

**OCONEE 4-H
JUNIOR PROJECT
ACHIEVEMENT MANUAL**



Take a LOOK at D.P.A. !

WHAT IS 4-H PROJECT ACHIEVEMENT?

Junior Project Achievement is a Georgia 4-H competition where 7th & 8th graders are able to choose a project area that interests them. 4-H'ers develop their project, then compete at a competition.

There are two levels of competition, county and district. The county competition, called County Project Achievement or C.P.A., is an event where Junior 4-H'ers show their demonstration to local judges. Junior C.P.A. is more like a workshop to improve demonstrations and to decide who is going in which project. Oconee 4-H is allowed to bring up to four juniors in each project, with the exception of the food lab projects where only two juniors are allowed.

The next level of demonstration competition is District Project Achievement (known as D.P.A.). Here, the 4-H'er competes with other 4-H'ers that are in the same project category. D.P.A. usually takes place at Rock Eagle 4-H Center for a whole weekend in March. 4-H'ers will compete against youth from all over Georgia's North District. Not only is D.P.A. a fun and rewarding experience, but 4-H'ers also meet new people and improve their leadership skills.

WHAT PROJECTS ARE OFFERED?

There are a wide variety of projects to choose from. Almost anything that interests you will fall into one of the project categories. Each year the Junior Project List is updated. Current copies are available at the 4-H office, or online at www.oconee4h.org. On the following pages project lists with possible demonstration topics are discussed.

WHAT DO I NEED TO DO TO QUALIFY FOR D.P.A. ?

At D.P.A., juniors will be judged on two elements, demonstration and portfolio. The demonstration counts 60% of their score, and the portfolio counts 40% of the score. 4-H'ers who turn in a portfolio in January, and prepare a demonstration are awarded a free trip to the event.

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. It also includes 4-H experiences, community service and other leadership activities. A portfolio is a four page booklet that consists of: a personal information cover sheet, two page resume that lists project work and activities, and one page of supporting material (ie. photos).

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.

JUNIOR 4-H PROJECTS & DEMONSTRATIONS IDEAS

*** Denotes projects that differ from the typical D.P.A. demonstration*

1. **ARTS**
Types of Art Brushes, Watercolors, Sculpture, Impressionists, Painting Techniques
2. **BEEF**
Feeding Cattle, Wholesale/Retail Cuts of Beef, Myths About Beef Consumption
3. **BETTER BREAKFAST****
Prepare and display a breakfast in 30 mins. using a gas range. Share knowledge of foods and nutrition in discussion with judges.
4. **CAT CARE**
Proper Care for a Kitten, Feline Leukemia, Good Nutrition for Cats
5. **COMMUNICATIONS**
Emergency 911 Services, Body Language, Technology (cable, satellites), Newspapers
6. **COMPANION ANIMALS**
Pet Safety for the Home, Choosing a Ferret, Pet Therapy with Older Adults
7. **COMPUTERS**
Surfing the Internet, Software Available, History of Computers, Computer Languages
8. **CONSERVATION OF NATURAL RESOURCES**
Water Quality Monitoring, The Wetlands, Endangered Plants & Animals
9. **CONSUMER EDUCATION**
How to Read a Label, Types of Advertising, Mail Order Catalogs, Layaway
10. **CRAFTS**
Candle Making, Basketry, Calligraphy, Jewelry Making, Pottery, Dough Art
11. **DAIRY & MILK SCIENCE**
Breeds of Cows, Preventing Diseases, Digestion in Calves
12. **DAIRY FOODS****
Plan & prepare three day's menu, including one Dairy Food snack that is prepared at D.P.A. within an hour and a half.
13. **DOG CARE & TRAINING**
Controlling Fleas, Traveling With Dogs, First Aid for Dogs, Training a New Puppy
14. **ENTOMOLOGY**
Importance of Garden Insects, How to Make an Insect Collection, Insect Socialization

