

Otsego County 4-H Youth Development Achievement Books

What is a 4-H Achievement Book?

The 4-H Achievement Book is an organized summary of a 4-H'er's entire 4-H experience. It is a personal record of their accomplishments as a 4-H member. Every 4-H member should make and keep a permanent record of his or her accomplishments.

Why build a 4-H Achievement Book?

A 4-H Achievement Book organizes written documentation of accomplishments and experiences during the 4-H year. The record will make a good keepsake for years after a member's 4-H career is complete. It will help 4-H'ers as they complete award trips, scholarships, future college, and job applications. Each 4-H'er's personal 4-H history as recorded in their 4-H Achievement Book will help them reflect on how they have grown from year to year, and where they need to work even harder "To Make the Best Better".

What goes into a 4-H Achievement Book?

- Pictures of you, your project work, your 4-H club and leaders
- Your 4-H Club's program
- Newspaper articles about 4-H events in which you or your 4-H club's name appears
- Special Letters of recommendation, thanks, or congratulations
- Project / Record sheets
- Awards but not ribbons, rosettes, or trophies
- Printed Programs and Certificates of Participation for events you took part in
- Write about everything you did and learned, especially those things that are not otherwise mentioned in other parts of your 4-H Achievement Book
- Certificate of Achievement

Where in the world do you start?

While a 4-H Achievement Book represents a 4-H'er's personal 4-H story, the information in the 4-H Achievement Book should be organized so that it is easy to read and follow. For this reason, there are two formats suggested for organization of a 4-H Achievement Book, traditional and chronological order. Keep in mind that in either format the 4-H'er's most current 4-H year's information will always be on top, at the front of the book.

Achievement Books have been in existence as long as the 4-H program itself. The Traditional Order format has been used throughout the past for assembling 4-H Achievement Books. This format would be the simplest for 4-H'ers who are working on a 4-H Achievement Book after having been a member for several years. 4-H'ers may also choose to assemble their 4-H Achievement Book in Chronological Order. This format organizes your materials according to the order of your 4-H Club Program or, if an individual 4-H member, in the order you completed activities throughout the year.

Traditional Format

- 1) Cover - A hard backed binder cover is available from the 4-H Office.
- 2) Title Page- Mount a current photograph of yourself.

Centered under the photo:

Name
Age
4-H Club Affiliation
4-H Year: 20__ - 20__
__ Year in 4-H

- 3) Table of Contents:

My __ year in 4-H
20__ - 20__
4-H Club Photograph
4-H Club Program
Correspondence
4-H Project / Record / Evaluation Sheets
4-H Project Photographs
Newspaper Clippings
Certification of Participation
4-H Story
Certificate of Achievement
Prior Years (20__ - 20__)

- 4) 4-H Club Photograph- Under list all members by name, left to right, back row, middle row, front row, with your name underlined.
- 5) 4-H Club Program for the current 4-H Year
- 6) Special Letters of Recommendation, etc.
- 7) 4-H Project/ Record / Evaluation Sheets
- 8) Photographs of you doing project work, participating in the events, etc.
- 9) Newspaper Clippings- Including date and name of publication, 4-H club or 4-H'ers name must be underlined.
- 10) Printed programs- underline your name
- 11) Certificates of Participation
- 12) Annual Story
- 13) Certificate of Achievement- Blank page, labeled for current year

Chronological Order

- 1) Cover- a hard backed binder cover is available from the 4-H office.
- 2) Title Page- Mount a current photograph of yourself.
Centered under the photo:
Name
Age
4-H Club Affiliation
4-H Year: 20__ - 20__
____ Year in 4-H
- 3) Table of Contents:
My ____ year in 4-H
20__ - 20__
4-H Club Photograph
4-H Club Program
4-H Project work
4-H Story
Certificate of Achievement
Prior Years (20__ - 20__)
- 4) 4-H Club Photograph- Under list all members by name, left to right, back row, middle row, front row, with your name underlined.
- 5) 4-H Club Program for the current 4-H Year
- 6) Then, following your 4-H Club Program, neatly and chronologically organize whatever information you have that relates to each project completed or activity or event participated in. Keep all information that pertains to each project, activity, or event all together. Include dates (month, year).
- 7) Annual Story
- 8) Certificate of Achievement- Blank page, labeled for current year

Helpful Hints

- Use blue or black ink pen for writing. Older members may wish to type their information.
- Apply reinforcement to help keep pages from ripping. Apply them to the back of the page so they do not show.
- Use Photo Corners for mounting photographs. Do not use Scotch tape. It will dry out and turn yellow after a few years. If you would like to more firmly secure your photos, use double faced photo tape, which is more durable and acid free.
- Certificates and paper other than normal 8 ½ x 11 paper should be attached to a mounting paper with double-faced tape and/or photo corners.
- Use index tabs to separate each year. They should be clearly labeled and affixed to the title page for each year.
- Take your time! Be neat! Keep your pages clean! Crisp, clean pages are more appealing to look at than those with excessive erasures, smudges, or white out.