

SECTION 12

EVALUATION, RECOGNITION, AND AWARDS

Ways to Evaluate
Fauquier County End-of-Year 4-H Club Evaluation
4-H Parent Survey
Recognizing Members
County Award Forms
4-H All Stars

EVALUATION

Evaluation is the process of measuring achievement of the 4-H member, leader or club – whether it is toward personal goals and/or in relation to the indicators of a quality program. It is also a way for volunteers to know how they are doing. This feedback on the volunteer’s job performance is very important. Evaluation, like recognition, should be continuous – an on-going, informal evaluation helps the volunteer keep on the right track. It is important to schedule a formal evaluation.

An important goal of 4-H is to teach skills to young people that they can use as a youth and later in life. Indicators of a quality experience need to be in place for 4-H’ers to evaluate the skills they are learning, and for adults working with those youth to evaluate whether they are providing the experiences to learn. Evaluation that involves the 4-H members is constructive because it enhances the 4-H’ers learning experience. Evaluation takes place in competitive and non-competitive situations.

Evaluation may seem like a difficult phase of the volunteer support system to carry out. But if used correctly, evaluation can provide a systematic means to review and strengthen the program. It can also be a source of personal development and growth for 4-H volunteers.

Take a look back at your project or year in 4-H and evaluate your personal growth, things you learned, successes, disappointments, fun, and frustrating experiences, as well as plans for the future. Were you able to accomplish your goals? What changes did you make as you went along? How do you feel about what you learned? What ideas would you like to build on for next year?

WAYS TO EVALUATE

1. Survey the members to see if educational programs and speakers increased their knowledge of 4-H or their project area.
2. Be open to suggestions from members, ask for discussion during a meeting to see if their goals are being met.
3. Complete the End of the Year Evaluation Form found in this section.
4. Have parents complete the 4-H Skills for Successful Living survey.
5. Schedule a meeting with your 4-H Agent to discuss what the club accomplished during the year and what it would like to improve for the next year.

FAUQUIER COUNTY END-OF-YEAR 4-H CLUB EVALUATION

Date: _____

Name of 4-H Club: _____

Club Emphasis: _____

Club Membership:

_____ Members	_____ Males	_____ Females
_____ Leaders	_____ Males	_____ Females

How often does the club meet? _____

Where did the club meet? _____

What date and time did you meet? _____

What is your average attendance at club meetings? _____

Who were your key volunteer leaders?

What were some of your educational activity highlights this past year?

What were some of your community service activity highlights?

What were some of your club's successes this year?

What concerns do you have about your club?

Tell us your training needs (Do you have questions about general club administration, project books, presentations, etc.).

Did you publicize your club this year? Do you have any hard copy documentation we could put in your club file? Photos? Newspaper articles? Flyers?

Any additional comments:

4-H SKILLS FOR SUCCESSFUL LIVING PARENT SURVEY

Please complete the survey below to the best of your ability. Thank you for your time, this will help to improve the Fauquier County 4-H program.

- I. Please list the age and gender of each of your children enrolled in Loudoun County 4-H.

Age

Gender

- II. Please check the 4-H activities in which your children or child participated in during the past 4-H year (since October 1).

4-H club activities		Livestock Judging Contests	
Presentation Day			
Share the Fun			
Fashion Revue		Community Service Project	
State 4-H Congress		Publicized 4-H	
4-H Camp		4-H Ambassador Day	
Club Officer Training			
Fauquier County Fair		Other:	
VA State Fair		Other:	
Northern District Horse Show		Other:	
State 4-H Horse Show		Other:	

III. Based on your observation, what impact has the 4-H program had on your child's acquisition of the following life skills:

For each life skill check the level of impact you believe the 4-H program has on your child in the past year.	No impact	Little impact	Some impact	Great impact
Understanding Self: Understanding and developing a positive attitude toward self and the pursuit of personal potential.				
Communicating and Relating to Others: Giving, receiving and exchanging information and interacting with others in a positive manner.				
Acquiring, Analyzing and Using Information: Developing an inquiring mind, knowing how to analyze and use knowledge.				
Problem Solving and Decision Making: Involves the ability to examine a situation, generated alternatives and make intelligent decisions.				
Managing Resources: The identification, planning, organization, and allocation of resources to meet goals.				
Working with Others: Increasing leadership capabilities, being able to work with others in a group to accomplish group goals.				

