

Tips to completing your Yearly 4-H Diary successfully

Please consider the following comments when filling out your **Yearly 4-H Diary**. Please feel free to pass this information on to your Club and District since it would add a lot of value to the process of recording your year's efforts.

- 1) **Please read the comments on the left hand page before you fill in your Diary!!!** This is the biggest and most important suggestion I can make. There are pretty common mistakes that are easily addressed in the comments made in the left-hand page 'orientation' as to how to complete the Diary. It is your friend... use it!
- 2) **Club A and Club B refers to those 4-H members who are registered members in two clubs.** If your club performs two community service activities you do **not** qualify for double the points. Please remember what Club A and Club B is referring to: two completely separate 4-H clubs.
- 3) **Please be specific about everything, including charitable events or donations.** Since I'm likely not from your local community, I don't know what all your acronyms or short form titles mean, even if they are pretty much understood by your leaders and Diary markers. Please describe the nature of the donation, or how the event was of community benefit. For example, what does "Back pack project" mean? Can you determine by reading that how this is of benefit to your community? Also, fundraisers for the club do not count. If your local hall club or community association wants you to provide catering services to an event, and you do, and they pay you, this is not a donation or community contribution. If you then donated the money back to them, or to another cause, then it would qualify, but if you or your club profit, it becomes a regular club activity.
- 4) **Nothing can be counted twice,** whether you are an organizer or not. So... in the event you list you were part of an organizing committee (for 1 point) of an event or activity or project, you cannot claim 2 points for having organized that as well. You receive a maximum of 2 points for organizing something, either at Club level or beyond. Thus, you can claim your 2 points for organizing the event or you can claim 1 point for attending and 1 point for being on the committee to organize it: your choice.
- 5) **Please include all dates and locations!!!** I keep threatening to, and the next time I mark I might just, **not** accept or mark anything where the dates and locations are missing. The biggest reason for this is that **events held on one day in one location are always one event** and, therefore, worth 1 point. If you had a showmanship workshop and a judging clinic and a pizza party and they were all held the same day in one facility... that is worth exactly 1 point unless you organized it, then its worth 2 points. So, please include all your dates and locations.
- 6) Weigh-in Days, regardless of project, do not count. Anything that is an absolute requirement of your project (doing a record book, attending monthly meetings, et al) does not count in your Diary. If you are in a horse club, your monthly or weekly rides do not count either; you include only special clinics or instructional opportunities.
- 7) If you are listing clinics or workshops, you must include the specific skill or subject area of the activity. You cannot claim three different clinics on "horsemanship", for example, but you could claim points for three different clinics that focused on bits, showmanship and bandaging so long as you provide specific dates and locations.
- 8) Set up and tear down or clean up from your Achievement Day, regardless of the amount of effort contained therein, does not count for points. Almost everyone in the province has to set up and tear down for one or more of the shows they go to and it is therefore an expectation of the event itself.
- 9) Club and District or Regional Committees must be formally designated and motioned committees. Only claim these if they are a legitimate committee your club or council recognizes.
- 10) Attendance at meetings, be they club, district or regional councils, does not count. Only if you provided a specific value to the meeting, like a workshop or presentation, may you claim it.
- 11) You can claim every level of Communication contest you attend; if you attend an Area or Zone level, District, Regional and even Provincial, you can claim each and every level. You must, however, be a qualified competitor at these levels in order to claim them; if you attended with your sister who was competing, you are not eligible to claim points unless you served a specific role or purpose as a volunteer or deliver a report back to your club.
- 12) Although the Diary states you can only claim one point per specific project area, like Multi Judging, if your Region has more than one Multi Judging Contest, I award points for each one you attend.

- 13) If you judge, Host, Announcer or M.C. an event, like another club's speak-off or Achievement Day or Mock Show, you claim this for 1 point only, since you are committing about the same amount of time as each member does that participates in the event. As a judge, Host, Announcer or M.C., you are not an organizer. Organizers spend more time before and often after an event putting it all together which is why that effort is worth more.
- 14) **4-H Activities** refers to general events, **Project Activities** refers to that which is a function of or link to your specific project(s) in 4-H. I am flexible with Public Speaking/Presentations, Judging/CDM, Diary, Record Book and Awards, awarding you to list such workshops/contests/ceremonies in either category. All fundraising initiatives go under **4-H Activities** unless you indicate that it is project-specific; then put it in **Project Activities**.
- 15) If you do a radio spot, this is claimed under the **Provincial** listing.
- 16) In the **Non 4-H Activities** section, you may only **claim an involvement, skill or activity once**. For example, if you are involved in intramural hockey, a recreational hockey league, your community's Minor Hockey Association as both a player and coach or trainer and attending Hockey School in the summer, you are eligible to claim only one of these for 1 point. Further, if you sing or dance, those involvements may only be claimed once.
- 17) If you are a member of an organization, this does not count unless you serve a specific purpose to the organization by sitting on their Board of Directors or a formal Committee. Membership in the Canadian Junior Angus Association or American Quarter Horse Association, no matter how important or prestigious, does not count.
- 18) **Please avoid using acronyms** on this page because I, and others, likely don't know what they mean. I think I've finally determined that SABC means Southern Alberta Bible Camp, but it took me a long time to figure this out.
- 19) **You may not claim activities that are an expectation of school**. For example, if you receive credit for something in school, it is not eligible, like Grade 7 Band or Green Certificate, if this is a class taken during school hours or you receive High School credits for taking it. Likewise, you may not count work at A & B Mechanical if you were doing this as either Work Experience or for your RAP program. If you were part of the Christmas Concert, but so was everyone else, or there was an expectation that each classroom would participate, this is not eligible for points. Grade 5 camp, if everyone goes, does not count. Only if the event was extracurricular and took time from you outside of school time, or required significant volunteer commitment, does it qualify.
- 20) Honour Role means an average of 80% or better over all your grades, or sometimes the top four or five. Having honours in one subject does not mean you have obtained Honour Roll status. The awards section is for high level, truly outstanding awards on a large and rather public scale or scope. For example, MVP on a AAA Midget Hockey Team does **not** qualify; being named the National Young Cattleman, however, **does**. And if there could be a question about who is presenting the award, then please be specific.
- 21) Activities like 30 Hour Famine and Students Against Drunk Drivers only count if your involvement was completely voluntary, took up your personal time, and was not mandated by either your school administration or Student's Union. The same goes for school fundraisers; selling magazines / cookie dough / poinsettias for your school do **not** count. School trips to Europe, or anywhere else, do **not** count unless you were **chosen** to go.
- 22) Training Courses count, provided they do not duplicate any involvement already claimed. For example, taking a Hockey Referee certification and also playing hockey is still only worth 1 point. Driver's Training is **not** eligible.
- 23) I know the Diary states you can only claim one livestock show, but if you list shows that I know each took 30+ hours of your personal time, you can claim those. One or two day shows (Beef includes Claresholm and Taber Chinook Classic, Olds Spring, Irricana, et al; Horse Shows are typically one or two day events), however, will be awarded 1 point and multiple 1 and/or 2 day shows will be amalgamated for that same 1 point to a total of three days at shows per 1 Diary point awarded. Please be specific about dates and locations.

If ever you have any questions, please contact me at 403-948-8501 or rob.g.smith@gov.ab.ca. Thank you very much!

Cheers,



Rob Smith

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