

# **4-H GOAL SETTING & ACHIEVEMENT GUIDE**

**4-H The Power of YOUTH**



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## **4-H YOUTH DEVELOPMENT CORNELL COOPERATIVE EXTENSION PUTNAM COUNTY**

Cornell Cooperative Extension provides equal program and employment opportunities

## **The purpose of this guide:**

Youth can gain a lot of valuable knowledge and skills in 4-H, especially through 4-H clubs and long-term projects. But kids are usually so busy having fun, they don't always recognize the life skills or other competencies they learn while participating.

Record-keeping can help 4-H'ers, as well as their parents and adult leaders, realize more of the value of their involvement in clubs, camps, projects, and other educational activities.

But, unfortunately, completing a 4-H record book often has become a mundane, outdated chore or something youth do at the last minute as a requirement to take part in competitive events or for awards. Despite this, there are many positive reasons for integrating record-keeping into 4-H projects throughout the year.

This guide will Provide clear and consistent achievement guidelines, which will empower 4-H Members to set and realize personal goals and reach their fullest potential and enable the Putnam County 4-H Program to provide accurate and appropriate recognition to all deserving members.

## **How to use this guide:**

- Outline your personal goals and decide which Achievement Tier you plan to strive for. (There are (3) Achievement Tiers for each age level (except for Cloverbuds).
- Review the definitions (listed on page 3) of the types of 4-H and non 4-H projects and activities that you can participate in within each category.
- Meet all of the participation requirements for the Achievement Tier you have selected as your goal during the 4-H Year.
- Submit the appropriate documentation (see Reporting Tools on page 4) required for the age and tier level desired (Please keep in mind that an activity or project may occasionally fall into one or more categories. However you may only take credit for each activity or project once on your Annual Summary).

# **4-H ACHIEVEMENT GUIDE GLOSSARY**

## **➤ Activity & Project Categories:**

**1. Educational and/or Enrichment Activities & Events :** A planned, short or long term learning experience, activity, project or event done either with your club or on your own. It may focus on any age appropriate subject area:

- 4-H Curriculum Project/Activity
- Award Trips
- Officer's / Leadership Training
- Animal Bowl Contests
- Showmanship Clinics
- Public Presentations
- 4-H Fair Club Work - 6 Hr. Minimum (excludes Project Animal Showing)
- New York State Fair - Club Projects
- Animal & non-Animal Fair entries
- Regional 4-H Events
- School Science Fair Project
- School Art Project
- Boy Scout/Girl Scout Activity
- Any {documented} Educational Workshop (Can be outside of 4-H)

**2. Community Service Projects:** Provide assistance that benefits someone or something outside of the member's family. Each Community Service Project must be completed at different events and should last at least two hours. Some examples include:

- 4-H Fair Set-Up
- 4-H Fair (Non-Club Related)
- New York State Fair (Non-Club Related)
- CCE Office Assistance
- Club & Non-Club {documented} Community Service Projects
- Individual 4-H & Non-4-H {documented} Community Service Projects
- Every 25 Hours of volunteer work in the 4-H Office counts as a Community Service Project

**3. Leadership Roles:** Providing direction and guidance for a 4-H Program, activity, event or to other 4-H Members. Some examples include:

- Club Officer/Leadership Position
- Instruct/Organize/Facilitate a project for your Club or another Club
- Assist a project leader with a project or activity for your Club
- 4-H Ambassador - Plan & promote 4-H in the Community (Public/Media Relations)
- Plan, promote and evaluate a county-wide 4-H Community Service Project
- Instruct or facilitate a community workshop
- Serve on a CCE, 4-H or other Committee (Local, Regional, State)
- Make a presentation to the Cooperative Extension Board of Directors
- Serve as a Teen Evaluator at an Educational Event
- Serve as a Teen Assistant at an Educational Event
- Serve as a Teen Leader at NYS Fair
- Assisting with a specific project under the direction of 4-H Staff

**4. Ambassador Activity/Role:** Actively promoting 4-H in and around your community through public speaking, staffing a 4-H booth, distributing literature about 4-H, etc. (Writing an article about an event that you were selected to attend does not count as an Ambassador Activity).

**5. Public Presentations:** Taking part in Putnam County Public Presentations, 4-H Teen Interviews or if you were asked by 4-H staff to give a speech at a special 4-H event by 4-H Youth Development staff. (Puppet shows that are evaluated at 4-H Public Presentations may also count.

## ➤ **Reporting Tools:**

### Cloverbud Members (5-8 Years Old):

#### **1. Cloverbud Project Book/Annual Summary: Currently referred to as the 4-H Members Book.**

This is a summary of what the 4-H Cloverbud did and learned throughout the year in a booklet format.

