



Intermediate 4-H Record Tool Box Goal Planning Worksheet Instructions

Year: 20___/20___

A goal is a *project you wish to accomplish or a skill you hope to acquire*. Work with your leader to set your goals at the beginning of the year or as you develop aspirations during the year. Once you have set your goals, look at the skills pages and think about what skills you will need to accomplish your goal. You can then begin completing a Project Page, on which you can add details as to how you will accomplish your goal and what skills you will need. Record on your Project Pages what you do as you progress towards your goal and what skills you actually acquired.

The Goal Planning Worksheet gives you a place to **record your goals** for the year. **The Project Page** gives you a place to **record the skills** you wish to learn and use and the activities you complete to accomplish each goal. At the end of the year, you can revisit the Goal Planning Worksheet to see what goals you have accomplished. If there are some you didn't get to, you can decide to continue them next year.

Sample Worksheet:

Date Set	Goal: Skill or Project
9/1/11	Work on communication skills – give a speech at County Activities Day, write club news reports for the County Extension newsletter
9/1/11	To sew a dress and coordinating jacket for an advanced sewing project.
3/1/12	To enter a Homemaker's Exhibit at Cornish Fair. I'll use my dress and jacket for the sewing entry. I'll also need a Heritage Arts craft, an arts and crafts project, 2 jars of canning, and a baked good.



Intermediate Record Glossary of Skills

Sullivan County 4-H

The following sets of skills listed have been identified by 4-H as valuable in becoming active members of your world. They are:

Life Skills Community Service and Citizenship Career Skills Leadership

As you think about your experiences in 4-H, whether it be working on a project or participating in a conference or field trip, identify which skill you might have learned, enhanced, or used during this activity. As you identify these skills, add them to your project page. Below are some examples.

Basic Life Skills:

Reading: Locate written information and use it in your project.

Writing: Put thoughts and ideas into correct, clear written language, i.e.: letters, essays, articles, and reports.

Math: Use in any project involving production, whether animal, vegetables, sewing or quilting. Use calculators, computer programs or calculation sheets. Math can represent the relationship between quantities and can be used to make predictions. Many quantities have standards.

Thinking Creatively: Coming up with new ideas, knowledge or alternative ways to get things done.

Personal Qualities:

Responsibility – Keeping promises and commitments, finishing the task even if no one is watching.

Integrity and Honesty – Knowing what is right and wrong and choosing appropriately.

Sportsmanship – Carryout your work in a positive manner and appreciate the work of others.

Self-management – Know your limits and act accordingly, i.e.: stay out of deep water if you don't swim well.

Sociability – Being friendly, greeting people while looking at them, adaptable, polite in groups, being considerate of others feelings and needs.

Problem Solving – the steps taken to recognize the various outcomes of a problem, then making the necessary choices to obtain the most desirable outcome.

Health Practices:

Nutrition and Exercise – Use properly in daily life, for example write down the ingredients of your most commonly eaten foods and look up anything you do not know.

Health Issues – Keep up-to-date on issues related to the health of yourself and others. If you hear something is bad for you, show why or if something is good for you, show why.

Stress Management – Stress is a feeling of physical, mental or emotional tension. Management of stress is what we do to relieve this pressure. Some ways to relieve stress include making time for fun and relaxation and getting involved in physical activity.

More Life Skills:

Learning – Learning is gaining new information. Knowing how to learn and where to find information is a skill you will use throughout your life. There are many other ways to learn new information and some of the skills involved include gathering information, evaluating its value, questioning to clarify, problem solving, and visualization and reasoning, which is discovering the relationship between two or more objects or ideas, then using this discovery to problem solve.

Communication – We communicate with others in several ways: speaking and asking questions; writing in the form of letters, messages, articles and reports; and listening and responding with appropriate words and gestures (nonverbal responses). Texting and social media has become an important means of communicating. When using these media you need to know when and where it is appropriate to send messages and the rules related to content sent.

Goal Setting - Setting a goal that you plan to reach by keeping track of progress. This also involves evaluating progress, adjusting goals, and possibly setting more challenging goals.

Sense of Self – What you believe about yourself. Self-esteem is incorporated into this skill, as well as recognizing your interests, strengths, and weaknesses or areas that need improvement.

Relationships – The glue that helps a group reach a common goal. Understanding the diversity of your group can make the relationships stronger. Manners and being polite are a big part of good relationships. It helps to know certain “rules”; don’t interrupt others when they are speaking, stick to the subject, etc.

Group Process – What you accomplish with a team. “Teamwork” is working together well in your group so that everyone agrees on the goals, understands and completes their tasks, works together to resolve difficulties, encourages and compliments each other, shares the blame for what went wrong, and rewards a job well done.

Management – Explain how you used **management** to efficiently perform a task. *Examples:* **time management** is used with scheduling; **money management** is used with budgeting; **space management** is applied by setting up a room with chairs, displays, media, etc.

Decision Making – A skill that will enable you to be very productive in life. You need to be able to gather information, evaluate possibilities, and make the best choice. An example of this was during a teen club meeting a decision on where to go swimming needed to be made. The pros and cons of each location were discussed and a decision was made to go to Dewey Beach.

Community Service and Citizenship Skills:

Service – Helping others achieve their needs usually with no monetary reward. Service can be performed in a group or as an individual. Service requires the identification of a need, making a plan, and following through with the plan.

Citizenship –The knowledge, skills, attitudes and motivation that give you the capacity to move beyond what is good for you, and be committed to the well-being of your community and world. Citizenship includes:

Civic Engagement – The right and responsibility to be involved and have your voice heard at the local, state and national government levels.

