

# A Guide to County Awards

## For Club Leaders



This County Record Book Judging Guide includes the following:

- Certificate Information
- County Medal Information
- General Requirements for all Projects
- How to Assemble Your Record Book
- Project Area County Medals/Certificates
- Criteria Information for Project Medal Awards
- New Jersey 4-H Independent Project Guidelines "Fact Sheet"
- Hunterdon County 4-H Club Requirements/Member in Good Standing
- Leadership/Community Service Suggestions
- Member Record Book Judging Checklist/Leader Signature Form
- Introductory Page
- Summary Sheet
- Record Book Score Sheet
- Application for Club Merit
- Scrapbook Contest Rules
- Special Hunterdon County 4-H Teen Awards
- State and National Awards and Trips

Updated by the 4-H Association Awards Committee - 2/09



Each fall 4-H members who have at least completed grade 4 may submit their record books for judging. Members may receive certificates or county medals for excellence in project work and record keeping. This guide has been designed to give you the information you need to submit your records for judging.

**Completed** record books are due in the 4-H office by 4:00 p.m. on a specific date in October. **Books will not be accepted after the deadline date; incomplete books will not be judged.** Check your 4-H Hunterdon Happenings for the deadline date, check the county website at [www.co.hunterdon.nj.us/depts/rutgers/rutgers.htm](http://www.co.hunterdon.nj.us/depts/rutgers/rutgers.htm) or call the 4-H Department of Rutgers Cooperative Extension at (908) 788-1340 or 1341.

### CERTIFICATE INFORMATION

**This applies to all members who have completed grades 4 or 5 and older members who have not received a Certificate.**

- All members must receive a gold or silver certificate before receiving a county medal.
- Members must apply in their main project area first.
- Members may apply for a certificate in only one category each year.

There are three types of certificates awarded to members who submit record books for judging.

- 1. Gold** - A Gold Certificate is given for records scoring 90 or above, but not eligible for a gold medal
- 2. Silver** - A Silver Certificate is given for records scoring 80 to 89.
- 3. Participation** - A Participation Certificate is given for records scoring less than 79.

## COUNTY MEDALS INFORMATION

All 4-H members must receive a Gold or Silver Certificate in their main project area before applying for a County Medal.

Some project areas require a minimum of two years in a project area, see Criteria for County Medals in this packet. This is true of all project areas no matter how many projects the individual member is carrying.

The top record books that receive an excellent rating in each project area will receive county medals. You may only receive one award per project. Only members who have **completed grade 6, who have already earned a gold or silver certificate** and have been in the project a minimum of two years, may apply for medals.

- Members may apply for a maximum of two medals per year (exceptions will only be made under extenuating circumstances approved by the county staff.)
- Members who have never submitted a record book for judging must receive a gold or silver certificate before being eligible for a medal.
- Members who have completed grade 9 and have already received their specific project area medals may apply for *Achievement, Leadership, Citizenship and Public Speaking* medals.

## GENERAL REQUIREMENTS FOR ALL PROJECT AREAS

1. 4-H'er must be a member in good standing.
2. Member must give a County Presentation during his/her 4-H career (more are recommended).
3. Member must participate in at least three county events during the current year, not including the fair (more are recommended).
4. Member must actively participate in at least one community service project during the current year.
5. Project record book(s) must be completed through September 30<sup>th</sup>, of the current year.
6. One Summary sheet for each year in 4-H must be completed and included in your record book.

\*A county event is an event that any member of any project area participates in. These events include: Public Presentations, Achievement Night, 4-H Camp, Work & Winter Camp (teens), Hunterdon County 4-H & Agricultural Fair, Workshops, Window Display Contest, Holiday Workshop, Spring Craft Show, Fall Craft Show, Flea Market, Fall Festival and any other event sponsored by the Hunterdon County 4-H Program.

