

# Guidelines for Summarizing Your 4-H Accomplishments

When you submit your Honor Club application, it goes through two rounds of review.

**Round 1:** The Honor Club Screening Committee reviews your **entire** application.

- Your application is evaluated against a standard rubric.
- All applicants that pass the initial screening are then recommended for membership!

**Round 2:** At Honor Club Conference, all members in attendance review your Application Summary, which consists of:

- Your application point totals
- Your 4-H statement
- Your summary of 4-H accomplishments

Because your **Summary of 4-H Accomplishments** is one of the main ways Honor Club members review your application for membership, it's a critical piece of your application! Learning to write good summaries of your accomplishments is a valuable skill. Similar to the way that you would highlight your most notable achievements in a resume for a prospective employer, think of your Summary of 4-H Accomplishments as a way to communicate your accomplishments in a concise way.

|                                                                                                                                                                                                                                            |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| In the space below, highlight a SUMMARY of your 4-H Accomplishments. Please try to include the most important achievements from each section of this application and limit your summary by highlighting your accomplishments in each area. |  |
| 4-H INVOLVEMENT and PARTICIPATION                                                                                                                                                                                                          |  |
| Overall 4-H                                                                                                                                                                                                                                |  |

You can use the Honor Club Application Rubric to guide you in writing your summaries. Here are some general guidelines to consider:

- Use a consistent structure throughout your summaries.
  - For example, you can type out a short paragraph in full sentences, or you can write out a comma-separated list. Whichever you choose, use the same structure for all of your summaries.
- Summaries shouldn't list new activities; instead, they should summarize what you listed in the corresponding section of your application.
- Include details whenever possible, such as years participated, number of people impacted, number of hours volunteered, or amount of money raised.
- Spell-check your summaries.
- Limit your summaries to the space provided.

Have questions about completing your application? Email [nc4hhc@gmail.com](mailto:nc4hhc@gmail.com).

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We've also included some examples of good summaries that communicate 4-H accomplishments effectively! These were adapted from 4-H members who were inducted into Honor Club in previous years.

### Example 1: 4-H Involvement and Participation

| 4-H INVOLVEMENT and PARTICIPATION       |                                                                                                                                                                                           |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Overall 4-H Involvement</b>          | NC State 4-H Congress x4, South Central Winter Enrichment x4, NC 4-H Presentations x6, AIRE Competition x3, South Central Teen Retreat x2                                                 |
| <b>4-H Special Recognition/Awards</b>   | Project Record Books (4 years, 1 District Gold, 1 State Silver), Area Food Show (Best in Show), County Achievement Plan (Green), Ambassador (Silver), AIRE Winner (National 4-H Congress) |
| <b>Non-4-H Participation Activities</b> | Boy Scouts (8 years), local soccer team (6 years)                                                                                                                                         |

#### What makes this a good summary?

- Overall 4-H Involvement includes the number of times events were attended.
- Recognition and Awards includes award placement or name of the award when appropriate.
- Non 4-H activities include length of involvement.

### Example 2: Community Service

| COMMUNITY SERVICE                          |                                                                                                                                                                                                          |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4-H Community Service</b>               | Donated 60 pillow cases to women's shelter, 2020; Piney Creek School garden improvement, 3 hours, 2021; County 4-H Food Drive, 60 lbs of food, 2021; Clover County Agriculture Fair, 60 hours, 2021-2022 |
| <b>Organized Community Service Project</b> | Women's Shelter Pillowcase Project, organizer, 2020; County Fundraising Committee member, 2020-2022                                                                                                      |
| <b>Fundraising</b>                         | Sold 17 Paper Clovers at Tractor Supply, 2018; Raised \$1,327 in county fundraisers, 2019-2020                                                                                                           |

#### What makes this a good summary?

- Community service projects highlight the number of hours and/or impact made.
- Organized Community Service Project category highlights the role and length of involvement.
- Fundraising includes dollar amounts or quantity of items sold when possible.

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### Example 3: Communication/Marketing

| COMMUNICATION/MARKETING                 |                                                                                                                                                                                         |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4-H Presentations</b>                | Arts & Communication Presentation (C, D), 2018; Small Pets & Companion Animals Presentation (C, D, S), 2019-2020; Public Speaking (C, D), 2021                                          |
| <b>Print &amp; Visual Communication</b> | NC 4-H State Fair Booth, 2019-2020; Tractor Supply Paper Clover Booth, 2018-2020; presentation on 4-H for public speaking class at Clover County High School, 2021                      |
| <b>Social &amp; Digital Media</b>       | Post updates on Clover County Instagram page, 2020-2021; spoke on local news network about county 4-H fundraiser, 2022; helped develop South Central District Facebook posts, 2022-2023 |

#### What makes this a good summary?

- Presentation categories or topics are clear, as well as the level and years participated.
- Using abbreviations for local, county, district, and state is totally fine!
- Descriptions clearly describe the activities and years of involvement.

### Example 4: Civic Engagement

| CIVIC ENGAGEMENT                 |                                                                                                                                                                                                          |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4-H Civic Engagement</b>      | Participated in Bronze and Silver Ambassador workshops, 2020-2021; Clover County delegate to Citizenship Focus, 2021-2022; attended National Monument Tour at National 4-H Conference, 2023              |
| <b>Elected Official Meetings</b> | Met with Senate and House representatives for Clover County, 2021-2022; attended Clover County School Board meeting to share about 4-H, 2023                                                             |
| <b>4-H Promotion</b>             | Campaign manager for Clover County 4-H WHEP Club Vice President, 2022; campaigned for Clover County 4-H Teen Council (elected), 2023; voting delegate for Clover County in State Officer elections, 2023 |

#### What makes this a good summary?

- Descriptions clearly describe the activities and years of participation.
- Roles and corresponding offices are described for different campaigns in the 4-H promotion category.

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## Example 5: Leadership

| LEADERSHIP                       |                                                                                                                                                                                                                           |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4-H Offices</b>               | Clover County Teen Council President, 2022; Clover County 4-H Teen Council Vice President, 2020-2021; South Central District Reporter, 2021-2022                                                                          |
| <b>4-H Committees</b>            | Clover County Summer Fun Planning Committee, 2021-2022; 4-H Achievement Night Planning Committee, 2023                                                                                                                    |
| <b>4-H Leadership</b>            | Attended 4-H Congress leadership workshops, 2018-2022; Clover County summer intern program participant, 2022; Sassy Scissors Sewing 4-H Club representative on Clover County Teen 4-H Council, 2019-2021                  |
| <b>4-H Teaching/Facilitating</b> | Taught 23 youth at county Wake Up to Ag event, 2019; led 4 4-H county council meetings, 2019-2020; led SCD officer workshop at 4-H Congress, 43 attendees, 2022; organized and taught electric workshop to 12 teens, 2022 |
| <b>Non 4-H</b>                   | Led Cooking merit badge class at Boy Scout troop to 14 scouts, 2022; Camp Counselor for science camp at Clover County Middle School, 2022; Junior ROTC, 2023                                                              |

### What makes this a good summary?

- Names of offices and committees are clear and include years of service.
- Leadership experiences are clearly described.
- Teaching and facilitating activities include the number of people taught or number of events facilitated.
- Non 4-H leadership experiences are described clearly.

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