

My 4-H Diary

Name: _____

Birthday: _____ Age: _____
Month Day Year As of Dec. 31st of Club Year

School Grade: _____ or

Post Secondary School Years Completed: _____

This 4-H Diary is a record of my _____ (e.g. 1st) year as a 4-H member,
for the Club Year of October 1st _____ to September 30th _____
Year Year

4-H Club A: _____

of Members: _____

4-H Club B: _____

of Members: _____

4-H District: _____

4-H Region: _____

*This record of my 4-H participation
will be an important reference for
many years to come.
Handle With Care.*

Version 2024



CANADA
4-H Alberta

Who fills out a 4-H Diary?

Registered 4-H members ages 9-20 as of December 31st of the current Club Year are eligible to complete a diary for each year that they are a registered member in good standing with 4-H Alberta. If a member belongs to two clubs, all information is included for both clubs within one diary.

Remember, to receive credit for a Club Year, you must meet all of the 4-H Member Requirements (on pg. 4) for each club you are a registered member of.

Why fill out a 4-H Diary?

My 4-H Diary is a place for you to record and celebrate your involvement and participation in 4-H and the community. For each year that you are a member, complete one 4-H Diary to keep track of your personal growth and skill development as you “Learn to do by doing”.

Keep Your Diaries Safe!

Looking back on your completed 4-H diaries will remind you of your experiences and how much you’ve grown as a person – Your diaries will come in handy for:

- Completing a resume or cover letter.
- Applying for scholarships and bursaries, including those available exclusively to 4-H members and alumni.
- Illustrating your diverse experiences for someone in an interview.

Based on your complete 4-H diaries showing points accumulated, your 4-H leader can apply on your behalf for the 4-H Alberta Awards of Excellence medallions once the points are confirmed. All diaries must also be submitted to your Area Coordinator when applying for the Platinum Award of Excellence, and when applying for trip selections.

4-H Alberta Awards of Excellence

Medallion	4-H Diary Points Required	Approximate Years to Obtain
Bronze	90	3 years
Silver	150	4-5 years
Gold	220	6-7 years
Platinum	320	8+ years

Trip and Ambassador Selections

Members vie for some fantastic 4-H travel and ambassadorship opportunities PLUS the Premier’s Award. Your diary points will factor into your total individual program score.

Senior 4-H members who are 16 or older, must register through the electronic registration system, requiring their individual username and password.

Visit 4-H Alberta’s Website!

For more information about the Awards of Excellence or 4-H Alberta’s scholarships Visit www.4hab.com

REMEMBER

My 4-H Diary isn’t about filling up every line – it’s about unlocking the 4-H Advantage!

How do I fill out a 4-H Diary?

Record your participation throughout the year, at activities, events, and on committees within your club(s) and beyond the club at interclub, district, regional, provincial and national levels of 4-H. There is also a page for you to record what you have participated in beyond 4-H.

Top Ten Tips:

1. **Read the Scoring Guide** opposite each page for additional information and tips.
2. **Keep your 4-H Diary up to date.** Fill in your information accurately and be specific. Avoid using abbreviations or acronyms.
3. **List any activity or event only ONCE** in the diary. Use the lines provided. It is not necessary to fill in every line.
4. Indicate **which club** the activity happened with - A or B, if in two clubs
5. Make use of the **Notes section** at the bottom of each page:
 - a. Include any extra details about your activity if more space is needed
 - b. if you are claiming two (2) points for **“Above and Beyond”** a description of how your involvement was greater than that of the general participants is required.
 - c. One (1) point for participation will be awarded if a description is not provided.
 - d. Record any 4-H awards here, so you remember your achievements
 - e. For record, list any additional activities or events once the provided lines in the activity section are completely filled. No additional points will be awarded for these events.
6. **Check** the box for the number of points you’re claiming, based on your level of participation.
7. **Tally** your points at the bottom of each page and transfer the point totals to the back page of the diary.
8. **Sign and date** the diary, and have your parent or guardian review your diary for correctness, sign and date.
9. **Submit** your diary to your 4-H leader for review of correctness and confirmation by providing signature and date on the back page.
10. **Keep ALL** of your 4-H diaries together in a safe place. Always save a digital or photocopied version of your 4-H diaries, if passing them along for further marking.

