

Kentucky 4-H Achievement Program:

Do's and Don'ts Quick Guide

DON'T count an event or activity more than once anywhere in the Achievement Application.

DON'T send an application straight from county to 4-H State Office. All applications are due to the district contact by the district deadline.

DON'T send in an application to the district contact until it has been signed by the youth and county agent.

DON'T send a pdf electronic version of the application to local county Extension Agent, District Contact Agent, or State 4-H Office.

DON'T have misspelled words.

DON'T have poor grammar.

DON'T have all points acquired in participation. Have a diverse application. Several points need to be acquired in all categories. A great application will have points acquired in all categories.

Defining categories:

Leadership – Guiding or directing a group of people or an organization. (Example: Holding an officer position of 4-H Club, teaching a large group a new

technique, or being a mentor to younger 4-H Members by teaching techniques that a senior 4-H'er is knowledgeable about.)

Citizenship – a 4-H member's relationship and knowledge gained an individual's community and local, state, and federal government. (Example: Capitol Experience, 4-H governmental proclamation, and Washington D.C.)

Communication/Marketing – Preparing and presenting a speech or demonstration in front of a group. Marketing 4-H events through creative you tube videos, promotional materials developed and used to promote 4-H events.

Community Service/ Civic Engagement – Service learning, actions or events to assist a community need or concern. (example: Participating in a community clean-up)

Participation – Attending an event only. (Attending a 4-H Club meeting only)

DO have youth allow enough time for the County Extension Agent review entire application and make necessary changes before submitting to the district contact.

DO have youth review/ study application, current events and interview techniques before youth attend Gold Competitive Achievement Interviews.

DO save the application from year to year electronically, and just add the new activities from the previous year.

DO explain each entry in all categories fully. (Example: Leadership category -

Planned a teaching outline and taught twenty 4th grade students how to prune a tree.) The more and entry has an explanation the better.

DO adjust proper printer settings when printing the Excel version of the Achievement Application.

DO insert as many lines as needed for all entries in categories. (Right click on the line that needs an added entry. Click insert, and insert a row above or below.) The numbers of pages are not limited.

DO refer to the 4-H Agent Resource Guide or the Kentucky 4-H Specialist for additional resources.

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