

# Reporting Project Work

Is it 4-H?

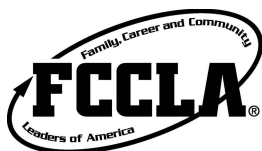


Or

Is it something else?



Reporting Project-Related Work  
Completed in Association with Other Groups



## **4-H Philosophy on Reporting Related Work with Other Groups In 4-H Record Books/Award Applications**

The State 4-H Awards Committee recognizes that 4-H members may be active participants in several groups or activities which complement their 4-H project work. 4-H is part of a holistic process that helps to develop life skills in its members. When doing a project record book or applying for any award the member should strive to honestly and accurately report service, experiences or other project work they have done in the name of 4-H as 4-H project work and other experiences that they did as a member of some other youth program as non-4-H work. This in no way diminishes the value of those experiences. If a member is not sure if something fits as 4-H project work, they should use the following test:

***“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”***

For example, a 4-H member goes from the 4-H meeting once a month to join his church youth group in singing at a local nursing home. This is not 4-H community service, it is community service done as a member of the youth group. However, at Christmas he recruits some members of his youth group to join the 4-H club in caroling in local nursing homes, this then is 4-H community service as he is now singing as a 4-H member.

The Awards Committee has developed the following guidelines to help 4-H families with membership in two or more organizations determine if, where and how to report project-related activities conducted in a non-4-H setting:

**Work related to the project (ex. Beef) done through another organization (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, Jr. Breed Associations, etc.) may be appropriately reported as related non-4-H work in the project by clearly identifying these activities and grouping them together in each section of the Oklahoma Report Form.**

To help with the decision-making process, examples related to several projects can be found on the following pages. These examples do not address every situation and there will always be “gray areas”, but perhaps these examples will help with the decision-making process if there is a question regarding where or if an activity can be reported.

The awards committee also acknowledges that the majority of 4-H project work is done outside the organized club setting – often on an individual basis or in a family setting. This type of work can generally be reported as 4-H project work unless it was completed **specifically** to earn recognition in another group or organization. Only the member and his/her family know the **intent** of an activity, and intent governs where project work is reported.

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## **4-H Work**

## **Non-4-H Work**

### **Beef Project**

Sally has a beef project which includes a breeding program and show animals. Sally joined FFA in the 9<sup>th</sup> grade and shows her cattle as an FFA member. *IF Sally's breeding program is not included in her FFA record books, she could continue to compete in the Beef project in 4-H with this part of her program.*

Because she shows her cattle as an FFA member, if Sally reported exhibits, *she would report them as Non-4-H work.*

Sally has organized a 4-H Beef Project club. Sally conducts 4 meeting a year. At each meeting the members learn something educational. Sally is responsible for meeting notices, program planning etc. *This is a 4-H Leadership experience for the beef project.*

Sally is an officer of the Oklahoma Jr. Angus association. Sally can list this in other leadership activities but not as a 4-H Leadership activity. In her project work done she may choose to list it as *Non 4-H Project Related Activities*

Sally is a well-known 4-H member. When the community thinks of 4-H, they think of Sally. At the local July 4<sup>th</sup> celebration Sally works in the XYZ Local 4-H hamburger booth. *This can be counted as 4-H Citizenship in the beef project. Sally has taken on the task of scheduling 4-H members to work the booth. She can also count that as 4-H Leadership.*

Sally is a well-known 4-H member who is also an FFA member. The XYZ FFA chapter has a petting zoo at the July 4<sup>th</sup> celebration. Sally takes her heifer to the petting zoo. The signage is the XYZ FFA petting zoo. Sally cannot report this activity as 4-H citizenship. *She can however report this as Non-4-H citizenship.*

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## **4-H Work**

## **Non-4-H Work**

### **Citizenship**

Joe is a “Junior Lifeguard” at the city swimming pool. This means that he is under 16 and is not getting paid. All hours worked at the pool are volunteer hours. On occasions, Joe has the opportunity to wear his 4-H t-shirts.