15. **ENVIRONMENTAL SCIENCE**
Pesticide Use in Georgia, Recycling, Air, Water & Soil Pollution, Toxic Waste Disposal
16. **FASHION REVUE****
Participant will model a garment they have constructed & judged on sewing technique
17. **FESTIVE FOODS FOR HEALTH****
Plan & prepare a party menu, including one ethnic food, party food, appetizer or hors d'oeuvre that is prepared at D.P.A. within one hour
18. **FLOWERS, SHRUBS & LAWNS**
Proper Pruning, Indoor Plant Survival, Greenhouse Production, Cultural Requirements
19. **FOOD FARE****
Plan & prepare one week's menu, including one low-cost, one-dish meal that is prepared at D.P.A. within one hour (for EFNEP eligible 4-H'ers only)
20. **FOOD FAST AND HEALTHY**
Healthy Eating, Selecting Healthy Snacks, Healthy Choices at Fast Food Restaurants (for EFNEP eligible 4-H'ers only)
21. **FOOD FOR HEALTH & SPORT**
Healthy Eating for Athletes, Nutritious Snacks, Disease Prevention by Eating Smart
22. **FOOD SAFETY & PRESERVATION**
Packaging Food for Freezing, How to Can Peaches, Preventing Food Poisoning
23. **FOREST RESOURCES & WOOD SCIENCE**
Tree & Forest Health Management, Tree Farming, Household Uses of Wood
24. **FRUITS, VEGETABLES & NUTS**
Herbs Used for Medicine, Organic Fruits, Different Parts of a Vegetable, Harvesting
25. **GENERAL RECREATION**
Cartooning, Collecting, Flower Arranging, Party Planning, Games for Children
26. **HEALTH**
Effects of Smoking/Alcohol/Drugs, Weight Control, Lyme Disease, Cancer Prevention
27. **HORSE**
Horse Nutrition, Stallion Selection, Halter Breaking, Disease Prevention
28. **HOUSING AND ENVIRONMENT**
Energy Efficient Homes, Home Design for the Elderly, Indoor Air Quality

29. **HUMAN DEVELOPMENT**
Child Abuse, Preventing Birth Defects, Coping With Death, Adopting a Child
30. **INTERNATIONAL**
Customs of Japan, International Festivals, Foreign Exchange Programs
31. **MARINE RESOURCES**
Conserving Georgia's Marsh Land, Great White Sharks, Creatures of the Deep
32. **MUFFINS****
4-H'er will prepare muffins using a specified recipe within one hour
33. **OUTDOOR RECREATION**
Fly Fishing, Hiking & Backpacking, Knot Tying, Outdoor Cookery, Scuba Diving
34. **PERFORMING ARTS- GENERAL****
Dance, Monologue, Baton Twirling, Magic Act, Puppetry, Comedy Act, Song & Dance
35. **PERFORMING ARTS- INSTRUMENTAL****
Piano, Percussion Instruments, String Instruments, Wind Instruments, etc.
36. **PERFORMING ARTS- VOCAL****
Singing
37. **PHOTOGRAPHY**
How a Camera Works, Digital Cameras, History of Photography, Special Effects
38. **PHYSICAL, BIOLOGICAL & EARTH SCIENCE**
Habits of Plants, Astronomy, Meteorology, Oceanography, Paleontology
39. **PIZZA****
4-H'er will prepare a pizza using a specified recipe within one hour
40. **PLANT & SOIL SCIENCE**
Crop Production in Georgia, Various Soil Types, Weed Interference in Crops
41. **PORK PRODUCTION**
Mixing Swine Feed, Boar Selection, Pork Quality Assurance, Odor Control
42. **POULTRY & EGG SCIENCE**
Monitoring Egg Development, Breeding Houses, Imprinting Chicks
43. **POWER & ENERGY**
Machinery Maintenance, Basic Operation of an Engine, Auto Maintenance & Safety

