

## INSTRUCTIONS FOR COMPLETING THE Franklin County Trip Award Form

### General

The Franklin County Trip Award Form is designed to capture your 4-H career. You should list only 4-H activities and events, unless instructed to do otherwise. **Do not list the same entry more than once.** However, if you provided leadership by helping to plan an activity, and also participated in the activity, you can list the planning in Section 20 (leadership), and the participation in whatever section it best fits.

You should only list things that have already occurred. Example: You have been appointed to your 4-H Club's summer picnic committee. The committee has not yet met. Do not list this under leadership, because you have not done anything yet.

### Section by Section Instructions

Section 1: List the total number of years of 4-H work that you have completed, including those years that you were a Clover Kid. Only list those years that you received a county year pin.

Section 2: List the number of years you have been officially appointed by the club or project leader to help lead a 4-H project. Only list years where you actually assisted.

Section 3: List the number of years that you were a 4-H project leader. That means that you completed project leader enrollment forms, and led a project on your own. Only list those years that you actually completed your commitment.

Section 4: List the number of years that you were appointed to be a 4-H Council Representative for your club, **and** you attended at least two 4-H Council meetings.

Section 5: List the different 4-H Club officer roles you have been elected to.

Section 6: List any office that you held more than one year.

**Special Instructions for 5 & 6:** If you were club treasurer for three years, you would list it once in Section 5, and in Section 6 you would list it as: Treasurer (2).

Section 7: In this section we want you to list only formal presentations before organized groups you made at the levels indicated. These could include: speeches, demonstrations, illustrated talks, leading a group program at a club or other 4-H event, giving a summary of a project meeting at a club meeting, reporting about a 4-H trip to a club or county group, presenting a lesson at a project meeting, leading a program at camp, etc.

**Do not include** leading pledges, anything that is part of your job as a club officer such as reading the minutes, leading a club meeting, or giving a treasurers report, committee reports, giving reasons as a part of judging, showing a member how to do something at a fair, etc.

Section 8: List the total number of times you have participated in a 4-H judging workshop or contest where you judged (livestock judging, horse judging, judging at achievement day, etc.)

Section 9: The State Award Form is the application to participate in National 4-H Congress. This is not the form you complete for a county medal. The form is several pages in length.

Section 10: The Franklin County 4-H Report Form is the four-page form you complete to apply for a county medal. If the form you completed was not four pages in length, and did not require you to write a 4-H story on a separate sheet of paper, then do not count it here.

Section 11: List the number of **different projects** you **completed**: that means you participated in most of the project meetings and completed a project completion form or a Franklin County 4-H Report Form for the project. Also, do not list separate units of the same project as different projects. If you have completed Beef Units 1, 2, and 3, you have completed only one project: Beef. If you have completed three years of Beef, two years of visual arts, and one year of Foods and Nutrition, you have completed 3 different projects.

Section 12: This is where you get credit for completing several years of the same project. List the highest number of years you have **completed** any one project area.

Section 13: First list the **number of years** you exhibited 4-H building or livestock exhibits at the Franklin County Youth Fair in Union **or** participated in the Franklin County 4-H Horse Show. If you exhibited an item in the Franklin County Youth Fair in 2001, and you participated in the 2001 County 4-H Horse Show, count it as one year.

Then list the total number of years you exhibited building or livestock exhibits in any other area fair (any fair except the Franklin County Youth Fair or Missouri State Fair) **or** any other 4-H Horse Show (except the State Fair Horse Show). Since we are listing **years**, not total number of fairs or shows, you would count only once for each year you exhibited at other area fairs or participated in other area 4-H Horse Shows. Thus, if you exhibited items in 2002 at the Washington Town and Country Fair, Gasconade County Fair, New Haven Fair, and Sullivan Fair, you would only count that as "1", **not** as four. The same goes for 4-H Horse Shows.

Finally, list the total number of years you have exhibited items or livestock, as a 4-H member, in the Missouri State Fair, or participated in the State Fair 4-H Horse Show.

Section 14: List the total number of times you participated in each of the events. Participating means "attended the event". Count only the years you attended as a 4-H Clover Kid or 4-H member. If you had a role in the event (were a 4-H Queen candidate or escort, St. Pat's Candidate, etc.) list that under the appropriate section.

Section 15: Mark the number of times you attended each trip as a 4-H delegate. Include the years you received a scholarship, and any years you paid your own way.

Section 16: Include the number of years you were a camper, and the number of years you attended 4-H Counselor Camp. Do not include the times you attended camp as a counselor. You may also include the number of years you attended Clover Kids Camp as a camper, but not the years you attended as a helper.

Section 17: List the number of years you served as a Counselor at 4-H Camp, and the number of years you were appointed to serve at Clover Kids Camp and followed through. Do not include any years that you showed up to help with Clover Kids Camp without being officially asked to do so by Arlene, Jenny, or Dave.

Section 18: You cannot add extra pages, so choose the most prestigious awards (or other recognition) that you received for your efforts in 4-H, school, church, community, etc. It is best if you can list recognition you received for each of the areas, and recognition for personal effort is better than that for group efforts (making the A honor roll is better than being in a music group that received a "one" rating). Also being able to list awards at different levels is best (for 4-H that might mean having received some form of recognition at the club, county, and regional or state level).

