



### SUGGESTIONS TO SENIOR 4-H'ERS

*These suggestions are to supplement the instructions and examples provided on pages 14, 15 and 16 of "The National 4-H Report Form."*

**I. Why assemble an accumulated 4-H Achievement Record? Some reasons are:**

- A. To conduct a self evaluation of progress and to establish new personal goals.
- B. To continue one's learning experiences and thus one's personal development.
- C. To have an organized summary (by picture and word) of one's activities and personal development through 4-H; a valuable personal and family possession.
- D. To illustrate to others the major highlights of 4-H in your life. Some additional opportunities for personal growth and development through the 4-H Achievement Record Book Program include:
  - 1. Trip to National 4-H Congress.
  - 2. College scholarship.
  - 3. Suggestions for the improvement in your 4-H program and in assembling records from those who review your record(s).

**II. Materials to assemble:**

- A. All 4-H project records, calendars, letters, news clippings, pictures, etc.
- B. Two or more copies of the National 4-H Report Form (RF001-100M).
- C. Notebook paper or tablet, good quality bond paper, rubber cement, scissors, paper punch, pencils or pens and dictionary.
- D. "Members Record," book cover, available from National 4-H Supply Service.

**III. How to proceed:**

- A. Study the instructions and suggestions on pages 14, 15, and 16 of "The National 4-H Report Form."
- B. Arrange records, news clippings according to years, beginning with the first year you were a 4-H member.
- C. Decide which 4-H Achievement Record Book category you will enter. Usually it should be the one in which you have accomplished the most. Review 4-H Achievement Record Book categories in the current Virginia 4-H Recognition and Awards Handbook.
- D. Label pages of paper to correspond to the sections and headings in "The National 4-H Report Form."
- E. Read and review all assembled information, write information by years in appropriate heading on the pages you have labeled. This will take considerable thought because some items will be appropriate for more than one section, but once it is reported in one place do not repeat elsewhere. If information is later moved be sure to delete in one section before placing elsewhere.
- F. Review information in each section and identify the most significant.

- G. Analyze the space in each section of "The National 4-H Report Form" and decide how best to use the space to report your 4-H accomplishments.
- H. Write a work copy of your report. List by years beginning with the first year. Report the most significant first for each year reported. Use enough words to report what was done or learned but do not use unnecessary words. Read and analyze each word for clarity. Avoid such words as some, many, approximately, etc. Re-write if needed.
- I. Prepare a typed or printed copy of the report form. Use only space within the black borders, re-write or eliminate items if necessary. Type no smaller than 12 spaces per inch or six lines per inch accepted.
- J. Write your story using the outline and suggestions on pages 14 and 16 of the report form. Double space and adhere to all margin requirements.
- K. Assemble your record according to instructions on page 16 of the report form. Submit to your Extension Agent before the specified date.

*Some suggestions from recent National 4-H Records Judging Committees:*

- 1. Emphasize *listing and outlining* rather than narrative or paragraph style.
- 2. Focus on learning, progress, growth; not just repetition of the same experiences.
- 3. Simple charts are excellent for presenting some types of information.
- 4. Stress *quality* not *quantity* and reflect achievements.  
*Never repeat* anything in more than one section.
- 5. Select pictures to illustrate important accomplishments in the *awards program entered*. Picture sequences are good. Appropriate captions strengthen the impact of pictures.
- 6. If dividers are used, *do not use stiff paper*.
- 7. *Do not put anything* on divider pages.
- 8. Do not use *script* style type. A computer may be used but copy must be easy to read.
- 9. Many judges feel *highlighting* and *underlining* is distracting.