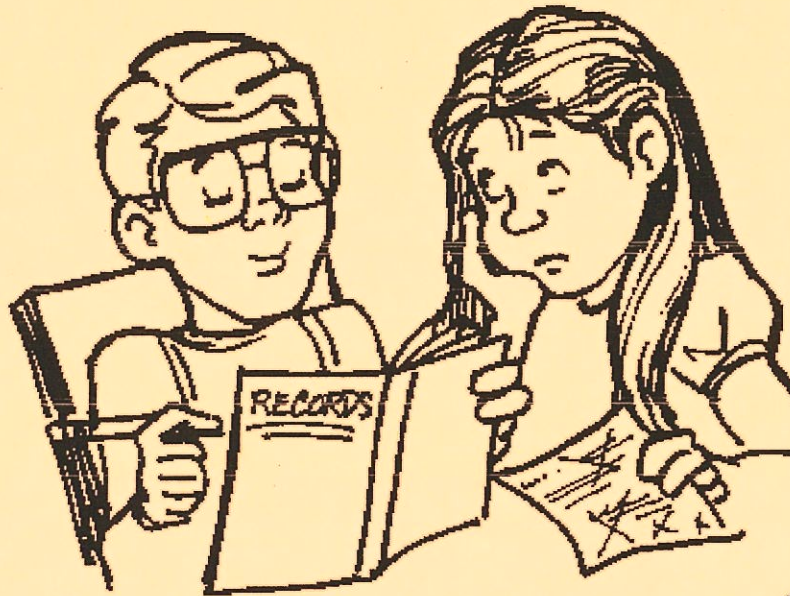
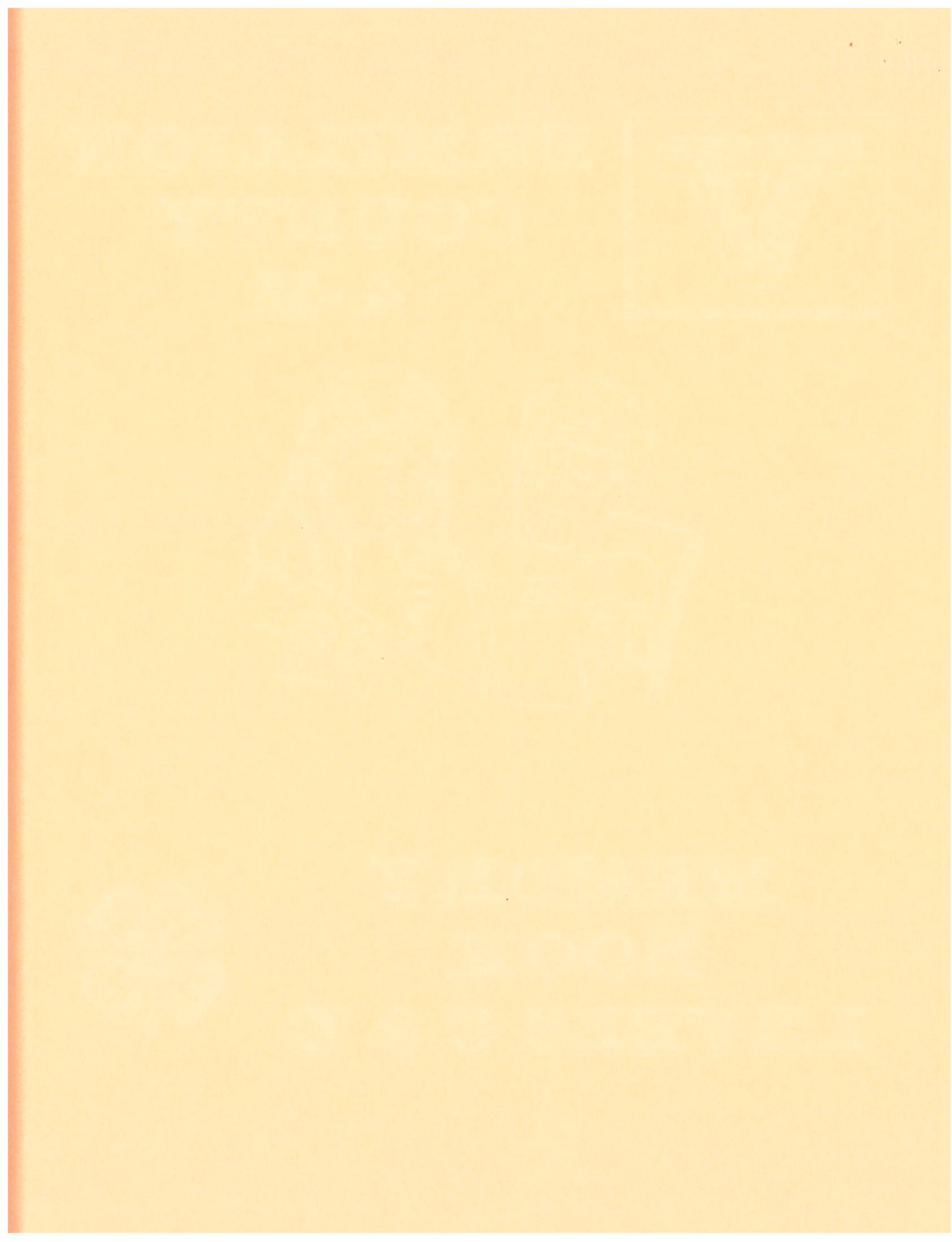


