

# Evans County 4-H Guidelines for Senior Project Achievement

Not sure where to start for D.P.A.?



What you need to know about D.P.A for  
your destination to success!

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# Introduction

## What is 4-H Project Achievement?



Senior Project Achievement is a competition in Georgia 4-H where high school students are able to choose a project area that interest them. 4-H'ers develop their project throughout the year, and compete at District Project Achievement (D.P.A.) against other 4-H'ers from the Southeast District that are in the same project area.

D.P.A. takes place at Rock Eagle 4-H Center for a whole weekend in February. 4-H'ers also use this opportunity to improve their communication and leadership skills while meeting other 4-H'ers from the Southeast District.

First place winners at Senior D.P.A. advance to State Congress, which is a State Project Achievement in Atlanta. Here youth compete against District winners from all over the state of Georgia in their respective project areas. State Congress is a prestigious event, and the highlight of the 4-H year. First place winners are awarded a trip to National Congress (not a competition), and receive a college scholarship. First place winners at State Congress are referred to as Master 4-H'ers.

## What Projects can I choose from?

There are a wide variety of projects to choose from. Each year the Senior Project List is updated. Current copies are available at the 4-H office or online at <http://www.georgia4h.org/public/more/guidebook/senior03.html>. On the following pages, project lists with possible demonstration topics are discussed.

## What do I need to do to qualify for D.P.A.?

D.P.A. is a two part process-Portfolio and Demonstration. Each part counts 50% of the score at D.P.A., so they are equally important. 4-H'ers who meet the requirements to attend D.P.A. are awarded an all expense paid trip to Rock Eagle for the District competition. Only a certain number of Seniors can compete in the same project area from the same county, so it is **very** important to let the 4-H office know your interested project area as soon as possible.

## What is a Portfolio?

A portfolio is a collection of what a 4-H'er has done in their project area for the past year from January 1-December 31. It also includes 4-H experiences, community service and other leadership activities. A portfolio is a six page booklet that consists of: a letter to the judge, two page resume that lists project work and activities, two pages of supporting material (i.e. photos), and a certification page that the 4-H'er signs.

## What is a Demonstration?

A demonstration is a "show and tell" presentation using posters and other visuals. A demonstration teaches others about one subject in your project area. Some projects have different requirements for demonstrations such as, Performing Arts, Public Speaking, Fashion Revue, and some of the Food projects.

# Portfolios



A portfolio is a collection of the 4-H'ers work from the past calendar year. The year begins **January 1 and ends December 31**. Project work, 4-H experiences, community service and leadership are all included in a portfolio. Portfolios are due in early January. Call the 4-H office for the exact date.

On the following pages there are some suggested ideas, but portfolio formats can be as unique as individuals. The important thing is to make your portfolio stand out from the rest. There is no “right” way to do a portfolio. But keep in mind the portfolio should look as professional as a resume for a job.

## PARTS OF A SENIOR PORTFOLIO:

**Cover letter**—This is a letter to the judge from the 4-H'er. Here the 4-H'er can tell the judge about themselves, why they chose the project area, their 4-H experiences, future goals, etc. The letter is the only place where a 4-H'er can write about experiences from previous years.

**Resume**— A two page list of 4-H'ers experiences. Should be divided into the following areas:

- ∞ Main Project Work
- ∞ Main Project Sharing/Helping Experiences
- ∞ Leadership Activities
- ∞ Community Service and Citizenship
- ∞ Other Activities

*\*Areas can be further sub-divided into specific categories tailored to fit the 4-H'ers needs*

**Supporting Material**— Two Pages of supporting material must be included in the portfolio. Supporting material is photos, news articles, and other documentation that supports or verifies what the 4-H'er claimed to have done in the resume section.

**Certification Page**—The certification page is obtained from the 4-H office. It is a document signed by the 4-H'er, parent and the 4-H Agent stating that all information given in the portfolio is accurate and true.

\*A **common misconception** is that the 4-H'er can only list project work that directly relates to what the 4-H'er is doing their demonstration on at D.P.A. This is **not** true. ANY project work, regardless of demonstration topic, belongs in the portfolio. Example-if a 4-H'er selects the Sports project area and their demonstration is about Baseball, they should also list any other sports related activities they participated in, such as Football, Basketball, Gymnastics, Track, etc. There are two different judges for portfolios and demonstrations, therefore the portfolio judge will not know what your demonstration topic will be.

Remember to clarify activities you are involved in. Do not use acronyms. The judges are likely to be from another district in Georgia who may not know what C.A.R.E.S. is. Therefore you will need to spell out what each letter stands for. You may use statewide **4-H acronyms only** like D.P.A., but if you think your judge may not know what you are trying to say, you need to state it **clearly**.

# Portfolio Rules & Recommendations

**Letter & Resume** – This should be typed in black ink with a minimum of 10 point font. Paper should be a white, 8 ½ x 11 inch sheet, and there should be at least a ½ inch margin on all four sides. Only one side of the paper should be used. No art work may be used on these pages, although computer generated boxes or bullets may be used to highlight information.

