



ANNUAL ACHIEVEMENT RECORD - Purpose & Tips

Purpose

4-H end of year documentation serves a variety of purposes in the 4-H youth development program. Record keeping, a valuable life skill, allows Members to document completed work as well as identify Project and Club activities, achievements and knowledge gained. Through consistent and conscientious completion of these documents, Members chart their personal growth and measure achievement throughout their 4-H careers.

Record keeping teaches/develops these additional life skills and valuable habits:

- Maintaining consistent records of attendance, achievement and experiences
- Improved communication
- Self reflection/evaluation
- Learning time management and organizational skills
- Learning responsibility and goal setting skills
- Using records to build a history of participation and achievement for scholarship applications, job applications and to identify areas of personal growth

The Nevada 4-H Program Annual Achievement Record is meant to accompany and serve as the basis for completion of the Nevada 4-H Star Rank Program Application. Individual 4-H County Programs may require additional materials from 4-H Members for completion of a 4-H Year. (Exs. "Portfolios," "Record Books," etc.). Members should contact their local 4-H Office to learn what is required to complete a 4-H Year and receive full recognition for that year's activities.

(Information excerpted from the UNCE-S. Nye County's 4-H Record Book)

Remember: *"Diligence is the mother of good luck."* - [Benjamin Franklin](#) (1706-1790) American statesman, scientist, philosopher, printer, newspaper editor & writer.

Tips

Include your specific involvement (attended, competed, presented, etc.) and level of participation through these code letters: **I** = Individual, **L** = Local Club/Unit/Project, **C** = County, **M** = Multi-County/Section, **A** = Area, **S** = State, **N** = National/Multi-State, **G** = Global.

Use these contest, show or event placing abbreviations: **W** = White, **R** = Red, **B** = Blue, **RC** = Reserve Champion, **C** = Champion and **GC** = Grand Champion.

If you do not have information or did not participate in an activity, put "N/A" or "Not Applicable" in the specified section. This indicates you did not have a response, as opposed to forgetting to complete it.

The Annual Achievement Record, Nevada 4-H Star Rank Program should be completed in ink, typed or computer generated.

Items cannot be counted in multiple categories (e.g. double-counting). However, if a Member participates in multiple activities during one event, those separate activities may be counted and attendance at the event counted. (Ex. Member participates in the Nevada Junior Livestock Show AND is a Member of the NJLS Youth Advisory Council.)

Updated 5/11



Annual Achievement Record

(Accompanies NV 4-H Star Rank Program)

4-H Year: _____

County: _____

Name: _____

Birth Date: _____ Gender: ☐ Female ☐ Male

Age on January 1: _____ *(Of the current 4-H Year)*

Total Years in 4-H: _____

Address: _____

Insert Photo Here (If
Required by County)

City: _____ State: _____ Zip: _____

Email: _____

Phone: (____) _____

I have prepared this Record; it is truthful and represents my best work:

Member's Signature

Date

I have reviewed this Record; it is truthful and represents my child's best work:

Parent/Guardian's Signature

Date

The University of Nevada, Reno is committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the University will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Project/s Completed

Record each Project area completed in a 4-H Year. (Ex. Market Lamb is a Project area; two market lambs may be raised in the 4-H Year.) Total Project area/s completed.

Record each 4-H Project completed in the 4-H Year, not 4-H Club enrolled in, as approved by the appropriate 4-H Project or Club Leader. Jr. or Teen Leadership Projects are recorded elsewhere in this document; Independent Projects are recorded here.

Project	Signature of 4-H Project or Club Leader (Optional)
<i>EX. Rabbit Project</i>	
Total Number of Projects:	

4-H Committee Member

Project/Club, County, Area or State 4-H Committees. Total Committee/s.

Record each 4-H Committee you were a part of. This could include 4-H Project/Club Committee and County, Area or State 4-H Committees. This could include entities without “Committee” in the name, using “Council,” “Working Group,” etc. The main purpose of the group must be to provide input or make decisions on 4-H related activities. Committee Chair roles are recorded elsewhere in this document.

Level	Committee Name	Length of Service
EX. L	Fernley Rabbit Club-Refreshment	1 Month (Nov. 2010)
Ex. C	Lyon County Jr. Livestock Council	7 Months (Jan.-July, 2010)
EX. S	State 4-H Star Rank Program Work Group	Ongoing (June 2010 -)
Total Number of Committees:		

4-H Committee Chairperson

Project/Club, County, Area, State 4-H Committee Chairmanships. Total Committee Chair Roles.