**ERMILLION
COUNTY
4-H**



**MEMORY
BOOK
LEVELS C & D**







VERMILLION COUNTY 4-H MEMORY BOOK PROJECT



Congratulations on selecting the 4-H Memory Book 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 Vermillion County 4-H Memory Book project is divided into 4 levels according to what grade you have just completed.....

Level A: grades 3 & 4

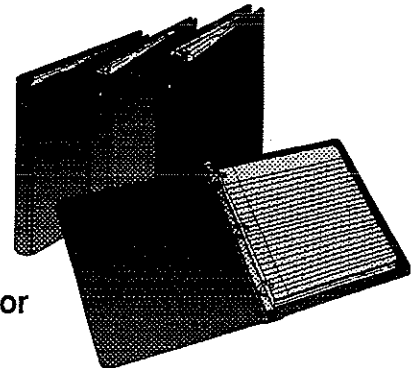
Level B: grades 5 & 6

Level C: grades 7 through 9

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

Why continue with the Memory Book project?

This project is designed to be the gateway to applying for the Indiana 4-H Accomplishment Scholarship, National 4-H Congress Trip, National 4-H Conference, and the records you will build will be helpful in completing countless scholarship and future job applications. Your 4-H Memory Book is an organized presentation of what you have learned and accomplished through 4-H, and how you've helped others as a result of being involved in 4-H. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth.



WHO CAN APPLY FOR THE INDIANA 4-H ACCOMPLISHMENT SCHOLARSHIP, NATIONAL 4-H CONGRESS, and NATIONAL 4-H CONFERENCE?

Any 4-Her in grades 10 and up is eligible to apply for these honors. Remember, even if you've earned it, you won't be awarded it if you don't apply!

Level C of the Vermillion County 4-H Memory Book project has been developed to help ready you for the Scholarship/Trip Application process.

Level D of the Vermillion County 4-H Memory Book project is based solely on the Scholarship/Trip process. Once you've completed this project for exhibit at the fair, it's just a matter of finetuning it for the state level. Likewise, once you've put forth the effort to complete it for the state level, you have a project completed for the next year's county fair.

BE SURE TO CAREFULLY READ THE PROJECT REQUIREMENTS FOR EACH LEVEL.

PUTTING YOUR MEMORY BOOK TOGETHER

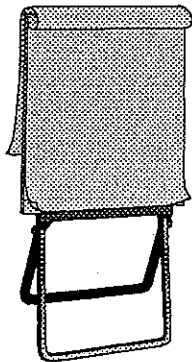
First, always work on a clean surface with clean hands. If you've just washed your hands, be sure they're dried completely. Try to work on your Memory Book when you have an hour or two at a time to devote to it.

The following materials should be included in your Memory Book. The sequence listed below is recommended for the Vermillion County 4-H Memory Book project.