**Supporting Material**-This should be eye-catching, and organized in a way so that the judge gets a clear picture of the variety of activities the 4-H'er has been involved with. Photos and articles should be glued down, and backed or bordered appropriately. Although supporting material pages may resemble scrapbook pages, they should look professional. Limit the amount of colors to be used. Computer printed photos work great, and may be useful in adjusting the size of a photo, but make sure they are of adequate quality. All photos need to be at least large enough to clearly see what you are doing.

*\*Type a brief statement stating what you are doing in each photo and attach it to the photo.*

*\*Make sure you identify yourself in photos with a neat arrow or circle and highlight your name in articles.*

Activities should only be reported **once** in a portfolio. However, often an event can be broken down to more accurately report work. For example, if you attended Senior Conference that would belong under "Other Activities." If you also performed a community service project while at Senior Conference, you would list that project under "Community Service/Citizenship." You are not listing the same thing twice, you are listing two different parts of one event. Give yourself the credit you deserve!

Portfolios are submitted in green vinyl covers with protective pages that are available at the 4-H office.

## **Portfolio Scoring**

The portfolio is given one score that will consist of one-half of the 4-H'er member's total score at D.P.A. (demonstration is the other half).

Letter, Resume & Supporting Material are **not** judged separately, rather the 4-H'er is awarded points on how well they represent themselves in the following areas:

### **Main Project Work (20%)**

*Detail list of all project work including:*

- ∞ Did this...(be detailed-planned, organized, etc. & list how many times/hours/days per week etc.)
- ∞ Learned to do .....(be detailed)
- ∞ List any tours of places that have to do with your project area (what areas toured and how many times/hours toured)
- ∞ List books, magazines or articles read concerning your project, what sections were read, how many & what was learned
- ∞ List how many & names of videos or T.V. programs you watched about your project & what you learned from each one & how many hours total or in a (day/week)spent watching
- ∞ List the number of interviews with people in your project who they were & what you learned?
- ∞ List number of workshops or classes attended related to project area (can be a school class), how many days attended, what was learned from each
- ∞ Competed in last year's D.P.A. & if placed 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> (if in same project area)
- ∞ Other competitions in project area
- ∞ Awards won in project area

### **Main Project Sharing/Helping Experiences (30%)**

*This section is for experiences where you shared with or taught others about your project. It is also for any experiences where you helped others in your project area.*

- Shared your project with others (C.P.A., Extension personnel, family, talking with friends, teaching younger kids), and how many people & detail what topics was shared
- Helped with.....( list how many people helped & responsibilities)
- Wrote a news article about project (name of article & how many potential people read)
- Community Services that relates to project (list each service, responsibilities & how many people involved)
- Exhibits in project area, how many people viewed (name of exhibit)
- Shared project at D.P.A. (if in same area) with how many people (list title & topics shared)
- Shared project in class or during 4-H meetings (list topics shared & how many people)
- Teaching a class to other 4-H'ers in project area (list topics taught & how many attended)
- Helping other 4-H'ers with portfolio/demonstration in same project area (cloverleaf, juniors & how did you help-research information, gathered pictures, etc.)

### **Leadership Experiences (20%)**

*These are activities not related to the main project where the 4-H'er had a leadership role. It is more important to state **what** you did, rather than simply being a leader for an event. These are **not** limited to only 4-H events, but also community, church, ect. **List all 4-H events first!***

- Teaching a class to other 4-H'ers (list details-planned...organized...contacted...etc.)
- Served as a judge for competitions (Cloverleaf/Jr. C.P.A., Peanutrition, etc.)
- Teen Leader at Camp or other 4-H local or district activity or event (name all, how many days & list detail duties of each)
- Elected as county, district or state 4-H officer, how many days/months/years served & duties carried out (list separately)
- Candidate for officer (you ran for an office-planned, wrote campaign speech, created campaign posters, how many days of campaigning, how many people campaigned to, planned campaign skit, organized campaign committee, etc. )
- What you did at club meetings or assemblies (reported on 4-H activities chaired/co-chaired, led pledges, led recreation, served refreshments, helped with planning etc. and how many)
- Attend leadership classes
- Awards won in leadership (Teen Leader I,II & III)
- Recruited classmates to join 4-H or participate in 4-H activities (how many)
- Voting Delegate at last year's D.P.A.
- Helping other 4-H'ers with portfolio/demonstration (**not** in same project area cloverleaf, juniors & seniors)
- Student Council/Class officer ( list responsibilities & how many members)
- Captain sports team ( list responsibilities & how many members)
- Assisting with Sunday school class or lead church activities (how many activities, how many people lead, be detailed )
- Teacher's aide how many times & responsibilities

### **Community Service/Citizenship Activities (20%)**

*These are activities not related to the main project where the 4-H'er performed community service or citizenship. Remember to state **what** you did. These are **not** limited to only 4-H events, but also community, church, ect. **List all 4-H events first!***

