

Spalding County 4-H Senior Project Achievement Guidebook



Confused about
D.P.A. ?

Here's all you need to know!

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INTRODUCTION

WHAT IS 4-H PROJECT ACHIEVEMENT?

Senior Project Achievement is a competition in Georgia 4-H where high schoolers are able to choose a project area that interests them. 4-H'ers develop their project throughout the year, then compete at 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 Northwest 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.

First place winners at Senior D.P.A. advance to State Congress, which is a State Project Achievement in Atlanta. Here youth compete against the District winners from all over Georgia. 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. State Congress winners are also named a "Master 4-H'er".

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 Senior Project list is updated. Current copies are available at the 4-H office or online at www.georgia4horg.caes.uga.edu. Look under "What can I do in GA 4-H" and then click on "senior project achievement". 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 a free trip to the event. Only a certain number of seniors can compete in any one project, so it's VERY important to let the 4-H office know which project you choose as soon as possible!

WHAT IS A PORTFOLIO?

A portfolio is a collection of what a 4-H'er has done in their project areas for the past year. 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 (ie. 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.

SENIOR 4~H PROJECTS & DEMONSTRATION IDEAS



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

1. **ARTS & CRAFTS**
Candle Making, Basketry, Calligraphy, Jewelry Making, Pottery, Dough Art, Painting
2. **BEEF**
Feeding Cattle, Wholesale/Retail Cuts of Beef, Myths About Beef Consumption
3. **BREAD**
History of Breads, Major Nutrients in Bread, Breads for Special Occasions
4. **COMMUNICATIONS**
Emergency 911 Services, Body Language, Technology (cable, satellites), Newspapers
5. **COMPANION ANIMALS**
Pet Safety for the Home, Choosing a Ferret, Pet Therapy with Older Adults
6. **COMPUTERS**
Surfing the Internet, Software Available, History of Computers, Computer Languages
7. **CONSERVATION OF NATURAL RESOURCES**
Water Quality Monitoring, The Wetlands, Endangered Plants & Animals
8. **DAIRY & MILK SCIENCE (INCLUDING MILK GOATS)**
Breeds of Cows, Preventing Diseases, Digestion in Calves
9. **DAIRY FOODS****
Plan & Prepare one week's menu, including one Dairy Food dish that is prepared at D.P.A.
10. **DOG CARE & TRAINING**
Controlling Fleas, Traveling with Dogs, First Aid for Dogs, Training a New Puppy
11. **ENTOMOLOGY**
Importance of Garden Insects, How to Make an Insect Collection, Insect Socialization
12. **ENVIRONMENTAL SCIENCE**
Pesticide Use in Georgia, Recycling, Air, Water & Soil Pollution, Toxic Waste Disposal
13. **FAMILY RESOURCE MANAGEMENT**
Time Management, Managing Income & Credit, Exploring Life Insurance, Budgeting

14. **FASHION REVUE****
Participant will model a garment they have constructed & will be judged on sewing techniques.
15. **FESTIVE FOODS FOR HEALTH****
Plan & prepare three day menu, including one ethnic food, party food, appetizer or hors d'oeuvre that is prepared at D.P.A.
16. **FLOWERS, SHRUBS & LAWNS**
Proper Pruning, Indoor Plant Survival, Greenhouse Production, Cultural Requirements
17. **FOOD FARE****
Plan & prepare one week's menu, including one low-cost, one-dish meal that is prepared at D.P.A. (For EFNEP eligible 4-H'ers only)
18. **FOOD FAST AND HEALTHY**
Healthy Eating, Selecting Healthy Snacks, Healthy Choices at Fast Food Restaurants (for EFNEP eligible 4-Her's only)
19. **FOOD SAFETY & PRESERVATION**
Packaging Food for Freezing, How to Can Peaches, Preventing Food Poisoning
20. **FOREST RESOURCES & WOOD SCIENCE**
Tree & Forest Health management, Tree Farming, Household Uses of Wood
21. **FRUITS, VEGETABLES & NUTS**
Herbs Used for Medicine, Organic Fruits, Different Parts of a Vegetable, Harvesting
22. **GENERAL RECREATION**
Cartooning, Collecting, Flower Arranging, Party Planning, Games for Children
23. **HEALTH**
Effects of Smoking/Alcohol/Drugs, Weight Control, Lyme Disease, Cancer Prevention
24. **HISTORY**
25. **HORSE**
Horse Nutrition, Stallion Selection, Halter Breaking, Disease Prevention
26. **HOUSING & ENVIRONMENT**
Energy Efficient Homes, Home Design for the Elderly, Indoor Air Quality
27. **HUMAN DEVELOPMENT**
Child Abuse, Preventing Birth Defects, Coping With Death, Adopting A Child
28. **INTERNATIONAL**
Customs of Japan, International Festivals, Foreign Exchange Programs
29. **OUTDOOR RECREATION**
Fly Fishing, Hiking & Backpacking, Knot Tying, Outdoor Cookery, Scuba Diving

