

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.
- For any submission to state level (Diamond or Emerald), the application must be typed. It is up to local Extension offices as to whether they will accept hand-written applications for Gold, Silver or Bronze submissions. We are trying to instill a sense of professional submission skills in our members and they would not submit college applications, scholarship applications or employment resumes that are handwritten.
- 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 the fall of 2019 fall should include only experiences from 9/1/2018 through 8/31/2019.
- 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.)
- In most of the “Details” boxes, **dates and/or names of experiences are the only items needed.** 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. Lots of details are not needed. 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 (This is if and ONLY if it is a “regular” state 4-H activity, i.e. State Fair, Jr. Leadership Conference, State Robotics Competition, etc. – otherwise dates should be included!) However, for some items – like educational experiences in the Project Learning area might need more detail (i.e. Club Tour to Whirlwind Dairy Farm).
- 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-know (For example, FFA, which is no longer an acronym, but you get the gist of it!)

- 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. Note, if a club or county planned experience takes place out of state, it is still a CLUB/COUNTY level program, not a state level program.
- Members cannot use the same experience/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.
- **However**, members can “double up” or “group” multiple experiences, but they need to be 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.
- If the member is planning to submit an application for the *Diamond or Emerald* level, encourage them to **complete and submit the ENTIRE application**. Reviewers may not agree with the member’s view of events/levels, so may explore other sections to see if they met criteria in another dimension. Gold, Silver & Bronze levels require items in all 4 dimensions.
- Please remember that Diamond and Emerald levels are meant to show depth of experience in one dimension - community service, leadership or project learning. Participation is NOT a qualified focus area at the Diamond and Emerald levels. All required experiences should be within the same dimension (e.g. community service). That is, leadership and project learning experiences cannot be counted toward a Diamond application in “Community service”.
- Applications should be reviewed on the county level **and WILL be reviewed on the State level**. 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 event. Be specific in noting how they were involved.
 - **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 of a nationally-sponsored activity.
 - **National 4-H Day of Service** can **ONLY be included as a national event IF** the club registered the event on the national website *in advance* of the actual event with accompanying report.
 - **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.

- State deadlines are strictly adhered to. Many of our applications are now submitted for state judging/review electronically, so county offices must receive applications with enough time to review, sign, scan, and submit applications and accompanying transmittals in order to meet the state deadline. It is up to a local Extension office whether they will accept applications past their local deadlines.
- **Once a 4-H'er has been recognized at the Diamond or Emerald level, they may not submit an application in the same dimension in two consecutive years.** For example, Sue won the Emerald award in Community Service in 2017; in 2018, she may apply for Emerald in Leadership or Project Learning, but may not reapply in Community Service until 2019.

Updated 8/2019

