

Monroe County



Achievement Record Book

Name: _____

Club: _____

Section 1: My 4-H Experiences

Summarize information in outline form with your first year in each project listed first. List the most important accomplishment at the top of each year's list. Designate level of participation with the appropriate letter: Local (L), County (C), Area (A), State (S), or National (N). Use numbers to show size or quantity when appropriate.

- List all projects taken and number of years completed in each project
- List your goals for each project.
- List new skills you learned and knowledge gained each year for each project.
- List size and scope of each project each year. Use numbers when appropriate to show size, growth, losses, or savings.
- List demonstrations, talks, exhibits, radio and television appearances, newspaper articles, tours, workshops, camps, judging events, and field trip that you have participated in each year.
- List awards, trips, medals, plaques, trophies, ribbons, and other recognition received for each project each year.
- List your leadership participation in each project. Include things you have done by yourself and in cooperation with others in (1) planning 4-H programs, (2) leading discussions, (3) helping younger members with demonstrations, talks, and exhibits, and (4) assisting with camps, achievement shows, workshops, judging events, tours, field trips, and fairs. List your experience as a Junior Leader by indicating the number of 4-H members you have assisted and list your specific responsibilities.
- List special activities of your club each year.
- List your citizenship and community service experiences each year. Include those things that contributed to the welfare of your club, other individuals, or your community and list specific responsibilities.

Section 2: Experience in 4-H Leadership

When appropriate, enter your experiences in outline form with your first year listed first. List only your most meaningful experiences. Designate level of participation with the appropriate letter: Local (L), County (C), Area (A), State (S), or National (N). Use numbers to show size or quantity when appropriate.

- List 4-H offices you held and committees you served on; designate level of participation and give your specific responsibilities:

<u>Year</u>	<u>Office or Committee</u>	<u>Responsibilities</u>	<u>Level</u>
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- List your personal leadership participation. Include things you have done by yourself and in cooperation with others in (1) planning 4-H programs, (2) leading discussions, (3) helping younger members with demonstrations, talks, and exhibits, and (4) assisting with camps, achievement shows, workshops, judging events, tours, field trips, and fairs. List your experience as a Junior Leader by indicating the number of 4-H members you have assisted and list your specific responsibilities.
- List organizations and groups that you worked with or appeared before representing 4-H; indicate level of participation and your specific responsibilities.

<u>Year</u>	<u>Organization</u>	<u>Level</u>	<u>Responsibilities</u>
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Section 3: Experiences in School, Church, and Community

List your participation in school, church, and community organizations other than 4-H. Include participation, leadership roles, and honors received. List only your most meaningful experiences.

Section 4: Your 4-H Story

Your 4-H Story should convey to your readers what you have done and learned by participating in 4-H.

Your 4-H story must be 4-6 pages, typed or neatly written. The paper should measure 8½" x 11" and you should use a 1" margin on all sides.

The following outline may help you in developing your story:

Part 1 (¼-½ pages): 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.

Part 2 (2½-3½ page): Tell about your most important projects. What have you learned in those projects? Describe some things that you tried and found successful and some things that were not so successful.

Part 3 (1-2 pages): Give information about 4-H activities you have participated in. Include major learning experiences, special interest, and unusual situations that you encountered.

Part 4 (¼-½ page): Explain how 4-H has helped you become a better leader and citizen.

Part 5 (¼-½ page): 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.

Section 5: Photographs

Photographs should be used to illustrate the highlights of your projects and activities.

**4-H ACHIEVEMENT RECORD BOOK
DEMOGRAPHIC FORM**

Date: _____

County _____

Name (First, Mid Initial, Last): _____

First

Middle

Last

Home mailing address: _____

Street

City

State

Zip

Home phone: _____

Cell Phone: _____

Email address: _____

Date of birth (mm/dd/year): _____

Gender: Male ___ Female ___

Currently participating in 4-H: Yes ___ No ___

Years completed in 4-H _____

Name of 4-H Club (s): _____

Name of School: _____

Grade in School _____

Career plans after high school graduation: _____

Parent/Guardian mailing address: _____

Father's Name: _____

Phone: _____

Mother's Name: _____

Phone: _____

STATEMENT BY 4-H MEMBER

I personally have prepared this application and certify that it accurately reflects my work. I also give permission to Purdue Extension, Indiana 4-H, and Indiana 4-H Foundation to use statements in this application for promotion purposes.

4-H Member Signature: _____ Date: _____

APPROVAL OF THIS APPLICATION

We have reviewed this application and believe it to be correct. As a parent/guardian I also give permission to the parties listed above to use statements in this application for promotion purposes.

Signature of Parent/Guardian: _____ Date: _____

Signature of Adult Leader: _____ Date: _____

ACHIEVEMENT RECORD BOOK GUIDELINES

Each year the demographic form will be completed to make a complete history of the 4-Her's projects and achievements. This will aid the 4-Her in his or her last years of 4-H to make an Achievement Resume to be submitted to the State for a chance to win scholarships or a trip to the National 4-H Congress.

The Achievement Record Book project manual and the Demographic Form can be obtained on our Purdue Extension-Monroe County website or from the Extension Office.

JUNIOR DIVISION: 4-H members in **Grades 3 through 9.**

- Compile a notebook. Complete sections 1-5 in the Achievement Record Book project manual, addressing each of the bullet points. You are required to include photographs, news clips, etc. Use a cover of your choice.
- Complete the Demographic Form and include in your notebook.

SENIOR DIVISION: 4-H members in **Grades 10 through 12.**

We strongly encourage submitting this project for a scholarship at the state level. The deadline for submission is January 15 of the current year. Submission should be sent to Purdue Extension – Monroe County Office in electronic form. Scholarship information packet is available on the Purdue Extension-Monroe County website (under 4-H Youth Development, under Scholarships) or from the Extension Office.

- Submit cover letter and resume in accordance with Indiana 4-H Youth Development Accomplishment Resume Scholarship Suggested Guidelines.
- Complete the Demographic Form and include with your cover letter and resume.
- Each resume counts as one entry. You may enter a maximum 3 categories as defined in the Indiana 4-H Accomplishment Scholarship Categories.
- If your resume received State honor earlier in 2014, it will automatically receive a champion ribbon and is not in contention for Grand Champion.

Optional for Senior Division: *Continue your Junior Division notebook into high school and include it along with your cover letter and resume in your Senior Division exhibit at the Monroe County Fair.*