Record each instance in which you were the Chair, or equivalent, of a 4-H related Committee, Council, work group, etc. Equivalent positions with different titles like *presiding officer*, *moderator*, *chair* and *convener* should also be recorded here. Roles recorded are those strictly within a committee. Club/Project Officer (President, Vice-President, etc.) positions and Committee membership are recorded elsewhere in this document.

Level	Committee Name	Title	Length of Service on Committee
EX. L	Fernley Rabbit Club-Refreshment	Moderator	1 Month (Nov. 2010)
EX. S	State 4-H Dog Rules Work Group	Chair	Ongoing (June 2010 -)
Total Number of Chair Roles:			

Offices Held

President, Vice President, etc. Total Officer term/s.

Record each Officer position held. Positions may include President, Vice-President, Secretary, Treasurer, Reporter, Sergeant-At-Arms, etc. The Office may be part of any 4-H related entity or body; excluding committees. Officers should have specific responsibilities and duties.

Level	4-H Entity / Body	Office
EX. L	Elko 4-H Ski/Snowboard Club	President
Ex. C	Pahrump Jr. & Teen Leader Club	Treasurer
Total Officer Positions:		

4-H Camp Participation

Includes Area, Day and/or Military Camp or approved experience. Total Camp and/or Camp Counseling experience/s.

Record each attendance at/participation in a 4-H related Camp. Opportunities may include Area 4-H Camps, Military 4-H Camps, 4-H Horse Day Camp or any other UNCE/4-H approved "Camp" experience.

To achieve Gold Star Rank, the Member must have served in a counselor or leadership role at the Camp. This may include Teen Counselor, Teen Advisor or similarly titled experience.

Level	Date/s	Title of Camp	Title of Counselor/Advisor Position
EX. C	July 4-10, 2010	Clark County 4-H Horse Camp	Cowgirl Counselor
EX. S	July 11-17, 2010	C/NE Area 4-H Camp	Teen Counselor
		Total "Camp" Experiences:	
		Total "Counselor/Advisor" Position/s:	

Leadership

Jr. or Teen Leadership Projects completed OR County, Area or State Ambassador years completed. Total Project/s and/or Year/s. (Junior Leader – 12-15; Teen Leader – 16-19 (4-H Ages))

Includes Jr. or Teen Leadership Projects and years as a County, Area or State Ambassador. Jr. and Teen Leadership Projects must be pre-arranged with Leaders. Leadership Projects and County, Area or State Ambassador service is counted once per 4-H Year.

Year	Level	Project / Position	Responsibilities
EX. 2010	S	State Ambassador	Worked closely with state office, planned state wide events, gave leadership workshops to clubs in my community
Total Number of Projects or Years of Ambassador Service:			

Community Service

Individual, Project or Club community service activities as part of 4-H. Total instance/s.

Community service includes all community service activities completed as part of 4-H participation. Community service is defined as a volunteer service benefiting a community and/or its organizations. Community service is measured by number of activities or instances.

Month / Year	Service Description
<i>EX. May, 2010</i>	<i>Collected canned food and donated to the food bank.</i>
Total Instances of Community Service:	

Youth/Adult Partnership OR Mentoring

Youth/adult partnership or mentoring experience/s. Total instance/s.

This includes partnerships with adults and/or the mentoring of new 4-H Members. Youth/Adult Partnerships (YAPs) encompass a more robust or involved relationship than would exist if the youth and adult were strictly committee members. Partnership implies two individuals working toward a singular goal, with both parts having an equal voice and responsibility for outcomes.

Mentoring implies more of a teacher/student relationship than would be in a YAP or in a Project/Club (Leader/Member) setting. The adult (or older youth) serves as a counselor or teacher to the younger 4-H Member. To be recognized by 4-H, the mentoring relationship should be arranged by 4-H staff and involve a committed agreement between the Leader (or older youth) and mentee. Mentoring consists of working with and teaching the newer Member. Youth/Adult Partnerships and Mentoring are counted by number of instances.

Year	Level	Project / Position	Responsibilities
<i>EX. 2010</i>	<i>S</i>	<i>State Ambassador</i>	<i>Worked closely with state office, planned state wide events, gave leadership workshops to clubs in my community</i>
Total Number:			

Recruited new 4-H Members or Leaders.