**HOW TO ASSEMBLE YOUR COUNTY RECORD BOOK**  
*(This is more than just your project record book!)*

**REQUIRED SECTIONS:** (Folders and all forms are available at the 4-H office.)

- **Cover or Binder - Name and Club must be on front cover.**
- **Record Book Score Sheet** - Complete the top part of the judging score sheet. You must fill out one sheet for each county medal you are applying for. Attach these sheets to the front inside cover of your record book with a paper clip.
- **First Page** - Leader Signature Form (Pink) - Form **must be completed and signed** or your records will not be judged.
- **Second Page** - This page should include a photograph of yourself. Under the photograph list: name, grade, address, 4-H clubs, and certificates/medals applying for.
- **Summary Sheets** - These are very important. You must have **one for each year you have been in 4-H** and they must be complete. Arrange them in descending order - current year's first. **Remember to get all three signatures.**
- **The story is located on the back of your summary sheet. This story should be a complete summary of the experiences you had in 4-H throughout the completed 4-H year. It is recommended that you include explanations of what you did and learned with the project(s) carried. The following format is recommended.**
  1. **Introduction:** Introduce yourself to the judges. Tell a little about yourself. Tell where you live, age, grade in school, etc.
  2. **Body:** Write a summary (in paragraph form), on each project area that you have worked on this past year. Include what you did at various events such as community service, leadership, public speaking, workshops, and club involvement.
  3. **Ending:** It is important to write about the knowledge and skills you gained through the 4-H project year and your goals for the next year. Remember not to list activities but to write them in paragraph form.

\*\*\*NOTE: This is the only story that is required. It is a combination of your project story and the summary of your 4-H year and is placed at the end of the summary sheet.
- **County/State Presentations Certificate and/or Score Sheets** - Presentations are a very important part of your 4-H experience and are a requirement for county certificates, medals and other awards. Include all your certificates or score sheets to show your participation. You will not receive a gold or silver certificate or county medal, (or any other county awards) unless you do a county presentation. Only one county presentation is required throughout your 4-H career (unless required by your 4-H Leader), but more are recommended.

- **Project Record Books** - Please include **current year only** unless a specific award requires otherwise. Refer to awards descriptions for information regarding project record books and requirements. Project record books should be up to date and complete through September 30<sup>th</sup> of the year being judged. **You do not need to complete the story in your project book, unless required by your project leader.**

*If you are applying for certificates or medals in projects that do not have project record books, you must do a miscellaneous record book or miscellaneous record sheet for each project.*

**Please note:** The previous sections are required in order to qualify for a certificate or county medal. The following sections are optional; however, if you have them, include them because they will strengthen your records.

**BONUS SECTIONS:** If you have these sheets to add to your record book, they will strengthen your records. (Bonus points will be given if you have included the following.)

- **Certificates** - Current year certificates only. Place these in order from the beginning of the 4-H year to the end. **Do not include school, sports or other non 4-H certificates.**
- **Correspondence** - Current year letters only. Please include only those addressed personally to you or your club, if you participated. Place these in order from the beginning of the 4-H year to the end (October 1<sup>st</sup> to September 30<sup>th</sup>).
- **Photos** - Include no more than 2 pages (four sides) of pictures. Be selective. Use only appropriate photos. Label each picture. Place these in order from the beginning of the 4-H year to the end. One picture from each event is sufficient.
- **News Clippings** - Include no more than 2 pages (four sides) of clippings. Select only one article for each event covered. Include the date and name of the paper and underline or highlight the part which pertains to you. Place the articles neatly in one direction on a page. Place these in order from the beginning of the 4-H year to the end. Articles from 4-H Newsletters must mention your name.
- **Awards Programs** - Underline or highlight the parts that pertain to you. If a program contains more than five pages, include the cover and page(s) that pertain to you. Place these in order from the beginning of the 4-H year to the end. Do not include show programs unless you had a leadership responsibility.

**HELPFUL ADVICE:** The following section contains advice that will help you qualify for certificates, medals and other special awards.

- Make sure you check the descriptions for the certificates/medal you are applying for. The judges will be evaluating you according to those requirements.
- Remember, it takes time and thought to put together a neat, well organized record book. Don't throw it together at the last minute. The judges can tell!

