

## Achievement Application Workbook

This worksheet is meant to be a guide to completing your Achievement Application. It is one way to generate information to help you identify potential ways to community your experiences in your program area and with 4-H. Utilize the answers to the questions to identify the content to include in your Achievement Application. You may need more space than what is provided on this worksheet as the number of lines does not reflect the desired amount of content. Also, not everything that you list or the exact answers you provide here may be included in the application. Creativity is encouraged, use bullet lists, photos, infographics, etc. to help tell your 4-H story.

When completing the application, use headings (**4-H Experiences, Leadership Experiences, Community Involvement/Service Learning Experiences,** and **Career Spark**) to separate your responses.

**4-H EXPERIENCES** (Should reflect the extent to which you participated in 4-H or a project area, how thoroughly you explored 4-H. Also includes your span of experiences or the extent of topics covered. Communicate longevity in the program and change over time as they have interacted with 4-H.)

Part 1:

List experiences throughout your career:

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Upon a first glance at your list, what stands out?

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How many years have you been in 4-H?

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Has your involvement changed? If so, how (i.e., you do more or you have increased your leadership?)

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Project Work

Number of projects involved in:

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Have you stayed with one project over time? If so, what does your performance look like over time?

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Have you been involved in many different projects? If so, what has the variety meant for you?

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Number of competitions?

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Have you focused on one type of competition? Have you added variety? How has your progress been (i.e., started earning mainly blue, but learned and now earn purple)?

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What other experiences have you had in 4-H over time?

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**For each section, use the answers to the questions to guide your content for the application. For now, write about the extent to which you worked in your project/competition area (depth) and the range of 4-H experiences in which you engaged (breadth)? Include number of years in the program, and describe your project/competition work and other experiences?**

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What skills did you learn?

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What have you learned about yourself?

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Example of writing up 4-H Experiences throughout 4-H career:

I have been a part of 4-H since before I was even born! My parent's met at a 4-H center, so you can say 4-H is in my DNA. I have been an active member of my county 4-H program since I was a 5 year old clover kid. I can still remember how excited I was to finally compete when I was eight, and I earned purple ribbons at the fair! Ten years later, I still am excited to finish projects and participate in my county 4-H program.

When I first began in 4-H, I only wanted to try one project area: baking. I loved to mix ingredients and make yummy treats. I soon learned 4-H is filled with so many more ways I can grow and learn. I now participate in 4 county competitions and enter static exhibits in 4 different project areas.

Contest	Ribbon
Speech Contest	1 Red, 2 Blue, 1 Purple
PSA Contest	1 Red, 3 Purple
Presentation Contest	3 Blue, 3 Purple
Cat Show	2 Blue, 4 Purple,
Table Toppers Contest	2 Blue

*Table 1: Contests I have entered and the ribbon placings I have earned throughout my 4-H career.*

I have not always earned purple ribbons, especially in the public speaking contest. But I have learned that I can try new things and I won't always get them perfect the first time. I can try and not be afraid to fail. I can seek out adults that can help me improve, and the harder I work to get better usually the better I do at the project and in the competition. Public speaking still frightens me, but I have made it a part of my 4-H experience so I can conquer that fear and make my best, better!

Part 2:

4-H Experiences within the last year (3 program highlights for Seniors and two for Juniors. Explain why these are highlights and where you will go from here).

Highlight 1

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What did you do?

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What was involved?

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Why did you want to do this?

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What was accomplished?

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What was your favorite part?

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What did you learn?

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Highlight 2

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What did you do?

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What was involved?

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Why did you want to do this?

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What was accomplished?

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What was your favorite part?

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What did you learn?

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Highlight 3

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What did you do?

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What was involved?

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Why did you want to do this?

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What was accomplished?

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What was your favorite part?

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What did you learn?

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Having listed the highlights from your past year and answered questions about the details about them, use that information to communicate about your 4-H experiences within the last year:

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## **LEADERSHIP EXPERIENCES**

### Part 1: 4-H Leadership Experiences

Describe your 4-H leadership experiences that have helped build your leadership skills. These can be throughout your 4-H career and/or within the last year. Keep in mind that leadership can be more than occupying a role. A 4-H member can demonstrate leadership by: taking initiative to address an issue, engaging others in the program, representing your program at community events, being a club officer, being a 4-H council member, etc.

What type of leadership was it? For example: Roles (Club President), Activities (4-H Lend a Hand Day), Experiences (Being a Junior Ambassador for my county).

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When did these experiences occur?

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Identify your part in the experiences: duties you completed, responsibilities you fulfilled, skills you utilized, etc.

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What did you learn about leadership through these experiences?

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Using the answers to the questions about your 4-H experiences, write a description of them for your application.

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*Part 2: Non 4-H Leadership Experiences*

Describe your Non 4-H leadership experiences that have helped build your leadership skills. Include in leadership experiences from other organizations or group in which you are a member, school experiences, community experiences, etc.

What type of leadership was it? For example: Roles (Youth Choir Jr. Director), Activities (Warrior Football Camp), and Experiences (Student Council Member).

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When did these experiences occur?

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Identify your part in the experiences: duties you completed, responsibilities you fulfilled, skills you utilized, etc.

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What did you learn about leadership through these experiences?

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Using the answers to the questions about your non 4-H experiences, write a description of them for your application.

