

Violet Lurz
County Teen Ambassador 2015-16
Body of Work Ideas

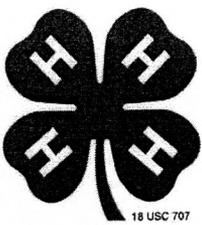
Record Book-

For my body of work, I have chosen record books. One of my ideas was to hold either a county wide event or go to each club individually, and give an interactive presentation on record books in the form of a "Knowledge Bowl". I could provide a homework sheet the month before I visit that would cover record book "myths", do's and don'ts, and easy "life hacks" on how to stay organized throughout a busy 4-H year.

When I arrive to the event (or club). We would go over the topics, and maybe some things I asked them to study. Depending on the size of the group, I would create teams, and have a friendly knowledge competition on something that is normally dreaded. In the end, everyone would leave with more knowledge on their record book, and a little less afraid when it comes to the end of the year.

My second idea is to make a YouTube video on the difference between Project Expression pages and the Collection of work pages. I would create a tutorial on how to make these pages cute and simple, and explain the difference of the two. I could use my own photos or graphics. For example: An *Expression Page* is what you learned in the project that year with pictures or your own graphics. (IE a photo at a project meeting learning or a drawing of something educational) A *Collection of Work* is what you did over the year with pictures. (IE group photos or action photos with tiles of what is happening.) It is easy to get confused over the two. I would also explain why they are needed.

This video can be viewed at a council meeting, club meeting, project meeting or as part of a new member step. It can be posted on the county website.



UNIVERSITY OF CALIFORNIA
4-H Youth Development Program Monterey County
County Teen Ambassador Body of Work plan

Applicant Information

Name Violet Lurz

Plan of Action Summary

Title of Plan Record book knowledge bowl!

Proposed start date _____

Proposed completion date _____

Plan of Action Details and Timeline

On a separate sheet of paper answer the following questions. (In ink or typed) There is no minimum or maximum length, but provide a clear and concise idea of what you are proposing.

1. Are you able to list at least 2 goals for your body of work? *Life hacks on record books*
2. Write a short list of what will others do and learn from your activity. *Give members knowledge on record books while having fun.*
3. What resources will you need (money, facilities, equipment, people, etc.)? Make a list. *They will learn more on record books and what goes where.*
4. How will you document your plan to show the selection committee what you have completed your goals? (Video, photos, letters, flyers?) *(Buckle) A record book master, poster boards, a location to have a presentation.*
5. How will you know your project was successful and useful? What will be your measurement of success? *(A study guide) letters and flyers. (Wristbands) A pre-video to get people excited?*
6. What items do you need to start? If not, list what items you do need. *For the kids we interacted with, could I give a pin for hat and we can compare record books. Fill out a survey?*
7. What 4-H ages will benefit, what clubs, and why will the Leaders' Council benefit?
8. What obstacles will you face? *Finding people willing to learn about record books.*
9. What things will possibly interfere or prevent you from completing your plan and how will you overcome those obstacles?

4-H Record Book Bowl Study Guide

This study guide is designed to prepare 4-H members for a Knowledge Bowl type contest. Members should review these questions and the 2015 version of the California State record book manual (found at <http://4h.ucanr.edu/files/218972.pdf>)

Level 1-

From the Formatting section: pages 6 & 7

True or False a 4-H record book must have a 4-H green cover. False

True or False. The pages inside the 4-H Record Book are to have numbered pages. True

Record books may be completed in:

- a. green ink only
- b. typed or handwritten
- c. Google Docs only

Laminating every page is best true or false?

False

From section 1 Preliminary section page 9

which document comes first? the title page or the table of contents? Title page

section 1 is where you place the table of contents, title page and the name of your favorite project? Yes or No? No

From Section 3 My 4-H story instructions pg 17

What format spacing is your 4-H Story required to be?

Double Space

In your story you should write about what skills you have learned - true or false? True

Your 4-H story should include:

- a. your plans for the future
- b. your brothers name
- c. your address

When writing your story, can you include the name of a person who was helpful to you? yes or no? Yes

In the Learning Experiences box you are to record every project related activity or event where you learned something. true or false? true

if you have made something in your project you should put the information about on the APR? yes or no? yes

True or False. In your APR you are required to write about every project-related activity or event where you learned something new or developed a skill related to the project. True

What is the name of the document that goes directly behind the APR?
Expression page

From section 5 Collection of work pg 19

The Collection of work is different than the Expression page. True or false?
True.

The Collection of Work is where you could put photos of things you did during the year that was not related to one specific project. yes or no? Yes

Newspaper article cannot go anywhere in the record book including the collection of work true or false? False

If there was a newspaper article written about you and you wanted to put it into our record books but its too large to oft the book can you photo copy it?
Yes.

Section 6 Leadership Development Report pg 20

Name the document that a Jr. Teen leader must fill out at the beginning and end of the year. The Leadership Development report.