- Project record books and summary sheets may be typed if members do the typing themselves. (Typing is not required.)
- A neat binding is important. The official 4-H folder is suggested, but not mandatory. You must have your name and club name on the front cover.
- If you are serious about county medals and other county awards, you will need to take the public presentations requirement serious. A club presentation is mandatory each year. Although only one county presentation is required in your 4-H career, the more presentations you give, the better job you will do as a presenter. Each presentation strengthens your 4-H records. Members are encouraged to give presentations at the county and state level, as well as at other 4-H and club functions as often as possible. Doing a presentation on a topic related to the medal you are applying for, strengthens your qualifications for the award.
- Leadership is very important! 4-H members should begin to take on leadership responsibilities from the beginning. Younger members can volunteer to work on club committees, act as representatives to a county council, or act as host/hostess at a county event. Older members are encouraged to serve as club officers and council officers. They should begin to conduct club business with minimal adult assistance, and they should help younger members. The leadership opportunities are unlimited.
- Get involved in community service projects. It's important to help others, and it is a requirement for a county award. Any project done by a 4-H'er or a 4-H group that helps others is a community service project. (example: setting up a 4-H animal exhibit, being involved in a community clean up day, etc.)
- Remember: Putting together a record book is hard work, but you can make it fun and challenging. If you follow all the tips and instructions in this handout, you'll be on the right road for a county award!

### PROJECT AREA COUNTY MEDALS/CERTIFICATES

**County medals are available in the following project areas each year. A member must receive a medal in his/her main project area before receiving a medal in a new project area.**

**\*\*For Instance a member of the sheep club must receive a Sheep Medal before receiving a medal in Agriculture. A member in a Sewing club must receive a medal in Clothing before receiving a medal in Fashion Revue.**

**4-H Club Members can also carry independent projects and receive county medals for their accomplishments in that project outside of their primary club. However, the member must meet all requirements of that project area and fill out all necessary project record books and project sheets. Miscellaneous project sheets are available for those projects with no project book.**

The following lists are broken down so you can understand the medals that you can receive through the different project areas. If you would like to know how you apply for a certain medal, please call the 4-H office. (Medals marked with \* = Member must have completed grade 9).

**The following is a list of Medals available pertaining to Animal Science Projects**

*Achievement	Entomology & Bees	Rabbits
Agriculture	Goat	Reporting Media
Aquaculture	Herpetology	Recreation
Beef	Horse	Safety
Cats	Judging	Seeing Eye
*Citizenship	*Leadership	Sheep
Commodity Marketing	Photography & Video	Swine
Community Service	Plant & Soil Science	Veterinary Science
Dairy Cow	Poultry	Waste Management
Dairy Foods	*Public Speaking	Wood Science
Dog Care		

**The following is a list of Medals pertaining to Family and Consumer Science Projects**

*Achievement	Consumer & Family Science	
Bicycle	Crafts	*Leadership
Bread	Dairy Foods	Needlework
Cake Decorating	Family Lifestyles	Performing Arts
Child Care	Food & Nutrition	Photography
*Citizenship	Food Preservation	Plant & Soil Science
Clothing	Gardening (Horticulture)	*Public Speaking
Commodity Marketing	Health	Reporting Media
Community Beautification	Healthy Lifestyles	Recreation
Community Service	Hobbies & Collections	Safety
Consumer Education	Home Environment	Visual Arts

**The following is a list of Medals pertaining to Additional Projects**

Aerospace	Electricity	Industrial Science
Automotive	Energy Management	Outdoor Education
Communication Arts	Engines/Tractors/Field	Personal Development
Computer Technology	Equipment	Petroleum Power
Conservation of Natural Resources	Entomology	Science & Technology
Demonstration	Environmental Science	Shooting Sports
Earth, Water & Air	Environmental	Technology & Engineering
Electric Energy	Stewardship	Wildlife and Fisheries
	Forestry	Wood Science

Hunterdon County offers "Special Teen Awards" for members who have completed grade 8 and above. Specific guidelines are made up for these awards, please call or stop by the 4-H office for these guidelines.

## **Criteria Information For Project Medal Awards**

The following are criteria for awards available to 4-H members. These awards are associated with specific county 4-H clubs. In most cases, recipients complete the project area requirements to qualify for the award.

### **\*ACHIEVEMENT**

In addition to General Requirements for All Project Areas, members must excel above and beyond the requirements of a project area and demonstrate exceptional involvement and leadership in community service and county events.

- must have completed 9th grade
- must have received county medal in main project area
- document achievement clearly in records
- must include current plus previous two years of project book, project sheet or miscellaneous sheet of all projects participated in

### **Agriculture**

In addition to General Requirements for All Project Areas, members must document agriculture practices within their project area. Information, events and activities relating to agriculture can be documented on the miscellaneous project sheet found at the end of the criteria information.

