



## Junior Achievement Award Tip Sheet

### I. Cover Page for my Junior 4-H Records

#### A. Project Area

**1. Individual projects** – listed on the back of the enrollment form

**2. Junior Achievement Award project list:**

-Individual projects are grouped into 5 general projects **for 9 -13 year olds:**

- a. Animals (large or small)
- b. Family and Consumer Science (foods, clothing, health and others)
- c. Arts and communication (public speaking, music, crafts, art work)
- d. Science and Technology (electricity, wood science, aerospace)
- e. Natural Resources and Environmental Science (fishing, soils)

**3. Senior Achievement Award project list:**

-Individual projects are grouped into 15 projects **for 14 - 19 year olds.**

-You may want to keep more detailed records in these projects now as a Junior since you can compete in more specific projects as a Senior 4-H'er.

- a. Beef Production
- b. Dairy Science (Bovine)
- c. Meat Science
- d. Equine Science
- e. Small Ruminants (sheep and goats)
- f. Family and Consumer Science- Non-foods
- g. Foods and Nutrition
- h. Communications
- i. Leadership/Citizenship
- j. Natural Resources
- k. Electric Energy
- l. Plant, Soils, and Environmental Sciences
- m. Poultry Science
- n. Performing and Creative Arts
- o. At Large

**B. Personal information:** Complete your name, birthday, address and other information.

**C. Signature:** Make sure you, your volunteer leader and an Extension Agent sign this.

### II. My 4-H Year

**A. Goals should:**

- be something that you can achieve.
- include some new things that you have not tried.
- include improving things that you have tried before.
- include project work.
- include leadership and community service.

**B. Committees and Offices could include (but not limited to):**

**1. Committees**

- Planning committee
- Clean-up committee
- Nominating committee
- Service project committee
- Refreshment committee

**2. Offices**

- Could include 4-H club officers, 4-H county council officers, etc.
- Include member or officer of another club.

**C. Leadership could include two kinds of actions:**

**1. Helpful leadership** – assisting those who are leading.

Examples:

- setting up chairs
- passing out handouts
- cleaning up a room

**2. Taking responsibility, giving direction, planning and organizing.**

Examples:

- Led the songs at the local club meeting.
- Called to remind others about the meeting.
- Recruited 2 new 4-H members.
- Asked someone to judge or present a program.
- Prepared simple nutritious snacks with younger 4-H'ers.
- Taught class on comparison shopping for horse feed.
- Served on the Awards Banquet Program.
- Recorded 4-H public service announcements for National 4-H Week.
- Campaigned for president of the County 4-H Council.
- Performed the duties of \_\_\_\_\_ (club officer).

#### **D. Community Service**

– Actions that you, individually or as part of a group, do to help your community.

##### Examples:

- Cleaned roadside litter on the road in front of the school.
- Collected aluminum cans for recycling.
- Sold cookie dough for school fund raiser.
- Sang for the Manor retirement home.
- Planted trees and shrubs at Central Middle School.
- Collected money, food, and clothing for families affected by a natural disaster (tornado, hurricane, etc.)

#### **E. Awards and Honors**

- Include certificates, ribbons, plaques, medals, gifts, etc.
- Include recognition for project work, leadership or community service.
- Location** could include local, county, regional, area, state, national, etc.

### **III. My Project Journal – Keep a separate project journal for each project**

#### **A. What I Did and What I Learned**

- List a variety of things that you have done in your project.
- Group similar things: *For example, if you feed your dog twice a day every day, write down “September 1 – December 31, 2007 Fed dog 2 times each day. I learned that my dog depends on me for food and clean water. “*
- Be sure to include mistakes that helped you learn.
- Include project work that you did to reach your goals.

#### **B. Income and Expenses**

- Keep a record of any expenses for your project, even if someone else pays for it. *For example: Food for a pet, supplies for a meal, entry fees for an art exhibit.*
- Keep a record of income for your project. *For example, prize money at an art show, getting 20 lb. of dog food at a Dog Show, coupon for ice cream at a bicycle event.*

#### **C. My Thoughts about My 4-H Project**

- Include what you learned and how you can use that new knowledge.
- Were there people who helped you, taught you and encouraged you?
- Did you reach the goals you set in this project?
- Do you think you will want a job that relates to this project?
- Did you help someone else in your community as part of this project?

### **IV. My Creative Documentation**

- Try to show action in any photos that you use.
- May include photos, newspaper articles, ribbons, programs, etc.
- Show your project, leadership and community service.

## V. Reference Letter

-Ask the person like your Extension Agent, a teacher, your minister, etc. if they will give you a positive reference.

-Ask them to write a letter telling:

- 1) How they know you – how long, in what capacity, etc.
- 2) What they know about your 4-H projects and activities.
- 3) What they can say about your leadership and community service.

## VI. Junior 4-H Achievement Awards Scoring

Cover page: “*My 4-H Junior Records*” .....10 points

- Completeness
- Signatures present

*My 4-H Year*.....30 points

- Goals
- Meetings attended
- Committees/Offices
- Leadership
- Community Service
- Awards and Honors

*My 4-H Project Journal*.....40 points

- What I did
- What I learned
- Income and Expenses
- My Thoughts

*My 4-H Creative Documentation*.....20 points

- Your choice of: Photographs,
- News articles, programs, ribbons,
- Letters, etc.

*Total....100 points*

## VII. Website

The website to find the Junior Achievement Awards instructions and forms is: [www.aces.edu/fourh/programs](http://www.aces.edu/fourh/programs). Look for Junior 4-H Records and Instructions for Junior Achievement Awards.