This document is completed by every member. true or false? False

The reason this form is filled out at the beginning of the year with the project leader is to:

- a. Make your parents mad
- b. Get good grades in school
- c. Set goals, develop lesson plans, teach skills and evaluate the project.

Level 2-

From formatting section: pages 6 & 7

If you were to use a 3 ring binder to place all for the record book pages into, how many inches wide can that binder be? 1 inch

Dividers may be used to separate sections of the record book. Are they required? Yes or No? No

From Section 1 Preliminary information page 9

There are 7 sections in the preliminary information for seniors - true or false? True

My 4-H story is to be placed in section 4 yes or no?

Yes

From Section 3 My 4-H story instructions pg 17

According to the revised record book manual you can print your story on a single side or 2 sided page - true or false? True

Your story should include information about leadership. one of the prompting questions is *What have you learned in working with others 4-Hers through your leadership position?* Is this the actual question? yes or no? Yes

Which of the following comes from page 17 as a prompt to help you write your story?

- a. what goals did you set in your projects and which ones did you meet?
- b. how many times did you cry during meetings?

True or false? The font size in your 4-H Story should be 11 point.

False: It should be 12-14 point

From Section 4 Annual Project Report Instructions pg 18

Is the the APR the section where you add a project report form for every project you took during the year? yes or no? Yes

Where do you list the things you made, grew or improved on the form, the front page or the back page? Back page

Which of the following is not on the back of your APR, or Annual Project Report Form.

- a. The question, would you take the project next year?
- b. The citizenship you did in the past year.
- c. Your favorite project meeting throughout the whole year

Which of the following is a skill you would document in your APR?

- a. You can whistle
- b. You can fill out a fair entry form
- c. You were able to leave the meeting, go home and practice the skill.

Section 3

From section 5 Collection of work pg 19

Name one of the 4 things that go in the Collection of work section:
possible examples: photos, newspaper articles, flyer or brochures, letters or certificates

A letter in the collection of work can be written by you or about you. Is this true or false? True

The limit to the amount of pages of photographs in the collection of work is:

- a. 3 pages
- b. 5 page
- c. 17 pages

When placing photographs on the collection of work section would it be okay to stack them so the viewer can flip them up to look at? yes or No?
No

Section 6 Leadership Development Report pg 20

When should a jr or teen leader fill out the part 1 portion of this report?

- a. the beginning of the 4-H year
- b. at the end of the 4-H year

All leadership reports are placed in their own section in the record book true or false? True

According to the revised record book manual, in order to receive star rank criteria for gold and platinum stars you must have 1000 hours or more of leadership contribution. Is this true or false? False - only 20 hours.

From the formatting section: pages 6 & 7

What sections can have colored typeface ?

- a. Cover, table of contents, expression pages and collection of work
- b. Annual project report forms
- c. The back page

When adding the numbers to the pages in a record book a member can hand number True or false? True

From Section 1 Preliminary page 9

In section 6 of the preliminary information, a member who is an intermediate or senior member would place their leadership development reports here. yes or no? Yes

From Section 3 My 4-H story instructions pg 17

Is the amount of words for a senior member to write about in their story

- a. 200 words
- b. 402 words
- c. 1000-2000 words

There are 4 parts to the my story. Can you name one?

(About you, 4-H projects and activities, leadership and citizenship and 4-H impact on you.)

In your My Story, should you talk about your 4-H leaders? Yes or No? Yes

From Section 4 Annual Project Report Instructions pg 18

pg. 18 Your APR is a place where you should document

- a. The name of your school
- b. Your cellphone number
- c. the hours you've worked in the project

pg. 18 The expression page, which is the page behind your APR, should include

- a. Pictures of your brothers first baseball game
- b. your address
- c. Photos, drawings, graphics and/or a captions to demonstrate what you did throughout the project.

From section 5 Collection of work pg 19

When placing photographs in the collection of work section, each photo should have a caption that explains what is taking place along with when and where. Is this true or false? true

Photos can only be 3 x 5 in the collection of work. true or false? False.

If you place any flyer in the collection of work it should be there because

- a. You made it your self
- b. You like the color
- c. It was something that happened in your club.

Section 6 Leadership Development Report pg 20

If you are a junior leader and a club officer you will fill out part 1 for everything and part 2 for just the junior leader role and the office role. is that correct? Yes or no? Yes

When adding up the hours as a leader you should include:

- a. Trainings, meetings, planning and research
- b. Only the time it takes to make phone calls
- c. The time driving to meetings in your car

Jr and teen leaders are to be active in the project by:

- a. Making snacks and reminder calls only
- b. Setting up texting for reminder for members
- c. Coordinating details such as meeting dates, time, locations, material and supplies.

True or false. Your club must have a record book judging contest in order for you to qualify for the county record book judging contest. True

If you attended 4-H camp as a camper, would you place it in your record book as a number 3, event attended. yes or no? Yes

Pg. 10 section 2: True or False: Each category in your PDR has a star rank requirement. False

PDR pg. 10 section 2: True or false: In your PDR there are 7 levels of participation. True.