- Member must have received their project area medal
- Complete the miscellaneous project sheet showing evidence that he/she has actively participated in activities/workshops pertaining to agriculture.
- Members who live on a farm and actively participate in agriculturally related crops can document what they do and apply for this medal.

### **Beef**

In addition to General Requirements for All Project Areas, members must demonstrate knowledge and application of sound breeding, feeding, and management practices of livestock. Identify quality in wholesale and retail cuts of animals and animal products.

- complete 2 years in this project
- complete beef project record book
- participate in county show

### **Bread**

In addition to General Requirements for All Project Areas, member must bake a variety of breads and learn different techniques of baking breads.

- complete "bread" record sheet
- participate in county foods judging
- exhibit judged bread item (that will hold up) in the county 4-H fair



### **Cake Decorating**

In addition to *General Requirements for All Project Areas*, members must use conventional and unique supplies to design and decorate cakes for various occasions.

- complete "confections decorating" record sheet
- bake and decorate a minimum of 2 cakes (butter cream or royal icing) and any combination of 4 cupcakes, cookies, or a sugar egg (for birthdays, bake sale, or any special occasion)
- participate in confections division at the 4-H fair (must exhibit judged entries or photo of judged entry)
- participate in county foods judging

### **\*CITIZENSHIP**

In addition to *General Requirements for All Project Areas*, members must acquire and demonstrate skills essential for becoming an active, socially responsible citizen. Respond to the needs and rights of others and contribute to community development.

- must have completed 9th grade
- must have received county medal in project area
- document citizenship/community service from every year in 4-H on "citizenship record sheet"
- must have received community service medal

### **Clothing**

In addition to *General Requirements for All Project Areas*, members must use judgment and creativity in designing attractive and expressive clothing, along with using consumer skills in purchasing clothing and accessories. Demonstrate ability to properly store and care for clothing. Construct clothing for self and others using acquired knowledge of fabrics and processes.

- complete "clothing" info sheet for each item
- participate in county clothing judging
- must complete an entire unit in clothing
- exhibit at the county 4-H fair

### **Commodity Marketing**

In addition to *General Requirements for All Project Areas*, members must document marketing practices within their project area. Information, events and activities relating to marketing can be documented on the miscellaneous project sheet found at the end of the criteria information.

- Member must have received their project area medal
- Complete the miscellaneous project sheet showing evidence that he/she has actively participated in activities relating to marketing of products relating to your project area.
- Examples of commodity marketing include: wool, meat, soap, clothing, arts, crafts, etc.

### **Community Service**

In addition to *General Requirements for All Project Areas*, member must participate in and take leadership in, a variety of community service projects.

- document community service clearly on summary sheet
- must have received county medal in main project area
- pre-requisite to Citizenship Medal

### **Consumer Education**

In addition to *General Requirements for All Project Areas*, members must document public education practices within their project area. Information, events and activities relating to educating the public can be documented on the miscellaneous project sheet found at the end of the criteria information.

- Member must have received their project area medal
- Complete the miscellaneous project sheet showing evidence that he/she has actively participated in activities relating consumer education within your project area.
- Examples of consumer education include:

### **Dairy**

In addition to *General Requirements for All Project Areas*, members must derive the best quality products from livestock for use in the dairy industry based on sound management and breeding techniques.

- complete 2 years in this project
- complete dairy project record book
- participate in county show

### **Dairy Foods**

In addition to *General Requirements for All Project Areas*, members must demonstrate awareness and knowledge of the contribution of dairy products to the basic principles of nutrition and exercise. Practice proper storage, handling, and preparation of dairy foods.

- complete "dairy foods" record sheet
- participate in county foods judging
- must complete an entire dairy foods unit
- photos of judged dairy unit, or non perishable class items must be exhibited at the 4-H fair

### **Dog Care & Training**

In addition to *General Requirements for All Project Areas*, members must identify breeds and their characteristics. Demonstrate care in feeding, handling, grooming, and training of dogs. Practice the use of healthful simple treatment for ailments not requiring veterinary attention.

- complete 2 years in this project
- complete dog project record book
- participate in county fair

### **Fashion Revue**

In addition to *General Requirements for All Project Areas*, members must build self-confidence and poise in selecting, making, and modeling clothes and accessories expressive of oneself, suitable for different occasions. Acquire knowledge and skills in planning, presenting, and participating in fashion revues.