Total individual/s.

Recruitment of new Members and Leaders is counted by the number of recruits. If a friend, family member or acquaintance joins 4-H because of you and completes the Club Year, enter their name in the table below. This section recognizes both new Members and new Leaders.

Year	Name	Member of Leader (Include name of Project or Club enrolled in.)
<i>EX. 2010</i>	<i>Jane Doe</i>	<i>Leader – Reno “Little Lambs” 4-H Club</i>
Total Number:		

4-H Showmanship, Fashion Revue, Judging or Skill-a-thon Contests and achievement in Levels (Ex. Horse) programs.

Any contest or competition requiring multiple skills (Ex. decision making and public speaking) to participate. Total Contest/s / event/s (Ex. State 4-H Livestock Judging Contest.)

This section includes any contests or competitions requiring multiple skills to participate. The skills can range from decision making to public speaking. This section includes, but is not limited to, Showmanship, Fashion Revue, Judging, Skill-a-thon Contests and Levels Programs. Each contest/event/achievement is counted as one.

Date	Level	Contest / Event	Award / Level Achieved
<i>EX. Jan. 9, 2010</i>	<i>S</i>	<i>Horse Levels</i>	<i>Level 1</i>
<i>EX. May 3, 2010</i>	<i>S</i>	<i>State 4-H Livestock Judging Contest</i>	<i>2nd Plc. Jr. Team; 4th Plc. Jr. Individual</i>
Total Number:			

4-H Exhibits

Awards/Recognition received for **static** exhibition of Member's skills or work (Ex., award received @ County Fair for Member made apron.) Total award/s or honor/s.

This section includes awards or recognition received for an exhibition of Member's skills or work where the Member is not actively engaged in that exhibition. Examples of this include awards received for a Member's photography entry in a County, Area or State fair or award received for an educational display submitted at the NV Jr. Livestock Show. Each time the item is exhibited it's recorded below; "credit" is received for each award/honor/recognition received at the exhibition.

Date	Level	Contest / Event	Item Exhibited	Award / Level Achieved
<i>EX. April 28, 2011</i>	<i>S</i>	<i>2011 NJLS</i>	<i>Educational Display "Happy Steer = Tasty Meat"</i>	<i>1st Plc.</i>
<i>EX. July 1, 2011</i>	<i>C</i>	<i>2011 Humboldt County Fair</i>	<i>Black & White Photo – Lowry High School</i>	<i>1st Plc.; Best In Show</i>
Total Number:				

4-H Awards and Honors

Includes awards/honors applied for and won as a 4-H Member (Ex. Prudential Spirit of Community Distinguished Finalist.) Award should be equal to or greater than equivalent of Grand or Reserve Champion. Total award/s or honor/s.

This section allows the Member to record awards, honor and/or recognition received through the course of his/her 4-H career. The award, etc. should be of significant quality or merit; general guidance is it should be the equivalent of Grand or Reserve Champion at a fair or show. Counties, by approving a Member's Star Rank Program Application, authorize entries in this section.

Year	Presenting / Sponsoring Organization	Name or Title of Award, Honor or Recognition
<i>EX. 2011</i>	<i>Nevada Jr. Livestock Show Board</i>	<i>2011 Achievement In Record Keeping Winner - Beef</i>
<i>EX. 2011</i>	<i>Prudential Financial; the National Association of Secondary School Principals (NASSP)</i>	<i>2011 State Honoree - NV</i>
Total Number:		

4-H Public Relations

Target audience is beyond, but may include, 4-H. Formats include, but aren't limited to: radio/television/newspaper interviews, "Share The Fun", speech, demonstration, "blogging" and/or posting to websites or social media (Facebook™, etc.) utilities. Total instance/s.

*Includes 4-H exhibits **outside** of 4-H.*

This section recognizes a Member's efforts in publicizing 4-H including County, Area and State programs. The methods how this is done can include traditional print, radio and television as well as social media outlets and current social media or other technologies.

Date	Method/Title of Publication	Topic / Title
EX. 1/15/2011	Newspaper - Reno-News & Review	"4-H – More Than Cows & Cans!"
EX. April & May, 2011	Online - Blogspot	"My Lyon County Jr. Livestock Show and Nevada Jr. Livestock Show Experiences"
Total Number:		

4-H Activities, Events and Experiences

County, Area, State, Region and/or National events OR tours, workshops, etc. participated in **not** part of Project/Club experience. Total activity/s, event/s or experience/s.

