



THE NATIONAL 4-H REPORT FORM

(Before completing this form please read INSTRUCTIONS beginning on page 14)

STATE _____ COUNTY _____ YEAR _____

Name of program reported in section I of this form _____

Currently participating in above program Yes _____ No _____
Number of years in above program _____ Years in 4-H _____

Name _____ (first) _____ (middle) _____ (last) Boy _____ Girl _____

Name you want used in publicity _____ (Please print)

Home Address _____ Zip Code _____

Home telephone number: area code () _____ Social Security Number _____

Date and year of birth _____ Age January 1 this year _____

Place of home residence: (check one) _____ Town or city of 10,000 to 50,000
_____ Farm (number of acres _____) _____ Suburb of city over 50,000
_____ Town under 10,000 or open country _____ Central city of over 50,000

Names of parents or guardians _____
Father's occupation _____ Mother's occupation _____
Number of brothers _____ Number of sisters _____

Name of your 4-H club or group _____ Number of members _____

Name and address of school you will attend on October 1 of this year: _____

(Complete all statements that apply)
High School: Grade _____ If not in high school, highest grade completed _____ Date of graduation _____
College: Number of years _____ Major _____
Trade or technical school: Course of study _____
Not attending school: Occupation _____

What career do you plan to follow? _____

Have you attended National 4-H Congress in Chicago? Yes _____ No _____ Year 19 _____

Have you attended National 4-H Conference in Washington, D.C.? Yes _____ No _____ Year 19 _____

Have you attended Citizenship-Washington Focus? Yes _____ No _____ Year 19 _____

STATEMENT BY 4-H MEMBER

I personally have prepared this report and certify that it accurately reflects my work:

Date _____, 19 _____ Signature of 4-H Member _____

APPROVAL OF THIS REPORT

We have reviewed this report and believe it to be correct:

Date _____, 19 _____ Signed: _____ (Parent or Guardian)

Date _____, 19 _____ Signed: _____ (Local 4-H Leader)

Date _____, 19 _____ Signed: _____ (County Extension Agent)

APPROVED FOR NATIONAL COMPETITION

Date _____, 19 _____ Signed: _____ (State 4-H Leader)

This section of the National 4-H Report Form is devoted to the program in which you are submitting your record.

A. SIZE AND SCOPE

1. List size and scope of your participation in this program; use numbers when appropriate to show size, growth, profits, losses or savings.

2. List significant awards received that indicate quality of your work.

<u>Year</u>	<u>Type of Award</u>	<u>For What Received</u>	<u>Level/Number</u>
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B. LEARNING EXPERIENCES

List your participation in demonstrations, talks, exhibits, radio and television appearances, newspaper articles written, tours, workshops, camps, judging events, field trips or other learning experiences in this program.

C. KNOWLEDGE AND SKILLS

Summarize the most important knowledge and skills you acquired in this program.

SECTION II — 4-H LEADERSHIP EXPERIENCES

A. VOLUNTEER LEADERSHIP

List your volunteer leadership participation in 4-H. Place asterisks (*) beside leadership activities relating directly to the program outlined in Section I.

A. VOLUNTEER LEADERSHIP, CONTINUED

B. ELECTED/APPOINTED LEADERSHIP

List 4-H offices you have held and committees on which you have served. Designate level of participation and give your specific responsibilities:

Year	Office or Committee	Responsibility	Level
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C. 4-H PROMOTION LEADERSHIP

List things you have done to promote 4-H such as presentations before organizations, radio and TV appearances, etc. Designate level of participation and give your specific responsibilities:

Year	Type of Promotion	Responsibility	Level
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SECTION III — CITIZENSHIP/COMMUNITY SERVICE

A. 4-H CITIZENSHIP/COMMUNITY SERVICE

List in chronological order your citizenship/community service experiences; include things that contribute to the welfare of your club or group members, other individuals, or community and indicate the size and scope of what you did. Place asterisks (*) beside citizenship/community service activities relating directly to the program outlined in Section I.

<u>Year</u>	<u>Kind of Activity</u>	<u>Size and Scope of what you did</u>	<u>Your Involvement</u> (Y, G, M)
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A. 4-H CITIZENSHIP/COMMUNITY SERVICE, CONTINUED

B. NON 4-H EXPERIENCES IN SCHOOL, CHURCH AND COMMUNITY

List your most meaningful participation in school, church and community organizations other than 4-H; include leadership roles and honors received.

SECTION IV — SUMMARY OF EXPERIENCES IN OTHER 4-H PROJECTS AND ACTIVITIES

This section is to be used to report your experiences in other projects and activities not included in Section I.