- complete "fashion revue" record sheet
- participate in a minimum of 2 fashion revues held at the 4-H fair
- include photos of 4-H member in garments worn in the Fashion Revues in record book

### **Foods Conservation & Safety**

In addition to *General Requirements for All Project Areas*, members must learn and apply principles of food conservation to avoid waste. Practice safe food selection, preservation, storage, transportation, and preparation to prevent food related illnesses and accidents.

- complete foods & nutrition sheet
- participate in county foods judging
- must have received foods and nutrition, dairy foods, or food preservation medal

### **Foods and Nutrition**

In addition to *General Requirements for All Project Areas*, members must use the principles of the Food Guide Pyramid, plan, purchase, prepare, and serve nutritious foods to maintain good health.

- complete "foods & nutrition" record sheet
- participate in county foods judging
- complete an entire unit
- exhibit non-perishable item or non-food item at the fair such as a poster of "Map Your Taste Buds," a proper or formal table setting, etc.)

### **Foods Preservation**

In addition to *General Requirements for All Project Areas*, members must demonstrate their knowledge of food nutrient retention through the process of canning, freezing, drying, and making jellies/jams. They must show that they have learned proper and safe techniques of these processes and that they have followed the USDA's latest regulations (ex: latest edition of the Ball Blue Book) by the following:

- complete "foods preservation" record sheet
- participate in county foods judging
- exhibit all judged entries at the fair (1 jar canned food, photos of frozen items and samples of dried items)
- complete a unit

### **Garden & Horticulture**

In addition to *General Requirements for All Project Areas*, members must grow, maintain, and improve plants, including their seeds, roots, leaves, and fruits for various purposes.

- complete 2 years in this project
- complete horticulture sheets (vegetable, flower, indoor gardening, herbs)
- participate in county show
- must attend three county horticulture workshops in current year

### **Goat**

In addition to *General Requirements for All Project Areas*, members must derive the best quality products for home or wholesale use in the dairy industry based on sound management and breeding techniques.

- complete 2 years in this project
- complete project record book
- participate in county show

## **Horse**

In addition to *General Requirements for All Project Areas*, members must acquire and develop skills in horse management, breeding, training, and safety. Appreciate riding as recreation and sportsmanship through exhibition.

- complete 2 years in this project
- complete horse project record book
- participate in at least one educational state contest (horse judging, horse bowl, hippology or equine presentations, etc.)

## **\*LEADERSHIP**

In addition to *General Requirements for All Project Areas*, members must identify and demonstrate roles, attitudes, tasks, and functions necessary for effective leadership. Strengthen 4-H programs by participating in the planning, development, and implementation. Help recruit new members and leaders.

- must have completed 9th grade
- must have received county medal in main project area
- must work with younger kids, teaching workshops, serving as superintendent of shows, taking leadership in club and county events
- document leadership clearly on "leadership record sheet"
- must have completed work in leadership for three years

## **Needlework**

In addition to the *General Requirements for All Project Areas*, members must demonstrate that they have learned various needlework techniques through exploring different types of needlework projects by the following:

- complete "needlework" record sheet
- include all record sheets throughout 4-H career
- participate in the county needlework judging
- exhibit a minimum of 3 needlework projects in any of the following classes: class 13h, 44, 46, 47, 49 and 50 at the county fair.

## **Pets**

In addition to *General Requirements for All Project Areas*, members must actively care for and maintain good health in their pets.

- Complete the miscellaneous record book, showing evidence that he/she has actively raised and cared for their pets, and maintained a good healthy home for them.
- Participate in the county show

## **Photography**

In addition to *General Requirements for All Project Areas*, members must use photography as a separate project or to enhance other projects (such as submitting photos for the club scrapbook). Learn and improve skills with choosing a good subject, using the proper equipment, and taking good photographs.

- complete photography sheet
- participate in county judging

## **Plant & Soil Science**

In addition to *General Requirements for All Project Areas*, members must grow, maintain, and improve plants, including their seeds, roots, leaves, and fruits for various purposes. Test and improve soils.