Frequently Asked Questions

Q: What if I belong to two or more clubs?

A: You are eligible for points in a maximum of two clubs. Record your participation in both clubs in one 4-H Diary. Leaders from both of your clubs must review the completed 4-H Diary for correctness and sign and date as indicated on the back page. Activities for a 3rd club may be recorded in the Notes section.

Q: I’ve been a 4-H member prior to this year but didn’t fill in a 4-H Diary for some years. Can I go back and complete a diary for those previous years?

A: Yes! As long as you were a member in good standing and completed the club year in question, you may fill out a 4-H Diary. Have a 4-H club leader from that particular year review the completed diary for correctness and sign the back page.

Q: What is “Above and Beyond”?



A: Above and Beyond is about extra ACTION – exceeding the role as a participant at a particular event.

Include a description of your “above and beyond” role in the Notes if claiming 2 points. You must have been assigned or elected to do more than the other members, and this must be indicated in club minutes or as signed off by the club leader. For example, a committee member is elected or listed as an active member on this committee in the meeting minutes and will describe the role filled. A member must have been assigned specific additional duties, described in the Notes section and confirmed by the leader.




FYI

Any activity, event or program that has multiple parts happening. At the same time and location may only be listed as a single activity, event or program.



Record any 4-H awards and recognition received in the Notes section of the appropriate page.



4-H: MEMBER REQUIREMENTS - SCORING GUIDE

Club Membership

- List the 4-H club(s) you were a member of this Club Year.
- **To receive credit for the Club Year, you must have met all of the 4-H Member Requirements for each club you were a registered member of.**

4-H Member Requirements

- Complete a Project Record Book for each of your 4-H projects.
- Attend 70% of club-designated Club Activities.
- Complete a club-approved Communications Activity.
- Participate in a club-approved Community Service Activity.
- Participate in a club-approved Achievement Activity.

Project(s) with Project Record Book(s) Completed

- List up to 3 projects that you have **completed a project record book** for. The project record book(s) must have been signed off as complete by your leader(s).
- If you did a Creative Options project, briefly describe your project.
- Additional projects with a completed record book may be listed under Notes.

Attendance

- Confirm that you've attended at least 70% of the club activities that were determined and agreed upon within your club.

Communications Activity

- Briefly describe your club-approved Communications Activity and include the date that it was completed.
- Examples of a Communications Activity may be a speech or presentation, Master of Ceremonies, speaking at club meeting, etc.

Community Service Activity

- Briefly describe the club-approved Community Service Activity that you participated in, using the Notes section if needed.
- Include the date completed and the amount of time you individually gave back to your community by participating in the club-approved Community Service Activity.

Achievement Activity

- Describe the club-approved Achievement Activity that you participated in and include the date that it was completed OR if your club took part in an Interclub Achievement Activity, this is the place to record it.
- One Achievement Activity per club is recorded here for points. Additional separate Project Achievement events held on different dates may be recorded under Club Participation.

Helpful Hints about Community Service Activity

- 4-H Alberta strongly encourages clubs to choose a Community Service Activity (or activities) that involves members giving their personal time and energy in service of their community. Determine a suitable activity as a club - one that requires **ACTION** by the members as a group rather than just a cash or food item donation.
- **The Community Service Activity cannot be of financial benefit to the club or an individual and requires physical ACTION by the members.**

Consider

- Spending 4 hours setting up Christmas decorations at the Seniors' Centre and visiting with the Seniors – is Community Service.
- Highway cleanup is NOT Community Service unless ALL funds raised through the members' service are donated to a charitable cause, which must be explained in the Notes section, including the name of the charitable cause donated to. Example – highway cleanup 4 hours – donated all funds to the MyTown Hospital Fund to use towards obtaining toys for the Children's Wing.
- Painting the arena fence at the Ag Society so that the club can use it at no charge for riding time is NOT Community Service. This is a trade, benefitting the club and members.

Community Service:

List only one club determined activity on the line per club.

Additional Community service activities may be listed on page 7 – be sure to record the number of hours volunteered.