A. SIZE AND SCOPE

1. Indicate size and scope of your work in each program. Use numbers when appropriate to show size, growth, profits, losses or savings.

2. List significant awards received.

<u>Year</u>	<u>Type of Award</u>	<u>For What Received</u>	<u>Project Area</u>	<u>Level/Number</u>
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B. LEARNING EXPERIENCES

List demonstrations, talks, exhibits, radio and television appearances, newspaper articles written, tours, workshops, camps, judging events and field trips you participated in through the programs listed in this section.

C. KNOWLEDGE AND SKILLS

Summarize the most important knowledge and skills acquired through participation in each program.

NATIONAL 4-H PROGRAM EVALUATION SCORE CARD

A. EXPERIENCES IN 4-H PROJECTS & ACTIVITIES.....				50%
	<u>Point Value</u>	<u>Evaluated From Project Photos and:</u>		
		<u>Section</u>	<u>4-H Story</u>	
Size & Scope				
a. Main Project	15	I, p. 2	part 2&5	
b. Other Projects	5	IV, p. 10	part 3	
Learning Experiences				
a. Main Project	15	I, p. 3	part 2&5	
b. Other Projects	5	IV, p. 11	part 3	
Knowledge & Skills				
a. Main Project	8	I, p. 4	part 2&5	
b. Other Projects	2	IV, p. 12	part 3	
	<u>50%</u>			
B. EXPERIENCES IN 4-H LEADERSHIP.....				25%
Volunteer Leadership				
a. Main Project	12	II, p. 5&6	part 4	
b. Other Volunteer Leadership	8	II, p. 5&6	part 4	
Elected/Appointed Leadership	3	II, p. 7	part 5	
Promotion Leadership	2	II, p. 7	part 5	
	<u>25%</u>			
C. EXPERIENCES IN 4-H CITIZENSHIP.....				25%
Citizenship in Main Project	10	III, p. 8&9	part 4	
Other Citizenship Activities	10	III, p. 9	part 4	
Non 4-H Experiences	5	III, p. 9	part 4	
	<u>25%</u>			
				TOTAL <u>100%</u>

SPECIAL SCORE CARD FOR CITIZENSHIP AND LEADERSHIP AWARDS PROGRAMS

CITIZENSHIP PROGRAM		<u>Evaluated From Project Photos and:</u>	
	<u>%</u>	<u>Section</u>	<u>4-H Story</u>
Citizenship Activities	50	IA-2, 1B, 1C, III	part 2&5
Leadership Activities	25	II	part 4
Other Project Activities	25	IV	part 3
	<u>100%</u>		
LEADERSHIP PROGRAM			
Leadership Activities	50	IA-2, 1B, 1C, II	part 2&5
Citizenship Activities	25	III	part 4
Other Project Activities	25	IV	part 3
	<u>100%</u>		

YOUR 4-H STORY

Your 4-H Story is a very important part of your 4-H record. While it should focus on the program in which you are submitting your record, try to convey how your participation in 4-H contributed to your self-respect and concern for others; and influenced you in school, use of leisure time and career plans.

The following outline may help you in developing your story. It is divided into parts merely to help you outline what you want to say about yourself. **Do not** identify these parts in your story.

- Part 1 Introduce yourself—include your age; interests; parents; brothers and sisters; where you live; where you go to school; when and why you joined 4-H.
- Part 2 Tell about the program in which you are submitting your record: how 4-H helped you learn things about this subject you didn't know before; how your project grew in size and scope; and some things you tried successfully or unsuccessfully.
- Part 3 Highlight other 4-H projects and activities—including major learning experiences, special interests and unusual situations you encountered.
- Part 4 Explain how 4-H has helped you become a better leader and citizen: how 4-H has increased your interest and participation in community affairs, and what you have learned from team efforts.
- Part 5 Describe how 4-H participation has helped you to feel good about yourself, influenced your school and career goals and your use of leisure time. Tell about your future plans and career you want to pursue.

REMEMBER: YOUR STORY IS LIMITED TO SIX, TYPEWRITTEN OR PRINTED, DOUBLE SPACED PAGES.

INSTRUCTIONS FOR COMPLETING THE NATIONAL 4-H REPORT FORM FOR NATIONAL AWARDS (All sections must be typed or printed in black.)

SECTION I — EXPERIENCES IN THE 4-H _____ PROGRAM

This section has three parts: A, B and C. Within each, **summarize** information in **outline** form starting with your first year in the program. List the most important accomplishments at the top of each year's list. Designate level of participation with the appropriate letter: local (L); county or parish (C); district or area (D); state (S); regional or interstate (R); national (N); or international (I).