IV. Please give us your comments about the Fauquier County 4-H program. We welcome suggestions and positive comments as well!

RECOGNITIONS AND AWARDS

Recognitions and Awards are often emotional topics. People are affected by both internal and external forces. The appropriate use of recognition and awards (external influences) can inspire members and volunteers to act and can be an incentive to greater accomplishments.

The following model, developed by the National 4-H Task Force, is recommended for a multi-faceted 4-H recognition and awards program.

Participation in Educational Experiences	Individual Progress Towards Goals	Achievement of Standards of Excellence	Results from Peer Competition
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Participation in Educational Experiences is valued by all youth. Recognizing participation in any phase of 4-H, whether it be for participation in a camp, in a project curie, in a fitness day or local club membership can be a first step in building a positive concept. Examples include t-shirts, caps, patches, certificates, membership cards, and year pins.

Individual Progress Towards Goals helps 4-Hers and volunteers assess and feel good about their progress toward their goals and encourages them to continue their growth and development. It also helps parents, advisors, and others working closely with young people on a day to day basis in helping them to set realistic goals, and then recognizing them for achieving their goals, no matter how large or small their achievements. Examples are positive comments to youth, parents; public comments to the 4-Her, patches; useful 4-H memorabilia; project equipment or supplies; and other appropriate forms of recognition.

Achievement of Standards of Excellence helps 4-Hers use standards of excellence to evaluate the life skills they are learning. Such standards can be used for products and demonstrable skills, and are often expressed in terms of a scorecard. The Danish or group system of placing provides blue, red, or white ribbons to each participant without ranking the ribbon groupings. In some projects recognition is given to everyone who achieves the given standard. Examples are ribbons, certificates, project equipment or supplies or 4-H memorabilia.

Results from Peer Competition is recognition given through competitive programs or contests in which members' knowledge or skills, or the products they produce are compared and ranked with the knowledge, skills, or projects of other participants. Examples are place ribbons (1st, 2nd, 3rd, 4th, etc.), trophies, scholarships, and trips.

The unit program should encompass all four components of the above model.

RECOGNIZING 4-H MEMBERS

4-H Members

1. All members desire and need recognition for their project work and for their contributions to the club.
2. Introduce new members and guests at club meetings and activities. Tell them and show them that they are welcome.
3. Let 4-Hers know you appreciate their efforts, even though they may perform at levels not up to your expectations, but yet comparable to their ability.
4. Recognition is ensured when you help the 4-H member select a project that has real meaning to the member and his family.
5. Give 4-H members individual attention and help to show your interest in them.
6. You can build recognition into project group programs when each member participates as often as possible with your guidance. Give the members responsible jobs equal to their ability, but also challenging. Insure a satisfying experience for the 4-H club member.
7. Select members' homes for a club meeting or a tour stop. Exhibiting projects at a local achievement or county project show is another way. Helping them to prepare and participate in county contest and events and submitting project record books for judging are other methods.
8. Schedule members to appear before audiences when they are ready to tell about 4-H and to give presentations. Always help members prepare and rehearse before they appear in public.
9. Place newspaper stories in the local paper, county newsletter or club publication about
4-H events to promote enthusiasm and help keep people involved.
10. Tell a 4-H member the good things about their entry in competition wt they did not win an award. Congratulate them on their improvement or participation. Help them realistically evaluate their entry or performance rather than depend on the judging results. Help them see ways to improve and point to future activities that can lead to success for them.
11. The greatest help you can give to a 4-H member is confidence in himself, so he feels he can contribute and consider himself worthy.

