



# 5 COMPLETION REQUIREMENTS

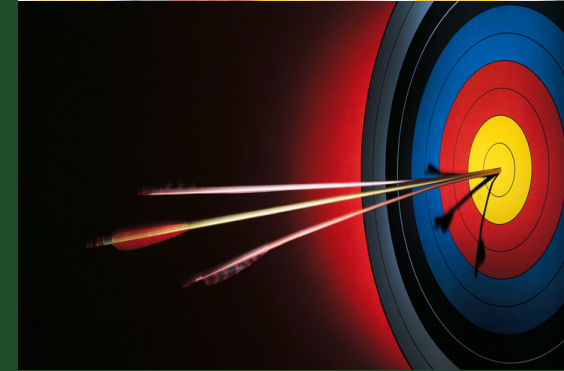
## For Boulder County 4-H Projects

The following list includes the five overall requirements for a 4-H member to complete their project and 4-H year. There are other individual project requirements that may also be included such as animal identification, project tasks or size requirements, etc. Please refer to your project rules or exhibit requirements for more specifics.

1. Do a Demonstration
2. Complete a Record Book
3. Do a Community Service Project in the Name of 4-H
4. Complete a Judging Activity
5. Exhibit your Project

[Boulder4h.org](http://Boulder4h.org)

For more information on your 4-H Project requirements, please contact your 4-H Club leader and then the CSU Extension Office.



# 1.4-H DEMONSTRATIONS



The requirement for completing a demonstration is usually for the 4-H member to complete one per year (not necessarily one per project.) It is also a club specific requirement if the demonstration must be related to your 4-H project. However, some clubs may have other requirements and we encourage 4-H members to talk with their club leader to be sure they meet this requirement.

**What is a demonstration?** A demonstration is a way of learning and teaching, where you show how something is done at the same time that you explain it in words.

**Why do we do presentations?** Doing a talk or demonstration helps you learn about a subject that you are interested in. At the same time, you will be teaching others about the subject, so they will learn also. Another reason, perhaps most important, is that you will develop self-confidence in speaking to a group.

**How do you do a presentation?** The steps in presenting a presentation are (1) plan, (2) prepare, (3) practice, (4) present.

**1. Plan** – Select a topic of interest. Then find out as much as you can about the subject. Be sure to include:

A. **Introduction**- introduce you and your subject, and make the audience want to hear more. It should also tell them why it is important to learn about this topic, or ways they might use the information.

B. **Body** - the actual how-to that you want to explain.

C. **Conclusion** should provide a summary, and always ask for questions!

*Tell them what you're going to tell them, tell them, then tell them what you told them!!*

**2. Prepare** – Transfer the things you will say to note cards that you can use during the presentation. Make posters, and gather all the props together. The poster serves as an outline only, and does not contain every word of the talk. If doing a partner demonstration, share the talking equally.

**3. Practice** – The last step is practice, practice, practice! Give the demonstration first in private, then in front of a mirror, then to parents and family, grandparents, neighbors, and finally to your 4-H club members.

**4. Present** – Set up your props and posters, organize your thoughts. Look at your audience, speak clearly but not too loud, take a deep breath, and good luck!

**Time Ranges:** Juniors 3-5 minutes, Intermediates 4-6 minutes, Seniors 5-7 minutes



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## 2. 4-H RECORD BOOKS



Record books are used in 4-H to keep track of the work and learning for the 4-H Members with their projects. While working on a record book you want it to be the best it can be to showcase the work you have accomplished. Listed below are a few of the tips to help complete your 4-H record book successfully and smoothly.

1. Start Early- NOW!
2. Find your 4-H Record Books: <http://co4h.colostate.edu/program-areas/colorado-4-h-project-information/>
3. Select the right age book (age determined as of Dec 31 of 4-H Year)
  - a. Junior Members ages 8-10 years old
  - b. Intermediate Members 11-13 years old
  - c. Senior Members 14-18 years old
4. Select the right project record book! They are different for different projects.
5. Save your book in a couple different locations so you always have a backup. Maybe email it to yourself. Files get corrupt or you may misplace it and a backup is a lifesaver.
6. Work on the book throughout the year.
7. Complete every section or column. Put N/A if it does not apply to you. Most of the time it will apply to you in some way.
8. In June do a self-check with the record book score sheets!
  - a. <https://boulder.extension.colostate.edu/4h/project-record-book/>
  - b. Read each category and ask questions if you don't understand.
9. Have another experienced 4-H member or leader or parent look at your book to provide feedback.
10. Do the books early! And print early!
11. Put in a 4-H small folder binder with clasps. (This type of record book cover is required)

In your Record Books DO NOT include:

- 4-H Ribbons
- 4-H Certificates
- Programs
- Targets
- Premiums receipts
- Awards
- Any loose items

A few final reminders:

As 4-H members it is important that the work reported is

Keeping notes and records all year long is a much easier process to complete an accurate record book.