4-H: MEMBER REQUIREMENTS

I was a member in good standing of the following 4-H club(s): Points

Club A: _____ 2

Club B: _____ 2

Project(s) with record book(s) completed

Project Name

Club: _____ 2

Club: _____ 2

Club: _____ 2

Attendance

Club A: I attended at least 70% of club activities _____ 2

Club B: I attended at least 70% of club activities _____ 2

Communications Activity

Activity description/outline

Date

Club A: _____ 2

Club B: _____ 2

Community Service

Activity description/outline - use notes section if needed

Date

Club A: _____ 2

Club A: I gave a total of _____ hours of service to my community

Club B: _____ 2

Club B: I gave a total of _____ hours of service to my community

Achievement Activity

Activity description/outline

Date

Club A: _____ 2

Club B: _____ 2

Page 5 Point Total _____

Notes:

4-H: CLUB PARTICIPATION - SCORING GUIDE

4-H Club Activities, Club Project Activities & Committees

List your **participation and involvement** in your club this year:

List **club activities** or events that were organized by the club and you participated in.

- Do not list club meetings or any activities/events already listed in the 4-H: Member Requirements section of My 4-H Diary.
- List other club activities or events, such as workshops or clinics, social events and fundraising activities (e.g. 4-H Diary Workshop, Holiday Party or Bottle Drive Club Fundraiser). List participation in Provincial Highway Cleanup here if done by your club.

Club Activity = a planned activity or event that is open to all of your club's members.

List **club-level project activities** that were organized by the club and you participated in.

- **Do not list project meetings**, any activities/events already listed in the 4-H: Member Requirements section or those directly related to completing project requirements – sale of a marketable project, riding lessons, livestock weigh-in days, or your Achievement Activity for example.
- List other project activities such as workshops or clinics, demonstrations or project-related tours (e.g. Quilting Demonstration, Digital Photo Editing Workshop, Equine Facility Tour).
- When listing project activities, especially those involving skill development, be specific about what you learned at each project activity (e.g. Sewing Clinic: Using A Serger or Showmanship Workshop: Choosing A Halter).
- List club project activities/events that you participated or held a role in, if you were not registered in that project (e.g. You are registered in the Crafts project, but took on the role of announcer for the club's horse project Gymkhana).

Project Activity = a planned activity or event that involves a project-specific learning component and is open to all of your club's members registered in that project.

List participation in **club or project committees** that you were elected or appointed to by your club. Committee participation can be listed in the following ways:

- For specific activities/events as both a participant and an **active** organizer or committee member, claim the maximum 2 points (e.g. Holiday Party – attended and helped organize games as a Committee Member; or Equine Facility Tour – attended the tour and helped the committee by arranging the tour for the horse project members with the Facility Manager).
- For a club's committee with a general purpose that you were an active member of, you may claim 2 points (e.g. Social Committee or Club Coat Committee, Canine Project – Clinic Committee). Do not claim 2 points for each of the events falling under the responsibility of those committees (e.g. Social committee for 2 points, which helped organize Valentine's Dance and Christmas party). You may claim 1 point for participation at each of those events.

How many points can I claim?

Participant = 1 point*

*If you were the announcer or emcee, this role counts for 1 point

Above & Beyond Participant = 2 points**

****In order to receive 2 points for an activity/ event that you list, you MUST briefly describe your ACTION and how your involvement went above and beyond that of the general club membership.**

4-H Club Executive Positions

List club executive positions that you were elected or appointed to by your club at the beginning of the Club Year. Common executive positions include: President, Vice President, Secretary, Treasurer, Reporter, Historian, Parliamentarian and District Council Representative. You must have met the club's expectations of the position to claim points for it.

Cleaver Kids

Members earn 1 point per year for their participation in a club as a Cleaver Kid, up to a maximum of 3 points per club throughout their time in the Cleaver program. Individual activities within the Cleaver Kid program can not be counted as club, district, provincial activities. Members would collect these points in the first year as a Junior member.

In the 2024-2025 current members can collect the Cleaver Kids years of participation from past years

Starting in 2024 ALL 4-H Members can collect their Cleaver Kid years ONCE in their diaries.

All current members will be treated equally.

NO DOUBLE DIPPING!

For Example:

Do not claim 2 points for the Holiday Party on one line if you're claiming 2 points for being on the social committee that organized it on another line.