- 4-H rest stop for Cruisin' in the Country (what did you do, how many hours?)
- 4-H coke booth for the Rattlesnake Round-up (what did you do?)
- Made/delivered cards & crafts to residents at Claxton Nursing home on Valentine's Day
- 4-H Recycling Contest (what did you do & how many pounds you collected )
- Amnesty Day event ( list responsibilities if not listed in leadership experience)

- Contributed to 4-H fun raising events (give detail of contribution, clothes, money etc. for Rock Eagle cabin, or county event,
- Volunteered at 4-H office (give details & how many hours/days)
- Donated clothes, can food, toys to needy ( state which organization, how many items to how many people)
- School/Church projects (Operation Christmas child, letters to soldiers etc. how many)
- Community celebrations (parades, etc...what did you do?)
- School community service clubs (what did you do?)
- Participated in community pep rallies ( how many)

### **Other Activities (10%)**

*These are activities in 4-H, school, church, etc. you attended or participated in that do not fall other the other categories. If you assisted in planning or helping with the event, it would fall under the Leadership section or Community if a community event. List activity under main project work if it is related to project area. **You do not want this section to outweigh the other sections!***

- 4-H portfolio clinic attended
- 4-H demonstration workshops (includes times working on demonstration at 4-H office)
- 4-H summer camps (detail classes/workshops/activities participated in)
- 4-H Day at UGA
- Attending 4-H award banquet (list awards received that are not previously in another category)
- 4-H reward trips
- School Clubs (list awards)
- Church youth group/choir
- Pageants
- School band (list awards)
- Babysitting (how long & how many)
- Honor Roll (how many times)

## **Second Projects**

A Second Project lets the judge know that you are a well-rounded 4-H'er, involved in a variety of activities. All they consist of is choosing another 4-H project and listing the activities that you did in that project, much like you did for your main project. However, your second project should be pretty short and not nearly as in depth as your main project. Second projects work especially well for 4-H'ers that do not have a lot of main project to report, but all 4-H'ers should consider using them if it will improve your portfolio. Second Projects are **optional**-you do **NOT** have to put one in your portfolio.

## **State Congress Interviews**

If you advance to State Congress, you will be interviewed by a judge on the content of your portfolio. This gives 4-H'ers the opportunity to further explain what they've done over the past year. 4-H'ers are not being judged on interviewing skills. Portfolio interviews are at the state level only. Be sure to obtain a copy before turning portfolios in for D.P.A. and become very familiar with what is in it before State Congress.

# Polishing Portfolios



## DO'S

- ☑ Do abide by the minimum 10 pt. font and ½ inch margin rule.
- ☑ Do total up activities
- ☑ Do use articles that contain your name from the 4-H newsletters/local newspaper on supporting material pages.
- ☑ Do fill up the page as much as possible leaving very little “white space.”
- ☑ Do remember that “Project Helping and Sharing Experiences” are worth the most points....so fill this section up with as much information on sharing and helping as possible.
- ☑ Do cover your entire project area –remember you’re not limited to only areas you plan to use in your demonstration.
- ☑ Do back all your supporting material (pictures, articles,etc.) with colored paper or background and type what you are doing in the picture.
- ☑ Do thoroughly explain what local events are so judges won’t be confused. (**No** acronyms)
- ☑ Do get the certification page from the 4-H office. You need to sign it, and so do your parents.
- ☑ Do make your portfolio **stand out** from the rest!



## DON'TS

- ⊗ Don’t use any kind of colors or pictures on your resume-black in on white paper only!
- ⊗ Don’t over use color on your supporting materials pages....this is not a scrapbook, it should look professional!
- ⊗ Don’t list any activities that were not between January 1 and December 31.
- ⊗ Don’t use both sides of the paper.
- ⊗ Don’t let Portfolios drive you CRAZY!

## Important! ‘FYI’

- ∞ **Your Portfolio needs to look as if it was already going to be competing on the state level.**
- ∞ **If you win at D.P.A. and go to State Congress, you will NOT get your Portfolio back to make changes. It is automatically sent directly to state and does not come back to the county.**

The following is a sample of a good portfolio. The names have been blocked out for security purposes.

Senior Project Competition  
State 4-H Office  
University of Georgia  
Athens, Georgia 30602

Dear Project Judge:

Please accept this as my official entry into the Textiles Merchandising and Interiors project area.

I am [REDACTED] from Evans County and I am a senior at [REDACTED]. I reside in Evans County and I am a native of Emanuel County. I live with my parents, a brother who is sixteen, and a sister who is nine. I am involved with many school activities such as Chorus, Drama Team, Fellowship of Christian Athletics, Interact Club, and the National Senior High Honor Society. I have been an active member of 4-H for eight years.

During the past year, I have been active in many school and church activities. As a chorus member I performed for my school, the local garden club, a senior citizens group, and the Rotary Club. As a member of the Fellowship of Christian Athletes, I participated in "White Christmas". We collected and delivered toys and food to needy families in our community. I attend Pineview Baptist Church regularly, where I am active in the youth group. We attended "Quest" church camp this past summer in Tennessee and "Unity" Christian conference in December. I am also a member of the Pineview Baptist Church choir and this year our Christmas Cantata was entitled *A Christmas Gathering*. I believe my experiences in school and church activities have helped me be better in my 4-H activities. It takes dedication to do all things well.