You will be judged on what you have learned from what you have done. In order to **summarize**, you must identify your information, analyze it by deciding what is most important, and organize by assigning priority within each year reported.

A. SIZE AND SCOPE

Size means anything that can be expressed in quantity. Select examples that show your growth through 4-H participation. You may learn just as much with a small garden plot as with 100 acres, but the more you participate the more you should learn.

Scope refers to range of operation and growth, over time. Use numbers carefully to show size and depth of growth within this program.

Example: 1980 (L) Helped plant, cultivate and harvest 10 acres of wheat at a loss of \$xxx.

1983 (L) Planted, managed and harvested 100 acres of corn yielding 145 bushels per acre at a gain of \$xxx.

Example: 1976 (D) Participated in a first aid course at camp.

1982 (C) Assisted in promotion and manned four blood pressure screening stations at shopping mall, reaching 2,000 people.

You can include significant awards to show size and scope. Combine your information within each year; there is no need to list separately.

Example:	Year	Type of Award	For What Received	Level/Number
	1977	trophies	exhibits/demonstrations	(C) two (S) two
	1981	scholarship	competition	(S) one
	1983	trip	educational conference	(C) one

B. LEARNING EXPERIENCES

List by year, combining information where possible. You do not need to list each demonstration, talk or exhibit separately within one year. Items should relate to your main program.

C. KNOWLEDGE AND SKILLS

Review your total time in this program; consider goals you have had, and summarize the knowledge and skills you have gained.

Example: 1978 (L) Learned to operate sewing machine; size myself for a pattern and construct a simple skirt.

1979 (C) Learned seam finishes; putting in a zipper and constructing garments with sleeves and collars.

1983 (C) Tailored a wool suit with bound button holes; adapted pattern to own design and, clothing knowledge helped me get part-time job in fabric shop.

SECTION II — 4-H LEADERSHIP EXPERIENCES

Leadership means taking the lead in giving direction, planning and organizing. Effective leadership depends on help and assistance from others, but **helping** is a supportive role, not leadership. Identify the things you have done in 4-H where **you** planned, organized and gave direction, either with others or individually. Use action words, indicating your role. Examples: **Conducted** (rather than attended) a meeting. **Directed** (rather than helped) others.

A. VOLUNTEER LEADERSHIP

Include experiences as a junior and/or teen leader and other volunteer leadership roles you have performed at 4-H activities; camps, achievement shows, workshops, judging events, tours, field trips, fairs and others. You will list elected/appointed leadership in Section IIB, but within your elected offices you may have led 4-H activities as a volunteer that can be included here.

B. ELECTED/APPOINTED LEADERSHIP

List only the information called for under each heading. **Responsibility** should reflect leadership duties you performed while serving in this capacity.

Example:	Year	Office or Committee	Responsibility	Level
	1982	President, 4-H Club	Conducted 12 meetings	(C)
	1983	Fashion Revue Committee	Chairman, Stage Design	(S)

C. 4-H PROMOTION LEADERSHIP

List only the information called for under each heading. Remember **you** must have taken leadership in telling people about 4-H.

Example:	Year	Type of Promotion	Responsibility	Level
	1983	-Radio programs for National 4-H Week	Wrote scripts and taped three programs	(D)
		-4-H Ambassador Group met with civic organizations and businesses	Coordinated schedule Made 5 visits myself Wrote thank you letters	(C) (D)

SECTION III — CITIZENSHIP/COMMUNITY SERVICE

A. 4-H CITIZENSHIP/COMMUNITY SERVICE

Citizenship can be defined as acting with informed concern for self and others as an individual or group action. **Helping** and **assisting** are important. You can take some leadership, but it is not required. **DO NOT DUPLICATE ITEMS LISTED IN LEADERSHIP.**

Community Service is what you as an individual or with others perform to help your community. Helping your family is **not** a community service.

List only the information called for under each heading. The heading **Your Involvement** asks for specific designation: (Y) Performed yourself; (G) Gave primary leadership to a group; (M) Was a member of a group. Refer to Section IA for definition of size and scope. Remember you may learn as much from helping one or two people as 50.

B. NON 4-H EXPERIENCES IN SCHOOL, CHURCH AND COMMUNITY

List in order of importance your most meaningful experiences in school, church and community organizations other than 4-H.

SECTION IV — SUMMARY OF EXPERIENCES IN OTHER PROJECTS

A. SIZE AND SCOPE

Complete this section as you did in Section IA. List by **Project Area**.

B. LEARNING EXPERIENCES

Complete this section as you did in Section IB. List by Project Area and **do not repeat** items listed elsewhere.