44. **PUBLIC SPEAKING****
A speech on any subject: current issues, politics, history, hobbies, unusual experiences
45. **SAFETY**
Proper Use of Tools, Accident Prevention, Seat Belts, Fire Safety
46. **SHEEP & MEAT GOATS**
Role of Minerals in Sheep Nutrition, Lamb Marketing Techniques, Heat Detection
47. **SPORTS**
Rules of the Sport, Value of the Sport, Equipment Necessary, Sports as a Business
48. **TARGET SPORTS**
History of Archery, Why We Hunt, Ammunition & Uses, Rifle Parts, Loading Shotguns
49. **TEXTILE, MERCHANDISING & INTERIORS**
Stain Removal, Clothing Safety & Comfort, Wallpapering, Furniture Arranging
50. **TIME & MONEY MANAGEMENT**
Time Management, Managing Income & Credit, Exploring Life Insurance, Budgeting
51. **VETERINARY SCIENCE**
Controlling Internal Parasites, How Vaccines Work, Safe Handling Techniques
52. **WILDLIFE & MARINE SCIENCE**
Snake Identification, Food Planting for Deer, Great White Sharks
53. **WORKFORCE PREPARATION & CAREER DEVELOPMENT**
Selecting the Right Career, Interviewing for the Job, Resume Writing

*Some topics can fit into more than one project. In this case, it is important for the 4-H'er to decide which project they have would have the most **PORTFOLIO** material for!*

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 usually due in early January. Ask the 4-H office for exact date.



There is no one “right” way to do a portfolio. On the following pages there are some suggested ideas, but portfolio formats can be as unique as individuals. The most important thing is to make your portfolio stand out from the rest!

PARTS OF A JUNIOR PORTFOLIO:

Certification-Cover The cover page of the portfolio that states the 4-H'ers name, address, signature etc. The cover page is available at the 4-H office.

Background- The background is a short paragraph. Here the 4-H'er can tell the judge about themselves, why they chose the project, their 4-H experiences, future goals, etc. This is the only place where a 4-H'er can write about experiences from previous years.

Resume- A two page list of the 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
- ★ 4-H Activities
- ★ Other Activities and Information

Supporting-Material One page of supporting material must be included in the portfolio. Supporting Material is photos, articles and other documentation that supports or verifies what the 4-H'er claims to have done in the resume section.

***REMEMBER**, your Judge will likely be someone from another part of Georgia, who has no idea what Magnolia Estates, or the Fun-A-Thon is. Don't assume just because we do something in our county that every 4-H program does it also. It's fine to use statewide 4-H acronyms like “D.P.A.,” but if you think your judge may not know what you are trying to say, state it clearly. For example, instead of “Cloverbuds” put “Pre-4-H Cloverbuds Program”.

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

PORTFOLIO RULES & SCORING

Background & Resume should be typed in black ink with a minimum of a 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.

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 Junior Conference that would belong under “4-H Activities.” If you also performed a community service project while at Junior 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!

**All four pages of the portfolio (including the cover page) should be STAPLED together on the top left corner. All pages should be the standard 8 ½ x 11 inch sheets (including photo page).

The portfolio is given one score that will consist of 40% of the 4-H member’s total score at D.P.A. (demonstration is the other 60%). The following is a breakdown of how the portfolio is scored:

4-H’ers Background (5%)

May include any information about the 4-H’ers family, activities, and reasons for joining 4-H or selecting this project. Should be one paragraph in length.

Main Project Work (25 %)

List all project work including:

- Did this (how many times?)
- Learned to do this ...
- List any tours of places that have to do with your project
- List books or articles read concerning your project
- List any videos or T.V. programs you watched about your project
- List interviews with people in your project
- List any workshops or classes attended (can be a school class)
- Attended last year’s D.P.A. (if in same project)
- Other competitions in project area
- Awards won in project

Main Project Sharing/Helping Experiences (20 %)

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.

- Taught others about your project (C.P.A., talking with friends, teaching younger kids)
- Helped out with this (in your project)
- Wrote a news article about project
- Community Service that relates to project
- Exhibits

Leadership Experiences (15 %)

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 list 4-H leadership first!