Do not claim 2 points for the social committee if you've already claimed 2 points for each individual activity/event that it organized.

Do not claim Cleaver Kids years of completion in more than one diary throughout your time in 4-H.

4-H: CLUB PARTICIPATION

4-H Club Activities, Project Activities and Committees

Club	Activity/Committee Description	Location	Date	Points
				Participant Above & Beyond
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2
_____	_____	_____	_____	1 or 2

4-H Club Executive Positions

Club	Position	Points
_____	_____	2
_____	_____	2

Clever Kid Years Completed

Club	Years of Clever Kid participation (list years of involvement)	Points
_____	_____	1 or 2 or 3
_____	_____	1 or 2 or 3

Notes:

4-H: CLUB BEYOND THE CLUB PARTICIPATION - SCORING GUIDE

4-H Interclub, District or Regional Activities, Project Activities & Committees

List **interclub** (your club and at least one other club), **district or regional activities** or events that you participated in.

- List any activities/events such as workshops or clinics, social events, fundraising activities, camps, programs, Corporate Partner competitions/challenges. (e.g. Interclub Fun Day, District Learning Day or Regional Winter camp).
- List your involvement as a counselor or junior staff member at a district or regional camp or program here and claim 2 points.

List **interclub, district or regional project activities** that you participated in.

- List any project activities/events such as project workshops or clinics, camps, programs or shows (e.g. District Horse Camp, Regional Sheep Learning Day or Regional Beef Heifer Show).
- Do NOT list activities relating directly to completing project requirements (e.g. Interclub Achievement Activity or sale of your project).
- When listing project activities, especially those involving skill development, **be specific** about what you learned. (e.g. Regional Judging Competition, Interclub Showmanship Workshop - Working in the showing).

Interclub Activities =
A planned activity or event that is open to more than just your club's members, but isn't planned by a District or Regional Council or Committee.

List participation in **interclub, district or regional committees** that you were elected or appointed to.

Committee participation can be listed in the following ways:

- For specific activities/events that you were both a participant and an active organizer or committee member, claim 2 points (e.g. District Learning Day – Note: I attended the District Learning Day and as a Committee Member I booked the guest speaker and organized the materials for one session).
- For a committee with a general purpose that you were an **active** member of, claim 2 points (e.g. Regional Beef Heifer Show committee – attended and as committee member, booked officials for the show) but then do not claim 2 points for each of the events falling under the responsibility of those committees (e.g. District council social committee 2 points, which helped organize district Bowling party and Halloween party. 1 point would be allotted as a participant at each event).

District or Regional Council Executive Positions

List executive positions that you were elected or appointed to, at the district or regional council level:

- If you were an appointed Key Member for your district, list that here and claim 2 points.

Provincial, National or International Activities

List any provincial, national or international activities that you participated in:

- List activities/events such as camps, programs, an exchange and Corporate Partner competitions/challenges. (e.g. Combined Camp at Battle Lake, Club Week, 4-H Alberta Judging Competition, Selections)
- List your involvement as a counselor or junior staff member at a 4-H Alberta camp or program here and claim 2 points.
- List participation in provincially organized radio spots here. If you were selected as an Ambassador, list that here and claim 2 points.

How many points can I claim?

Participant = 1 point*

*If you were the announcer or emcee, this role counts for 1 point

Above & Beyond Participant = 2 points**

****In order to receive 2 points for an activity/ event that you list, you MUST briefly describe your ACTION and how your involvement went above and beyond that of the general club membership.****

Note: Do NOT list different activities from multiple day activities or events separately.

For exchanges - do not list separately the activities attended during the traveling or hosting.

Remember - No double dipping.

FYI = Activities or events listed on this page must be sanctioned by 4-H Alberta or 4-H Canada.

4-H: BEYOND THE CLUB PARTICIPATION

4-H Interclub, District or Regional Activities, Project Activities and Committees

Activity/Committee Description	Location	Date	Points	
			Participant	Above & Beyond
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
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_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2

4-H District or Regional Council Executive Positions

Position	Points
_____	2
_____	2

Provincial, National or International Activities

Activity/Committee Description	Location	Date	Points	
			Participant	Above & Beyond
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2
_____			1	or 2

Page 9 Point Total _____

Notes:

BEYOND 4-H: PARTICIPATION - SCORING GUIDE

Why do we record participation beyond 4-H in My 4-H Diary?