C. KNOWLEDGE AND SKILLS

Complete this section as you did in Section IC. Categorize your most meaningful experiences by project and year within project. Identify what you learned that was useful in your project, but **do not repeat** items listed elsewhere.

SPECIAL INSTRUCTIONS FOR 4-H MEMBERS SUBMITTING A RECORD IN EITHER THE ACHIEVEMENT, CITIZENSHIP OR LEADERSHIP PROGRAMS.

Achievement: Report your major projects in Section I. Report all other projects in Section IV. Complete Section II and III as requested.

Citizenship and Leadership: Do **not** complete #1 under Section IA. **Do** complete #2 under Section IA. Judging **SIZE AND SCOPE** will be based on Section II for **Leadership**; Section III for **Citizenship**. Disregard instruction to place an asterisk (*) for items relating directly to the program in Section I.

THE WAY TO ASSEMBLE YOUR RECORD FOR NATIONAL AWARDS

Include materials as follows:

1. **Cover**—Use a standard Acco-type fastener in a stiff 8½x11 inch binder. Do not use loose-leaf ring binder.
2. **Individual Photo**—Mount two individual photographs of yourself on two separate sheets of paper with rubber cement (do not use art corners). Use sharp, preferably black and white, head and shoulder shots; minimum size 2" x3"; maximum size 4" x5". Prints should have a uniform light background and clearly show facial features. Photographs may be used for national publicity. Type or print in black, your name, age, address, town, state, zip code and county below each photo. Never write on front or back of photos.
3. **The National 4-H Report Form**—Type or print in black. **Type may not be smaller than 12 spaces to an inch; no photocopy reductions.** Information should be complete and organized in a logical sequence with no repetition. This results from careful planning, systematic recording of facts and the selection of only the most important information. Be sure you record all requested data.
4. **Your 4-H Story**—Clip original to inside front cover. Bind one good copy with report form. **YOUR STORY MUST BE LIMITED TO SIX PAGES.** Type double-space or print in black on one side. **Type may not be smaller than 12 spaces to an inch; no photocopy reductions.** Use 8½x11 inch paper with 1½ inch margin at top and left, and 1 inch margin at bottom and right of each page. Type or print your name and state in upper right corner of page 1.
5. **Project or Activity Photographs**—Photographs must be limited to **three** 8½x11 inch pages, one side only. **EXCEPTION:** Photography allows **10 additional** pages of program photos, or a total of 13 pages.

Hints to help you complete your record:

- Information contained in the National 4-H Report Form should be factual and concise, yet fully representative of all your accomplishments in 4-H. Concentrate on content, not a fancy format. The judges are evaluating your 4-H career—much as an employer evaluates your resume.
- Show consideration for the reader—highlighting and excessive underlining are distracting. Put information in only one section. Leave some white space, and keep within required margins. Use correct grammar and spelling. Proofread for errors.
- Your 4-H Story provides an opportunity to show growth by presenting in-depth information in narrative form about your most outstanding accomplishments. Avoid a year-by-year listing of what you did. Don't save the best for last, put it near the beginning to catch the reader's interest. Try to find a theme to tie all your activities together, showing how you reached specific goals.
- Try to show the human interest side of what 4-H accomplished for you, your family, your community, your community, your state and future plans. Be specific—explain what you mean when something was "great" or "wonderful". Don't use slang; you are writing for adults. Ask someone else to read your story to check for mistakes and clarity. If something is not clear, rewrite it.
- After you have completed your 4-H Record, review **all parts** carefully. It should be an organized presentation of what you have learned and accomplished in 4-H. When accurately kept and carefully assembled, it is a useful tool for determining your own progress and personal growth.
- Photos should tell a story; illustrate your personal growth with appropriate captions. Action shots and photo sequences are good ways to show your progress within a program. Layering is **not** allowed. Mount photos with rubber cement. You may be able to place six photos per page, but four photos with good captions are recommended.

SPECIAL NOTES: Do not include project records, news clippings or letters.

If your record is selected as the state winner in Fashion Revue or Public Speaking, send the following items to the state 4-H office:

Public Speaking—two typewritten copies of a speech given during the project. Clip original to inside front cover; bind copy, type name and state in upper right corner of page one.

Fashion Revue—three personal data forms (original and two copies). The state 4-H office will provide these forms. Also required are three black and white and three color full length photographs of state winner wearing outfit to be modeled in National 4-H Fashion Revue.

Sectional and national winners in the National 4-H Awards Programs will be selected from the state winners by the National 4-H Records Judging Committee. This committee is composed of state and county Extension personnel appointed by the Deputy Administrator 4-H Youth, Extension Service, U.S. Department of Agriculture, with approval of state directors of Extension. The decisions of the National 4-H Records Judging Committee are final.

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