- Teaching a class
- Serving as a judge for competitions
- Camp or other activity Teen Leader (Road Clean-up, Cloverbuds, etc.)
- Elected school or district 4-H officer & duties carried out (list separately!)
- Candidate for officer (you ran for an office)
- What you did at club meetings or assemblies (reports on 4-H activities, led pledges, etc.)
- Attended leadership classes
- Awards won in leadership (Teen Leader I & II)
- Recruited classmates to join 4-H or participate in 4-H activities
- Voting Delegate at last year's D.P.A.
- Helping other 4-H'ers with Portfolio and/or demonstration
- Student Council/Class Officer
- Coach/captain for sports team
- Assisting with Sunday school class at church
- Teacher Aide/tutoring

Community Service/Citizenship Activities (15 %)

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 list 4-H activities first!

- 4-H Road Clean-ups
- 4-H Magnolia Estates Retirement Home project (state what you did for each visit)
- 4-H Fun-A-Thon for Cystic Fibrosis
- Participated in 4-H "Friends of Our Troops" Christmas Card Project
- Made "Goodie Bags" for community leaders during 4-H Week
- Made ornaments with 4-H for local library Christmas tree
- Volunteered at 4-H office
- Contributed to 4-H fund raising efforts
- Donated items for 4-H charity drive (at Junior Conference, D.P.A., etc.)
- Rang Salvation Army Christmas Bell with 4-H
- Donated toys to Christmas drive
- Donated clothes/supplies/can food to needy (state which organization)
- School/home recycling
- Community celebrations (parades, July 4th- what did you do?)
- Community volunteer (blood drive, landscape project, etc.)
- School community service clubs (what did you do?)
- Participated in teacher appreciation day (how?)
- Participated in walk-a-thons, road races, etc. for charity
- Personal donations to charity

Other 4-H Activities (10 %)

This section is for other 4-H activities or events where you simply attended or participated in. If you assisted in planning or helping with the event it would belong in the Leadership section. If it relates to the main project, put it there.

- 4-H portfolio clinics attended
- 4-H demonstration workshops attended

- 4-H Week Activities
- Summer 4-H Camps attended
- 4-H Day at UGA
- Attending 4-H Awards Program
- Attending school 4-H club meetings
- 4-H reward trips
- Last year's D.P.A.
- Submitted portfolio last year

Other Activities and Information (5%)

4-H'ers other activities in 4-H, school, church, etc. are listed here.

- School Clubs (offices held)
- Scouts/community clubs
- Sports/assistant coach/captain
- Church youth group/choir
- Pageants/local competitions
- School band/orchestra
- Fund raisers
- Babysitting
- School/Church carnival booth
- Honor Roll

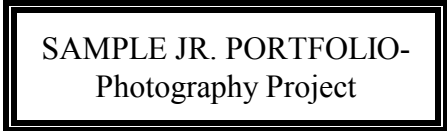
Supporting Material (5%)

Supporting Material 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 **cut line** stating what you are doing in each photo and attach it. Make sure to identify yourself in photos with a neat arrow or dot and highlight your name in articles.

Supporting Material should be pasted down to a blank sheet of paper. This is the one page where you can use color, but make sure the page is a standard 8 ½ x 11 inch sheet! Cardstock paper works great too.

4-H BACKGROUND



My name is Jane Doe and I have been an active member of the Oconee County 4-H Program for the last three years. I was so excited when I joined 4-H in the 5th Grade because my brother John was in 4-H and said it was really fun. So far, I have been on the 4-H Dairy Judging Team and the Consumer Judging Team. I have also gone to 4-H camp at Rock Eagle for the last two years. I always attend my 4-

H meetings at school, and I was the Reporter when I was in 6th Grade. This is my first time participating in D.P.A. I chose to do the Photography Project because I really like taking pictures.