- **Year 1 = Entire Project Members Book (5 Yrs. Old)**
- **Year 2 = “I really did it” – Annual Summary Page Only (6 Yrs. Old)**
- **Year 3 = “I really did it” – Annual Summary Page Only (7 Yrs. Old)**
- **Year 4 = “I really did it” – Annual Summary Page Only (8 Yrs. Old)**

### 4-H Members (9-19 Years Old):

**1. 4-H Project Records (Tool 5-CaPC):** A Project Record can be filled out for any 4-H or non 4-H Community Service, Educational, Enrichment or Leadership Experience a member has taken part in during the current 4-H year (see categories listed on page 3 on this guide)

A Project Record should be filled out in three parts:

1. Before beginning a project/activity to record what the members plan is
2. During project/activity to record the process
3. After project/activity to record the results.

**2. 4-H Project Story:** A project story should be half a page or more telling about the experiences you enjoyed the most, important things you learned and how your participation helped you develop you Head, Heart, Hands and Health.

**3. 4-H Annual Summary (Tool 5-CPC):** An annual record form documents the 4-H Members experience and achievements throughout the year. This form must be completed by every 4-H Member and submitted to the 4-H Office by September 15<sup>th</sup>.

**4. 4-H Portfolio:** A scrapbook or binder that documents a member’s 4-H experience through a collection of photographs, awards, ribbons, newspaper clippings, scoring sheets, etc. The portfolio must also include completed 4-H Project Records, a Project Story, and an Annual Summary. The Portfolio must represent the members participation during the current 4-H year but may also include 4-H memorabilia from previous years.

- To download additional copies of **Tool 5-CaPC** or **Tool 5-CPC** please go to our website at [www.cce.cornell.edu/putnam/](http://www.cce.cornell.edu/putnam/)

#### Please Note:

- Age criteria are based on a member’s age as of January 1<sup>st</sup> of the Project Year. Youth who are five through eight years of age on or before January 1<sup>st</sup> of the club year and enrolled in kindergarten through second grade should enroll as a 4-H Cloverbud member. Youth who are at least eight years of age by January 1<sup>st</sup> of the current club year and in the third grade or higher should enroll as a 4-H member.
- Members cannot list/report the same 4-H Project, Educational Event, Community Service Project and/or Leadership Role more than once.
- The 4-H Youth Development Staff will work with members, parents and leaders to individualize requirements as necessary. Financial, physical, geographical and/or developmental factors, religious beliefs or other concerns, which may restrict a member’s participation, will be taken into consideration. A member (or if necessary a parent or leader) must explain in writing, no later than April 30<sup>th</sup> of the current program year, why they wish to alter award criteria requirements and must receive approval from the 4-H Strengthening Youth & Families Advisory Committee.

# **ACHIEVEMENT TIERS & PARTICIPATION REQUIREMENTS**

## **Cloverbuds (5 to 8 Years Old):**

### ***Future Leader Award:***

Cloverbuds will receive a *4-H Year Pin* and a *Future Leader Award* when he/she

- Submits 1 Cloverbud 4-H Members Book or “I’ve Really Done” Supplemental Annual Summary

## **4-H’ers (9 to 11 Years Old):**

### **Tier I: *Got 4-H Award***

Members will receive a *4-H Year Pin* when he/she:

- Takes part in 1 Community Service Project
- Takes part in 1 Educational Event and/or Enrichment Activity
- Submits 1 Annual Summary

### **Tier II: *Heart of 4-H Award***

Members will receive a *4-H Year Pin* and a *Heart of 4-H Award Certificate* when he/she:

- Takes part in 1 Community Service Project
- Takes part in 2 Educational Events and/or Enrichment Activities
- Submits 1 4-H Project Record
- Submits 1 Annual Summary

### **Tier III: *Making the Best Better Award***

Members will receive a *4-H Year Pin* and the *Making the Best Better Award Plaque*, when he/she:

- Takes part in 2 Community Service Projects
- Takes part in 3 Educational Events and/or Enrichment Activities
- Completes 1 Public Presentation (in addition to 3 Educational Events)
- Submits 2 4-H Project Records
- Submits 1 4-H Portfolio (including Annual Summary)

## **4-H'ers (12 to 15 Years Old):**

### **Tier I: *Got 4-H Award***

Members will receive a ***4-H Year Pin*** when he/she:

- Takes part in **1** Community Service Project
- Takes part in **2** Educational Events and/or Enrichment Activity
- Participates in **1** Leadership Role
- Submits **1** Annual Summary

### **Tier II: *Heart of 4-H Award***

Members will receive a ***4-H Year Pin*** and a ***Heart of 4-H Award Certificate*** when he/she:

- Takes part in **2** Community Service Projects
- Takes part in **3** Educational Events and/or Enrichment Activity
- Participates in **2** Leadership Roles
- Submits **2** 4-H Project Records
- Submits **1** Project Story
- Submits **1** Annual Summary