LEVEL C MEMORY BOOK ***Grades 7 through 9***

1. **COVER:** Use an 8 ½" x 11" three-ring binder. Title "My 4-H Memory Book."
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 Indiana 4-H Accomplishment Scholarship Demographics Form. Be sure to obtain all signatures.
4. **YOUR 4-H STORY:** Your 4-H story is a report of your 4-H experiences. Please read your level's requirements carefully. **Be sure to include and elaborate on at least three (3) Life Skills you have learned or further developed through your 4-H experiences (See Life Skills Worksheet)**

LEVEL C: 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. What did you learn? How did you arrange/help arrange for financing for projects/activities? Tell about the amusing/heartwarming things that have 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. Tell about how you've applied what you've learned through 4-H to make a difference in the life/lives of others.

5. State 4-H Scholarship/Trip Application Form. (4-page form included with this packet).

LEVEL D MEMORY BOOK

Grades 10 through last year of 4-H eligibility

PUTTING TOGETHER YOUR APPLICATIONS!

First, always work on a clean surface with clean hands. If you've just washed your hands, be sure they're dried completely. Try to work on your project when you have an hour or two at a time to devote to it.

The following materials are required for application to the Indiana 4-H Accomplishment Scholarship/National 4-H Congress and completion of the Vermillion County 4-H Memory Book project. The sequence listed below is the order that pages should appear in your completed work.

1. Completed Indiana 4-H Accomplishment Scholarship Demographics Form. Be sure to obtain all signatures.
2. Cover Letter (See appendix)
3. Resume: 1-2 pages
4. State 4-H Scholarship/Trip Application Form. (4-page form included with this packet).

QUESTIONS YOU MAY HAVE.....

Q. What is the purpose of the Cover Letter/Resume process???

A. This is the opportunity for you to share with the state selection committee how 4-H has made a difference in your life; to share what you've learned through 4-H and how you've helped make a difference in the life of another/others as a result of your 4-H experiences. It is a means of marketing your major skills, strengths, etc. It is quality--not quantity. It is not what you have won.

Q. What is a Cover Letter???

A. It introduces you to the reader. It should highlight life skills that you cover in your resume. It should be relevant to the category in which you are applying. It entices the reader to review your resume.

Q. What is a Resume???

A. Just as if applying for a job, a resume is a means of "selling yourself on paper." This is the opportunity for you to convince the committee that you are the best person for this scholarship. It is an outline of Biographical Information. It should highlight at least three (3) category-specific Life Skills that you have learned through 4-H. If room allows, state your future goals. Only if there is room, state honors earned that are specific to the category in which you're applying.



Q. *How many categories can I submit an Accomplishment Scholarship Application?*

A. You may submit a complete application in up to three (3) categories on an annual basis. However, a person is only eligible to earn one scholarship annually. Submitting more than one increases the possibility that you will be selected for step two of the Accomplishment Scholarship process. See *Listing of Categories included in this manual.*

Q. *What is the basic judging criteria for the State 4-H Accomplishment Scholarships?*

A. The quality and substance of the Cover Letter. How well you tell in the resume how specific 4-h experiences helped strengthen the life skills you listed.

★★

INDIANA 4-H ACCOMPLISHMENT SCHOLARSHIP CATEGORIES

AGRICULTURE: Animals, Crops, Vet Science, Weeds, Tractor, any Ag-Related project

BEEF

CLOTHING/FASHION REVUE: includes Consumer Clothing (Flash With Cash)

COMMUNICATIONS: Public Speaking, Demonstrations, Video Production, Share the Fun

DAIRY CATTLE

DAIRY GOATS

ELECTRIC

EXPRESSIVE ARTS: Arts/Crafts, Models, Genealogy, Personality, Share the Fun

FOODS/FOOD PRESERVATION

HOME MANAGEMENT: Child Care, Consumerism, Home Environment, Clothing, Fashion Revue, Foods, Food Preservation

HORSE

HORTICULTURE

JR. LEADERS

MECHANICAL SCIENCE: Aerospace, Bicycle, Computers, Electric, Garden Tractor & Tractor Driving, Tractor Maintenance, Small Engines, Woodworking

