...

- Avoid the overuse of **BOLD** type
- Use the same font size throughout the entire application
- All achievement records **MUST BE TYPED**
- Members should not include OPEN class activities with their 4-H work unless it is actually considered to be 4-H project work
- Remember that FFA activities may not be listed under any category other than Non-4-H Experiences



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*)



A. 4-H Project Work

- Examples for this section include
 - 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



B. 4-H Participation

- Contributed at 4-H meetings (special things done by club)
- Completed an Ohio Achievement Form
- 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)



B. 4-H Participation

- 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
- Something special in your county?



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



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 the OSU Extension Office
- 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)



E. 4-H Leadership: Educational / Promotional

- Provided leadership for a program for a club
- Served as a Junior Leader, Camp Counselor, Junior Fair Board, etc.
- Participated in a poster contest
- Provided leadership for a club program
- Served as a teen leader for community club



E. 4-H Leadership: Educational / Promotional

- 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
- Led another county 4-H recruitment event



F. 4-H Leadership: Office / Committee

- Serve as a club officer
- Club committee involvement
- County committee participation (ex: 4-H Committee, Horse Committee, Sale Committee)
- Junior Fair Board/Junior Leaders officer or committee member, Camp Counselor, etc.



G. Non 4-H Experiences

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



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4-H Story

- How has 4-H benefitted or impacted my life...
- Vast array of experiences
- Show growth
- Demonstrate degree of participation
- Share story of Community Service
- **THIS IS NOT A REPEAT OF YOUR RECORD FORM!**
- Limited to 2 pages (one sided, double-spaced)
- Share 4-H experiences



4-H Story

- Show growth through 4-H projects and activities
- 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



4-H 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!
- Use color if possible (more appealing to the judge!)



Color vs. Black and White... Which would you prefer?



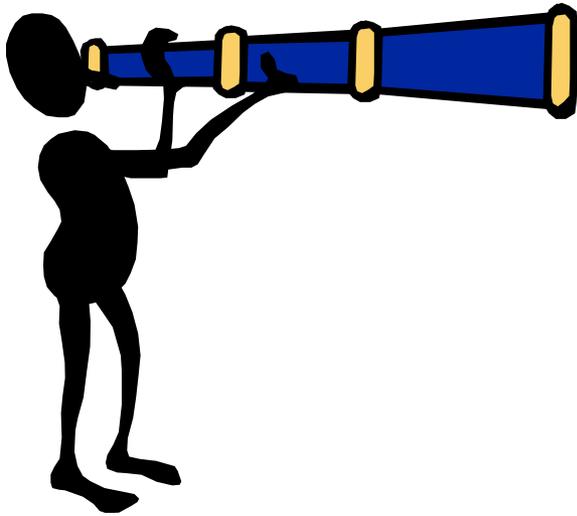
Finishing Up!

- 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



Now that you know how to complete
the form...

...find out where it can take you!



National 4-H Congress-25 State Winners



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25 Project Categories

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"/> | Meat Goat |
| <input type="checkbox"/> | Mechanical & Engineering Science | <input type="checkbox"/> | Personal Development | <input type="checkbox"/> | Photography |
| <input type="checkbox"/> | Poultry | <input type="checkbox"/> | Rabbits | <input type="checkbox"/> | Sheep |
| <input type="checkbox"/> | Shooting Sports | <input type="checkbox"/> | Swine | <input type="checkbox"/> | Veterinary Science |
| <input type="checkbox"/> | Woodworking | | | | |



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Typical County Opportunities

- State Leadership Camp
- Ohio Forestry Camp
- Sea Camp
- Carving New Ideas
- Citizenship Washington Focus



State Opportunities

- State Junior Fair Board
 - Also has additional selection day
- National Dairy Conference
- Ohio Dairy Goat Conference
- Ohio Township Award



Other Opportunities

- Buckeye Leadership Workshop
- Leadership Washington Focus
- Ohio 4-H Conference
- County Scholarships
- Junior Fair Boards, Fashion Board, and other County Opportunities
- (Check with your county for details)



What Do I Do?

- Fill out the form, but remember to ask for help!
- TAKE YOUR TIME!!
- Submit to the County Extension Office by county deadline (mail or hard copy)
 - Follow criteria without exception!
 - Late applications will not be accepted!



What Happens Next?

County Award Selections

- Selection made by a the county
 - 4-H Advisory Committee Sub Committee
 - Exchanging forms with other educators

State Award Selections

- Selection made by Ohio Extension Educators & State Specialists
- State Awards Banquet June in Columbus
- National 4-H Congress November– December



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

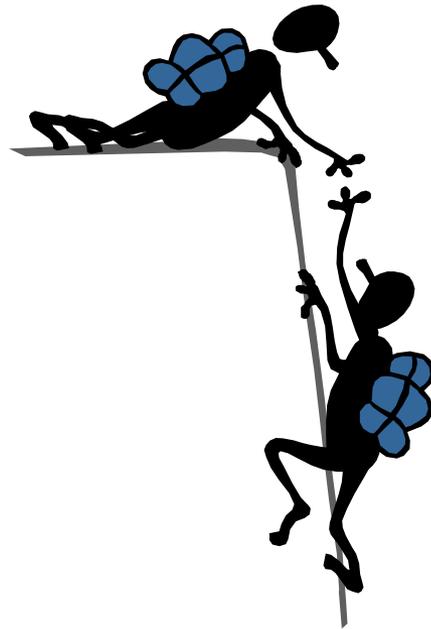


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YOU CAN DO IT!

...and **we're** here to help!



How do I access the form online?

- Visit the state 4-H website (ohio4h.org)
- Click 4-H for Youth
 - Teens
 - Awards and Scholarships
 - “2015 Ohio Achievement Form”



“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?

- Contact your local county 4-H professional
- (county.osu.edu)