MAIN PROJECT WORK

- Took and submitted “Pet Corner” photos that were published in Oconee Enterprise Newspaper
- Developed black and white film in home dark room
- Wrote report on life of photographer, Ansel Adams
- Photo inventoried my home
- Cleaned cameras and accessories
- Used computerized tutorial on “Using your Digital Camera”
- Class on Adobe Photo Editing
- Compared prices for camera and local photography store
- Submitted Photo in Oconee 4-H Photography Contest, won 3rd Place
- Interviewed photographer, Mary Jones on photography techniques
- Interviewed local newspaper photographer, Bob Miller
- Toured local camera shops
- Toured local photography studio
- Assisted local photographer in developing film
- Served as photographer for family reunion and sent each member copies of photos
- Took pictures at Middle School Band Recital
- Videotaped Family Birthday Party

MAIN PROJECT SHARING AND HELPING EXPERIENCES

- Photographer for school yearbook
- Taught trick photography class for girl scout troop
- Taught others how to use digital camera and print photos
- Assisted Cloverleaf 4-H'er with Photography project demonstration on “Darkroom Techniques”
- Assisted organizing county fair photography exhibit
- Donated disposable cameras to charity
- Served as Photographer for Church Youth group
- Instructed peers on proper film loading techniques and how to work a camera
- Shared family vacation photos at school 4-H meeting
- Taught brother the importance of choosing the correct film speed

LEADERSHIP ACTIVITIES

- Elected as 4-H officer for my school 4-H club- read devotions at four meetings and hung sign in hall to advertise meetings
- Assisted three Cloverleaf 4-H'ers with D.P.A. Demonstrations
- Recruited two new members to join 4-H
- Served as Teen Leader for 4-H Road Clean-up
- Awarded Teen Leader I Certificate
- Elected Student Council Secretary
- Served as teacher aide for 3rd Grade Class at Oconee Elementary School
- Captain for school volleyball team

COMMUNITY SERVICE AND CITIZENSHIP ACTIVITIES

- Participated in five 4-H Magnolia Friends Retirement Home Project by playing games & making crafts with residents
- Participated in 4-H "Friends of Our Troops" Christmas Card Program, made and mailed six cards
- Raised \$25.00 for, and participated in 4-H Fun-A-Thon for Cystic Fibrosis
- Rang Salvation Army Christmas Bell with 4-H
- Volunteered at 4-H office stapling newsletters & stamping Six Flags coupons
- Submitted entry for "4-H Fights Substance Abuse" Poster Contest
- Volunteered to give out refreshments at Red Cross Blood Drive
- Sponsored a needy family for Thanksgiving with my Church Youth Group

4-H ACTIVITIES

- County delegate for 2002 Junior 4-H Conference
- Participated in seven 4-H School Club Meetings
- Competed on the 2002 Dairy Judging Team- attended 12 practices
- Competed on the 2002 Horse Quiz Bowl Team- attended 13 practices
- Attended 4-H Summer Camp at Rock Eagle
- Participated in two 4-H Summer Program Classes
- Attended 4-H Six Flags Reward Trip

OTHER ACTIVITIES AND INFORMATION

- School Yearbook Staff Member
- Student Council
- Member of Church Youth Group
- Member of School Volleyball Team
- Honor Roll

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

- ★ Make the purpose of your demonstration clear.
- ★ Explain what you are going to demonstrate & why you chose the subject.
- ★ Consider starting with a startling statistic, a "believe it or not" statement, a personal experience, a quote, ask a question or throw out a challenge.
- ★ Your introduction should include your title.
- ★ Don't forget to introduce yourself & say what county you are from!

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.

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 thank the audience.
- ★ Do NOT ask if there are any questions.

Your judge will likely ask you to sit down with them after your demonstration to answer a few questions. This is the time to impress the judge with your knowledge on the subject!

TIME LIMITS

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

Most Projects: 10 mins.
Performing Arts: 4 mins.

** 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 ask 4-H office for specifics.*

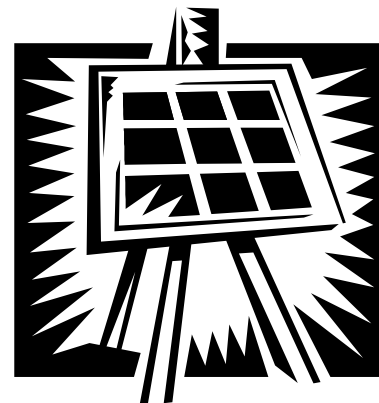
MAKING GOOD POSTERS & VISUALS

Be original! 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.

