WARREN COUNTY 4-H
Achievement Record Project

Congratulations on selecting the 4-H Achievement Record project. This project is designed to encourage all 4-H members to keep good records of their 4-H work in an organized way. These records will help you in preparing for future scholarships, awards, and job applications while providing a lasting record of your years in 4-H.

The Warren County Achievement Record project is divided into 4 levels according to what grade you have are currently in or just completed…..
> Level A: grades 3 & 4
> Level B: grades 5 & 6
> Level C: grades 7 through 8
> Level D: grades 9 through 12

Why continue with the Achievement Record project?
This project is designed to be the gateway to applying for the Indiana 4-H Accomplishment Scholarship, National 4-H Congress Trip, National 4-H Conference, and the records you will build will be helpful in completing countless scholarship and future job applications. Your 4-H Memory Book is an organized presentation of what you have learned and accomplished through 4-H, and how you've helped others as a result of being involved in 4-H. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth.

WHO CAN APPLY FOR THE INDIANA 4-H ACCOMPLISHMENT SCHOLARSHIP, NATIONAL 4-H CONGRESS and NATIONAL 4-H CONFERENCE?

Any 4-H member in grades 10 and up is eligible to apply for these honors. Keep working in this project and when you transition to Level D and in the 10th grade you will be eligible for these opportunities and complete a 4-H Project in the process.

Level C of the Warren County 4-H Achievement Record project has been developed to help ready you for the Scholarship/Trip Application process.

PUTTING YOUR ACHIEVEMENT RECORD TOGETHER

The following materials should be included in your Achievement Record. The sequence listed below is recommended for the Warren County 4-H Achievement Record project.

1. COVER: Use an "8 ½ x 11" three-ring binder - Titled "MY 4-H ACHEIVEMENT RECORD".

2. INDIVIDUAL PHOTO: Mount one school picture or similar photo of yourself on the first page. Mount this using rubber cement. The photo should be minimum size of 2 x 3 and no larger than 4 x 6 inches. Include your name, grade just completed in school and club name under your photo.

3. Completed Indiana 4-H Accomplishment Scholarship Demographics Form. Be sure to obtain all signatures. (This replaces your record sheet)

4. Write a letter telling your 4-H story. Be sure to include and elaborate on at least three (3) Life Skills you have learned or further developed through your 4-H experiences. (See Life Skills Worksheet) Emphasize your story with lifeskills you used, what you learned, to make an interesting letter.

> Instructions: Write a 1-page (typed or neatly written in ink) letter. Your letter should emphasize your personal growth and development, community service experiences in your projects and activities. Your letter can be written to your 4-H Leader, Project Superintendent, Teacher or Extension Educator. The meat of your letter should focus on *one* of the following:
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> A. Tell about one your 4-H projects or activities. Why did you choose the project or activity? Expand on the things you have tried through 4-H projects/activities and found successful and some that were not so successful. What did you learn? How did you arrange or help arrange financing projects/activities? Tell about the amusing/heartwarming things that have happened to you through 4-H. These details add human interest to your letter.
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> B. Explain how 4-H has helped you become a better leader and citizen. Tell about what you have learned from working with other 4-Hers and helping others through 4-H. Tell about how you've applied what you've learned through 4-H to make a difference in the life/lives of others.

5. Fill out the Record of 4-H Achievement for this year.

LIFE SKILLS WORKSHEET

Work Skills

RESOURCES: Identifies, Organizes, Plans, and Allocates Resources

Time Management: selects goal-relevant activities and ranks them, allocates time,
 prepares, and follows schedule.

Money: uses or prepares budgets, makes forecasts, keeps records, prepares, and follows a schedule.

Material & Facilities: acquires. stores, allocates, uses material or space efficiently.

Human Resources: assesses skills and distributes work accordingly, evaluates performance, provides feedback.

INFORMATION: Acquires and uses information

Acquires and evaluates information

Organizes and maintains information

Interprets and communicates information

Uses computers/technology to process information

SYSTEMS: Understands complex relationships

Understands systems: knows how social, organizational, or technological systems work; operates effectively with them.

Monitors and corrects performance: distinguishes trends, predicts impact on system operations, diagnoses deviations in systems' performance, corrects malfunctions.

Improves or designs systems: suggests modifications to existing systems, develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies

Selects technology: chooses procedures, tools or equipment, including computers and related technologies.

Applies technology to task: understands overall intent and proper procedures for setup and operation of equipment.

Maintains and troubleshoots equipment: prevents, identifies,or solves problems with equipment,including computers and other technologies.

Interpersonal Skills

WORKS WITH OTHERS: Facilitates teamwork to accomplish goal

Participates as a member of a Team: contributes to group effort

Teaches others new skills

Serves clients/customers: works to satisfy customers' expectations

Exercises leadership: communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.

Negotiates: works toward agreements, involving exchange of resources, resolves divergent interests.

Works with Diversity: works well with people from diverse backgrounds and encourage others to see the positive side of others.

PERSONAL QUALITIES: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty. Responsibility: exerts a high level of effort and perseveres towards goal attainment.
Self-Esteem: believes in own self-worth and maintains a positive view of self.
Sociability: demonstrates u n d e r s t a n d i n g of friendliness. adaptability, empathy, and politeness in group settings.
Self-Management: assesses self accurately, sets personal goals, monitors progress, and exhibits self-control.
Integrity/Honesty: chooses ethical courses of action.

Foundational Skills

BASIC SKILLS: Reads, writes, performs arithmetic and mathematical operations, listens, and speaks.
Reading: locates, understands, and interprets written information in manuals, graphs, schedules, etc.
Writing: communicates thoughts, ideas, information, and messages in writing; creates letters, directions, manuals. reports, graphs, flow charts, etc.
Arithmetic/Mathematics: performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
Listening: receives, attends to, interprets, and responds to verbal messages and other cues.
Speaking: organizes ideas and communicates orally.

THINKING SKILLS: Thinks creatively, makes decisions, solves problems, visualizes, knows how and is willing to learn, reasons.
Creative Thinking: generates new ideas
Decision Making: specifies goals and constraints generates alternatives, considers risks, evaluates and chooses best alternative.
Problem Solving: recognizes problems, devises and implements plan of action.
Seeing Things in the Mind's Eye: organizes and processes symbols, pictures, graphs, objects, and other information.
Knowing How to Learn: uses efficient learning techniques to acquire and apply new knowledge and skills technologies.
Reasoning: discovers a rule or principle underlying the relationship between two or more objects and uses it to solve a problem.

Update each Yr!