### **Tier III: *Making the Best Better Award***

Members will receive a ***4-H Year Pin and the Making the Best Better Award Plaque***, when he/she:

- Takes part in **3** Community Service Projects
- Takes part in **4** Educational Events and/or Enrichment Activity
- Takes part in **1** Public Presentation (in addition to 3 Educational Events)
- Participates in **3** Leadership Roles (with at least 1 being the primary leader of a project/event)
- Participates in **1** 4-H Ambassador Activity/Event (in addition to 3 Leadership Roles)
- Submits **3** 4-H Project Records
- Submits **1** Project Story
- Submits **1** 4-H Portfolio (including Annual Summary)

## **4-H'ers (16 to 19 Years Old):**

### **Tier I: *Got 4-H Award***

Members will receive a *Got 4-H Award* when he/she

- Takes part in **2** Community Service Projects
- Takes part in **3** Educational Events and/or Enrichment Activity
- Participates in **2** Leadership Roles
- Submits **1** Annual Summary

### **Tier II: *Heart of 4-H Award***

Members will receive a *4-H Year Pin* and a *Heart of 4-H Award Certificate* when he/she:

- Takes part in **3** Community Service Projects
- Takes part in **3** Educational Events and/or Enrichment Activity
- Participates in **3** Leadership Roles (with at least 1 being the primary leader of a project/event)
- Submits **3** 4-H Project Records
- Submits **1** Project Story
- Submits **1** Annual Summary

### **Tier III: *Making the Best Better Award***

Members will receive a *4-H Year Pin and the Making the Best Better Award Plaque*, when he/she:

- Takes part in **4** Community Service Projects
- Takes part in **4** Educational Events and/or Enrichment Projects
- Participates in **4** Leadership Roles (with at least 2 being the primary leader of a project/event)
- Participates in **1** Public Presentation (in addition to 3 Educational Events)
- Participates in **1** 4-H Ambassador Activity/Event
- Submits **3** 4-H Project Records
- Submits **1** Project Story
- Submits **1** 4-H Portfolio (including Annual Summary)

## 4-H Specialist Award:

The 4-H Specialist Award recognizes mastery of a subject area or skill. A 4-H Member who has dedicated three years of project and activity work to one chosen subject or skill area is eligible for this award. While it is necessary to document three years worth of work related to the subject area, the time period within which the work was completed can extend to a maximum of five years. Years that a 4-H Member was enrolled as a Cloverbud cannot be applied to the work requirement.

Mastery of a chosen subject or skill area will be recognized with a 4-H Specialist Award only once within a Member's term of enrollment. Members who choose to pursue a subsequent or new area of specialty in subsequent years can re-apply for this award in another specialty area.

Members will receive the *4-H Specialist Award* when he/she

- Takes part in **4** Community Service Projects
- Takes part in **6** Educational Events and/or Enrichment Events related to specialty
- Participates in **4** Leadership Roles related to specialty (with at least 2 being the primary leader of a project/event)
- Participates in **1** or more Public Presentations related to specialty per year and no less than 3 in a five-year period (in addition to 3 Educational Events)
- Submits **3** Project Records related to their specialty
- Submits **1** Project Story
- Submits **1** 4-H Portfolio that reflects specialty area (including Annual Summary)

### **My Goal Setting Contract**

I, \_\_\_\_\_, am planning to achieve the:

- \_\_\_ 1<sup>st</sup> Tier: Got 4-H Award
- \_\_\_ 2<sup>nd</sup> Tier: Heart of 4-H Award
- \_\_\_ 3<sup>rd</sup> Tier: Making the Best Better Award
- \_\_\_ Specialist Award

for the \_\_\_\_\_ 4-H Club Year.

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

**Signature of Parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of 4-H Leader:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **4-H Banner Club Requirements**



At the beginning of each Club Year, your club members should decide if they wish to achieve Banner Club Status. Those clubs who meet the requirements below will receive special recognition at the 4-H Youth Achievement Celebration.

- Club must meet Regularly (at least once a month with the exception of summer months)
- Have a Club Booth at Putnam County 4-H Fair
- Submit (4) Quarterly Club Plans
- Submit an Annual Summary for every member in the club
- Club Leader, Co-Leader or parent representative must attend at least 75% of the quarterly Leaders Desserts

***At least 75% of your club should:***

- Attend at least 75% of the club meetings
  - Leaders must submit a Club Attendance Record at years end
- Participate in 1 Community Service Project
- Take part in 1 Educational Event and/or Enrichment Activity
- Do a Public Presentation - or volunteer the day of the event
- Complete a 4-H Portfolio
- Take part in the 4-H International Holiday Social
- Volunteer 10 or more hours at the Fair (except Cloverbud Clubs)
- All members must complete and submit re-enrollment materials (for the next Club year) by or before September 30<sup>th</sup> (for the next Club year), unless they do not plan to re-enroll.