How my clothes look and feel is important to me. This is one of the reasons I chose the area of Textiles Merchandising and Interiors. I enjoy shopping for myself and also helping others make decisions on which clothing to buy. I have learned smart shopping ideas such as: looking for sales, checking labels for fabric washability, and checking magazines for fashion tips. My brother and sister are always asking my advice on what to wear to school and I gladly oblige to assist them with their selection.

Upon graduation from high school, I plan to further my education in college. I am currently planning to attend Valdosta State University where I will major in Fashion Merchandising. No matter what profession I choose, knowing clothing will help me in looking my best in whatever role in life I choose.

Sincerely,  
[REDACTED]

## Main Project Work/Learning

- Chairperson of Adopt-A-Room Program for Evans Memorial Hospital
- Measured rooms
- Chose theme and border
- Painted-**3 hours**
- Recruited volunteers to help
- Solicited and obtained donations to reduce costs
- Presented letters to donors
- Participated in 4-H Cotton Boll and Clothing Judging
- Consulted fabric salesman on material
- Interviewed interior decorator-Ivy Crenshaw about expenses
- Interviewed 4-H Agent about Psychology of Clothing
- Researched History of Clothing
  - read *Historic Costume* by Katherine Morris Lester
  - read *Survey of Historic Costume* by Phyllis Tortora & Keith Eubank
- Selected fabric and trims for State Congress Presentation
- Selected formal attire for talent contest
- Held **3** garage sales- prepared and priced clothing
- Selected Clothing for Baby Showers
- Budgeted Christmas and other money for clothing purchases
- Purchased outfits for family and friends' gifts-**11 outfits**
- Watched Trading Spaces episodes
- Toured: -TJ Max -Marshalls -Steinmarts-Talbots
- Interviewed store manager at Goodies
- Interviewed sales associate of Dillard's
- Interviewed office manager at Express
- Interviewed sales associate of Rave
- Researched impulsive shopping and fashion
  - The Gallery of Fashion* by Aileen Ribeiro
  - Call of the Mall* by Paco Underhill
  - Fashion Victim* by Michelle Lee
  - Fashion Icon* by Mike Toth
- Participated in workshop on purchasing formal wear
- Catalog shopped-**17 times**

- Consulted Home Economics teacher on advice for sewing material
- On-line shopped-**20 times**
- Took clothes to be dry cleaned-**13 times**
- Studied clothing catalogs to find the best value
- Learned to read clothing labels for proper clothing care
- Researched factors that influence impulse buying
- Studied and examined clothing trends
- Interviewed seamstress and interior design specialist- Ivy Crenshaw
- Discussed fashion trends with friends
- Discussed effects of advertising on teen purchasing
- Purchased and Read Shop magazine-**6 times**
- Comparative shopped for laundry and stain removal products
- Read Teen and Seventeen magazines-**24 times**
- Read Shop magazine- **6 times**
- Toured fabric department in Wal-Mart-**23 times**
- Toured Jo-Ann Fabrics-**5 times**
- Toured Hancock Fabrics-**7 times**
- Sharing and Helping Experiences**
- Selected and Prepared costumes from local thrift ship for Drama Team
- Designed Halloween Costumes for family
- Delivered furniture to needy families
- Designed and Made scarves and pocketbooks for friends
  - purchased fabric and materials
- Created unique outfits for myself and younger students during Spirit Week-**5 days**
  - flashback day
  - costume day
  - tacky day
  - spirit day
  - chapel day
- Judged Clothing and Textiles at Cloverleaf DPA in Swainsboro
- Assisted mother in sorting and delivering clothes to be given to close family members
- Employed at Sandy's Salon & Boutique
  - give advice regarding merchandise: pocketbooks, jewelry, scarves

- check in in-coming merchandise and enter in inventory
  - organize display case for merchandise
  - organized and implemented sales on merchandise
  - designed flyers for sales items
- Helped mentally disabled friend shop for Christmas gifts
- Presented demonstration "Feel Free to go on a Shopping Spree"-**11 times**
- Washed clothes-**104 times**
- Folded clothes-**104 times**
- Patched clothes-**9 times**
- Ironed clothes-**305 times**
- Organized clothing storage
- Conducted **3** wardrobe inventory days
- Recycled outgrown clothing garments by donating to Goodwill-**37 garments**
- Assisted in delivering donated clothing to the needy for Christmas
- Repaired family's clothing for further functionality
- Assisted grandmother with shopping and helped her stay within her budget
- Shared my knowledge of clothing and shopping with **13 people** at DPA and State Congress
- Assisted brother with organizing his closet and donating them to others
- Set up display on how to "Save a Mint Shopping" at fair for **10,000 people**
- Assisted sister with purchasing traditional clothing from local thrift stores
- Assisted teacher with shopping for the shut-in for winter clothing
- Awards and Honors**
- Received **\$200** Chevron Community Service Grant for Adopt-A-Room Project
- Received donations from local hardware store for funding the Adopt-A-Room Project-**\$120**
- Awarded **1<sup>st</sup> Place** at CPA
- Awarded **1<sup>st</sup> Place** at DPA
- Awarded **2<sup>nd</sup> Place** on Ogeechee Fair Booth- "Save a Mint Shopping"
- Award **2<sup>nd</sup> Place** at State Congress
- Received participation award for Cotton Boll/Consumer Judging Jamboree

