

# Life Skills Projects Achievement Days – A Guide to Success

A good Achievement Day event recognizes each member's project achievements and gives members a chance to share what they learned during their club year. An organizing committee aims to design an event to meet these goals and encourage continued success.



**CANADA**  
4-H Alberta

## Planning an Achievement Day

### Who is on the committee?

In making decisions and organizing the details for the Achievement Day, involve member, leader and parent representatives. Each group has unique perspectives, skills and experiences to offer. Sharing the organizing jobs gets everyone working toward the same goals and supporting the committee's efforts.

### How will you get prepared?

The attached chart guides you through the details of organizing an Achievement Day. Starting the planning early in the year gets all the tasks done and allows people to better use their skills and creativity in designing a unique and special Achievement Day. Discussing major points and then delegating facility and food, publicity and invitations, judges, supplies and awards-related tasks contributes to individual commitment and enthusiasm for celebrating this year end event. Preparing a budget early in the process gives the club the time to budget and fundraise to cover Achievement Day expenses.

### What will your Achievement Day program include?

Consider how, as a group, you can best showcase each member's project achievements. Will the program be formal or informal? Many clubs choose an open house featuring member displays. Some have a short program that highlights the club's activities, project experiences and member recognition. Perhaps include a 4-H ceremony to recognize the occasion. Thanking club supporters is always appropriate.

### What are the requirements for all the 4-H projects?

Multi project clubs bring together a diverse range of projects, from foods to outdoor living, photography to crafts, vet science to woodworking, for one achievement day event. Each of these projects identify their own specific Achievement Day expectations. Think about how you can get the best mileage for recognizing and rewarding each member and each project?

### How will project work be evaluated?

Discuss what items will be evaluated and how they will be evaluated. Select judges and inform them about their responsibilities and member project expectations. How will positive feedback be given to the members at the event? Consider actively involving members in the evaluation process through conference judging, interviews and demonstrations. Clubs may choose not to judge the members' work but to display and celebrate its completion. Order the appropriate ribbons and recognition items well in advance if you choose to utilize them.

### Alternative Achievement Days

Sometimes a 4-H project decides to have something different than the traditional achievement program or open house. It may be a trip to a project-related activity, program or business. Life Skills project clubs may choose to come together to have a district achievement day, or connect with a 4-H regional program, 4-H livestock project show or a community event. Each requires some adjustments so that the overall goal of recognizing members' project year is not overlooked.

## Displaying Members' Projects

Typically each member or project group creates a display of their project work. An Achievement Day Committee can coach members in creating eye catching and appropriate displays and signs.

### What will the project bench show be like?

Space in the facility, number of members, and types of projects influence what can be offered. Consider the uniqueness of each project and how it can be best presented. A photography project member may have a series of mounted pictures enhanced by posters or equipment while a member taking outdoor living may display hiking equipment and use photographs to tell a story of a hiking trip. Quilting project members may illustrate quilting techniques through samples alongside their patchwork quilts. Foods project members need to consider how to safely display their prepared dishes.

### Tips on Displays and Signs

An effective message on a poster or display contains good visuals and few words.

**Aim for a simple design** that flows from left to right and top to bottom. Think about a theme for the display and how it relates to the project.

**Create a centre of interest** that focuses attention on the 4-H project items.

**Catch attention** with photos, lettering, objects and motion. Opt for large items over several small ones. Choose round, oval or unusual shapes, and rough over smooth surfaces.

**Use colour to create impact.** Contrasting colours keeps the eye moving over the display, but limit the number as too many colours can confuse. Bright and warm colours focus attention, so keep background colours neutral.

**Condense messages** to a few simple phrases and pictures. Keep pictures at a maximum and print at a minimum. The more words used, the less people read, so aim for 25 to 50 words. A short and snappy title of less than ten words adds impact. Have a sign to identify the 4-H member, the project and level of the display.

**To increase letter visibility** use large, bold letters. Make letter width 1/4 to 1/6 of the height of the letters. Lowercase lettering is easier to read over all capitals, and plain lettering over fancy writing. Make Title Lettering at least 5 to 8 cm high and letters in the copy larger than 1.5 cm. Contrast colours of letters and background.

### Backdrops and Support Materials

A backdrop and boxes enable posters, project items and a record book to be highlighted on a table display. Construct three sided backdrops from plywood or heavy cardboard. Drape a cloth over varying sizes of sturdy boxes and containers to create different levels to keep the eye moving over the display. Project related equipment and supplies can enhance a display, but limit the extras. Clutter takes away from the main items.

### Resources Available:

- 1. Leading the Way:** 08 Judging Achievement Day; 16 Recognition; 18 Competition, Individual Achievement and Cooperation; 23 Judging Life Skills, Technology and Trade Projects available on line at [www.4h.ab.ca](http://www.4h.ab.ca)
- 2. Judging Standards for Foods, Sewing and Handicrafts:** Reference for judges and leaders
- 3. 4-H Supply Catalogue:** Scorecards for displays, crafts, foods, clothing, woodworking, photography, plus additional event supplies.
- 4. Ribbon order form and Information** available online at [www.foundation@4hab.com](http://www.foundation@4hab.com)

# Organizing a Life Skills Projects Achievement Day Event

An Achievement Day Committee Plan for Success

Involve members, leaders and parents in organizing the Achievement Day.

<b>Components of the Achievement Day and Tasks to Do</b>	<b>Who Does It</b>	<b>By When</b>
<b>General</b> Set Project Completion Goals Decide Format for Achievement Day Decide on date, time, location		Start of club year
<b>Organize the Program for the day</b> Content Means for members to display / present project work Member involvement in each part Information Sharing on club activities Agenda / time schedule Program brochure / booklet		
<b>Getting Prepared</b> Contacting judges/officials/confirming details Ordering supplies for Achievement Day Selecting MC, speakers and presenters Practice sessions		
<b>Project Recognition</b> Project Categories Type of Awards/Rewards Getting Awards/Rewards Presenting		
<b>Special Activities and Recognition</b> Ceremonies Member – new, leaving, special contributions Selecting recipients of special awards Leader Recognition Sponsor Recognition Thank you/Appreciation Fun Recreation Activities		
<b>Publicity and Invitations</b> Inviting community Inviting other 4-H Clubs Inviting guests/sponsors/supporters News articles, pictures and club history book		
<b>Facility and Food</b> Arrange for Facility Facility set up and clean up Luncheon or banquet details Decorations		
<b>Budget</b> Expenses for: - awards, rewards and gifts - facility and food, - activities, equipment and supplies Securing funds to meet expenses		

<b>Achievement Day Committee</b>		<b>Year</b> _____
<b>Committee Person</b>	<b>Contact Information</b>	<b>Responsibility</b>

**Budget Worksheet for Life Skills Projects Achievement Day**

<b>Expenses</b>	<b>Budget</b>	<b>Actual</b>
Recognition – Awards, Rewards, Gifts		
Judges’ Expenses		
Facility		
Food		
Equipment and Supplies		
Promotion and Invitations		
Programs		
Decorations		
Activities		
Other		
<b>TOTAL</b>		

**Life Skills Projects Achievement Day Committee Report**

<b>Club</b>		
<b>Projects</b>		
<b>Year</b>	<b>Members</b>	<b>Leaders</b>
<b>Program Details</b> - date, time, location, format, schedule of events, judges, etc.		
<b>Achievements and Recognition</b>		
<b>Program Highlights</b>		
<b>Financial Report</b>		
<b>Recommendations and Ideas</b>		
<b>Achievement Day Committee</b>		