

Elected or Appointed Leadership		
Year	Position	Responsibility

Other Leadership Experience		
Year	Hours	Responsibility

4-H Promotion	
Year	What Done

Community Service/Citizenship		
Year	Hours	What Done

Year

Activity	Level of Involvement	What Was Done
Field Trip		
Project Event		
Project Event		
Exhibit		
Exhibit		
4-H Camp		
Fundraising		
Workshop/Clinic		
County Recognition Event		
Presentation Day		
State Activities Day		
Eastern States Expo		
Teen Conference		
National Trip		

What Are My Skills?

Through your 4-H and other experiences you have developed a variety of skills that will help you function as a capable, contributing adult. This section is to track that skill development. When you have a 4-H activity, think about what you gained from the experience and then note it under the appropriate skill. For example, if you were co-chair of a planning committee you might put the following under the block Career-organizing and planning: *96-chair foods committee. Set schedule for day, assigned jobs to committee members.* Some skills may overlap into different categories. You may record it in whichever category you feel will be most appropriate. You may put more than one experience in a block. As a block fills, ask for another set of skills sheets or continue your more active skills on another piece of paper.

<ul style="list-style-type: none"> • Goal Setting 	
I set a goal and planned activities to reach it. I prepared and followed a schedule to reach my goal and I kept track of my progress. (Also a career skill.)	
Self assessment - I evaluated progress towards my goal, adjusted goals as necessary, and set more challenging goals for those I achieved. (Also a career skill.)	
<ul style="list-style-type: none"> • Career Skills 	
Organizing and planning - I identified tasks, planned a schedule, delegated duties, and monitored progress on the plan.	
Resources - I identified resources needed, organized the use of the resources, and distributed them where appropriate. (Also refer to management life skills.)	
People - I can work with people effectively. (Also refer to leadership, group progress, relationship, and service skills.)	
Information Management - I organized and maintained information. For example, I took club minutes and kept them in logical order. (Also refer to learning life skills.)	
Information Technology - I used computers to process information.	
Systems Observation - I observed systems and corrected performance. Example: I observed that the soil in my garden was too hard, stunting root growth. I added earthworms & water to loosen the soil.	

Systems Design – I improved existing systems or designed new systems to improve performance. Example: I planned a new way to handle stable management at our fair that resulted in less stress and a better stable appearance.	
Tools Use- I selected tools and equipment for my project and used them safely and correctly. I followed proper procedure for setting up and operating equipment.	
Tools Maintenance- I maintained my tools and equipment and identified and solved problems that developed with those tools.	
• Life Skills	
Learning - Knowing how to learn - I used a variety of methods to learn new skills or knowledge such as reading, researching, asking another person, watching a video or actual process, etc.	
Learning – Information – I gathered and evaluated information to determine its value.	
Learning - Questioning – I used questions to clarify information, gather new information, or to expand my understanding.	
Learning - Problem Solving - I recognized a problem and figured out the best way to solve it.	
Learning - Visualization - I used my imagination to visualize objects, symbols, descriptions of things, or other information.	
Learning - Reasoning - I reasoned things out. I discovered a rule or principle that described the relationship between two or more objects or ideas and used it to solve a problem.	
Communication - Speaking - I organized my ideas and expressed them orally. I asked questions when appropriate.	

Communication - Writing - I wrote thoughts, ideas, messages, and information clearly. I wrote letters, articles, and reports.	
Communicating - Listening - I listened well. I heard and responded to speech and common gestures such as nodding. I carried on conversations with people of all ages.	
Sense of Self - Self Esteem - I believe I am a caring and capable person.	
Sense of Self - Understanding Self - I recognize what skills and interests I have and capitalize on my strengths.	
Relationships - Diversity - I am considerate of others and can work with men, women, youth and adults from diverse backgrounds and with varied abilities.	
Relationships - Sociability - I was friendly, adaptable, and polite in groups. I understood the needs and feelings of others.	
Group Process - Team Work - I participated as part of a team and contributed to the team effort.	
Group Process - Systems - I understand the structure of groups and can work effectively to accomplish objectives within the framework of the group.	
Management - Time - I planned my time to accomplish the tasks I set out to do.	
Management - Money - I estimated expenses and set a budget. I saved and earned money and spent it wisely. I kept records.	

Management - I used my space and materials in a logical, orderly manner	
Management - Other resources - I identified materials needed, found a source for them, and distributed them as needed.	
Decision Making - I identified my choices, evaluated the possibilities, and made choices based on my evaluation.	
• Leadership Skills	
Teaching - I taught others new skills	
Leadership - I demonstrated leadership by persuading or convincing others; I developed a plan for change. I spoke out or wrote a letter to call attention to an idea, problem, or cause.	
Negotiation - I used negotiation skills by helping others to resolve disagreements peacefully, fairly, and in a way that made everyone satisfied. I helped others exchange resources.	
Help from others - I recognized others skills and interests and assigned work to those who could do it best. I gave clear instructions and helped others to correct their mistakes.	
• Youth Service	
Group Effort - I participated in a group that served other in some way. I gained understanding of the needs of others.	
Needs - I helped identify a need, made a plan to meet the need, and carried the plan out.	
• Personal Qualities	
Responsibility - I took responsibility; I worked hard to reach my goals, I didn't give up. I kept promises and commitments.	

Integrity/Honesty - I acted with integrity and honesty. I understand right from wrong, and I am honest and consistent with my actions.	
Sportsmanship - I maintain high standards in my efforts, I appreciate the efforts of others, and I carry out my efforts in a positive, courteous, sportsmanlike manner	
Self-Management - I know my own abilities and limits and act accordingly. For example, I stay in shallow water if I am a weak swimmer. (Also refer to sense of self life skills.)	
Sociability - I am friendly, adaptable, and polite in groups, I am considerate of others feelings and needs. (Also refer to relationships life skills.)	
• Basic Skills	
Literacy - I located and used written information from textbooks and reference materials. I did library research for my projects in 4-H and in school.	
Writing - I put thoughts, ideas, information, and messages into correct, clear written language. I write letters, essays, articles, reports. (Also refer to communication life skills.)	
Mathematics - I used math in my projects. I made calculations and used simple algebra and geometry to solve problems.	
Thinking Creatively - I am a creative thinker. I came up with new ideas and used new knowledge or research; I used my imagination. (Also refer to thinking career skills.)	
• Health Practices	
I am aware of and use proper nutrition and exercise in my daily life.	
Health issues - I keep up to date on issues related to the health of myself and others.	
Stress management - I am aware of and know how to manage my stress level. I use my leisure time in a positive way.	

My 4-H year

Select Year:

- ❖ Add Project Pages for each project you did.
- ❖ Write a story or draw a picture telling about your 4-H year.
- ❖ Mementos and pictures of this year may be added to your record. Please take out any items from last year except for your record form. You may also add a chart or information on other activities outside of 4-H that you were involved in this year, if you wish.

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