#### 4-H Leadership Activities

- Ran & Elected as Southeast District Board member
- Attended Georgia Officer Training
- Chaplain of 4-H club
- Attended the Georgia Cooperative Leadership Conference
- Spoke at district assembly at Fall Forum
- Served as Captain for Evans Co. 4-H Relay for life team-**25 members**
- Signed and Presented Certificates for Relay for Life-**29 Certificates**
- Invited dignitaries to the 4-H Awards Program-**6 invitations**
- Presented Volunteers with awards at programs
- Chairman of Tire/Amnesty Day
- Helped teach DPA/Portfolio Workshop
- Attended **2** District Officer Planning Meetings-**14 hours**
- Planned and participated in parade for Claxton Nursing Home-**53 residents**
- Judge for Cloverleaf CPA and DPA
- Teen Leader at Mother's Day workshop
- Co-Chairman Halloween Party at Tattnall/Evans Training Center for the mentally handicapped
- Attended weekly meetings in preparation for the Relay for Life
- Spoke at district assembly Fall Forum-**200 people**
- Planned Cloverleaf and Junior Officer Training
- Led classes and served snacks at Officer Training-**70 kids**
- Helped Awana kids in purchasing Christmas gifts for their family
- Presided over 4-H meetings-**9 times**
- Teen Leader at Junior Conference
- Organized games for Leadership Workshop-**45 kids**
- Served concessions at 4-H Freedom Celebration-**2000 attendants**
- Attended State Congress workshops
- Teen Leader at Valentine's Day Workshop-**35 kids**
- Attended State Council
- Teen Leader at NorthSpring
- Retirement Home Halloween contest/Party
- Led dancing at Tattnall Evans Training Center's Halloween Party
- Helped teach line dancing at Junior Conference-**300 kids**

-Teen Leader at Halloween Workshop-**18 kids**

- Attended Fall Forum
- Lead singing group for Colonial Gardens Home every Tuesday night
- Judged Cloverleaf Camp t-shirt designs
- Presented awards for campaign contest for Tire Day
- Spoke on credit in class at Fall Forum-

#### **30 people**

- Taught Healthy Lifestyle Class at Junior Conference-**75 kids**
- #### 4-H and Other Activities
- Wrote grant for Georgia Youth Summit
  - Raised **\$125** for Relay for Life
  - Led singing at Fall Forum-**900 people**
  - Performed National Anthem-**7 performances**

- Employed with local salon
- Wrote **5** thank you notes for State Council

- Attended **7** 4-H meetings
- Attended Recycling Party
- Delivered **5** cards to residents at Glenview Nursing Home

#### School Activities/Awards

- Member of Drama Team
- Participated in One Act Play Competition as pianist-**2<sup>nd</sup> Place** in Region
- Member of Honor Society
- Member of Fellowship of Christian Athletes
- Prepared and Led songs in White Christmas Chapel-**500 people**
- Member of Interact Club
- Helped collect toys and clothing for a family's Christmas
- Made **4** shoe boxes for Operation Christmas Child
- Member of the National Honor Society
- Member of Pinewood Chorus
- Performed at Rotary, Prime Timers, and White Christmas Chapel with PCA Chorus
- Girl Soloist in Region Literary Competition-**2<sup>nd</sup> Place** in Region
- Participated in State Literary Competition
- Received Spanish III Subject Award
- Prepared and served spaghetti for class fundraiser-**650 students and teachers**
- Member of Pinewood Christian Academy's Tennis Team-placed **2<sup>nd</sup>** in Region

-Attended National Honor Society trip to New York

#### 4-H Honors and Awards

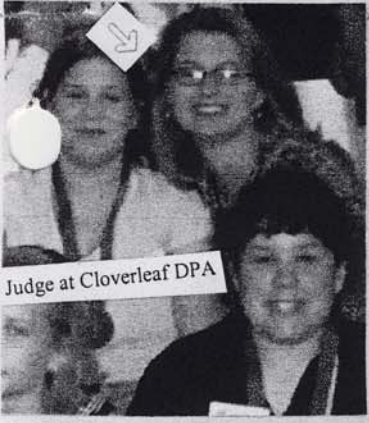
- Received **1<sup>st</sup>** Place at CPA
- Received **1<sup>st</sup>** Place at DPA
- State Congress Delegate
- Recipient of Georgia Youth Summit Grant-**\$750**
- Placed **2<sup>nd</sup>** in Ogeechee Fair Booth
- Received Teen 1, Teen 2, and Teen 3 Leadership Awards
- Selected to attend People to People Leadership Summit
- Selected to attend the Georgia Washington Youth Tour
- Attended recycling contest parties