NATURAL RESOURCES: Aquatic Sci., Bees, Entomology, Forestry, Geology, Shooting Sports, Soil/Water, Weather, Wildlife

PHOTOGRAPHY

POULTRY

PUBLIC SPEAKING/DEMONSTRATIONS

RABBIT

SHEEP

SMALL ANIMALS: Pets, Cats, Dogs

SWINE

VETERINARY SCIENCE

The following categories are known as the **BIG THREE**. Once you are awarded a scholarship in any of these three categories, you are ineligible to apply in any of the categories: **ACHIEVEMENT, CITIZENSHIP, LEADERSHIP**

LIFE SKILLS WORKSHEET

Work Skills

RESOURCES: Identifies, Organizes, Plans, and Allocates Resources

Time: selects goal-relevant activities and ranks them, allocates time, prepares, and follows schedule.

Money: uses or prepares budgets, makes forecasts, keeps records, prepares, and follows a schedule.

Material & Facilities: acquires, stores, allocates, uses material or space efficiently.

Human Resources: assesses skills and distributes work accordingly, evaluates performance, provides feedback.

INFORMATION: Acquires and uses information

Acquires and evaluates information

Organizes and maintains information

Interprets and communicates information

Uses computers/technology to process information

SYSTEMS: Understands complex relationships

Understands systems: knows how social, organizational, or technological systems work; operates effectively with them.

Monitors and corrects performance: distinguishes trends, predicts impact on system operations, diagnoses deviations in systems' performance, corrects malfunctions.

Improves or designs systems: suggests modifications to existing systems, develops new or alternative systems to improve performance.

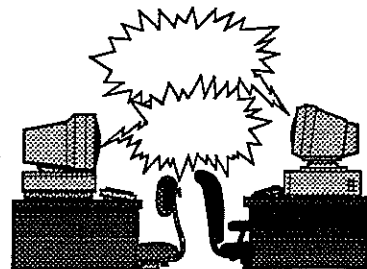
TECHNOLOGY: Works with a variety of technologies

Selects technology: chooses procedures, tools or equipment, including computers and related technologies.

Applies technology to task: understands overall intent and proper procedures for setup and operation of equipment.

Maintains and troubleshoots equipment:

prevents, identifies, or solves problems with equipment, including computers and other technologies.



Interpersonal Skills

WORKS WITH OTHERS: Facilitates teamwork to accomplish goal

Participates as a member of a Team: contributes to group effort

Teaches others new skills

Serves clients/customers: works to satisfy customers' expectations

Exercises leadership: communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

Negotiates: works toward agreements, involving exchange of resources, resolves divergent interests.

Works with Diversity: works well with people from diverse backgrounds and encourages others to see the positive side of others.

Interpersonal Skills-continued

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.

Responsibility: exerts a high level of effort and perseveres towards goal attainment.

Self-Esteem: believes in own self-worth and maintains a positive view of self.

Sociability: demonstrates understanding of friendliness, adaptability, empathy, and politeness in group settings.

Self-Management: assesses self accurately, sets personal goals, monitors progress, and exhibits self control.

Integrity/Honesty: chooses ethical courses of action.

Foundational Skills

BASIC SKILLS: Reads, writes, performs arithmetic and mathematical operations, listens, speaks.

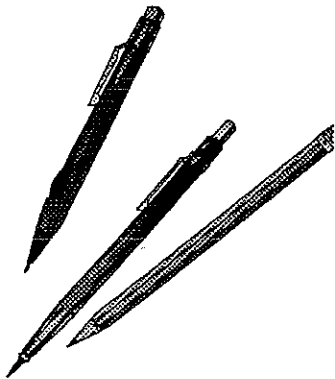
Reading: locates, understands, and interprets written information in manuals, graphs, schedules, etc.

Writing: communicates thoughts, ideas, information, and messages in writing; creates letters, directions, manuals, reports, graphs, flow charts, etc.

Arithmetic/Mathematics: performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.

Listening: receives, attends to, interprets, and responds to verbal messages and other cues.

