

# Marion County 4-H Achievement Summary

Keeping good records is a skill, which once mastered will serve you well throughout your life. Records are not **extra** work but a **part** of 4-H work.

## Encouraging 4-H Members to Keep Good Records

A good 4-H record is a measuring stick. Members and leaders are kept informed of the member's progress and this helps stimulate self-improvement.

A good 4-H record is a mirror. It will reflect accomplishments and therefore serve as a basis for trips and awards.

A good 4-H record teaches a desirable habit. Every adult must keep track of business and financial transactions. Developing this habit early in life is a valuable asset.

A good 4-H record can be achieved only when there is cooperation between members, parents, and leaders.

## How to Write An Achievement Summary

1. The appearance, accuracy, thoroughness, and grammatical correctness of your achievement summary will reflect **you**. Let that reflection be a good one! Due into the Extension Office by **October 1**.
2. What you write should be clear to someone not familiar with the activities. Pretend you are explaining it to someone who has never heard of 4-H before.
3. Make your information readable! Type if possible; use type no smaller than 12 font per inch. If you cannot type, print very neatly using blue or black ink. Use spacing and margins header/footer 1 ½ inches; sides 1 inch.
4. Use words that say exactly what you mean or describe exactly what you did. Tell what you want to tell in a concise, understandable manner.
5. Use plain white paper, 8 ½ inches by 11 inches, type on one side only. Each section is to be on a separate piece of paper. Stay within the page limits of each section. Submit the finished summary in a folder or binder. A 4-H binder may be purchased at the Extension Office.

## **Sections of the Summary**

In each section include talks, demonstrations, media involvement, workshops, tours and trips. Emphasis should be placed on the 4-H year just completed. Describe how your previous 4-H experiences have helped you this year. For example, did skills acquired last year help you expand your project this year?

### **Section A: 4-H Projects and Activities (2 pages maximum)**

Describe your 4-H projects, activities, and experiences. In this section list your goals and if you reached these goals. If not, why not? What obstacles or difficulties did you encounter and how did you solve these problems? Describe what you learned, skills as well as knowledge.

### **Section B: Leadership (1 page maximum)**

Describe leadership roles that you have held during your year(s) in 4-H. For example leading the pledge, holding an office, organizing an activity.

### **Section C: Citizenship and Community Service (1 page maximum)**

Describe your community service and citizenship experiences. Connect what you have completed in projects and learning experiences with citizenship and community service. Include non 4-H activities. For example: Gardening, the products of which were donated to a nutrition site.

### **Section D: Your 4-H Story (4 page maximum)**

Tell about you as a person. Why are you in 4-H? How has your 4-H involvement contributed to your family, school, community? How has 4-H influenced you? What do you do differently because of 4-H? Do you use your free time differently? Have you developed other interests or considered different careers because of 4-H?

### **Section E: Resume required for ages 14 and older - optional age 13 and younger (one page maximum)**

A resume is widely used in the business world. It is important to have the ability to create a resume that is brief and to the point, easy to read, grammatically correct, neat and orderly. There are resources in the library and on the Internet with instructions on writing a resume. The basic parts are as follows:

- Name, address and phone number
- Career objectives
- Accomplishments or skills
- Education
- Work experience
- Activities and interests
- References (a statement of where they can be obtained)

Use those parts of the resume and give information that would be relevant to a job or position for which you might apply. Use spacing, capital letters, bolding, asterisks, underlining, etc., to direct the reader's eye to relevant information.

Attach 2"X3" (or larger) color or black/white photo of yourself

## County 4-H Achievement Report

State: \_\_\_\_\_ County: \_\_\_\_\_ 4-H Year: \_\_\_\_\_

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age (as of Jan. 1<sup>st</sup>): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

List the projects you have completed this year:

_____	_____
_____	_____
_____	_____
_____	_____

Project to be considered for top Achievement: \_\_\_\_\_

I have prepared this application myself and certify that the information included is true and accurate.

Date: \_\_\_\_\_ Signature of 4-H Member: \_\_\_\_\_

I have reviewed this application and believe it to be correct:

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_ Club Leader: \_\_\_\_\_

I would like to be considered for (if applicable):

"I Dare You" award: \_\_\_\_\_ Yes \_\_\_\_\_ No

First Year Achievement: \_\_\_\_\_ Yes \_\_\_\_\_ No



On the remaining pages of the application, head each section by letter and title.