4-H activities focus on developing your leadership, teamwork, communication, entrepreneurial, technical and community engagement skills. Your development in these areas WILL help you to succeed in areas outside of 4-H.

This section is used to record participation in activities/events beyond 4-H and school that support your personal development and growth as a 4-H member and a member of your community. All of these categories of activities can help you when creating a resume, sitting through a job interview and applying for scholarships. List the best examples of your participation beyond 4-H in the most suitable section, and record additional experiences in the section indicated.

How do I fill out this section of My 4-H Diary?

Consider all activities/events (e.g. music lessons, volunteer positions, camps, programs, community band or theatre groups, exhibitor events, executive positions or committees that you were elected or appointed to by recognized clubs, organizations or associations beyond 4-H). Include a description.

- **Activities** require commitment of at least 15 hours of your personal time (eg. weekend athletic camp) or weekly over a 6 month period (e.g. Singing lessons weekly October to May)
- Do NOT list any activity that was a school expectation or for which you received school marks or credit (e.g. Band, Green Certificate).
- **Paid employment** must involve an average of at least 4 hours of work per week, over a 6 month or more period.
- List similar types of activities only once (e.g. Being a player on a basketball team, participating in basketball tournaments, going to a basketball camp are all similar types of activities – choose one and list under the most applicable category).
- List your best example under each of the following skill development areas:
 - 1) Leadership & Teamwork Skills
 - 2) Communications Skills
 - 3) Entrepreneurial Skills - An entrepreneur organizes, manages. and assumes the need of a business enterprise
 - 4) Technical Skills
 - 5) Community Engagement Skills – Volunteering in your community
- Provide the name of a reference for each activity/event listed. Do not use family members as references.
- List any special academic recognition or award that you received during the current club year.
- Use the Notes section to provide explanations.

FYI

Consider what you have learned and/or what skills you have developed from participation in the activities/events.

List each under the skill area that BEST applies. (eg. Coach volleyball, play, attend volleyball camp – may best fit under Leadership & Teamwork)

Please do NOT separately list activities you helped with or participated in, as part of your role as an executive or committee member of a non-4-H club or organization.

(e.g. Beef breed association - participant at shows, committee member, judging team member).

BEYOND 4-H: PARTICIPATION

Leadership & Teamwork Skills

Activity/Description	Reference	Date/Duration (days/hours)	Point
			1

Communication Skills

Activity/Description	Reference	Date/Duration (days/hours)	1
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Technical Skills

Activity/Description	Reference	Date/Duration (days/hours)	1
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Entrepreneurial Skills

Activity/Description	Reference	Date/Duration (days/hours)	1
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Community Engagement Skills

Activity/Description	Reference	Date/Duration (days/hours)	1
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Page 11 Point Total (max 5) _____

Record of My Academic Recognition & Awards

Additional Beyond 4-H: Participation Experiences

Notes:

POINTS TOTALS AND SIGNATURES

Point Totals

Please transfer all point totals to this page from inside this diary:

4-H: Member Requirements..... Page 5 Point Total	_____
4-H: Club Participation..... Page 7 Point Total	+ _____
4-H: Beyond the Club..... Page 9 Point Total	+ _____
4-H Points Total.....	= _____
Beyond 4-H: Participation Page 11 Point Total	+ _____
4-H Diary Point for current club year	Total = _____
4-H Diary Points TOTAL (from previous club year Diary)	+ _____
4-H Diary Points TOTAL to date (to be carried forward to the following year's diary)	_____

Regional 4-H Office Use Only

Required Signatures

I have reviewed My 4-H Diary and to the best of my ability, verify that the Information listed is correct.

Member Signature

Date

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

As a leader of the club listed on the front page, I have reviewed this member's 4-H Diary and to the best of my ability, verify that the information listed is correct and that the member was in good standing with the club this year. I am not the member's parent or guardian.

Club A 4-H Leader Printed Name

Date

Club A 4-H Leader Signature

Club B 4-H Leader Printed Name

Date

Club B 4-H Leader Signature