30. **PERFORMING ARTS-DANCE****
Dance, Song & Dance Together
31. **PERFORMING ARTS-GENERAL****
Monologue, Baton Twirling, Magic Act, Puppetry, Comedy Act
32. **PERFORMING ARTS-OTHER INSTRUMENTS****
Percussion Instruments, String Instruments, Wind Instruments, etc.
33. **PERFORMING ARTS-PIANO****
Playing the Piano
34. **PERFORMING ARTS-VOCAL****
Singing
35. **PHOTOGRAPHY**
How a Camera Works, Digital Cameras, History of Photography, Special Effects
36. **PHYSICAL, BIOLOGICAL & EARTH SCIENCE**
Habits of Plants, Astronomy, Meteorology, Oceanography, Paleontology
37. **PLANT & SOIL SCIENCE**
Crop Production in Georgia, Various Soil Types, Weed Interference in Crops
38. **PORK PRODUCTION**
Mixing Swine Feed, Boar Selection, Pork Quality Assurance, Odor Control
39. **POULTRY & EGG SCIENCE**
Monitoring Egg Development, Breeding Houses, Imprinting Chicks
40. **POWER & ENERGY**
Machinery Maintenance, Basic Operation of an Engine, Auto Maintenance & Safety
41. **PUBLIC SPEAKING****
A speech on any subject: current issues, politics, history, hobbies, unusual experiences
42. **SAFETY**
Proper Use of Tools, Accident Prevention, Seat Belts, Fire Safety
43. **SHEEP & MEAT GOATS**
Role of Minerals in Sheep Nutrition, Lamb Marketing Techniques, Heat Detection
44. **SPORTS**
Rules of the Sport, Value of the Sport, Equipment Necessary, Sports as a Business
45. **TARGET SPORTS**
History of Archery, Why We Hunt, Ammunition & Uses, Rifle Parts, Loading Shotguns
46. **TEXTILE, MERCHANDISING & INTERIORS**
Stain Removal, Clothing Safety & Comfort, Wallpapering, Furniture Arranging
47. **VETERINARY SCIENCE**

Controlling Internal Parasites, How Vaccines Work, Safe Handling Techniques

48. **WILDLIFE & MARINE SCIENCE**

Snake Identification, Food Planting for Deer, Great White Sharks

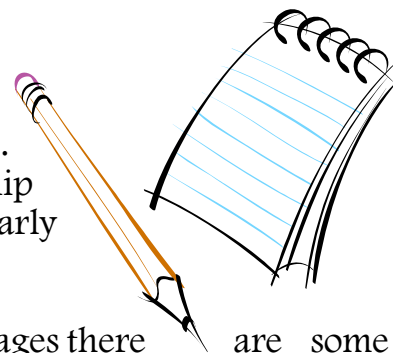
49. **WORKFORCE PREPARATION & CAREER DEVELOPMENT**

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 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 your 4-H office for the 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 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, 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 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
- ✓ 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, 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, their parent and the County 4-H Agent stating that all information given in the portfolio is accurate and true.

***REMEMBER**, your Judge will likely be someone from another part of Georgia, who has no

idea what Breakfast on the Run 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 such as "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 & RECOMMENDATIONS

Letter and Resume should be typed in black in with a minimum of 10 point font. Paper should be white, 8½ 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 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 have been involved with. Photos and articles should be glued down, and backed or bordered appropriately. Although supporting material pages may resemble scrap book pages, they should look professional. Limit the amount of colors 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 large enough to clearly see what the 4-H'er is doing. Type a **cut line** stating what you are doing in each photo and glue it in place. Make sure to identify yourself in photos with a neat arrow or dot 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 member's total score at D.P.A. (Demonstration is the other half).