Section 19: List your 4-H citizenship here. Again, put your most significant citizenship efforts, that is, those in which you put in the most time and effort. Things you did on your own as a 4-H member or helped organize for a 4-H group are best. But you can also include those things that you participated in as a member of a 4-H group. Try to be specific about your role in the effort. Remember there are two kinds of citizenship, (1) the citizenship effort you make where you give your time and other resources to help out such as toy drives for the less fortunate or planting flowers to beautify the park, and (2) the citizenship you exhibit by being involved in you're the community decision making process such as attending city council meetings, writing letters to the editor, writing letters to your congressman, helping in a political campaign, voting, etc.

Example:

St. Pat's King Candidate: Raised \$600 for the 4-H Council. (**Note: do not include funds donated by the club if you use a listing like this; only list the amount you raised because of your own efforts.**)

Highway Clean-up: Spent 8 hours helping club to clean up our adopted area of Highway 185.

Club Set-up: Set 20 chairs and two tables for six club meetings.

Provided ride for 4 teens so that they could attend teen leader meetings.

Section 20: List only **4-H leadership roles**. Be sure to list what you actually did, not just the role that was given to you. Example:

**Club:** Picnic Committee Chairman: Set up and led three meetings, reserved the city park picnic area.

**County:** Teen Leader Dance Committee: Planned, recruited help, got supplies, and directed dance decorations.

4-H Camp: Led grace songs for three meals, and led songs after two meals.

**Other:** Regional Teen Retreat: Volunteered to lead get acquainted games.

Section 21: Follow the instructions for sections 19 & 20, but only list activities and efforts outside of 4-H. It is best if you have listings for school, church, and community (Scouts, helping with a community event, babysitting for non-family without being paid, etc.)

Section 22: Some experiences that come to mind might include: participating in an interstate exchange, hosting a 4-H international exchange student, attending county teen leader meetings or activities, being a candidate for State 4-H Council Regional Representative or County Representative for the Regional Teen Council (even if you did not get elected), perfect attendance at 4-H Club meetings, attending club field trips, etc.

Section 23: Write a paragraph for each of the topics. Your paragraph should explain how a specific event (or group of events) has impacted you for that topic. Do not list your achievements for each topic. Do not limit yourself to your 4-H experiences. You may include experiences that you had as part of another organized group, in school or church, or in your personal life. You should briefly explain the event(s) and tell how it has changed you (the lesson you learned).

Examples:

*Character*

*When I was 14 I got a white ribbon at Achievement Day for my demonstration. I had not prepared very much for it because I had kept putting it off so I could do other things. It was kind of embarrassing for me to receive the white ribbon in front of everyone. That experience taught me that I need to take the time to prepare if I am going to do a good job.*

*Citizenship: I read an article in the newspaper that was unfair to teens. I wrote a letter to the editor never expecting it to get printed. I was surprised when I saw the letter printed, and even more surprised when kids and adults I knew said they saw my letter and were glad that someone had spoke up for teens. I now have more courage to speak up when I think someone or something is not right.*

Section 24: This is not a 4-H Story. Use this section only if you feel there is a need to clarify information so that it has more meaning to a judge. A teen who has just joined 4-H might want to point that out so the judge will understand why they do not have many listings. If you feel that the judge might not understand the amount of effort invested in a particular listing (especially a non-4-H or club activity) you might want to go into detail here (that will save room in the listing area).

For example you list "Exceptional Equestrians: Donated 30 hours to help lead horses for handicapped riders" That is a pretty good listing by itself. But if you had to complete 15 hours of training to be able to help with the program, and you spent those 30 hours leading horses in 96 degree weather, you might want to point that out in section 24. Or, if in your cabin at 4-H Camp, you had a young person who was homesick and you stayed up all night comforting him or her, you might want to let us know about this in Section 24.

If you have been selected to be a member of a prestigious school organization that has a non-descriptive name (such as Washington High School's Renaissance group), you may want to explain what the group is all about in Section 24.

## TRIP AWARD FORM SCORE SHEET

ITEM	POINTS
1	1 point each
2	1 point each
3	2 points each
4	1 point each
5	1 point each
6	1/2 point each
7	1-5 = 5 points 6-10 = 6 points 11-15 = 7 points 16-20 = 8 points 20-25 = 9 points 26-30 = 10 points 31+ = 1 point for each five (Maximum score of 20)
8	Score same as 7.
9	2 points each
10	1 point each
11	1-3 = 1 point 4-6 = 2 points 7+ = 3 points
12	Score same as 11.
13	1 point each for Franklin County Youth Fair or Franklin County Horse Show 1/2 point each for other fairs or area 4-H horse shows. 1/2 point each for Missouri State Fair or Missouri State 4-H Horse Show
14	Total is score.
15	1 point each
16	1 point each
17	2 points each
18	Up to 5 points
19	Up to 10 points
20	Up to 10 points
21	Up to 10 points
22	Up to 10 points
23	Up to 20 points
24	To be determined based on content.