

4-H YOUTH AWARDS

GOAL SETTING & ACHIEVEMENT GUIDE



Leadership is practiced not so much in words as in attitude and in actions!

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4-H YOUTH DEVELOPMENT

CORNELL COOPERATIVE EXTENSION

PUTNAM COUNTY

Cornell Cooperative Extension is an employer and educator recognized for valuing AA/EEO, Protected Veterans, and Individuals with Disabilities and 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.

This 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:

- Use the Goal Setting Contract (Page 7) to set your achievement goal for the year
- All currently Enrolled Putnam County 4-H Members will receive an Annual Participation certificate at the 4-H Youth Awards Ceremony for their involvement in the 4-H Youth Development Program during the previous 4-H Club Year!
- **4-H Youth wishing to achieve higher level 4-H awards should follow the steps listed below:**
 - Youth, ages 9-19: Outline your personal goals and decide which Achievement Tier you plan to strive for. (See page 5-6 in this guide for a Description of each Tier by Age and the requirements to achieve that award).
 - * *Youth of all ages may apply for the 4-H Grows Leaders Award*
 - Cloverbuds, ages 5-8: See Page 5 for the Requirements for the Future Leader Award.
 - Review the definitions (listed on page 3 & 4) of the types of 4-H and non 4-H Activities & Projects that can be counted towards your Achievement Goals.
 - Meet all of the participation requirements ***for your Age Group in the Achievement Tier you have selected*** as your goal during the 4-H Year.
 - **Submit the Required documentation by December 1st** (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***).

➤ **Activity & Project Categories:**

Please Note:

- *The Club year is from October 1st to September 30th*
- ****EACH ACTIVITY MAY ONLY BE RECORDED ONCE****

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:

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

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)
- 4-H Thanksgiving food drive
- 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:

- Attending a regional or state 4-H Leadership retreat
- Serving as a Youth Leader
- Serving as a Judge's Assistant at fair
- 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
- Plan, promote and evaluate a county-wide 4-H Community Service Project
- Instruct or facilitate a community workshop
- Serving on a CCE, 4-H or other Committee (Local, Regional, State)
- Make a presentation to the Cooperative Extension Board of Directors
- Serving as a Teen Evaluator at an Educational Event
- Serving as a Teen Assistant at an Educational Event
- Serving 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
- Staffing a 4-H Info Table at Tractor Supply
- Marching in a Parade with 4-H
- Hanging 4-H Fair Posters in the Community.

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.

➤ **Reporting Tools:**

FOR CLOVERBUD MEMBERS (5-8 Years Old):

1. Clover bud Project Book/Annual Summary:

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

FOR 4-H MEMBERS (9-19 Years Old):

1. 4-H Project, Event, or Activity Records: 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.

3. 4-H Annual Summary: 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 December 1st.

4. 4-H Portfolio: A scrapbook, binder, or PowerPoint 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 member's participation during the current 4-H year but may also include 4-H memorabilia from previous years. *A Portfolio is only required for the 4-H Grows Leaders Award.*

- To download additional copies please go to our website at www.cce.cornell.edu/putnam/

Please Note:

- Age criteria are based on a member's age as of January 1st of the Project Year. Youth who are five through eight years of age on or before January 1st of the club year and enrolled in kindergarten through second grade should enroll as a 4-H Clover bud member. Youth who are at least eight years of age by January 1st of the current club year and in the third grade or higher should enroll as a 4-H member.
- 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 30th 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.

4-H BANNER CLUB REQUIREMENTS

Banner Club:

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)
- Submit an Annual Summary for every member in the club

In addition at least 75% of the 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
- Take part in the 4-H Youth Achievement Awards Ceremony
- Volunteer 10 or more hours at the Fair (except Clover bud participants)

ACHIEVEMENT TIERS & PARTICIPATION REQUIREMENTS BY AGE

Future Leader Award

Cloverbuds will receive a **4-H Year Pin** and a **Future Leader Award** when they:

<i>5 years old</i>	<i>6 years old</i>	<i>7 years old</i>	<i>8 years old</i>
<ul style="list-style-type: none">• Submit 1 Age 5-Member's Book	<ul style="list-style-type: none">• Submit 1 Age 6-Member's Book	<ul style="list-style-type: none">• Submit 1 Age 7-Member's Book	<ul style="list-style-type: none">• Submit 1 Age 8-Member's Book

Got 4-H Award

Members will receive a **4-H Year Pin** when they:

<i>9-11 years old</i>	<i>12-15 years old</i>	<i>16-19 years old</i>
<ul style="list-style-type: none">• Take part in 1 Community Service Project• Take part in 1 Educational Event and/or Enrichment Activity• Submit 1 4-H Annual Summary	<ul style="list-style-type: none">• Take part in 2 Community Service Projects• Take part in 2 Educational Events and/or Enrichment Activities• Submit 1 4-H Project Records• Submit 1 4-H Annual Summary	<ul style="list-style-type: none">• Take part in 3 Community Service Projects• Take part in 3 Educational Events and/or Enrichment Activity• Participate in 1 Leadership Roles• Submit 2 4-H Project Records• Submit 1 4-H Annual Summary

Heart of 4-H Award

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

<i>9-11 years old</i>	<i>12-15 years old</i>	<i>16-19 years old</i>
<ul style="list-style-type: none"> Take part in 2 Community Service Projects Take part in 2 Educational Events and/or Enrichment Activities Submit 1 4-H Project Records Submit 1 4-H Annual Summary 	<ul style="list-style-type: none"> Take part in 3 Community Service Projects Take part in 3 Educational Events and/or Enrichment Activity Participate in 1 Leadership Roles Submit 2 4-H Project Records Submit 1 4-H Annual Summary 	<ul style="list-style-type: none"> Take part in 4 Community Service Projects Take part in 4 Educational Events and/or Enrichment Projects Participate in 2 Leadership Roles Participate in 1 4-H Ambassador Activity/Event Submit 3 4-H Project Records Submit 1 4-H Annual Summary

4-H Grows Leaders Award

Members will receive a **4-H Year Pin**, **4-H Grows Leader Certificate** and a **4-H Grows Leaders T-shirt** when they:

<i>9-11 years old</i>	<i>12-15 years old</i>	<i>16-19 years old</i>
<ul style="list-style-type: none"> Take part in 3 Community Service Projects Take part in 3 Educational Events and/or Enrichment Activity Participate in 1 Leadership Roles Submit 2 4-H Project Records Submit 1 4-H Portfolio (including Annual Summary) 	<ul style="list-style-type: none"> Take part in 4 Community Service Projects Take part in 4 Educational Events and/or Enrichment Projects Participate in 2 Leadership Roles Participate in 1 4-H Ambassador Activity/Event Submit 3 4-H Project Records Submit 1 4-H Portfolio (including Annual Summary) 	<ul style="list-style-type: none"> Take part in 5 Community Service Projects Take part in 5 Educational Events and/or Enrichment Events Participate in 3 Leadership Roles Participate in 2 Ambassador activities/events Participate in 1 Public Presentations or Teen Interview (in addition to 5 educational events) Submit 4 Project Records Submit 1 4-H Portfolio (including Annual Summary)

My Goal Setting Contract

I, _____, am planning to achieve the:

- ___ Future Leader Award
- ___ Got 4-H Award
- ___ Heart of 4-H Award
- ___ 4-H Grows Leaders Award

For the _____ 4-H Club Year.

Signature of 4-H Member: _____ Date: _____

Signature of Parent: _____ Date: _____

Signature of 4-H Leader: _____ Date: _____