Letter, Resume and 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%

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)
- List if attended previous year's D.P.A. (If in same project)
- List other competitions in project area
- List 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.

- Taught others about your project (C.P.A., talking with friends, teaching younger 4-H'ers/children
- Helped out with this..... (in your project)
- Wrote a news article about project
- Community Service that relates to project
- Exhibits

LEADERSHIP EXPERIENCES - 20%

These are activities that are 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 (Cloverbuds, Officer Training, summer program, non 4-H class, etc.)
- Serving as a judge for competitions (Cloverleaf C.P.A., Milkmake, Peanutrition, etc.)
- Camp or other activity as a Teen Leader (Road Clean-up, Cloverbuds, middle school events, etc.)
- Elected county , district, or state 4-H officer and 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, led recreation, served refreshments, etc.)
- Attended leadership classes
- Awards won in leadership (Teen Leader I, II and/or III)
- Recruited classmates to join 4-H or participate in 4-H activities
- Voting Delegate at previous year's D.P.A.
- Helping other 4-H'ers with Portfolio and/or demonstration (cloverleaves, juniors and seniors)

- Student Council/Class Officer
- Coach or captain for sports team
- Teachers aide or tutoring

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 list 4-H activities first!

- 4-H Road Clean-ups
- Participated in 4-H "Friends of Our Troops" Christmas Card Project
- Delivered "Goodie Bags" to community leaders for 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 Senior 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)
- Participated in food drive for Food Pantry
- Recycling at school and/or home
- 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? What did you do?)
- Participated in walk-a-thons, road races, etc., for charity (which ones?)
- Personal donations to charity

OTHER ACTIVITIES 10%

4-H'ers other activities in 4-H school, church, etc., are listed here. This section is for activities or events where you simply attended or participated in. If you assisted in the planning or helped with the event, it would belong in the Leadership section. If it relates to the main project, put it there. You do NOT want the "Other Activities" section to outweigh the other sections!

- 4-H portfolio clinics attended
- 4-H demonstration workshops attended
- 4-H Week activities
- Summer 4-H camps attended
- 4-H Day(s) at UGA
- Attending 4-H Awards Reception
- Attending school 4-H club meetings
- 4-H Reward trips
- 4-H Food Booth worker
- Previous year's D.P.A.

- Submitted a portfolio last year
- School clubs (offices held)
- Scouts/community clubs
- Assistant coach or captain for sport activity
- Pageants or local competitions
- School band
- Fund raisers
- Babysitting
- School Carnival booth
- Honor Roll

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 participated in for 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 activities 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 the 4-H'er 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.

POLISHING PORTFOLIOS

DO'S

- ☺ **Do** abide by the minimum 10 point font and ½ inch margin rule.
- ☺ **Do** total up activities.
- ☺ **Do** use articles that contain your name on the supporting materials pages.
- ☺ **Do** fill up the page as much as possible - try to leave very little “white space.”
- ☺ **Do** remember that “Project Helping and Sharing Experiences” are worth the most points....so try to fill this section up!
- ☺ **Do** cover your entire project area - remember, you are NOT limited to only areas that you plan to use in your demonstration.
- ☺ **Do** back all of your supporting material (pictures, articles, etc.) With colored paper, and type out a cut line explaining what you are doing in the picture.
- ☺ **Do** thoroughly explain what local events are, so judges won't be confused.
- ☺ **Do** get the certification page from your 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 ink 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 page.
- ☹ **Don't** let your Portfolio drive you CRAZY!



A FINAL THOUGHT

When you win at D.P.A. and go to State Congress, you will NOT get your portfolio back to make changes. Therefore, you must turn in your portfolio as if it were already going to be competing on the state level!

A SAMPLE PORTFOLIO

Pages 12-14 is an example of a Portfolio Letter and Resume

December 31, 2003
Jane Doe
P.O. Box 277
Griffin, Georgia 30224

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

Dear Photography Project Judge,

Last Christmas, a favorite pastime of mine took on a new turn. I have always taken lots of pictures but under the tree I discovered a digital camera. Suddenly, this Spalding County sophomore had a new obsession, digital photography.

There are few things I enjoy more than experimenting with settings, style and composition. With the digital format, I not only rely on my skills as a photographer but can add those with building a resume of achievements in manipulating, formatting and printing the work. And with photography in clear focus, my days take on added excitement through 4-H club work.