Posters

Before you can make your posters, you need to have your demonstration written out in front of you, so you can see where you will need a poster/visual. Posters are judged on contribution to the demonstration, not on professional appearance, but they should be very neat. Lettering can be computer generated, dye-cut, or hand drawn. Make sure to number your posters so they won't get out of order.

- ★ 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 demonstration
- ★ Make your message brief and direct- do not write in sentence form
- ★ Check for spelling before drawing or pasting letters
- ★ It is helpful (but not mandatory) to back your posters with another poster of a different color. By trimming the front poster slightly, backing provides a neat, colorful border and also makes the posterboard stronger.



Color:

Using contrasting colors is very important. You should be able to squint your eyes and still see the distinct colors. Pick a theme of 2 or 3 colors and work with them. For example, on white poster board you could: word in back ink, back posters with red & put titles of each poster in blue.

Size & Proportion:

Use full-size poster board, the audience can see it better. Keep all individual poster titles the same size and color. Likewise, keep wording and any sub-titles the same size. This helps the audience understand where your main points belong. Make sure ALL words are big enough to read from back of the room!

IMPORTANT!

Slides , videos, computers, 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.

Other 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: live animals, firearms & anything you are not normally allowed to bring to school. If you are unsure, ask.)

- ★ Visuals should be large enough to be seen clearly. They should be arranged on the table in the order that you will show them.
- ★ When you talk about a visual hold it up so everyone can see it clearly. Hold up the visual as you talk about it, not afterward.
- ★ If visual is too large to hold, make sure to point to it.
- ★ Don't stand in front of visuals

Traveling with Visuals

Make a travel case out of cardboard for your posters. Tape two pieces of cardboard together leaving one end open to insert posters. Large trash bags can provide protection from rain, but are not very sturdy. Never roll your posters!

Do not plan to bring anything to D.P.A. that is very expensive, or irreplaceable. Remember, all visuals must be able to fit in the 4-H van!

WORKING ON 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, don't cram it all into 2 or 3.
- ★ Number each card at top right corner
- ★ Use index cards no larger than 4x6 inches, do NOT use sheets of paper!

Practice

- ★ Rehearse alone & out loud in front of a mirror the first few times
- ★ Make it flow & feel good to you- be natural.
- ★ When you feel comfortable, practice in front of others- ask them to make sure you are speaking loud and slow. Ask for your strong & weak points.
- ★ Practice in front of a table. (You will have one when you give your demonstration)
- ★ Be careful of “umm's”, “ahh's” & “okay's” to fill in thinking space. You probably say them without realizing it.
- ★ If possible, VIDEO your demonstration while practicing. This is a good way to see for yourself what looks good, and what needs work. If nothing else, audio tape yourself.
- ★ Practice setting up your posters & visuals!



HINTS FOR A TOP NOTCH DEMONSTRATION

Dress: You are required to “dress up” to give your demonstration. This means professional attire- coat & tie for boys and a dressy outfit for girls. Girls, avoid excessive jewelry and makeup.



You may want to wear clothing that is appropriate to your topic. For example wearing a karate uniform, if you’re talking about karate.

Speaking: Speak loudly, clearly & slowly. Replace words you have trouble saying with words you are more comfortable with.

Presence: SMILE! Make eye contact with the judges & the audience before you begin. Don’t stand in front of your posters. Walk around a little if it makes you comfortable. Use hand gestures when appropriate, but don’t over use. Stand up straight, don’t lean on the table.

DEMONSTRATION SCORING

- ★ **Appearance - 10%**
Clean, fresh, tidy, 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 subject they are demonstrating.
- ★ **Visual Aids- 10 %**
The actual object is desirable. If visuals can't be seen from the back of the room, don't use them. Posters should be neat and are judged on contribution to demonstration, not professional appearance
- ★ **Delivery - 10%**
Speak in a normal distinct tone. Be sure pronunciation of all words are correct. Points will not automatically be taken off because a 4-H'er uses notes. However, a well presented demonstration without notes usually scores higher. 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 10 minute time limit.