### 3. 4-H COMMUNITY SERVICE



Community service is one of the five requirements for completing your 4-H project. Part of the 4-H pledge is "I Pledge My Hands to Larger Service". Doing an appropriate community service project in the name of 4-H is an essential part for completing your 4-H project. Usually members need to do one community service project per year, however some clubs or activities may require more from members. Be sure to talk with your 4-H leader.



#### A few key components of a community service project:

- Meet community needs- relevant and timely
- Youth should be involved in planning the project
- Meaningful Action- necessary and valuable to the community
- Allow time for reflection among members and leaders
- Evaluation- be sure to decide how it went, should it be repeated, changed, etc.



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# 4. 4-H JUDGING ACTIVITY



The 4-H Judging activity requirement is one of the 5 activities required to complete your 4-H year. A judging activity is usually conducted during a club business meeting or you might be involved on a judging team. Each judging opportunity is called a class (the 4 like items you'll be judging). There usually is a scenario that you will base your judging on; then you get to use your experience and opinions to choose the winner. It is usually only a requirement for a member to complete one judging activity per year.

## When Judging a class for a judging activity:

1. Look at the 4 items you will be judging
2. Pick out the best item for the situation and give your reason for placing it that way
3. Pick out the bottom item for the situation and give your reason for placing it that way
4. Take the two in the middle and decide on the 2nd and 3rd, giving reasons why you placed them in that order.
5. Finish out the activity by restating the order. For example: "I place this class of "name your item" 2, 1, 4, 3."



## By Completing a judging activity you will learn:

- There are many different placings, for many different reasons. Even though there might be a standard in place when judging in at club meeting or a team practice.
- everyone has a personal preference
- all reasons will be respected
- to include this Judging Activity in your record book!
- For interviewing judging day, or livestock judging your judge may also have a different opinion than you might have personally.



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# 5. EXHIBITING 4-H PROJECTS



Exhibiting your 4-H project is another one of the 5 requirements for completion in 4-H. Exhibiting does not have to be at the Boulder County Fair, however the majority of members work towards that as their completion goal. Sometimes it does not work out to exhibit at the fair and that is ok. Listed below are a few things to help you with your successful exhibition of your projects.

## Requirements/Rules:

### **General Projects:** (If exhibiting at fair)

1. <https://co4h.colostate.edu>
  - Open menu, select 4-H Program / Projects.
  - Select Category
  - Select project for Detailed information.
2. In addition to the above website you MUST check the BCF Premium book. It can be found online at [bouldercountyfair.org](http://bouldercountyfair.org) (Under Exhibitors - General Projects)

This information in the Premium book is also part of the Colorado State Fair/4-H Exhibit Requirements. It outlines what the exhibit part of the project will look like and what you need to make for the project to be complete.

### **Livestock Projects:**

In addition to the [co4h.colostate.edu](https://co4h.colostate.edu) website you MUST check the BCF Premium book. It can be found online at [bouldercountyfair.org](http://bouldercountyfair.org) (Under Exhibitors/Livestock) Select your species and look at Premium book/Fair book rules for each project.

## Resources:

1. [Boulder4h.org](http://Boulder4h.org) - Project specific updates on each of the project pages
2. Contact Extension office to get superintendent contact info for specific questions.
3. Extension office, club leader, project leaders, other club members
4. Contact Boulder County Fair Office (limited availability)  
Email: [info@bouldercountyfair.org](mailto:info@bouldercountyfair.org)

### Exhibiting your project:

We encourage members to complete this requirement of exhibition at the Boulder County Fair, however there are other ways for exhibiting for completion.

- Members may choose to exhibit outside of the Boulder County Fair
- Members may choose to exhibit at another livestock or animal show
- Members may choose to exhibit their project through a club meeting.
- Members may choose to exhibit their project with a display board or photos to the community in another way to teach about what they learned in their project.
- Members can work with their 4-H Club leader or the 4-H Extension office to find a way to exhibit their project to complete.



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# OVERVIEW OF YEAR



4-H programs are grounded in the belief that kids learn best by doing. Kids and teens complete hands-on projects in areas like science, health, agriculture and civic engagement, in a positive environment where they receive guidance from adult mentors and are encouraged to take on proactive leadership roles. Kids can concentrate on one focus area or they can try a variety of programs throughout their 4-H experience. Regardless of the project area, all 4-H programs include mentoring and career readiness as core elements. Completing these 5 requirements helps members show mastery of the projects and progression over the year.

## Here is a general timeline of the 4-H Year

- October 15- new 4-H year begins
- November/December- pick projects and enroll in your club
- January-May - complete judging activity, community service and demonstrations, Track in record books
- July- Record book checks and review
- August- Exhibit Projects- Fair/other
- August- Final general projects record books due
- September- Final livestock record books due
- October- 4-H Year ends
- Start over for another year of fun!



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