My 4-H career began when I was in the fifth grade. I remember my teacher telling the class that we would all be joining a new club, and everyone was very excited. At the first meeting the 4-H leaders told us about all the cool things we could do in 4-H, and I knew I was on my way to becoming a long-term 4-H member. At my first District Project Achievement, I competed in the Safety Project. I placed second and was very proud of myself.

Since elementary school, I have been very active in the Spalding County 4-H program. I have been on the Wildlife, Poultry and Consumer Judging Teams, and have participated in Project Achievement every year. I also attended 4-H summer camp every summer. This year I was elected as a Senior 4-H Officer for my county. In this role I assist with leading monthly 4-H meetings. I also help plan special events, such as the Awards Program. My favorite part about 4-H is meeting new people. I have many friends from other counties that I see at district and state events.

I hope to expand my interest in Photography through 4-H as well. I always bring my camera to 4-H events, and help the 4-H staff take pictures. Last year, my agent asked me to make a videotape documentary of our county group at D.P.A. It was so much fun interviewing my fellow 4-H'ers and videoing them while they practiced their demonstrations. The video that I made was used this year during club meetings to promote D.P.A. to the cloverleaves.

4-H has meant so much to me over the years. Through 4-H I have improved my leadership skills and learned to set goals for myself. However, when I think that I have done my best, I know that there is always room "to make the best better!"

Sincerely,
Jane Doe

Jane Doe
Spalding County 4-H Member

PHOTOGRAPHY PROJECT

Total Main Project Activities: 145

MAIN PROJECT WORK

- 1 Filmed and Created Video Documentary of Cloverleaf D.P.A. that was shown in 25 club meetings.
- 3 Submitted photos for the State 4-H Photography Contest, Placed 2nd.
- 2 Took and submitted "Pet Corner" photos that were published in the Griffin Daily News newspaper
- 15 Developed black and white film in home dark room
- 1 Wrote report on the life of photographer, Ansel Adams
- 1 Photo inventoried my home
- 22 Cleaned cameras and accessories
- 1 Competed at District Project Achievement 2002 in the Photography Project, placed 3rd
- 1 Won Fall Festival Photography Contest

Workshops and Classes Attended:

- 5 Week-long course in "Photography for Youth" at Clayton State College
- 1 UGA Class on Photography Basics
- 1 UGA Class on "Framing and Merging" in Photography
- 1 Used computerized tutorial on "Using your Digital Camera"
- 1 Class on Adobe Photo Editing

Interviews and Tours:

- 1 Interviewed photography, Mary Jones on photography techniques
- 1 Interviewed local newspaper photographer, Bob Miller
- 2 Toured local camera shops
- 1 Toured local photography studio

MAIN PROJECT HELPING AND SHARING

Classes Taught:

- 1 Taught "Photography Fun" class to 15 Cloverbuds (pre 4-H program)
- 1 Taught "Develop Your Film" class for 4-H Summer Programs, 8 youth
- 1 Taught trick photography class for girl scout troop, 13 youth
- 2 Presented "History of Photography" demonstration to civic clubs, 59 people
- 1 Gave class presentation on "Turn of the Century Photography", 23 people
- 1 Taught class on proper lighting for

photos to 7th & 8th graders, 24 youth

Other Photography Leadership and Citizenship

- 8 Served as county photographer for district/state 4-H events, 47 photos
- 1 Judged County 4-H Photography Contest
- 16 Worked as assistant photographer for local weddings under guidance of professional photographer, John Smith
- 1 Appointed Head Photographer for school yearbook
- 1 Planned and organized County 4-H Photography Contest
- 5 Videotaped 4-H demonstrations
- 1 Photographer for 4-H Awards Program
- 6 Taught others how to use digital camera and print photos
- 1 Assisted Junior 4-H'er with Photography project demonstration on "Darkroom Techniques"
- 1 Assisted Junior 4-H'er with Photography Portfolio
- 2 Trained yearbook staff photographers
- 1 Assisted organizing county fair photography exhibit
- 4 Donated disposable cameras to charity
- 1 Videotaped "family day" for local nursing home, and gave copy to 15 residents
- 1 Served as Photographer for Church Youth group
- 1 Assisted photographer with family portraits for church directory
- 3 Instructed peers on proper film loading techniques and how to work a camera
- 22 Assisted local photographer in developing film
- 1 Served as photographer for family reunion and sent each member copies of photos