Speaking: organizes ideas and communicates orally.



THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how and is willing to learn, reasons.

Creative Thinking: generates new ideas

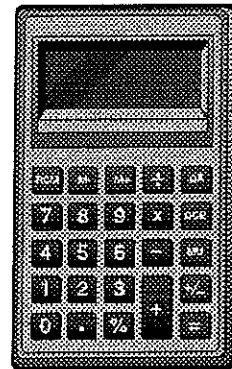
Decision Making: specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.

Problem Solving: recognizes problems, devises and implements plan of action.

Seeing Things in the Mind's Eye: organizes and processes symbols, pictures, graphs, objects, and other information.

Knowing How to Learn: uses efficient learning techniques to acquire and apply new knowledge and skills technologies.

Reasoning: discovers a rule or principle underlying the relationship between two or more objects and uses it to solve a problem.



ACTION VERBS

The underlined words are especially good for pointing out accomplishments.

Management Skills

administered
analyzed
assigned
attained
chaired
contracted
coordinated
delegated
developed
directed
evaluated
executed
improved
increased
organized
oversaw
planned
prioritized
produced
recommended
reviewed
scheduled
strengthened
supervised

Research Skills

clarified
collected
diagnosed
evaluated
examined
extracted
identified
inspected
interpreted
interviewed
investigated
organized
reviewed
summarized
surveyed
systematized

Communication Skills

addressed
arranged
authored
collaborated
convinced
corresponded
developed
directed
drafted
edited
enlisted
formulated
influenced
interpreted
lectured
mediated
moderated
negotiated
persuaded
promoted
publicized
reconciled
recruited
spoke
wrote

Technical Skills

assembled
built
calculated
computed
designed
devised
engineered
fabricated
maintained
operated
overhauled
programmed
remodeled
repaired
solved
upgraded

Teaching Skills

adapted
advised
clarified
coached
communicated
coordinated
demystified
developed
enabled
encouraged
evaluated
explained
facilitated
guided
informed
instructed
persuaded
set goals
stimulated
trained

Financial Skills

administered
allocated
analyzed
appraised
audited
balanced
budgeted
calculated
computed
developed
forecasted
managed
marketed
planned
projected
researched

Creative Skills

acted
conceptualized
created
customized
designed
developed
directed
established
fashioned
founded
illustrated
initiated
instituted
integrated
introduced
invented
originated
performed
planned
revitalized
shaped

Helping Skills

assessed
assisted
clarified
coached
counseled
demonstrated
diagnosed
educated
expedited
facilitated
familiarized
guided
motivated
referred
rehabilitated
represented

Clerical or Detail Skills

approved
arranged
catalogued
classified
collected
compiled
dispatched
executed
generated
implemented
inspected
monitored
operated
organized
prepared
processed
purchased
recorded
retrieved
screened
specified
systematized
tabulated
validated

More Verbs for Accomplishments

achieved
expanded
improved
pioneered
reduced (losses)
resolved (problems)
restored
spearheaded
transformed
consolidated
arbitrated
critiqued

SUGGESTED COVER LETTER FORMAT:

Date

(Double space)

Indiana 4-H Accomplishment Scholarship Selection Committee
c/o Purdue University Cooperative Extension Service
4-H Department
1161 AGAD Hall
West Lafayette, IN 47907-1161

(Double space)

Dear Committee Members,

(Double space)

Body of letter addressing information from worksheet
(It is helpful to double space between paragraphs; this makes it easier to read.)

(Double space @ end of letter)

Sincerely,

(Skip 4 lines for signature--DON'T FORGET TO SIGN YOUR LETTER!)

Full Name (typed)
County

REMEMBER, QUALITY NOT QUANTITY

COVER LETTER WORKSHEET

Use this as a guide if you'd like to develop your cover letter. It is not necessary to turn this in with your project.

1. What category are you submitting an application? _____

2. What have you learned through 4-H in this category? _____

3. How has 4-H, and this category specifically, helped you become the person you are today?

4. List your life skills as they apply to this category, why they are important, and how you use them:

A. Life Skill: _____

B. Life Skill: _____

C. Life Skill: _____

COVER LETTER WORKSHEET, continued

D. Life Skill: _____

E. Life Skill: _____

SEE LIFE SKILLS WORKSHEET TO GAIN A BETTER UNDERSTANDING OF THIS CONCEPT.