Items recorded are County, Area, State, Region or National events, tours, workshops, etc. which the Member participates in. These are not natural extensions or parts of the Project/Club experience, like Members attending the Clark County Fair & Rodeo to sell their Market Swine Projects. Note the Member should be an active participant and/or official delegate to or at the experience.

Year	Level	Activity, Event or Experience
EX. 2011	N	2011 National 4-H Conference
EX. 2011	R	2011 National Western 4-H Roundup
Total Number:		

Participation/Achievement Outside of 4-H

School, youth group, church, peer educator, etc. participation and achievement. (Ex. Eagle Scout, church delegate to conference.) Total group/s or achievement/s.

This is an opportunity to acknowledge a Member's participation and or achievement in endeavors outside of 4-H. Leadership roles in faith, civic or school organizations could be included as well as achievement in academic or non-academic venues.

Year	Level	Entity or Group Participated In / Achievement
EX. 2011	S	1 st Team AA Offensive Linemen of the Year
EX. 2011	C	Featured Choir Soloist at St. Catherine's Cathedral Sunday Masses
EX. 2011	L	Valedictorian of Stephen Schafer High School (Laramie, WY)
Total Number:		

The NV 4-H Program's Annual Achievement Record, NV 4-H Star Rank Program All Star Rank Application and NV 4-H Star Program Application were all updated in 2010/2011. Special Thanks to Committee Members: Reana Bye, Celestina Cubio-Torres, Kayla Neilson, Sarah Chvilicek, Shannon Montana, Marianne Papa, Amanda Allegre, Sharon Barton and Andrew Munk. Thanks to Stephen Schafer for working with this group in his capacity as State 4-H/Youth Development Coordinator.

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Updated 5/11



Member: _____

4-H Year: _____

Current Star Rank: _____

Item, Activity or Event Items	() Required	EOY Document Page #	This Year's Goal	Total This Year	Total Past Years	Total All Years	White Star (5)	Red Star (6)	Blue Star (7)	Gold Star (8)
Project/s Completed Record each Project area completed in a 4-H Year. (ex. Market Lamb is a Project area; two market lambs may be raised in the 4-H Year.) Total Project area/s completed.		2					(2)	(4)	(8)	(12)
4-H Committee Member Project/Club Committees. Total Committee/s.		2					2	5	8	15
4-H Committee Chairperson Project/Club Committees. Total Committee Chairmanship/s.		3					2	5	8	12
Offices Held President, V. President, etc. Total Officer term/s.		3					1	1	2	(3)
4-H Camp Participation (* Must include at least one counseling experience.) Includes Area, Day and/or Military Camp or approved experience. Total Camp and/or Camp Counseling experience/s.		4					1	2	3	3 *
Leadership Jr. or Teen Leadership <u>Projects</u> completed OR County or State Ambassador <u>years</u> completed. Total Project/s and/or Year/s. (Junior Leader – 12-15; Teen Leader – 16-19 (4-H Ages))		4					0	1	(1)	(2)
Community Service Individual, Project or Club community service activities part of 4-H participation. Total instance/s.		5					1	3	5	8
Youth/Adult Partnership OR Mentoring Youth/adult partnership or mentoring experience/s. (ex. Member is part of Development Council w/adults.) Total instance/s.		5					1	2	3	5
Recruited new 4-H Members or Leaders. Total individual/s.		6					1	3	5	(8)
4-H Showmanship, Fashion Revue, Judging or Skill-a-thon Contests AND achievement in Levels (ex. Horse) programs Any contest or competition requiring multiple skills (ex. decision making and public speaking) to participate. Total Contest/s / event/s (ex. State 4-H Livestock Judging Contest.)		6					1	2	3	(5)
4-H Exhibits Awards/Recognition received for static exhibition of Member's skills or work (ex., award received @ County Fair for Member made apron.) Total award/s or honor/s.		7					2	4	8	12
4-H Awards and Honors Includes awards/honors applied for and won as a 4-H Member (ex. Prudential Spirit of Community Distinguished Finalist.) Award should be equal to or greater than equivalent of Grand or Reserve Champion. Total award/s or honor/s.		7					0	1	2	3
4-H Public Relations Target audience beyond, but may include, 4-H. Formats include, but aren't limited to: radio/television/newspaper interviews, "Share The Fun", speech, demonstration, "blogging" and/or posting to websites or social media (Facebook™, etc.) utilities. Total instance/s. <i>Includes 4-H exhibits outside of 4-H.</i>		8					1	2	(2)	(3)
4-H Activities, Events and Experiences County, Area, State, Region and/or National events OR tours, workshops, etc. participated in not part of Project/Club experience. Total activity/s, event/s or experience/s.		8					1	2	3	5
Participation/Achievement Outside of 4-H School, youth group, church, peer educator, etc. participation and achievement. (ex. Eagle Scout, church delegate to conference.) Total group/s or achievement/s.		9					4	8	16	(20)