LEADERSHIP EXPERIENCE

Total: 52 Activities

- 1 Elected as county officer for Senior 4-H program
 - ❖ Served refreshments 7 times
 - ❖ Led pledges 3 times
 - ❖ Reported on 27 4-H events

- ❖ Served on 2 special committees
- 3 Participated in senior officer planning meetings
- 6 Assisted teaching Junior Horse Quiz Bowl Practices, 17 youth per practice
- 7 Assisted teaching Junior Horse Judging Practices, 9 youth per practice
- 1 Served as Judge for Cloverleaf C.P.A.
- 1 Taught Vice-President Class at 5th grade 4-H Officer's Training, 22 youth
- 1 Served as Teen Leader for Middle School 4-H Party by leading Trivia Game
- 1 Served as Teen Leader for Cluster Cloverleaf 4-H Christmas Party by conducting registration and leading the dances
- 6 Wrote letters to Junior 4-H'ers encouraging them to do a portfolio
- 1 Served as Teen Leader for Cloverleaf Camp at Rock Eagle
 - ❖ Assisted with Archery Class 3 times
 - ❖ Responsible for coordinating morning cabin clean-up
 - ❖ Called role on buses
- 1 Teen Leader for Cloverleaf Canoe Trip
- 1 Coordinated Spalding 4-H participation in Homecoming parade
- 3 Assisted Junior 4-H'ers with Portfolios
- 5 Assisted Junior 4-H'ers with D.P.A. demonstrations
- 1 Received 4-H Leadership Award
- 1 Received Teen Leader I Certificate
- 2 Recruited new members to join 4-H

Other Leadership

- 1 Elected Student Council Secretary
- 1 Served as Sunday School class assistant teacher
- 6 Served as teacher aide for 3rd grade class at Cowan Road Elementary School
- 1 Captain for school volleyball team

COMMUNITY SERVICE/CITIZENSHIP

Total: 38 Activities

- 3 Participated in 4-H Road Clean-ups
- 5 Participated in 4-H St. George's Woods Retirement Home Project by playing games and making crafts with residents
- 1 Made and delivered 98 4-H "September 11th Remembrance" Ribbons

- 1 Delivered 12 "Goodie Bags" to civic clubs for 4-H Week
- 1 Participated in 4-H "Friends of Our Troops" Christmas Card Program, made and mailed 5 cards
- 14 Volunteered for Spalding Teen Reading Program, read books to elementary students before school, 28 students
- 1 Manned 4-H Exhibit at Fall Festival
- 1 Raised \$75 for, and participated in 4-H Fun-A-Thon for Cystic Fibrosis
- 1 Rang Salvation Army Christmas Bell with 4-H
- 3 Volunteered at 4-H Office stapling newsletters and stamping Six Flags coupons
- 1 Donated 59 books to 4-H Children's Book Drive
- 1 Submitted entry for "4-H Fights Substance Abuse" Poster Contest
- 1 Served as 4-H volunteer for Veteran's Day Community Celebration
- 2 Volunteered to give out refreshments at Red Cross Blood Drive
- 1 Sponsored a needy family for Thanksgiving with my Church Youth Group
- 1 Purchased and donated new toy for "Toys for Tots" charity program

OTHER ACTIVITIES Total: 37

- 5 Attended District 4-H Events, including: Fall Forum, Sr Conference, State Council, Sr Camp and 4-H Day at UGA Basketball Game
- 26 Attended County 4-H events including: Sr 4-H meetings, Animal Shows, Reward Trips, Special County 4-H Events
- 1 Competed on Senior Horse Judging Team, 16 practices
- 1 Member of National Honor Society
- 2 Competed on School Sports Teams
- 1 Member of Church Youth Group and Church Choir
- 1 Yearbook Staff Member

DEMONSTRATIONS

PARTS OF A DEMONSTRATION

Title

This 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 and 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 and 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.

Conclusions/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:	12 minutes
Public Speaking:	10 minutes
Performing Arts:	4 minutes

** There is a five minutes setup time for demonstrations. 4-H'ers may use assistance in setting up.*

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

MAKING GOOD POSTERS AND 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 or visual. Posters are judged on contribution to the demonstration, not on professional appearance, but they should be very neat. Lettering can be computer generated, die-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.

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 two or three colors and work with them. For example, on white poster board you could: word in black ink, back posters with red and put titles of each poster in blue.

Size and 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 the back of the room!

