Creating a Winning Achievement Record
Presented by the
Teen Leadership Design Team

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 Activity & Photo Page
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

MARKET LAMBS:
2006 Individual Lamb-Administered Daily care & exhibited 2 animals at the county fair & 6 animals at the State Fair. Net profit $695 (county) & $135 (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 tack & feed, based on animals specific needs.
2008 Individual Lamb-Provided daily care for all animals. Exhibited 2 animals at the county fair & 6 animals at the Ohio State Fair. Built separate pens to feed animals individually. Learned to groom different species. Net profit $375 (county) & $475 (state).
2009 Individual Lamb-Exhibited 2 animals at the county fair & 3 animals at the State Fair. Worked 650 hours & had a net profit of $875 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, & 3 animals at NAILE in Louisville, KY. Worked 700 hours. Learned how to select, showmanship skills, & care for market lambs. Net profit of $1140 for all shows.
2005 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, & 1 animal at NAILE in Louisville, KY. Worked approximately 500 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 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.

MEAT GOATS:
2001 Market Wether- Displayed 1 animal at the county fair. Worked 400+ hours. Net profit of $375. Established Maynard Boer Goats and received a profit of $250 from this business. Learned how to select business & how to raise quality, healthy show goats.
2000 Market Wether- Provided daily care & showed 1 animal at the co. fair. Worked 300 hours. Made a net profit of $150. Learned how to provide care for does during gestation period & for newborn babies.

MISSOGENOUS OTHERS:
2006 Team Boardmanship- Completed project book, poster, participation in state fair. Spent $10, worked 5 hrs. Learned principals of leadership and how to more effectively run meetings.
06-08 Market Hog- Provided daily care comprising feeding, watering, & bathing. Exh. 1 animal at the co. fair & 1-3 animals at the State Fair each year. Worked approx. 150 hours/year, net profit range of $150-500. Learned the importance of exercising, selection methods, & techniques for showmanship.
2002 Market Rabbits- Learned how to care for animals, spent approx. $40, worked approx. 100 hours.
2000 Market Chickens- Bestowed daily care including feeding, watering, drying feathers. Showed a pen of 3 at the co. fair. Worked approx. 100 hrs, net profit of $50. Learned basics of raising chickens.
<table>
<thead>
<tr>
<th>Year</th>
<th>Project Name</th>
<th>Project Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>Woodworking</td>
<td>Made a bookshelf for my room. Worked 67 hrs. Saved $100. Learned to use a saw.</td>
</tr>
</tbody>
</table>

### MARKET LAMBS

<table>
<thead>
<tr>
<th>Year</th>
<th>Individual Lamb</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td></td>
<td>Administered daily care &amp; exhibited 2 animals at the county fair &amp; 6 animals at the State Fair. Net profit $636 (county) &amp; $155 (state). Worked approx. 390 hrs.</td>
</tr>
<tr>
<td>2007</td>
<td></td>
<td>Daily care including feed, water, exercise, training, grooming for shows, &amp; exhibit at the county fair (2 animals) &amp; St. Fair (4 animals). Net profit $375 (co) &amp; $475 (st). Worked approx. 300 hours (co) &amp; 400 hours (st), learned to use top dress &amp; feed, based on animals specific needs.</td>
</tr>
<tr>
<td>2006</td>
<td></td>
<td>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 (co) and $475 (st).</td>
</tr>
<tr>
<td>2004</td>
<td></td>
<td>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, &amp; care for market lambs. Net profit of $1140 for all shows.</td>
</tr>
<tr>
<td>2002</td>
<td></td>
<td>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 pick sheep market lambs.</td>
</tr>
<tr>
<td>2001</td>
<td></td>
<td>Displayed 1 animal at co. &amp; 2 animals at state. Fullfilled daily care responsibilities, sold own market lamb from group of lambs. Worked 250 hours &amp; made a profit of $400/show.</td>
</tr>
</tbody>
</table>

### MEAT GOATS

<table>
<thead>
<tr>
<th>Year</th>
<th>Market Wether &amp; Meat Doe</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2001</td>
<td></td>
<td>Displayed 1 animal at the county fair. Worked 400+ hours. Net profit of $375. Established Maynard Boer Goats and received a profit of $250 from this business. Learned how to select business &amp; how to raise quality, healthy show goats.</td>
</tr>
<tr>
<td>2000</td>
<td></td>
<td>Provided daily care &amp; showed 1 animal at the co. fair. Worked 300 hours. Made a net profit of $150. Learned how to provide care for does during gestation period &amp; for newborn babies.</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS OTHERS

<table>
<thead>
<tr>
<th>Year</th>
<th>Team Boardmanship</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008</td>
<td></td>
<td>Completed project book, poster, participation in state fair. Spent $10, worked 5 hrs. Learned principals of leadership and how to more effectively run meetings.</td>
</tr>
<tr>
<td>2008</td>
<td>Market Hog</td>
<td>Provided daily care comprising feeding, watering, &amp; bathing. Exhibited 1 animal at the co. fair &amp; 1-3 animals at the State Fair each year. Worked approx. 150 hours/year, net profit range of $150-500. Learned the importance of exercising, selection methods, &amp; techniques for showmanship.</td>
</tr>
<tr>
<td>2003</td>
<td>Market Rabbits</td>
<td>Learned how to care for animals, spent approx $40, worked approx. 100 hours.</td>
</tr>
<tr>
<td>2000</td>
<td>Market Chickens</td>
<td>Provided daily care including feeding, watering, drying feather. Showed a pen of 3 at the co. fair. Worked approx. 100 hrs, net profit of $30. Learned basics of raising chickens.</td>
</tr>
</tbody>
</table>
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, etc.)
• 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
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

• Share 4-H experiences
• 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 Activity & 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!
Ohio Forestry Camp
Sea Camp
Ohio Leadership Camp
Citizenship Washington Focus
National 4-H Conference
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)
  • January 19, 2016
  • Follow criteria without exception!
  • Late applications will not be accepted!
What Happens Next?

County Award Selections
- Selection made by 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
YOU CAN DO IT!

…and we’re here to help!
How do I access the form online?

Use go.osu.edu/achievement

OR Visit the state 4-H website (ohio4h.org)
  • Click on ‘Families’ tab
    • Select ‘Just for Teens’ from dropdown
  • Select Awards & Scholarships page
“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.