I have personally prepared this document and believe it to be correct.

4-H Member (Signature) _____

Date _____

Parent/Guardian (Signature) _____

Date _____

UNCE/4-H Staff (Signature) _____

Date _____

APPROVED FOR STAR RANK (Circle): White Red Blue Gold All Star

Updated 5/11

Nevada 4-H Star Rank Program All Star Rank Application



This Application is for 4-H Members applying for the honor of All Star Rank in Nevada's 4-H Star Rank Program. All Star Rank is the highest award in the Program; recipients are unquestionably the best examples of youth who've excelled in 4-H. Recipients have a variety of exposure to 4-H Projects, Club, events and conferences, have mastered many life skills and show the highest levels of achievement and commitment in all responsibilities.

Requirements for All Star Rank application:

- 1) Must have received Gold Star Rank in the NV 4-H Star Rank Program (or equivalent States' Program.)
- 2) Must be 17 years of age (4-H Age.)
- 3) Must have endorsement of County UNCE/4-H staff (as evidenced by signature on Application.)
- 4) Must have support of Parent/Guardian (as evidenced by signature on Application.)
- 5) Must have been an exhibitor or participant in a State level Contest, conference or event; participation in a Regional or National level Contest, conference or event is an alternative.
- 6) Must submit Application to the appropriate UNCE County Office by stated deadline accompanied by:
 - a) Letter of endorsement from 1 (one) 4-H Leader with direct knowledge of Member suitability for honor.
 - b) Letter of endorsement from 1 (one) County UNCE/4-H staff person with direct knowledge of Member suitability for honor.
 - c) Current Annual Achievement Record.
 - d) Current photo (ex. school photo or photo from shoulders.)
 - e) Completed 4-H Photo/Audio/Video/Quote/Name/Town Release

Name _____ Years in 4-H (Including current year) _____

Address _____

Email Address _____

Phone Number/s _____

Social network/s you are a member of: (Check all that apply) ☐ Facebook ☐ MySpace
☐ Twitter ☐ Other

Please answer all questions below; the quality of answer should be equal to those of an exceptional Star Rank recipient.

Please list the 4-H State, Regional and/or National trips, contests or opportunities you've been a part of and give a brief description of your involvement in them. Include in the description any advanced leadership or responsibility positions you've held. (Additional page/s may be used.)

Community service is one of 4-H's most important responsibilities and endeavors; building community capacity and giving back are important traits of citizens 4-H hopes to create. Please list/describe your most personally valuable/significant contributions to the community. (Additional page/s may be used.)

Please describe why you feel you should be awarded the highest level in Nevada's 4-H Star Rank Program.
(Additional page/s may be used.)

By signing this Application, I verify all information, statements and materials are truthful and my own best work as a 4-H Member.

4-H Member's Signature _____ Date _____

I support this 4-H Member's application for the All Star Rank in Nevada's 4-H Star Rank Program.

Parent/Guardian Signature _____ Date _____

I, on behalf of my County 4-H Program, endorse this 4-H Member's application for All Star Rank in Nevada's 4-H Star Rank Program.

UNCE/4-H Staff Signature _____ Date _____

Additional Comments:

All Star Rank applications are considered and approved by UNCE County 4-H Offices; outside advice and/or opinion may be sought. Applications are forwarded to the NV State 4-H Office which issues recognition on behalf of the Nevada 4-H Star Rank Program.

All Star Rank is symbolized by a gold pin with green star.

*4-H is a **community of young people** across America learning **leadership, citizenship and life skill**. 4-H began a century ago as an educational program for the nation's rural youth. Today, 4-H meets the needs of and engages young people in positive youth development experiences.*

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