*If you have a complicated topic, you may want to consider working with two sets of posters. One set could display an outline of your demonstration that stays in view, while the other has your "actual" posters. (Note: you would need to bring an additional easel with you.)

IMPORTANT!

Slides, videos, computers, etc., may be used in the Photography and Communications Project
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.
4-H'er must provide all equipment needed.

Tape recorders and other sound system 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 and anything you are not normally allowed to bring to school. If you are unsure, it is best to 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 that 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 the visuals.

Traveling with Visuals

Make a travel case out of cardboard for your posters. Ask for the directions at the 4-H office. Large trash bags can provide protection from rain, but are not sturdy to protect the posters from being bent or creased. 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 vehicle for the trip to Rock Eagle!

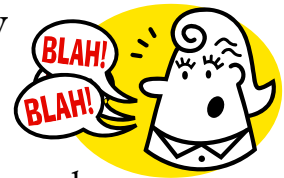
WORKING ON PRESENTATION SKILLS

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 squeeze it all onto two or three.
- ✓ Number each card at the top right corner
- ✓ Use index cards no larger than 4 x 6 inches, do NOT use sheets of paper!!

Practice!

- ✓ Rehearse alone and out loud in front of a mirror the first few times.
- ✓ Make it flow and 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 and weak points.
- ✓ Practice in front of a table. (You will have one when you give your demonstration)
- ✓ Be careful of “ummm's, ahh's and okay's” to fill in thinking space. You probably say them without realizing it. It is best to pause rather than say “umm”.
- ✓ 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 and visuals!



**Believe in what you say and say it with conviction!
Your demonstration should not seem memorized!**

HINTS FOR A TOP NOTCH DEMONSTRATION

Dress: You are required to “dress up” to give your demonstration. This means professional attire. Coat and tie for boys and a dressy outfit for girls. Girls, you need to 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 and slowly. Replace words you have trouble saying with words you are more comfortable with.

Presence: SMILE! Make eye contact with the judges and 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 points**
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 points**
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 points**
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 points**
Presentation includes introduction, central idea and summary. Speech should flow from one concept to another in natural manner.
- ★ **Accuracy of Information - 15 points**
Information is correct and up to date. 4-H’er has current researched based information.
- ★ **Coverage of Subject - 25 points**
Presentation includes specific, pertinent facts about the subject in sufficient detail.
- ★ **Knowledge of the subject - 15 points**
4-H’er has a strong understanding and knowledge of subject presented.
- ★ **Time Limit - 5 points**
4-H’er covers topic in a reasonable amount of time, without exceeding 12 minute limit.

PERFORMING ARTS DEMONSTRATIONS

Performing Arts - General

- 5 points **Presentation Format** - *Introduction includes name, county, length of study and performance to be given*
- 25 points **Quality** - *superiority and distinctiveness of performance, creativity and uniqueness, degree of excellence.*
- 30 points **Skill** - *demonstrated skill level and ability, degree of difficulty and originality of performance.*
- 35 points **Showmanship** - *on stage personality, communication with audience, confidence, entertainment quality, use of stage.*
- 5 points **Time Limit** - *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 Arts - Instrumental and Piano

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

- ❖ 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 form.
- ❖ For Piano, no accompaniment is permitted and 4-H'er must use the piano provided at the contest.

Performing Arts - Vocal

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

- ❖ Choose a song in your vocal range, and that you can stay on key and maintain pitch with.
- ❖ Have two copies of your music available. Always have a back-up and bring it with you.
- ❖ Use music with a vocal track. Do not sing along with another vocalist.
- ❖ 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 your 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 moment to regain your composure. If you cannot, ask the judges if you can be excused and start over later.

DEALING WITH FEAR

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.!

- Senior 4-H'ers that place first in their project at D.P.A. automatically advance to State 4-H Congress. State Congress is held during the summer in Atlanta, Georgia.
- If there are ten or more youth in one project at D.P.A. both first and second place winners advance to State Congress. If there are 20 or more, 1st, 2nd and 3rd would advance, and so on. These additional winners are called "Sweepstakes Winners."
- 4-H'ers that place first at State Congress will be no longer allowed to compete in future 4-H Project Achievement competitions.
- To compete at Senior D.P.A., a 4-H'er must be in at least 9th grade, and not have passed their 19th birthday on January 1 of the current year.
- A county can only bring up to three 4-H'ers in one project.

By
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