#### Community Service

- Donated **70** cans of food to DFACS Food Bank
- Sorted Christmas items for needy families-**11 hours**
- Made and Presented refreshments for **42** teachers during National 4-H Week
- Donated canned foods and nonperishable items for hurricane victims through Interact-**30 items**
- Participated in the Senior Park Beautification Project-**3 hours**
- Assisted teacher with cleaning room **7** times
- Helped sort and weigh recyclables at **2** Recycling Contests-**5 hours, 200 lbs**
- Donated **27** cans of food to needy families during Thanksgiving
- Helped sort can foods for Interact Canned Food Drive-**5,759 cans**
- Collected coats for reuse with Interact Club
- Worked at Rattlesnake Roundup 4-H Booth-**6 hours**
- Purchased, wrapped, and delivered Christmas gifts for residents at Colonial Gardens-**11 residents**
- Delivered doughnuts during National Red Cross Dress down Day
- Member of Pineview Baptist Church
  - served at Fall Festival
  - went caroling
  - performed Christmas Cantata
  - attended UNITY youth conference
- Played Piano for 4-H Christmas Carolers at North Springs Assisted Living Home and Colonial Gardens Nursing Home
- Served refreshments at rest stop for Crusin' in the Country Bike Ride



# Georgia State 4-H Congress: Historic legacy, dynam



Judge at Cloverleaf DPA



Those bringing home red ribbons



Presenting Donor with Letter of Appreciation



Award Ceremony



Purchasing Paint



Picking out Wallpaper

...donor and educational tours around Atlanta to learn more about opportunities available to them as they complete their education and move into the work world.



Interviewing Store Manager



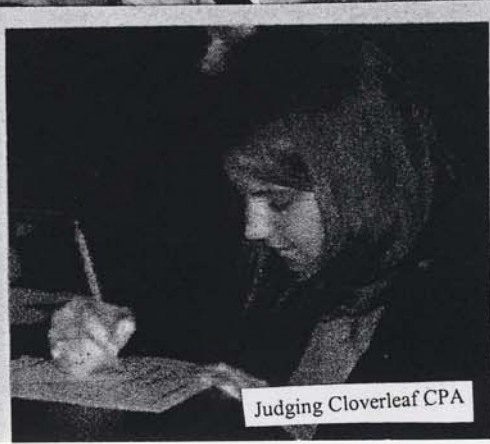
Bargain Shopping



State Congress Presentation



Consulting Home Economic Teacher



Judging Cloverleaf CPA



Measuring Hospital Bathroom

# Demonstrations



## Parts of a Demonstration

### Title

The title sets the tone of your demonstration. Sometimes it's easier to choose a title after you prepare your demonstration. The title should make the audience curious, and can be a play on words, funny or a simple statement or question.

### Introduction

- Explain what you are going to demonstrate and why you chose the subject.
- Make the purpose of your demonstration clear.
- Introduce yourself and what county you are from.
- Consider starting with a startling statistic, a personal experience, a quote, ask a question or throw out a challenge.
- Include your title.

### Body

- This is the bulk of your demonstration.
- Make your topic specific enough that you can thoroughly cover your subject
- Gather more information than you will need, then narrow it down to the main points you want to get across.
- Assume the audience knows nothing about your project.
- Use your own words. Quotes are fine, but give the author credit.
- Make sure all information is correct.

***Your judge may ask questions. Make sure you are very knowledgeable about your topic for this will be the time to impress them with that knowledge!***

### Conclusion/Summary

- Summarize the ideas you want the audience to remember.
- Be original. Avoid using "in conclusion", or "in summary". A good conclusion will let the audience know you are finished without telling them.
- Try to tie in the conclusion with the introduction.
- **Do Not** ask if there are any questions or thank the audience.

### Time Limits

There is not a minimum time for a demonstration. However the 4-H'er must completely cover their topic. The maximum time limits are:

Projects:	12 minutes
Public Speaking:	10 minutes
Performing Arts:	4 minutes

\*There is a 5 minute setup time limit for demonstrations. 4-H'ers may use assistance in setting up.

\*Food Project Labs have a separate set of time limits. Please call 4-H office for specifics.

## **Making Good Posters & Visuals!**

*Visuals can be more than just posters and may include equipment relating to your demonstration. Visuals need to be related to your topic and you need to use them or explain them during your demonstration. Think 'out of the box' and be original!!*

### **Posters**

Make sure your speech to your demonstration is written before you begin making posters. You will use your written speech to pull important information from to go on your posters. Also, make sure the information on your poster is in order according to your speech. Posters are judged on contribution to the demonstration and they should be very neat. Lettering can be computer generated, dye cut, or hand drawn.

- ◆ Design your posters on paper first
- ◆ Plan all of your posters before you start the first one
- ◆ Posters are used to show main ideas or illustrations in your demonstration
- ◆ Your first poster should have the title of your demonstrations
- ◆ The following posters should have subtitles
- ◆ Make your message brief and direct.
- ◆ Check for spelling before drawing or pasting letters
- ◆ It is helpful to back your posters with another poster to provide a colorful border and also makes the poster board stronger. You can do this by trimming the front poster slightly.