*(When asked the above question – participants would say that he was representing the 4-H volunteering his time. Therefore, this activity could be reported as 4-H Project Work.)*

As a 4-H Member, John organized his 4-H Club to make Thanksgiving Cards for Meals-on-Wheels.

*(When asked the above question – participants would say John was representing his 4-H club. Therefore, this activity would be reported in 4-H Project Work.)*

Emily played the piano at the nursing home. She contacted them and set up the date and time. Emily wore her 4-H t-shirt when she performed.

*(When asked the above question – participants would say Emily was representing 4-H. Therefore, this activity would be reported in 4-H Project Work.)*

Lucy is a member of Faith Church. Lucy will be participating in a mission trip with her youth group. They will be teaching Vacation Bible School to inner-city children.

*(When asked the above question – participants would say that she was representing the church. Therefore, this activity should be reported as “Non-4-H Project Work”.)*

John organized his Sunday School Class at Church to make Thanksgiving Cards for Meals-on-wheels.

*(When asked the above question – participants would say John was representing his Sunday School Class. Therefore, this activity would be reported in Non-4-H Project Work.)*

Emily played the piano at the nursing home. Emily’s piano teacher set up the event for several of her students to play. Emily, however, wore her 4-H t-shirt.

*(When asked the above question – participants might say Emily was representing 4-H, but in reality, she was representing her piano teacher’s studio since the teacher made the arrangements. Therefore, this activity would be reported in Non-4-H Project Work.)*

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## **4-H Work**

## **Non-4-H Work**

### **Performing Arts**

John has been the emcee at the County Share the Fun for many years. A parent asks him if he would like to emcee the Relay for Life Talent show that they are having next month. *(When asked the above question- participants would say John was asked to do this because of his 4-H work. Therefore, this activity would need to be reported as 4-H Project work.)*

Sylvia is a wonderful singer and has performed at different 4-H and school events. She is well known in the community for her work in the 4-H Performing Arts project. She tries out for a part in the community play, and lands the lead role.

*(When asked the above question- participants could say that she was representing 4-H and getting involved in community events. Therefore, this activity could be reported as 4-H Project work.)*

Tom is in the school band and plays for lots of events. He decides one day to take his trumpet and go the nursing home to play for the residents. After doing this several times on his own, he gets some other 4-H members who are in the band to join him. Now they play at the nursing home once a month.

*(When asked the above question- participants could say that he was representing 4-H and volunteering his time. Therefore, this activity could be reported as 4-H Citizenship.)*

Molly is a member of her school band. She is participating in a 4th of July celebration that her band director asked her to be in. *(When asked the above question- participants would say that she was representing the school band. Therefore, this activity would need to be reported as Non-4-H Project work)*

Katie loves children. She decided one day to wear her clown outfit to a local parade. Many parents saw her and she has been getting numerous calls to come to birthday parties and nursing home events. She has decided to start a business called Clowning around with Katie.

*(When asked the above question- it would be unclear who Katie was representing in the parade. While using her talents as a performer relates to the project, to be reported at 4H work, she would need to tie her clowning business to 4-H – it could be reported and Non-4-H project work)*

Because of his success in 4-H Share the Fun Competition, the school music teacher recruits Jim to be in the school music program. He becomes a member of a quartet that performs at numerous community events.

*(When asked the above question - the audience would say that Jim was representing the school vocal music program. Therefore, this activity would need to be reported as Non-4-H Project work)*

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## **4-H Work**

## **Non-4-H Work**

### **Shooting Sports**

Joe attends many trap shoots with his 4-H shooting sports teams and they compete as teams in the different shoots. Every body recognizes them and comments on the XYZ County 4-H team. *These youth can count these shoots and practice time as shooting sports hours and report them as 4-H Project work.*

Joe shoots at a fund raiser trap shoot for a local cancer patient. This can count as citizenship but not as project citizenship. *It would be reported as Non-4-H citizenship.*

