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## PROJECT PROFICIENCY INSTRUCTIONS

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***Project Proficiencies are not required-- they are purely voluntary.***

Objectives:

- ❖ To maintain a balance between learning about projects and competing for awards.
- ❖ To provide the Sonoma County 4-H Council with a method of recognizing more 4-H members for their accomplishments.

This Program is designed to measure the level of the member's knowledge and skills learned from project participation. There are three levels of competency for most projects: Beginning, Intermediate and Advanced.

Each Member must complete at least 80% of the required guidelines. Project leaders must initial each task on the sheet when it is completed. When the member has completed 80% or more of the requirements, the project leader and club leader must sign the sheet and submit the records to the Proficiency Chair within their club. The club chair submits in the **list of all** of their clubs Proficiency participants by the due date.

The Proficiency Program can be incorporated into the project or completed at the end of the project. (***Note: This program does not take the place of record books or club fair requirements, nor is it a test to be given.***)

This program does not replace the National Awards program but rather compliments it. The program allows members to be recognized for their individual accomplishments. Project Proficiency is a way to develop your skills and project information base. This should also help those going out in record books to develop a better project (*note: If a member completes a Proficiency project, they should record their award under "Honors and*

*Recognition" on their Personal Development Report Form).*

All Applicants will start with beginning level proficiency and progress at the member's own pace. Members are limited to 2 medals a year. They may decide to receive 2 medals in one project or to work with separate projects. Members will not be allowed to "challenge up" and skip levels. If the members do not complete the proficiency in the year, they may continue on in the following year retaining their completed tasks. They must reenroll in the program at the beginning of the year.

### What should members do first?

1. Inform the project leader that they would like to work on a proficiency.
2. Members will work on the guidelines at their own pace having the project leader sign off as they complete each task.
3. When 80% of the proficiency is completed, members will need to have their club leader sign off on the proficiency form, then return their form back to their project leader.

### What should leaders do?

1. The project leader will need to turn in the complete proficiency forms to their designated club chair on the **date set by the club.**
2. The designated Club Chair will turn in the forms for all project proficiency participants by **September 15 to the 4-H Office (no late forms accepted).**

### Requirements

1. The Project Proficiency Program is designed all 4-H members.
  2. Youth can complete proficiencies in projects they are eligible to enroll in (i.e., no large animal projects or shooting sports for youth under nine).
  3. Medals will be awarded at Achievement Night.
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