- complete 1 year in this project
- complete horticulture record sheets (vegetable, flower, indoor gardening, herbs)

## **Poultry**

In addition to General Requirements for All Project Areas, members must practice sound maintenance and breeding techniques. Demonstrate responsibility for the prevention of disease through proper testing and procedures.

- complete 2 years in this project
- complete poultry project record book
- participate in county show

## **\*PUBLIC SPEAKING**

In addition to General Requirements for All Project Areas, members must obtain, organize, prepare, and present information and materials with concern for ones purpose and audience. Develop and improve skill in connecting with an audience and transferring information in a clear, concise manner.

- must have completed 9th grade
- must have received county medal in main project area
- include score sheets from all public presentations contests entered throughout 4-H career
- complete 4-H public speaking record sheet (document all public speaking including emcee, pledge announcer, etc. throughout 4-H career)

## **Rabbits**

In addition to General Requirements for All Project Areas, members must demonstrate sound care, maintenance, and breeding techniques of rabbits.

- complete 2 years in this project
- complete rabbit project record book
- participate in county show
- must attend the July and August club meetings

## **Safety**

In addition to General Requirements for All Project Areas, members must document safety practices within their project area. Information, events and activities relating to safety can be documented on the miscellaneous project sheet found at the end of the criteria information.

- Member must have received their project area medal
- Complete the miscellaneous project sheet showing evidence that he/she has actively participated in activities relating to safety.
- Participate in the county show

## **Small Animals**

In addition to General Requirements for All Project Areas, members must practice sound maintenance and breeding techniques. Demonstrate responsibility for the prevention of disease through proper care.

- complete 2 years in this project
- small animal project record book
- participate in county show

## **Seeing Eye**

In addition to General Requirements for All Project Areas, members must maintain and train dogs for use as seeing eye dogs by those who are vision-impaired. Improve training skills and educate others about the benefits and rewards of seeing eye dogs.

- complete 2 years in this project
- complete seeing eye project record book
- participate in county show

## Sheep

In addition to *General Requirements for All Project Areas*, members must identify breeds and demonstrate knowledge and practice of sound breeding, feeding, and maintenance. Identify quality in wholesale and retail cuts of animals, including their products and fleece.

- complete 2 years in this project
- complete sheep project record book
- participate in county show

## Shooting Sports

In addition to *General Requirements for All Project Areas*, members must demonstrate safe recreational use of guns for sporting purposes. Educate others about the importance of proper training in the safety and handling of guns before use.

- complete shooting sports project record book
- actively participate in an official 4-H Shooting Sports club
- participate in 4-H Shooting Sports exhibit and/or event at the fair

## Visual Arts

In addition to the *General Requirements for All Project Areas*, members must demonstrate that they have explored unique and creative techniques and ideas in designing individual items in art and/or crafts by the following:

- complete "art" and/or "craft" record sheet(s)
- participate in county art and/or craft judging
- exhibit a minimum of 4 items from either art or crafts at the 4-H fair
- club members who put together club scrapbooks can also apply for this medal, provided they follow the guidelines above.

## Independent Projects:

4-H Club Members may also carry individual projects and receive county medals for their accomplishments outside of their main project area, however **the member must meet all requirements of that project area and fill out all necessary project record books and project sheets.** To qualify for a county medal award, in addition to completing all *General Requirements*, 4-H members must:

- actively learn about the topic through hands-on involvement for 2 years (unless noted)
- complete project book, project sheet or miscellaneous sheets as needed to demonstrate records of work in this project area.
- communicate with a project leader and have that leader sign project book, to verify that member has completed all project area requirements
- comply with all the rules and regulations on the "Fact Sheet" for NJ 4-H Independent Project

Revised 2004 - awards committee

*Cooperating Agencies:* Rutgers the State University of New Jersey, U.S. Department of Agriculture, and County Boards of Chosen Freeholders. Educational programs are offered without regard to race, sex, handicap or disability, color, age or national origin. Rutgers Cooperative Extension is an Equal Opportunity Employer.

## New Jersey 4-H Independent Project



*Betty Jean Jesuncosky, Cape May County 4-H Agent*



### Guidelines

#### Objectives

- To provide a 4-H project experience for individual youth with varied abilities, interests, needs, backgrounds, and situations.
- To involve youth in the 4-H program when a 4-H club is not available in either his/her subject matter or geographic area.
- To enhance personal growth and family strengths.
- To encourage adults to mentor youth and for youth to bond with a caring adult.