PERFORMING ARTS DEMONSTRATIONS

Performing Arts- General

5%	Presentation Format- <i>Introduction includes name, county, length of study & performance to be given</i>
25%	Quality- <i>superiority and distinctiveness of performance , creativity & uniqueness, degree of excellence</i>
30%	Skill- <i>demonstrated skill level & ability, degree of difficulty & originality of performance</i>
35%	Showmanship- <i>on-stage personality, communication with audience, confidence, entertainment quality, use of stage</i>
5%	Time Limit- <i>maximum of four minutes, includes introduction</i>

- ★ 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 an accompaniment tape or CD.

Performing Arts- Instrumental & Piano

5%	Presentation Format- <i>Introduction includes name, county, length of study & performance to be given</i>
30%	Quality- <i>superiority and distinctiveness of performance , creativity & uniqueness, degree of excellence</i>
45%	Skill- <i>demonstrated skill level & ability, degree of difficulty & originality of performance</i>
15%	Showmanship- <i>on-stage personality, communication with audience, confidence & poise, entertainment quality</i>
5%	Time Limit- <i>maximum of four minutes, includes introduction</i>

- ★ Give judges a copy of the 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 format.
- ★ For Piano, no accompaniment is permitted

Performing Arts- Vocal

5%	Presentation Format- <i>Introduction includes name, county, length of study & performance to be given</i>
30%	Quality- <i>superiority and distinctiveness of performance , creativity & uniqueness, degree of excellence</i>
30%	Skill- <i>demonstrated skill level & ability, degree of difficulty & originality of performance</i>
30%	Showmanship- <i>on-stage personality, communication with audience, confidence, entertainment quality, use of stage</i>
5%	Time Limit- <i>maximum of four minutes, includes introduction</i>

- ★ 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 likely be on a 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-H office

for specifics on these projects:

- ★ Public Speaking
- ★ Fashion Revue
- ★ Food Project Labs

WHAT IF I MAKE A MISTAKE?

Hopefully with enough practice, all of the rough spots in your demonstration will be ironed out before D.P.A. But, what if the unthinkable happens...your posters fall, you forget what you are talking about, your note cards get out of order, etc. Just relax, regain your composure, it's not a big deal. Correct the problem, try to forget about it, and go on.

The judges will be impressed if you handle a mistake properly. Do NOT make a joke of your mistake or make a funny face. If you feel like you are going to get emotional, don't run out of the room. Take a second to regain your composure. If you cannot, ask the judges if you can be excused and start over later.

OVERCOMING NERVOUSNESS

It's normal to have butterflies in your stomach. Even great speakers get nervous before a presentation. A good way to calm down before a speech is to take ten deep breaths before you start. This may sound silly, but when we get nervous we tend to hold our breath. Taking deep breaths gets oxygen to your brain and muscles, and helps you to calm down.

A lot of times, we get nervous when we aren't comfortable with our demonstration. Practice makes you feel better about your speech, which takes away some of the fear.

OTHER GOOD THINGS TO KNOW ABOUT D.P.A.!

- ★ There is not a state competition for Junior 4-H'ers. The final level of competition is District Project Achievement.
- ★ 7th Grade 4-H'ers that place first in their project at D.P.A. are not allowed to compete in the same project category in 8th grade. They WILL be allowed to compete in that project again as a high school 4-H'er
- ★ 7th & 8th Grade 4-H'ers compete separately at D.P.A. Boys and Girls DO compete against each other
- ★ A county can only bring up to four 4-H'ers in one project

**By:
Holly H. Sams
Oconee County Extension Agent
4-H Coordinator**

**P.O. Box 107
Watkinsville, GA 30677
706-769-3946
hsams@uga.edu**

**For more information about Project Achievement and other 4-H activities,
visit Oconee 4-H on the web at:
www.oconee4h.org**

4-H