### **Color**

Using contrasting colors is important. Pick a theme of 2 to 3 colors and work with them. For example: You may use a blue poster backed by a red border with black ink for words and put titles of each poster in green.

### **Size & Proportion:**

Use full-size poster board. All posters should be the same color and have the same font on all subtitles and words. This helps the audience see your main points. Make sure ALL words are big enough to read from the back of the room!

## **Important!**

Slides, videos, computer, etc. may be used in the Photography & Communications Projects only if the use of such equipment is integral to the demonstration. 4-H'er must provide all equipment needed.

Computer Project competitors may use computers and computer equipment/programs in a demonstration. 4-H'er will be judged on their demonstration and not upon the equipment that is used.

Tape recorders and other sound systems may be used in any project to help dramatize the presentation. 4-H'er must provide all equipment needed.

## Visuals

Visuals are anything that helps you illustrate what you are speaking about. Anytime you can show the audience the “real thing” do so. Exceptions are: live animals, firearms and other weapons. If you are unsure ask.

- ◆ Visuals should be large enough to see clearly. Arrange them on the table in the order you show them.
- ◆ Hold the visual up for everyone to see when speaking about it.
- ◆ If visual is too large to hold, make sure you point to it.
- ◆ Don't stand in front of visuals

## Traveling with Visuals

You will need to protect your posters when traveling to competition. Put posters in a poster size Ziploc bag (these can be obtained from the office if you do not find them) or a large trash bag. You may want to insert cardboard on each side of the posters to hold them sturdy and to add more protection. NEVER roll your posters! Place table visuals in a box or sealed container if possible for transport. If you have a very large visual, be sure to contact the office for availability of space in the 4-H van.

## Practice Presentation Skills

### Use of Notes

- ◆ Use sparingly, if at all.
- ◆ Should not be written word for word, only an outline.
- ◆ Use as many cards as you need, do not cram all information on a few cards
- ◆ Number each card
- ◆ Use index cards no larger than 4x6 inches; do NOT use sheets of paper!



### Practice

- ◆ Rehearse alone & out loud in front of a mirror for the first few times.
- ◆ Make it flow & feel good to you-be natural.
- ◆ Practice setting up your posters & visual aides.
- ◆ Feel comfortable & confident with your demonstration. It should not sound memorized!
- ◆ If possible audio tape or video your demonstration. This is a good way for you to see what looks & sounds good and what don't.
- ◆ When you feel comfortable, practice in front of others-ask them to make comments on your strong & weak points.
  - Are you speaking clearly & loud enough?
  - Are you speaking too fast?
  - Is the demonstration interesting & keep their attention?
  - Can they see your information on your posters & visual aides from the back of the room?
  - Are you pointing to or holding up the visual aide when speaking about it?
- ◆ Ask to present your demonstration in class, school clubs, community clubs or events, and 4-H office staff. The more you present your demonstration in front of other before D.P.A., the better relaxed and prepared you'll be.

***The key to success is  
Practice, Practice, Practice!!***

**\*You may have a great demonstration, but will not be successful if you don't take it seriously and use these Practice Presentation Skills!!**

## **Hints for a Top Notch Demonstration**

**Dress:** You are required to dress professionally to give your demonstration. This means a coat & tie for boys and a dress or business suit for girls. Girls need to avoid wearing excessive jewelry and makeup.

**Speaking:** Use only words you are comfortable with and speak loudly, slowly and clearly.

**Presence:** Make eye contact with the judges and audience before you begin. Stand up straight, don't lean on the table. Do not block your posters or other visuals. Smile!!



## **Demonstration Scoring**

### **Appearance-10%**

*Clean, neat and well groomed. Hairstyle, makeup, etc. should not distract the audience or the person giving the demonstration. 4-H'er should dress appropriately for the demonstration.*

### **Visual Aids-10%**

*Posters should be neat and can be clearly seen from the back of the room along with other visual aides. Posters are judged on contribution to demonstration.*

### **Delivery-10%**

*Speak in a normal distinct tone. Be sure pronunciation of all words are correct. A well presented demonstration without notes usually scores higher. However, points will not be automatically taken off because a 4-H'er uses notes cards. Points are deducted if excessive use of notes interferes with the presentation.*

### **Orderly Progress-10%**

*Presentation includes introduction, central idea and summary. Speech should flow from one concept to another in a natural manner.*

### **Accuracy of Information-15%**

*Information is correct and up to date. 4-H'er has current researched based information.*

### **Coverage of Subject-25%**

*Presentation includes specific, pertinent facts about the subject in sufficient detail.*

### **Knowledge of Subject-15%**

*4-H'er has a strong understanding and knowledge of subject presented.*

### **Time Limit-5%**

*4-H'er covers topic in a reasonable amount of time, without exceeding 12 minute time limit.*

# Performing Arts Demonstrations

## Performing Arts-General

### **Presentation Format- 5%**

Introduction includes name, county, length of study & performance to be given.