Level 3-

A “completed” record book in Monterey County is:

- a. Annual Project Report Form, PDR, Market Report, and Photos
- b. Annual Project Report Form, PDR, Summary of Year's, Market Report, and Collection of work.
- c. All of the forms defined by the county 4-H program.

Pg. 18 Which of the following may **not** be included in your collection of work?

- a. flyers or brochures
- b. letters or certificates
- c. ribbons you have won

Pg. 10 section 2: Name 3 of the 7 levels that you can place your 4-H participation is. (hint - did you do something with the club? or at the county level?)

I = Individual, L = Local Club/Unit/Project, C = County/Area/District, M = Multi-county/Section, S = State, N = National/Multi-State, G = Global

Pg. 11 section 2: Showmanship can be recorded in:

- a. PDR
- b. APR
- c. Both

Pg 10 True or False: If you have not recorded an activity or event from a previous year, you may record it on the current year's PDR. True

True or False. Record book forms change **every** year. False

Summary of Session

In the beginning of my session, I will have a basic introduction (name, age, club, etc.). I will explain what I have worked on for the past few months, and the importance of record books. I will also mention that there was a study guide sent out, and if you studied it you will have a great advantage. I will then explain the rules and levels/ rounds of questions.

RULES: When you come up to answer a question no smack talk. No effecting the other person's ability to answer a question.

If you ring the buzzer before I finish asking a question, I will stop and they will have to answer.

If the person answers incorrectly

- a. they will have to let the other person answer
- b. I will ask another question

Do not rub it in the other person's face if you answer correctly.

How the competition will work is:

I will have 2 people go up at a time and compete against each other. (I am still contemplating whether or not I will ask the pair 1 or 3 questions.)

I will ask each pair level/round 1 questions.

The winners of the round 1 questions will come back up and compete 1 on 1 against another person again.

I will do this until we are left with 1 person.

The winner of each session will come back at the end of the day and compete for the final drive.

The same process will happen there

Notes

I would like to hand out prizes to everyone who participates.

I will need buzzers for the competition, and an adult to watch over while i am giving my session.



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4-H Youth Development Program Monterey County
County Teen Ambassador Body of Work

EVALUATION AND COMPLETION WORKSHEET

Applicant Information

Name _____ Violet Lurz _____

On a separate sheet of paper answer the following questions by placing the corresponding number next to the answer. (In ink or typed) There is no minimum or maximum length, but explain fully what you did. *Please submit any surveys, comments, or feedback on your CTA role. Please also include photos and any copies of hand-outs used, worksheets or typed literature.*

1. How did you complete your plan? (What happened, what did you do?)

I completed my plan by creating a record book knowledge that could be used anywhere. (I presented it at the CTA Extravaganza.) I wrote 3 different levels of questions in a study guide. They were beginner, intermediate, and expert. When the groups came into the room, I introduced myself and the people that would be helping. Then, I explained the rules of the game, and had the members line up in two lines to play. The game was one on one, and in the first round I asked beginner questions. The winners of round one would compete in round two and so on. At the end of the day I had the winners of each session compete in the final drive that was held on stage.

2. What did you learn from this project or plan and what did others learn?

From this project I learned that making this type of game needed lots of time to plan and approval from others. By the time I got to the game, I learned to work quickly on my feet if there was a question I was not prepared for. I learned how to keep younger kids interested in a session that might not be interesting to them. I also learned the important lesson of not waiting until the last minute to complete something.

3. What were the strengths and weaknesses of your plan/project? What unexpected things, good or bad happened and how did you handle them? What things would you have changed or done different?

Some weaknesses in my plan was having beginning members come to the event who had never done a record book before. They also did not see the study guide ahead of time. That is why I made some questions really obvious, meaning there was only one possible answer. I also kept it moving quickly and added humor so no one would feel they were dumb for getting a wrong answer.

4. How many 4-H members, clubs, organizations or people did you reach with your plan?

I reached out the King City Rural beginning 4-H'ers at a meeting and had them compete with the questions. Some members were a little hesitant, but in the end they were all eager to answer the next question. And, the CTA event at Spreckels.

5. Do you feel that your plan was successful overall? Why or why not?

Overall I feel my plan was successful because members who went to the event, left with some sort of beginning knowledge, and gained confidence on the scary record book. It felt like the game was fun because the members wanted to play more each time.

6. If you could tell us anything about your plan and how you completed it that has not already been answered, what would you tell us?

When writing the questions I only used the record book manual to be sure that all of my questions were correct. I also had several adults go over the questions and make any necessary corrections. I practiced with a few friends so the questions were not awkward. I asked an adult to be in the room with me to make sure my session was supervised.

7. What things would you change about the CTA Body of Work? What things helped you the most in completing your plan?

I knew I wanted to do a game. The record book part just was an idea that came together. One thing that I would change about my body of work is the questions I thought I could make. I realized that I needed to use the manual and not just make my own questions up. Something that helped me the most was the adults that went over the questions and put in their own ideas and opinions. I could not have done the great job without them.