Joe calls many of his 4-H shooting sports participants and organizes a fund raiser 4-H trap shoot for a local cancer patient. *This can be a 4-H leadership activity for his shooting sports project.*

The local police force is distributing gun locks and Joe’s FFA advisor volunteers the chapter to help. Joe distributes 20 gun locks while wearing his FFA jacket. Even though Joe is also a 4-H shooting sports participant, this activity is completed as a member of another organization and *should be reported as Non-4-H citizenship.*

Joe wears his 4-H shirt and furnishes drinks for a fund raiser trap shoot. He has made a sign that says drinks are provided by XYZ 4-H club. *This can be reported a 4-H citizenship activity.*

Joe participates in the 4-H and FFA shooting sports projects. Joe attends the FFA District Trap Shoot in the Fall and qualifies to go to State FFA Trap Shoot. The 4-H District Trap Shoot is the week following the FFA district shoot. Can Joe shoot at the 4-H Trap Shoot? While 4-H does not prohibit Joe from shooting at the 4-H shoot, Joe does need to discuss this matter with his AgEd teacher and make a decision as to the team on which he is participating. FFA does have a policy that does not allow youth to shoot at both contests.

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## **4-H Work**

## **Non-4-H Work**

### **Swine**

James has been a 4-H member since he was 9 years old. When he started to high school, he added FFA to his activities. He has had a swine project and wants to know how to report it since this project works for both organizations.

James started a breeding program early in his 4-H career. *He plans to utilize this experience as a 4-H activity and will be reporting it in his 4-H record book.* Therefore, he will not apply for a proficiency award in FFA for his swine breeding program.

Since James does have exhibits in 4-H prior to joining FFA, he can report those exhibits in his 4-H record book.

James conducts swine workshops, tours and interactive exhibits as a 4-H member but shows his swine in FFA. *He can report his teaching activities as 4-H project work and leadership activities;* however showing is Non-4-H work since it is done as an FFA member.

James provided a baby pig for the 4-H & FFA petting zoo. James wore his FFA jacket while working in the petting zoo, so *this would be reported as a Non-4-H activity related to the project.*

As an FFA member, James wears his FFA jacket when he shows and his Ag teacher supervises his show projects, so from the time that he joined FFA, this should be considered as an FFA project. *His exhibits and classroom experiences could be reported as Non-4-H activities in the Swine project.*

James is a leader in his FFA Chapter and the Ag teacher utilizes his skills with less experienced class members. Because he developed those skills with his 4-H project, they can be considered as project work applied to other settings. They should be clearly identified as activities that were accomplished in a FFA or Agriculture class setting but they are skills that were developed as a 4-H member and bring added value to the FFA or Ag activities

***As a general rule, when a member nominates an animal or if there is routinely a nomination process for showing; any activities with the animal are reported with that organization.***

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## **4-H Work**

## **Non-4-H Work**

### **Horse**

Jane works with a trainer to help train her young horse and get it ready for the 2-year old training class at the State 4-H Horse Show. Does this “count” as 4-H work. As long as Jane is working **with** the trainer, *she can log the hours she personally spends learning from the trainer and working with her horse and report the time as 4-H project work.*

The teens in the County 4-H Horse Club have become proficient in teaching horse workshops. The younger members are learning many useful life skills. Each member of this teen group should keep track of the number of youth taught, the number of hours spent teaching and the number of workshops taught and *report that information as 4-H Leadership.*

Jane is a member of this teen group, but in addition to the workshops she teaches for the club, she has now started giving private riding lessons for \$25 a lesson. 4-H provided both the skill and the opportunity for this enterprise. *She should report the hours she spend teaching, her costs, and profits as project related employment in Section I-A of the ORF*

Jane is a member of a local riding club. The club hosts a horse show to benefit the local children’s shelter and Jane secures donors, posts flyers and participates in the speed events with other riding club members. *Because Jane’s participation in this activity was with another group, she should report it as a Non-4-H activity*