### **Quality- 25%**

Superiority and distinctiveness of performance, creativity & uniqueness, degree of excellence

### **Skill- 30%**

Demonstrate skill level and ability, degree of difficulty & originality of performance

### **Showmanship- 35%**

On stage personality, communication with audience, confidence, entertainment quality, use of stage

### **Time Limit- 5%**

Maximum of four minutes, includes introduction

\*Degree of difficulty, stage presence, eye contact, and use of stage of performance is very important.

\*Have two copies of your music available. Always have a back-up, and bring it with you.

\*Words of songs must not violate the 4-H code of conduct.

\*Costumes should be secure, and proper performance attire should be worn.

\*A participant may choose to be judged in multiple talent areas by entering the general category.

\*Performers may play their own accompaniment, use an accompanist or use an accompaniment tape or CD.

## Performing Art- Instrumental & Piano

### **Presentation Format- 5%**

Introduction includes name, county, length of study & performance to be given

### **Quality- 30%**

Superiority and distinctiveness of performance, creativity & uniqueness, degree of excellence

### **Skill- 45%**

Demonstrate skill level and ability, degree of difficulty & originality of performance

### **Showmanship- 15%**

On stage personality, communication with audience, confidence & poise, entertainment quality

### **Time Limit- 5%**

Maximum of four minutes, includes introduction

- \*Give judges copy of music, unless original composition. **Do not** use music, memorize the piece.
- \*Piece should be designed for a solo performance.
- \* Instruments should be in tune
- \* Dress nicely, preferably in instrumental performance attire.
- \*For Instrumental- an accompaniment is allowed, but not required. The accompaniment must not play the same melody as the soloist and should be complementary of the piece performed. The judges will be instructed not to consider the accompaniment when scoring the performance. The accompaniment (if used) may be live or in CD or cassette formatting.
- \*For Piano- NO accompaniment is permitted and 4-H'er must use the piano provided at the contest.

## **Performing Arts-Vocal**

### **Presentation Format-5%**

Introduction includes name, county, length of study & performance to be given

### **Quality- 30%**

Superiority and distinctiveness of performance, creativity & uniqueness, degree of excellence

### **Skill- 30%**

Demonstrate skill level and ability, degree of difficulty & originality of performance

### **Showmanship- 30%**

On stage personality, communication with audience, confidence, entertainment quality, use of stage

### **Time Limit- 5%**

Maximum of four minutes, includes introduction

- \*Choose a song within your vocal range, and that you can stay on key and maintain pitch with.
- \*Use music with a vocal track. Do not sing along with another vocalist.
- \*Have two copies of your music available. Always have a back-up, and bring it with you.
- \*Words of songs must not violate the 4-H code of conduct.
- \*Dress nicely. Keep in mind you will be on stage, and appropriate dress length is important.
- \*Singers may play their own accompaniment, use an accompanist or use an accompaniment tape or CD. Instrumentation will not be judged in this area.



# Special Project Demonstrations

A few other projects have their own set of rules and judging criteria. Please check with the 4-office for specifics on these projects:

- Public Speaking
- Fashion Revue
- Food Project Labs



## What if I make a mistake?

With enough practice, all of the rough spots in your demonstration will be ironed out before D.P.A. But, if your posters were to fall, you forget what you are talking about, your note cards get out of order, etc. Just relax & regain your composure. Correct the problem & proceed with your presentation.

The Judges will be impressed if you handle a mistake properly and professionally. Do **Not** make a joke of your mistake or make a funny face or gesture. If you feel like you are going to get emotional, do not run out of the room. Take a moment to regain your composure. If however, you can not, ask the judges may you be excused and start over later. Just keep in mind, you are not the only one who has ever made a mistake, it is how well you are able to handle it that may make the difference.

## Dealing with Fear

It's normal to feel nervous before a presentation. Even the best speakers in the world have been nervous before presentations. Before your presentation, take several deep breaths before you start. By taking deep breathes oxygen gets to your brain and muscles and helps you calm down.



Plenty of **practice** helps take away a lot of the fear. We tend to get nervous when we are not comfortable with our presentation. Practice will make you feel better about your speech and presentation, that is why it is **very important** to do weeks even months ahead of D.P.A.

## Other Things to Know

- A 4-H'er must be in at least 9<sup>th</sup> grade, and not have passed their 19<sup>th</sup> birthday on January 1 to compete at Senior D.P.A.
- Senior 4-H'ers that place 1<sup>st</sup> in their project at D.P.A. automatically advance to State 4-H Congress. State Congress is held in the summer in Atlanta, GA.
- If there are 10 or more youth in one project at D.P.A., both 1<sup>st</sup> and 2<sup>nd</sup> place winners advance to State Congress. If there are 20 or more, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> place winners would advance. These additional winners are called "Sweepstakes Winners."
- 4-H'ers that place 1<sup>st</sup> at State Congress will be no longer allowed to compete in future 4-H Project Achievement competitions.

For more information about 4-H activities, visit the Evans County 4-H on the web at:  
<http://www.caes.uga.edu/extension/evans/4H/index.html>



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