4-H Volunteers

1. Working with people in a leadership capacity, it is important to fulfill their need for recognition and approval.
2. Giving volunteers visible appreciation needs to include recognition of: the importance of the job; the quality of the performance; and the person or group that performed the job.
3. Give personal thanks or praise either on the spot or by telephone.
4. Write a note of appreciation.
5. Celebrate outstanding individual and group accomplishments.
6. Have special recognition programs, parties, teas or other activities for volunteer leaders, parents, community supporters and other contributors to the club program.
7. Recognize people in front of people who are important to them.
6. Send invitations for special events such as the annual club program, Christmas party, or summer picnic.

Club Recognition/Awards Events

It is suggested that clubs conduct recognition /awards events or programs.

Possible events or programs could include:

- ✓ Club Officer Installation Ceremony
- ✓ Club and/or Group Awards Ceremony
- ✓ Club Open House
- ✓ Club project recognition events such as Club Fashion Show, Project Show or Tour, Share-the-Fun, or Presentation Day
- ✓ Covered-dish Awards Banquet

**Guidelines for Completing Member Nomination Form for Leadership, Achievement,
Citizenship and I Dare You**

If you are nominating a member for recognition in **Achievement**, below is a list of items to consider.

- ✓ 4-H projects they are enrolled in
- ✓ Participation at 4-H events – workshops, clinics, field trips, camps, Congress (be sure to indicate if participation was on a county, district or state level)
- ✓ 4-H Skills- public speaking, presentations, fashion-revue, Share the Fun, Judging events
- ✓ Promotion of 4-H- talks to civic groups, articles written for newspaper or newsletter, distributing 4-H flyers, participating in parades, National 4-H week activities
- ✓ Involvement other than 4-H- leadership activities outside of 4-H

If you are nominating a member for recognition in **Leadership**, below is a list of items to consider.

- ✓ Offices held and committee chairs- club officer, teen council, chair of club or county committees
- ✓ Teaching other 4-H'ers- teaching fellow club members about their project, helping with clinics, leading a cloverbud section
- ✓ Committees and participation- involved with committees at the club level, participated in club discussion and votes
- ✓ Camp counselor- counselor for 4-H camp, lamb mini-camp, or day camps

If you are nominating a member for recognition in **Citizenship**, below is a list of items to consider.

- ✓ Community service- involved at the club level, participated in or organized county level service projects
- ✓ Participation in 4-H Day at the State Capitol, Ambassador training, speaking to civic groups, attending school board or county government meetings, attending Leaders Association meetings, Fair Board meetings
- ✓ Any work with charitable, cultural, historical and environment groups on community service
- ✓ Contact with government officials

If you are nominating a member for **I Dare You**, below is a list of items to consider.

The national I Dare You Leadership Award is awarded in recognition of personal integrity, balanced living and potential for leadership.

- ✓ Ethical individual
- ✓ Works well with others
- ✓ Includes all ages
- ✓ Involved with 4-H and other organizations
- ✓ A leader
- ✓ Goes above and beyond

4-H ALL STARS

What is 4-H All Stars?

4-H All Stars is an honor/service organization. Membership in 4-H All Stars is the highest recognition that a Virginia 4-H'er can achieve. Virginia 4-H All Stars is service oriented, and volunteer operated.

Purpose of 4-H All Stars

To contribute to positive youth development through "service" to the 4-H program of which they are a part. The 4-H program becomes the springboard from which an All Star jumps to other areas of service to people throughout his/her lifetime. The 4-H All Star organization strives for a cooperative effort with the 4-H program in all areas.

The 4-H All Star nomination procedure is scheduled so that nominees accepted by the Virginia Chapter have the opportunity to indicate whether or not they desire membership prior to the initiation. Nominees **MUST** participate in the Tapping Ceremony which is usually held during State 4-H Congress at Virginia Tech to become members. The All Star Bylaws indicate that the 4-H member nominees shall:

1. Have completed at least 3 years of work as a 4-H member.
2. Be at least 15 years of age as of January 1 of the current year.
3. Be an active 4-H member and no more than 19 years of age as of January 1 of the current year or, have been an active 4-H member and no more than 19 years of age as of January 1 of the preceding year (Four-H'ers have an additional year of eligibility beyond the age for participating in other 4-H recognition opportunities.)