Jane volunteers every week at a therapeutic riding center, assisting with a variety of activities. No one at the center knows Jane is in 4-H. *This activity should be reported as Non-4-H citizenship*

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## **4-H Work**

## **Non-4-H Work**

### **Horticulture and Plant Science**

Gene is a 4-H and FFA member who is actively involved in his family’s commercial horticulture operation and participates in all phases of the operation from soil preparation to harvest and marketing. In his 4-H record book, he reports the time he devotes to the total operation, his economic investment and value of products grown in Section I-A of the ORF. He exhibits fruits and vegetables in 4-H and cut flowers and arrangements in FFA. *In his 4-H record book, he would report only his fruits fruit and vegetable exhibits as 4-H work.*

Because Gene’s church helps plant a community garden and many of his friends are involved, he recruits them to become 4-H members and the County FSA director, who attends the same church, becomes the volunteer leader for a special interest 4-H club. In addition to working in the community garden, members teach summer programs on plants at the library, help kids from limited income families plant container gardens, etc. *These actions pass the test of being perceived as 4-H leadership and citizenship activities and can be reported as such.*

Gene’s neighbors know he is in 4-H and visits the county extension office regularly. They also know he has a big garden, so they ask his advice when they have gardening problems. Gene confers with the county Ag educator and they suspect soil fertility problems. Gene checks out a soil probe and assists his neighbors in pulling soil samples. While not an organized 4-H activity, his neighbors recognize the connection between 4-H and extension and his expertise as a result of that association, *this could be reported as 4-H citizenship.*

Gene is a 4-H and FFA member who is actively involved in his family’s commercial horticulture operation and participates in all phases of the operation from soil preparation to harvest and marketing. Although Gene exhibits his fruits and vegetables in 4-H, he reports all of his sales, expenses, etc. in his FFA proficiency award application. Since Gene includes all of his horticulture production activities in his FFA records, they should not be reported as 4-H work. *Technically, they could be reported as Non-4-H work related to the project, but with only exhibits, leadership and citizenship to report in his 4-H record book, Gene probably would not meet the objectives of the project without including production.*

Gene’s church helps plant a community garden each year and as a member of the youth group, he tills the soil and assists with planting, harvesting and distribution of food. *In this case, Gene was representing his church, not his 4-H club and the work should be reported as Non-4-H Citizenship.*

Gene’s grandmother is on the program committee at her local Sr. Citizens center. They want to know more about making and caring for fresh flower arrangements. All of Gene’s experience with flower arrangements comes from his FFA experience and he asks his Ag teacher to assist with the program. The audience would perceive the program to be provided by FFA and *if reported in a 4-H record book, should be reported as Non-4-H citizenship.*

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## **4-H Work**

## **Non-4-H Work**

### **Child Care**

Abby attends a 4-H Childcare workshop offered at her extension office and decides to start her own child-care business. She lists her 4-H training and experiences on her resume as she contacts potential clients. She lines up 2 regular babysitting jobs. Although this is not strictly 4-H, caring for children is the basis for this project, and *paid child care would be correctly reported as 4-H project work in Section I-A.*

Abby’s mom is a member of a local OHCE group. Several of the members have young children and their presence at club meetings makes the older members nervous. Abby and another 4-H member volunteer to provide childcare during the group’s evening meetings. Because they are not paid for this service, *Abby and her friend can report the time spent and the activity as 4-H Citizenship.*

Abby shares the knowledge and skills she learned through the Career Tech Child Care program by organizing a 4-H Child Care Project club. She teaches some of the programs and gets instructors for others. *She would report this in the ORF as 4-H leadership.*

Abby’s Child Care Club makes 4-H bears for the immunization clinic and serve as volunteers the day of the clinic. Abby wears her 4-H t-shirt while she volunteers. *To those running the clinic and the participants, it is clear that Abby represents 4-H and she should report this as 4-H citizenship*