GENERAL TIPS: COVER LETTER AND

Past state selection committees have liked:

- Heart-warming 4-H stories with evidence of learning.
- Evidence that you have learned a skill(s) in 4-H.
- Area, State, & National participation combined with evidence of learning
- A resume and cover letter that is very specific to the project category in which you are applying.
- Showing specific knowledge in the category from your 4-H project.
- Entrepreneurship
- Uniqueness...professional look with limited graphics
- THAT YOU FOLLOWED DIRECTIONS: Cover Letter kept to one page; Resume kept to 2 pages.

Past committees have NOT liked:

- Lists of awards...a focus on winning, not learning
- The same resume/cover letter used for more than one category.
- Lists of what you did without stating what you learned or the impact/results.

DON'T SUBMIT YOUR FIRST DRAFT! WORK ON IT; THINK ABOUT IT; LET IT SIT; LET SOMEBODY ELSE READ AND CRITIQUE IT.....THIS IS NOT A LAST MINUTE PROJECT!

RESUME WORKSHEET

There are many formats for developing a resume. This worksheet is designed to help you get your specific thoughts down on paper. Consult your local or school library to find a resume format that fits your style. Refer to your Cover Letter when developing your resume & vice versa; this will ensure that they are consistent with each other and specific to the category in which you are applying.

Skills and Accomplishments: (Most important to least important)

Life Skill #1 _____

1. How have I learned it? _____
2. How do I use it? _____
3. Why is it a strength? _____

List specific illustrations of this skill

- A.
- B.
- C.
- D.
- E.

Life Skill #2 _____

1. How have I learned it? _____
2. How do I use it? _____
3. Why is it a strength? _____

List specific illustrations of this skill

- A.
- B.
- C.
- D.
- E.

Resume Worksheet, continued

Life Skill #3 _____

1. How have I learned it? _____
2. How do I use it? _____
3. Why is it a strength? _____

List specific illustrations of this skill

- A.
- B.
- C.
- D.
- E.

Life Skill #4 _____

1. How have I learned it? _____
2. How do I use it? _____
3. Why is it a strength? _____

List specific illustrations of this skill

- A.
- B.
- C.
- D.
- E.

Life Skill #5 _____

1. How have I learned it? _____
2. How do I use it? _____
3. Why is it a strength? _____

List specific illustrations of this skill

- A.
- B.
- C.
- D.
- E.

Resume Worksheet, continued

Future Goals: _____

Honors: (Only if space allows...list 4-H honors specific to the category in which you are applying.)

INDIANA 4-H ACCOMPLISHMENT SCHOLARSHIP DEMOGRAPHICS FORM

COUNTY _____ AREA _____ CATEGORY _____ YEARS IN 4-H _____

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

Name you want used in publicity _____ Date and year of birth _____

Home address _____
(Please print)
(Street) (City) (State) (Zip code)

Home telephone number: () _____ Social Security Number _____

Place of home residence (check one):
_____ Farm (number of acres _____) _____ Town or city of 10,000 to 50,000
_____ Town under 10,000 or open country _____ Suburb of city over 50,000
_____ Central City of over 50,000

Name(s) of parent(s) or guardian(s) _____

Name of your 4-H club / group or program _____

Date you graduated or will graduate from high school _____

College: Number of Years _____ Major _____

Trade or technical school: Course of study _____

Not attending school: Occupation _____

What career do you plan to follow? _____

List all 4-H projects you have taken or programs you participated in for at least one year _____

Year attended: 4-H Roundup _____ State 4-H Jr. Leader Conference _____

News Release(s) are to be sent to: _____

STATEMENT BY 4-H MEMBER

I personally have prepared this resumé and certify that it accurately reflects my work:

Date _____, 20____ *Signature of 4-H member _____

APPROVAL OF THIS REPORT

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

Date _____, 20____ *Signed: _____
(Parent of Guardian)

Date _____, 20____ Signed: _____
(Local 4-H Leader)

Date _____, 20____ Signed: _____
(County Extension Educator)

* Signature indicates implied consent that these materials may be reviewed by a selection committee and award donor.

