

Quick Tips

Illinois 4-H Experience Application



- There are a lot of items noted on this form. We do not expect members to meet all of them, so do not let that overwhelm you if you only have a few checked off. You can still be recognized for having checked as few as 4 items as long as they meet the criteria for that level. One of the reasons that so many items are listed is to provide a view of the many and varied experiences available to members in the 4-H program. As members grow older, we would expect them to possibly focus more in one area than another (i.e. Teaching vs. Community Service), but the windows are wide open for them to step up and become as involved as they wish to be.
- Lots of details are not needed in the “Details” box. For most items, we need a date and name of activity/experience. For some, only the dates are needed; for others only the name of the activity. **Remember** – if you type too much in a box and you cannot see what you typed, the reviewer cannot see it either.
- In the “Details” boxes, dates of items are needed for club or individual items. Years do not need to be posted because it’s during current (or just past) 4-H year, so reporting five meeting dates can be done as such: 10/6, 11/7, 12/10, 2/8, 3/10. *You don’t need to include the year because we know it’s from 2016-2017.* (Exception: the box that asks for attendance at meetings two years in a row... we’ll need the dates of last year’s meetings, but again, we know those dates will be from the 2015-2016 year, so the year isn’t needed.)
- **ALL** experiences – unless indicated otherwise – **are to be 4-H related!!** This is a **4-H** Experience Form. That means it should be a 4-H experience **or** a youth could attend because they are a 4-H member **or** because they were *representing* the 4-H program for their county or state. (*Advocating Leadership* is to be 4-H related except for the last item noted for the State/National/International level.) See the very last *Quick Tip* for some examples of events that should not be included OR should only be noted on specific “levels” of involvement.
- All items (except the 2-3 that refer to “two years in a row” or “multiple years”) should be **ONLY** from the 4-H year the member is reporting on. For example, those turned in this fall should include only experiences from **9/1/2016 through 8/31/2017**. (For state submission in January, you may NOT add additional items that occurred after 8/31/2017.)
- **Members cannot use the same exact date/event for more than one spot on the entire form.** So if one uses “Visual Arts Workshop/March” as part of “five or more county 4-H activities” in Participation, they cannot also use it for the “one county 4-H activity” in Participation *nor* can they use it for “Participated in a county 4-H workshop....related to my project” in Project Learning.

- When posting something in a “multiple level” box (Multi-county, State, National, or international), have the member *circle or highlight the level* s/he believes the experience falls under. Reviewers may or may not agree, but this at least provides them with what the member was thinking.
- However, members can “double up” on “group” multiple experiences, but they need to be very specific in their post. For example, if a member is a Teen Teacher and s/he teaches 2 different curriculum, they could post “Teen Teacher – Jr. Chef” in one area and then post “Teen Teacher – Ag in Classroom” in another. *However, members should not divide their responsibilities within a specific role.* (i.e. Teen Teachers both Plan and Teach – do not duplicate “Teen Teacher – Jr. Chef” in both of those areas.) The same thing would apply for a situation where a member may have “participated” on a club community service activity and “planned a group service activity” for that same community service activity if they were on the planning committee. That experience should be posted in only one slot.
- Abbreviations can be used if they are easily understood. (i.e. Wkshp for workshop, Dept. for Department, VArts for Visual Arts, or Ldrshp for Leadership). Acronyms should not be generally used unless it is extremely well-known (For example, FFA, which is no longer an acronym, but you get the gist of it!)
- If the member is planning to submit an application for the *Diamond or Emerald* level, instruct them to **complete and submit the ENTIRE application**. Reviewers may not agree with the member’s view of events/levels, so if a reviewer doesn’t accept a Diamond submission, they will explore other sections to see if the member meets criteria in another dimension or for another level of recognition.
- Applications will be reviewed. Members should not assume that the way that s/he views the experience is the same way a reviewer may see it.
- Specific notes on certain events:
 - **NAILE** is NOT considered a 4-H event if the member was exhibiting livestock. However, if the member was there as a 4-H judging team member or quiz bowl team member that can qualify as a national competitive event. Be specific in noting how they were involved. (i.e. 11/12 – NAILE, Livestock Jdg Team)
 - **National Youth Science Day** participation is not a “national” experience. It may be a county, multi-county or possibly a state experience (depending upon how and what the member was doing), but generally it is a “local” experience in a local location.
 - **Citizenship Washington Focus** is a national 4-H event. Even though the member would be part of an Illinois delegation, it is a nationally-sponsored event in a national location organized by national staff.