Abby likes caring for children so much, she enrolls in the Child Care Careers program at her local Technology Center and receives significant training and experience in caring for children. Because this training and experience are part of a classroom setting, *Abby should report the training and time as Non-4-H work related to the Child Care Project.*

As a service, Abby’s Child Care Careers Class provides free child care for Technology Center employees one Saturday morning a month. Abby would report this activity as *Non-4-H citizenship in the Child Care project.*

Because Abby is so good with children, she is asked to assist with the toddler class at Vacation Bible School at her church. She recruits 2 other members of her youth group to help. *This could be reported as Non-4-H Citizenship.*

Abby assists with a food and clothing drive organized by her church to benefit underprivileged children. She collects donations and donates items herself. *This would appear to be a church activity related to the child care project and should be reported as a Non-4-H citizenship activity.*

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## **4-H Work**

## **Non-4-H Work**

### **Recreation and Leisure Arts**

Jean attends a number of art classes during the summer with the intention of making items to exhibit in the 4-H Leisure Arts category at the county fair. While preparing entry tags, she discovers that some of the items do not “fit” in the 4-H categories, but there is a suitable class in Open Class. *She can appropriately report both 4-H and Open class exhibits related to the project in Section I-A of the ORF.*

Jane has completed Red Cross Water Safety training and is a licensed lifeguard. She serves as a volunteer lifeguard for 4-H Camp and other 4-H swimming activities, but she also works 2 evenings a week at the city pool. She often wears a 4-H visor or a 4-H t-shirt over her swim suit and has arranged discounts for 4-H groups to use the pool. *Serving as a volunteer lifeguard could be reported as 4-H Citizenship and she could report her work at the pool as project related employment.*

When the city pool considered closing in the evening because of city budget cuts, Jane and other 4-H members organized the youth groups in the city to explain the need for evening recreational activities for youth to the city council and held fund-raisers to help with costs. *Jane and her 4-H club members could report this as 4-H Citizenship because they took the lead in mobilizing other youth groups around the issue.*

Jean’s art instructor plans a show of all of his students’ work. Jean displays several pieces and many people attend the art show. The show is related to her project, but *because the event and the items would be associated with the art instructor, rather than 4-H, this should be reported as Non-4-H project work.*

Jane is a member of the high school swim team and spends a number of hours practicing each week. While swimming is a recreational activity, *she does this as a member of another group, therefore the time, if reported, would be Non-4-H project work.*

Jane has such good ideas that she is always asked to plan games for the younger children at the family reunion. *She would report this as Non-4-H work.*

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## **4-H Work**

## **Non-4-H Work**

### **Sheep**

John is a 4 year 4-H member with a sheep project and a new member of his local FFA chapter. John has attended OSU sheep field days for the past three years and will attend again this year. *John plans on reporting this in his 4-H record book so he must judge as a 4-H member to report this as 4-H project work.*

John provided a lamb for his local FFA club's petting zoo. John worked the zoo as a part of his FFA class so this could be *reported in his 4-H record book only as a non-4-H activity related to the project.*

John is an expert showman for his age learning those skills through 4-H. He has been asked by his Ag teacher to lead a class teaching new incoming FFA showmen how to exhibit their animals. *John is able to report this as a leadership activity in his 4-H project book but must state that he was teaching in an FFA program setting, skills he learned through his years as a 4-H'er.*

John wins his county sheep showmanship contest wearing his FFA jacket. In his project work done he may choose to *list this as a non 4-H related activity.*

John's breeding program consists of 10 ewes and he has a nice lamb left after selling all the show lambs he can. He decides to donate the lamb to a boys' home to be shown as a 4-H project. *This can be counted as citizenship in the 4-H sheep project as long as John's breeding program is reported in his 4-H record book.*

John is working on a school coat drive because he is a member of his student council. He puts out a box at school with a sign explaining that the student council is leading the project and who the coats will go to. *This can be reported as non-4-H citizenship in his 4-H record book*