Applying for (check one):

- 4-H Foundation Scholarship _____
- 4-H Plant Science Scholarship _____
- National 4-H Congress Trip _____
- National 4-H Conference Trip _____
- Lindley 4-H Sheep Scholarship _____
- Russell Martin 4-H Sheep Scholarship _____
- Simmerman Family 4-H Beef Scholarship _____

STATE 4-H SCHOLARSHIP / TRIP APPLICATION FORM

(Type or print this form in black)

Extension Area _____ County _____ Year _____

Currently participating in 4-H: Yes _____ No _____ Years in 4-H _____ Grade in School _____

Name _____
(first) (middle) (last)

Name you want used in publicity _____
(please print)

Home Address _____ Zip _____
(street) (town/city)

Home phone # (____) _____ Social Security # _____

Date and Year of Birth _____ Male _____ Female _____

Parents/Legal Guardians:

Father's name & address _____

Mother's name & address _____

Parent/Guardian Phone (____) _____

Place of home residence (check one):
_____ Farm (number of acres _____)
_____ Town under 10,000 or open country
_____ Town or city of 10,000 to 50,000
_____ Suburb of city over 50,000
_____ Central city of over 50,000

Name of High School _____ H. S. Graduation date _____

Name & address of school/training facility you plan to attend (or are attending) after high school graduation

STATEMENT BY 4-H MEMBER

I personally have prepared this report and certify that it accurately reflects my work:

Date _____, 20 ____ *Signature of 4-H Member _____

APPROVAL OF THIS REPORT

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

Date _____, 20 ____ *Signed _____
(Parent or Guardian)

Date _____, 20 ____ Signed _____
(Local 4-H Leader)

Date _____, 20 ____ Signed _____
(County Extension Educator)

NOTE: This application will not be returned (copy before submitting).

***Signature indicates implied consent that these materials may be reviewed by the selection committee and award donor.**

1. What career do you plan to follow? _____

2. Why did you choose this career? _____

3. Did 4-H influence your career choice? ___ Yes ___ No (This answer has nothing to do with judging.)

If yes, what segment(s) of the program influenced you the most? (Check those that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Project Work | <input type="checkbox"/> Computer Workshop | <input type="checkbox"/> Mechanical Sciences |
| <input type="checkbox"/> 4-H Leader | <input type="checkbox"/> County 4-H Activities | <input type="checkbox"/> Natural Resources Workshop |
| <input type="checkbox"/> Extension Educator | <input type="checkbox"/> Dairy Conference | <input type="checkbox"/> Plant Science Workshop |
| <input type="checkbox"/> Aerospace Workshop | <input type="checkbox"/> Electric Camp | <input type="checkbox"/> Roundup |
| <input type="checkbox"/> Ambassador Workshop | <input type="checkbox"/> Food Science Workshop | <input type="checkbox"/> State Fair Conference |
| <input type="checkbox"/> Animal Science Workshop | <input type="checkbox"/> Junior Leader Conference | |

Other: (Please List) _____

4. Work experience (for example, cook at McDonald's, clerk at J.C. Penney's, etc.) _____

5. How will you utilize your overall 4-H experiences in the future? _____

DO NOT ADD PAGES

6. 4-H projects (give number of years):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Demonstrations/Public Speaking/Judging and Other Activities (Local, County, Area, State, National):

<u>Year</u>	<u>Activity</u>	<u>(L.C.A.S.N)</u>	<u>Year</u>	<u>Activity</u>	<u>(L.C.A.S.N)</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

8. 4-H offices held (Local/County):

<u>Year</u>	<u>Office</u>	<u>(L.C.)</u>	<u>Year</u>	<u>Office</u>	<u>(L.C.)</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

9. 4-H awards/trips/committee work (Local, County, Area, State, National)

<u>Award/Trip</u>	<u>(L.C.A.S.N)</u>	<u>Committee Work</u>	<u>(L.C.A.S.N)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