#### Definition

The New Jersey 4-H Independent Project is an individual study 4-H delivery mode which involves youth participation in a planned 4-H program as 4-H members without 4-H club affiliation. It is a self directed, planned learning experience in a specific subject matter area with limited adult direction. Examples of an independent project include self study, home study

courses, mentoring or “shadowing” with an expert.

In an independent project, a 4-H member works directly with a trained adult volunteer in an informal setting but not in the traditional group setting. This adult may be a parent, mentor, project or club leader, camp counselor, teacher, or paid 4-H staff who has agreed to serve as a leader for the project. The independent project leader must be approved through the New Jersey 4-H Volunteer Appointment Process and registered with the county 4-H office.

An independent 4-H project allows a young person to be a 4-H member and carry a project of his/her choice, even if it is not available in a local 4-H club. It gives the 4-H member an opportunity to study a non-traditional subject matter area, take a different direction in activities, or expand on an already existing project. It also gives the member the freedom to determine and complete his/her own project without being a member of an organized 4-H club. A 4-H member who is currently affiliated with an existing 4-H club may want to expand his/her involvement by carrying an independent project in addition to 4-H work in the club.



## Guidelines

- All independent projects are conducted under the direction of an approved and registered 4-H leader with expertise in the subject matter area.
- Members participating in an independent project must complete a *New Jersey 4-H Independent Project Application*. A *4-H Club Member Registration Form* must be completed unless the member is previously registered.
- Independent projects must utilize existing 4-H curriculum whenever possible.
- In an independent project, the 4-H member recruits an adult to work as a leader for his/her independent project. The adult provides guidance to help the member develop a plan for the project, determine how the project work will be carried out, and select a method of reporting progress toward specific goals.
- Evaluation should be conducted on an ongoing basis throughout the project, with the member designing the way to report progress toward his/her goals. The member should also plan to display, exhibit, or report on the work done in the 4-H independent project through existing local and state 4-H events.
- A 4-H member carrying an independent

project is eligible for county and state recognition provided that the 4-H member meets all of the requirements for receiving the award.

## Resources

Whenever possible, existing 4-H curriculum must be utilized. Additional resources are available through your county 4-H office. Several of the resources that can be used to work with independent 4-H projects include:

- *4-H SPACES Project*, Michigan State University: "Plan-It Sheet"
- *New Jersey 4-H Leader Training Series*, Rutgers Cooperative Extension:
  - "Helping Kids Set Goals," pg. 415
  - "There's More to 4-H Than Clubs: 7 Ways 4-H Reached Kids," pg. 111
  - "Helping 4-H'ers Learn," pg. 411

## References

*4-H Independent Project Guidelines*, Rutgers Cooperative Extension of Middlesex County.

Cooperative Extension System Annual 4-H Youth Enrollment Report (FORM ES-237)

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**Visit RCE on the Web:**

**<http://www.rce.rutgers.edu>**



## Hunterdon County 4-H Club Requirements

There are many different kinds of 4-H Clubs. They meet different times and have different projects and interests. However, there are some things that every 4-H club should have in common. The following are requirements for 4-H clubs and members. If your club meets all of these requirements, it is a 4-H club in good standing. Your Club Should:



- ✓ Meet regularly (at least once a month) for nine or more months of the year.
- ✓ Elect officers annually to run meetings.
- ✓ Hold at least one business meeting a month for nine or more months during the year.
- ✓ Participate in at least one approved 4-H project.
- ✓ Have an approved constitution, an example of one can be obtained through the county 4-H office.
- ✓ Have qualified adult club leaders. (Qualified leaders are those that have been screened, trained and appointed by the county 4-H staff.)
- ✓ Conduct at least one community service project each year. Helpful suggestions are found in this packet.
- ✓ Have at least five registered 4-H members, using NJ 4-H Club Membership form.
- ✓ Be aware of and comply with federal policies and laws regarding the use of the 4-H name and emblem.
- ✓ Return club membership forms to the county office by December 15<sup>th</sup>.
- ✓ Comply with county, state, and national policies regarding club treasuries, and tax exempt status. This includes submitting the annual Club Financial Plan and Audit (audit is only for clubs with \$100 or more) by December 15<sup>th</sup> and regarding all fund raising efforts with the 4-H office.

