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ASSEMBLING AN ACCUMULATED 4-H ACHIEVEMENT RECORD-Suggestions to Senior 4-Hers ^{V.P.I. & S.U. LIBRAI}

These suggestions are to supplement the instructions and examples provided ^{SEP 5 1978} on pages 2, 3, 15 and 16 of "The National 4-H Report Form".

1. Why assemble an accumulated 4-H Achievement Record? Some reasons are: ^{BLACKSBURG, VIRGINI}
- (a) To continue ones learning experiences and thus ones personal development.
 - (b) To have a well organized summary (by picture and word) of ones activities and personal development through 4-H; a valuable personal and family possession which will be cherished forever.
 - (c) To conduct a self evaluation of progress and to establish new personal goals.
 - (d) To illustrate to others the major highlight of 4-H in your life--the telling of which will provide additional opportunities for personal growth and development. Some of the opportunities are to:
 1. Earn quota to participate in State 4-H Congress
(2 or more will be selected in each program area in each district)
 2. Earn scholarships to 4-H Camps and/or receive other recognition provided in the district and/or state.
 3. Earn an educational and fun filled "Trip of a Lifetime" to National 4-H Congress or National 4-H Conference or other trips or awards.
 4. Earn a college scholarship.
 5. Receive suggestions for improvement in your 4-H program and in assembling records from those who reviewed your records at the unit, district and state level.

II. Where to get materials:

- (a) In addition to sorting through the materials you have accumulated through the years and have in a "4-H Memory Book" or "4-H Memory Box", we suggest you discuss your desires and needs with your parents, 4-H leaders and Extension Agents. They will share ideas and materials with you.
- (b) Contact your leader for a catalogue to order the correct cover from the National 4-H Service Committee. The volunteer 4-H Leaders Association, Unit 4-H Council or Extension Staff might have a few on hand.
- (c) From your home supply and/or store, obtain high quality white bond paper, rubber cement, paper punch, scissors, a dictionary and other supplies.

III. How to proceed:

- (a) Assemble all of your 4-H materials such as: Individual 4-H project records, pictures, news clippings, letters, certificates and other items. Place these in one location where you can work with them for some time.
- (b) Obtain two copies of "The National 4-H Report Form" from your Unit Extension office. Use one as a work copy and the other as a final copy.
- (c) Read and reread every comment, instruction and example provided in "The National 4-H Report Form". If you do not understand any part, contact your leader or Extension Agent. This is an excellent guide and aid in organizing and telling ones story. If you follow it you will be exceedingly proud of your Accumulated 4-H Achievement Record.
- (d) Obtain three containers, label them using the three major headings on page 16 of "The National 4-H Report Form". Place in each the types of material identified under each heading. This will involve considerable thought because you will not only select items from your "4-H Memory Book", but you will also need to write out a rough draft of the statements and other specific information, including statistical data, which you will use in filling in "The National 4-H Report Form".

Also, sort out ideas and material to use in writing your story, and in selecting and arranging 4-H project books, pictures, news clippings and 4-H correspondence.

- (e) Review, critically evaluate and adjust the materials you have assembled under each of the three headings, including your own written notes. Add sub-headings under the three major headings as needed. One possibility under II might be - Some of the major activities and accomplishments of others as a result of my leadership; in 4-H, church, school, community.
- (f) Fill in your work copy of "The National 4-H Report Form". Be patient and neat as you follow instructions and examples.
- (g) Reread the instructions for, "Your 4-H Story". Develop an outline and write the first draft of your story - rewrite. (Some have also used their 4-H story for school work and in developing a talk for school, radio or T.V.)
- (h) Review 4-H Project and/or Activity Records and select the current one(s). Be sure you tell all you have accomplished and plan to accomplish during the remainder of the year.

Those entering Achievement or Agriculture might include two or three of best current records. Those entering Public Speaking should include copies of a few speeches.

IV. Finalize your Accumulated 4-H Achievement Record.

- (a) On the cover print the appropriate information, name, etc.
- (b) Attach your picture.
 - 1. For District and State scoring attach one black and white or color photo which you already have on hand. School photos are appropriate.
 - 2. Only those records selected for Sectional and National scoring (when records are scored at Va.Tech) are to have two pictures provided as described on page 15. Those who need to add pictures will be advised.
- (c) Review your work copy of "The National 4-H Report Form" and "Your 4-H Story". Make any needed improvements. Copy each with great accuracy and care. When pages are attached, be sure they have a 1½ inch left margin, are attached in the correct place, are labeled and securely attached. (Two copies of "The National 4-H Report Form" and "Your 4-H Story" will be requested later from those whose records are selected for Sectional or National competition.)
- (d) Review again, adjust where desirable and then attach Project or Activity Records, Project Pictures, News Clippings and 4-H Correspondence.
- (e) Develop and attach your Table of Contents.
- (f) Place dividers or tabs in your Record as instructed on page 15.
- (g) Sign and date the front page of "The National 4-H Report Form" and be sure to have others, as space provides, to sign and indicate date of signature.
- (h) Review with pride and then take your 4-H Record to your 4-H leader or Extension Agent as they have instructed.

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Do you agree? You may quote or use as you feel appropriate.

- 1. A person doesn't become a leader by just wishing to be one.
- 2. A 4-Her doesn't assemble an Accumulated 4-H Achievement Record by just thinking about one.
- 3. Two persons looked out of a window - one saw mud, the other saw the stars.
- 4. A person isn't correctly dressed until wearing a smile.
- 5. The most valuable gift you can give another is a good example.
- 6. The people who get ahead are those who do more than necessary - and keep on doing it.