Civic Education – Involves learning about government principals, processes, and structures as well as your personal responsibilities as a citizen of the U.S.A. It includes learning about U.S. history and cultural heritage.

Career Skills:

Organizing and Planning – Will involve identifying tasks, planning a schedule, delegating duties and monitoring the progress. These are skills can be used in any job or position.

Resources – What you need to get the job done. You need to be able to identify and distribute your resources where appropriate. Resources include adults and peers who teach you and give you information.

People – One of your greatest resources are the people you work with; knowing how to work with others to complete a task is a valuable skill.

Information Management – Obtaining information and recording it in a logical order, such as minutes of a meeting, spoken words recorded into a written document.

Information Technology – The use of computers or other recording devices to record information. Knowledge of various software programs such as Microsoft Word, Excel, QuickBooks, etc.

Systems Observation – The ability to assess a situation and make corrections when necessary. For example, the soil in your garden is too hard and is stunting root growth, so to loosen the soil, you add organic material and earthworms.

System Design – Use your skills and talents to improve a system or procedure. An example of a System Design skill is when a group of 4-H leaders had a meeting with some 4-H members to improve the Sullivan County 4-H Senior Record. The record was clarified and streamlined.

Tool Use and Maintenance – Knowing the proper tool for the job and maintaining it in good working order. A sewing machine is a good example of a tool that must be used properly and maintained for best results.

Leadership Skills:

A **leader** can be defined as the one who goes ahead or in advance. Another perspective is a person who influences people toward the achievement of a common goal. Leadership is knowing how to keep a group of people on task and maintains order so that individuals in the group may function together.

Teaching – The ability to know a subject well enough to explain it to others so that they gain the knowledge.

Convincing Others – Supplying accurate and true information in a manner to bring people to a point of acceptance.

Developing Plans for Change – The skill of implementing new ideas. In other words, **Making It Happen!**

Acting on Convictions – Letting others know of your concerns by speaking or writing.

Negotiation – The ability to resolve or help resolve disagreements peacefully and fairly.

Ability to Recognize When You Need Help – Recognize others skills interests and assign work to those who can do it best. Give clear instructions and help others correct their mistakes.



NEW HAMPSHIRE 4-H PROGRAM
Application for County Project Medal or Certificate of Continued Achievement

Name: _____ Date: _____

Project Area(s): _____

Club Name: _____ Town: _____

To apply you must:

- Be at least 11 years old and have been a 4-H member for a minimum of two years in a project area.
- Complete your County 4-H record that matches your age, or if 14 or older your 4-H resume following the "Marketing You" procedures.
- Write your 4-H story (See guidelines below).
- Place all items into a cover or folder and submit it to your county 4-H office by the deadline.
- Double check you final packet for legibility, completeness, and an accurate reflection of your growth and accomplishments through your 4-H projects.
- Include all past project pages regarding the project area for which you are applying.

My 4-H Story

Your story can be no more than two single spaced, type written pages. If you are applying in more than one project area, be sure to include all these projects in your story.

Your story should include:

- How your participation in the project grew in size and scope over the years.
- How 4-H helped you learn things about the project you didn't know before.
- Tell about some important learning experiences in this project. Why were they important to you?
- Tell about any important leadership and community service experiences you have had.
- Tell about your successes and disappointments and how they made you feel about your project or yourself.
- What you are proud of in this project area(s).

You may also include:

- How you became interested in the project.
- What you like about the project and some of the people who helped you.
- How this project helped you at home, in school, or in your community.
- What skills you learned that will help you in the future.

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Questions to be Completed

· **How did you become interested in the project?**

· **What do you like about the project and who are some of the people who helped you?**

· **How has the project helped you at home, in school, or in your community?**

· **What skills have you learned that will help you in the future?**

4-H County Record Book Judging Score Sheet
(INCLUDED FOR MEMBER REFERENCE)

Name: _____ Age: _____ Date: _____
Club Name: _____

Division: **Circle One** - Junior (8-10) Intermediate (11-13) Senior (14-18) As of Jan. 1

Page/Possible Points	Points Allotted	Comments	Points Earned
Front Page = 5 points *Top Section - (Name, phone, address, parent name, 4-H year, age & grade) *Club Membership section *Signed	/3 pts /1 pts /1 pts		
Life Skills Learned & Practiced = 15 points *4-H year noted *1 or more skills (appropriate for age & years in 4-H) *Use of skill described <i>(These will be recorded on project pages in Intermediate and Senior Records)</i>	/1 pts /7 pts /7 pts		
Leadership, Service & 4-H Promotion = 20 points *4-H year noted *Describes service project(s) & Leadership role(s) and Promotion **Ages 8-10 = One Service project and 1 leadership or promotion **Ages 11 and older = Two in each area	/1 pt. /19 pts		
Activities and Events = 20 points *4-H year noted *Active participation ** (appropriate for age & yrs. in 4-H)	/1 pt. /19 pts		
Significant Achievement/Recognition = 10 points *4-H year noted *Describes achievements and recognition	/1 pt. /9 pts		
4-H Story = 20 points *Introduction *Shows personal growth *Highlights current 4-H year *Neatness, proper spelling and signature *Content appropriate for age, year in 4-H and ability	/4 pts /4 pts /4 pts /4 pts /4 pts		
Project Pages = 10 points *Goals and strategy set *Actual learning and accomplishments listed *Project plans for next year complete *Signed by project leader	/4 pts /4 pts /1 pt. /1 pt.		
<i>Per state guidelines, members may include up to 2 pages of pictures and mementos from the current 4-H year.</i>		Total Points Awarded	____/100