If you have any questions about implementing these guidelines call the county 4-H staff. There is also a helpful checklist called "How Effective is Your 4-H Club?" available in the NJ 4-H Leader Training Series notebook or from your county 4-H office.

## Hunterdon County 4-H Member in Good Standing

As a 4-H member you should be a member in good standing. A member in good standing will be eligible to participate in the 4-H County Awards Program. Members are judged on these guidelines using a specific County Medals score sheet (found in the County Medals Packet of Award Information). To be a member in good standing in Hunterdon County, members should:

- ✓ Participate in at least 70% of club meetings
- ✓ Participate in one County 4-H Presentation Contest throughout 4-H career (more are recommended)
- ✓ One club presentation during current 4-H year
- ✓ One community service project (club/individual)
- ✓ County fair set up/clean up events (outside of project area)
- ✓ County show or fair exhibit
- ✓ Fair fundraising
- ✓ Three county events other than county 4-H fair

## 4-H Leadership Suggestions

It is important to become involved in club leadership. Skills learned through the leadership project will be used throughout your life. A member will gain responsibility, confidence, and become a good role model for younger members. Some ways members can become involved in leadership through the Hunterdon County 4-H Program are listed below.

**Club Office:** Members should hold a club office. Offices include: President, Vice-President, Secretary, Treasurer, Photographer, Coordinator of Refreshments, etc.

**Lead a Workshop:** Take the responsibility of working with younger 4-H members by leading a workshop either for the county 4-H office or for your individual club. A fact sheet on how to prepare for a workshop can be obtained from the 4-H office.

**Work with Younger 4-H Members:** Teach younger 4-H members club skills by working directly with them either at a club meeting, county event, or on your own.

**Committee Responsibility:** Chair a club committee or work on a committee. Take the responsibility of organizing committee meetings, making phone calls, setting up times to meet, and completing a project. Some club committees may include: window display, booth display, special club projects and events, etc.

**Council Member:** Take the responsibility and join a project council. Hunterdon County Councils include Livestock, Goat, Horse, and Youth Council.

**Jr. Leaders:** Join Jr. Leaders club and become active in leadership. Jr. Leaders participates in all kinds of leadership projects. Members must be 14 years of age.

**Teen Leader:** As you become an older member of your club, you can become a teen leader by assisting a club leader. You will take a more active role in running the club, helping at events and working with younger members.



## 4-H Community Service Suggestions

The 4-H Program encourages members to become active in community service. Check out the Community Service section of the Hunterdon Happenings for ways to become involved in your community. Below are some ideas for individuals as well as clubs.

**4-H Animal Exhibit:** Bring your animals to a 4-H exhibit and talk to the public about 4-H and your project. County Events, which include animal exhibits are Earth Day, County Fair, Craft Shows, Fall Festival, Farmer Businessmen's Picnic, Community Days and other events which happen through the year. Check your Hunterdon Happenings for details on these events.

**Donations:** Throughout the year, the 4-H program asks for donations of items and baked goods. Help out by supporting events with these donations.

**Food Pantry:** Our local food pantry is in desperate need of donations. Occasionally the Hunterdon County 4-H will run food drives for the food pantry. Plan on participating the next time a collection is held.

**"Adopt a Family" or participate in local "Giving Tree Program":** Around the holidays, organizations around the county ask groups, clubs or individuals to participate in "Adopt a Family" or "Giving Tree" Programs. This is an excellent way to participate in community service and feel good about helping others.

**Individual Community Service Projects:** Think of a way you can help someone or a group of individuals. Organize your thoughts and ways to make a difference in one's life. Organize a group of individuals to help you. Make up flyers and information about your project, designate pick up times and places. Follow through with your idea by completing a community service project.

**Community Clean Up Day:** The Hunterdon Happenings lists all kinds of community clean up workdays at local parks, our fairgrounds, river clean up, etc. Be a part of making our county a better place to live.

**Caroling Event:** Organize a group to go caroling around the holidays, visit local nursing homes, and special schools, organizations, hospitals, etc.

**Jr. Leaders:** Join Jr. Leaders Club and become active in Community Service. Members must be 14 years old to join. Jr. Leaders participates in many community service projects, which include: work camp, caroling, and helping with county prep activities to name a few.