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Example for part 2:

One the most influential experiences that has helped me build my leadership skills has been being a part of the Activities Committee at my school this year.

As the only 9<sup>th</sup> grader on the committee, I am responsible for sharing what would be exciting for my peers to do during and after school. In order to be successful, I have really worked on

developing my assertiveness and my listening skills. I meet monthly with the Committee and share what my classmates ask me to share.

I have learned the following things about leadership:

- Not being afraid to say your opinion, even if you are the youngest in the room
- Asking my friends for their opinions before I attend meetings so I can represent them
- Public speaking skills as I communicate the decisions made on the committee to my classmates.

### **COMMUNITY INVOLVEMENT/SERVICE LEARNING EXPERIENCES**

Describe two times you were involved in volunteer service to others and/or the community through 4-H or other opportunities.

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List the type of involvement.

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When did the experiences occur?

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What were duties, responsibilities, and skills you used to be successful?

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Using the answers to the question for this section, write descriptions of your service.

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**CAREER SPARK**

Describe how your 4-H experiences have sparked your interest in a future career field.

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At present, what has 4-H “sparked” in you that you are curious to explore (both academically and in extra-curricular activities) in school, or beyond?

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How do you see yourself contributing professionally to your community in the future? How has 4-H influenced how you see yourself in this future role?

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Explain any experiences you have pursued in connection with your career spark. Some examples:

Has 4-H sparked your curiosity about what it would be like to work in a certain career and you have interviewed someone in that career?

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Identify any influence your 4-H experience has had on your academic course selection/extra curricula experiences you pursued.

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Identify any junior or teen leader/job shadow/internship/volunteer experience in which you engaged in an effort to explore your sparked interest.

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Have you been a part of any formal or informal mentorships related to potential career interests?

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**4-H Members Applying for National Congress, National Conference, or both National Congress and Conference must complete the following section:**

**REPRESENTING NEBRASKA 4-H**

This section has 2 parts: Representing Nebraska 4-H and completing the prompts for As a Nebraska 4-H youth leader, when I look at my state.

**Representing Nebraska 4-H**

Share why you would like to represent Nebraska 4-H as a delegate at this national leadership opportunity.

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How will you share the skills and knowledge you gain with others in your county and throughout Nebraska?

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How will you promote this leadership experience to other 4-H members, volunteers, and decision makers?

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**As a Nebraska 4-H youth leader, when I look at my state:**

I am proud of....

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I am concerned about...

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I want to start... in Nebraska.

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EXAMPLE OF LIST OF 4-H INVOLVEMENT

*This may be utilized as an example of a list of career involvement. It can also be a case study for teaching how to complete the Achievement Application.*

Year	4-H Experience
2013	County 4-H Camp as Camper County Speech Competition (Blue) <u>Fair Entries</u> Cookies (Blue) Brownies (Purple) Healthy Baked Product (Blue)
2014	County 4-H Camp as Camper County Speech (Red) 4-H Afterschool Club member <u>Fair Entries</u> Cookies (Blue) Brownies (Purple) Healthy Baked Product (Purple)
2015	County 4-H Camp as Camper County Speech (Blue) County PSA (Purple) County Presentation Contest (Blue) County Culinary Challenge (Blue) <u>Fair Entries</u> Cookies (Blue) Brownies (Purple) Healthy Baked Product (Purple) Scones (Blue)
2016	County 4-H Camp as Camper County Speech (Purple) County PSA (Purple) District Speech (Blue) District PSA (Purple) County Presentation Contest (Blue) County Culinary Challenge (Purple) County Junior Ambassador <u>Fair Entries</u> Healthy Baked Product (Purple) Scones (Blue) Baked with Whole Grains (Purple) Next Chapter State Celebration
2017	County 4-H Camp as Junior Leader County Speech (Blue) County PSA (Blue) County Presentation Contest (Purple) County Culinary Challenge (Purple) <u>Fair Entries</u> Healthy Baked Product (Purple)

	<p>Scones (Purple)  Baked with Whole Grains (Purple)  Whole Wheat Bread (Red)  This is Who I am Poem (Blue)  Next Chapter 1 Retreat</p>
2018	<p>County 4-H Camp as Counselor in Training  County Speech (Purple)  County PSA (Purple)  District Speech (Blue)  District PSA (Blue)  County Presentation Contest (Blue)  County Culinary Challenge (Purple)  Club Secretary  <u>Fair Entries</u>  Healthy Baked Product (Purple)  Scones (Purple)  Baked with Whole Grains (Purple)  Whole Wheat Bread (Purple)  Specialty Bread (Blue)  Family Food Tradition (Purple)  Family Tradition Book (Purple)  Family Traditions Exhibit (Purple)  Written Citizenship Essay (Purple)  Interview a Leader (Purple)  Next Chapter 2 Retreat</p>
2019	<p>County 4-H Camp as Counselor  County Speech (Purple)  County PSA (Purple)  District Speech (Purple)  District PSA (Purple)  County Presentation Contest (Purple)  County Culinary Challenge (Purple)  Club President  Ag Innovators Training  Taught Ag Innovators 10 times  <u>Fair Entries</u>  Healthy Baked Product (Purple)  Scones (Purple)  Baked with Whole Grains (Purple)  Whole Wheat Bread (Purple)  Specialty Bread (Blue)  Family Food Tradition (Purple)  4-H Member Scrapbook (Blue)  Premier Science Winner</p>