

## **GOALS:**

**BEGINNER:** Accomplish a solid bond that will not break under normal use.

**INTERMEDIATE:** Learn and use a special weld(s) and know its practical application  
Example: stitch weld for strength on a long or curved joint.

**ADVANCED:** Use a special type of weld or equipment (ex: mig welder)  
And/or bond different types of metals (ex: Cast)

## **Resources:**

Small Engines [www.4-hmall.org](http://www.4-hmall.org)  
Finishing Up [www.4-hmall.org](http://www.4-hmall.org)  
Electricity Excitement [www.4-hmall.org](http://www.4-hmall.org)

## **Communication**

- Understand importance of public speaking as a life skill
- Demonstrate correct public speaking techniques and etiquette
- Learn about the different types of public speaking demonstrations and the tools used in each.
- Learn how to keep an audience's attention
- Learn to appropriately use the amount of time provide (speech not to short or long)

## **Resource:**

Express Yourself [www.4-hmall.org](http://www.4-hmall.org)

## **Citizenship**

### **4-H Event Notebooks, Posters or Educational Displays**

- Demonstrate with their project leadership skills, the ability to help the community, setting & achieving goals, knowledge of new experiences & club records.
- Make a Poster Displaying a Citizenship Event that you attended or participated in.
- Include
  - Explain the event and what the 4-Her learned from this experience.
  - What was the process to get to this event? How did you learn about it? Did you get a scholarship? Did you fundraise?
  - Explain and demonstrate using pictures what you did at this event?
  - What did you expect from this experience? What did you learn?
- Examples Include
  - National 4-H Week
  - 4-H Exploration Days
  - Washington D.C. Focus
  - Capital Experience
  - National 4-H Congress
  - Local Official Meetings
  - Any other 4-H

## **Community Service**

- Demonstrate with their project leadership skills, the ability to help the community, setting & achieving goals, knowledge of new experiences & club records.
- Create an educational display demonstrating the project and experience.
- Based on an individual, club or special interest group.
- What did the group or individuals learn from this experience?
- What kind of planning went into this project? Who planned it? Why was it chosen? Who funded it?
- Group or individuals should keep a portfolio of community service projects from year to year.

## **Club Leadership Books**

- Exhibitor should be able to explain why keeping this record book is important to the success of the club.
- Exhibitor should explain their role in club leadership and the record keeping of this book.
- What did they personally learn from the record keeping experience?
- If exhibitor is in the record keeping role for more than one year the record should be progressive and show growth.

## **Resources:**

Public Adventures Kit

[www.4-hmall.org](http://www.4-hmall.org)

Raise Your Voice- Service Learning

[www.4-hmall.org](http://www.4-hmall.org)

## **Teen Leadership**

- Demonstrate with their project leadership skills, the ability to help the community, setting & achieving goals, knowledge of new experiences & club records.
- Demonstrate growth as a 4-Her and how you feel your experiences will help you teach others.
- How will the skills you learned as a 4-Her and a teen leader help you in life?

***A teen leader is defined as ANY teen, 13 or over, who is actively participating in 4-H leadership activities. These activities include:***

- Club leadership and responsibilities (Serving as a club officer)
- Full or partial leadership of specific projects (field trip, group community project)
- Teaching a group any type of skill or project
- Working with younger club members on a project
- Planning programs
- Serving on a state or county 4-H council
- Helping plan your community service project (where, when, why)
- Helping you club leaders at any time
- Anytime you are doing something in the area of 4-H that will benefit more than yourself

***In order to complete this project and be eligible to receive awards and premiums, you must fulfill all the following requirements.***

1. Fill out / complete the Teen Leadership Portfolio (either typed or in ink no pencil). Available at the Extension office and online at <http://msue.anr.msu.edu/county/info/barry>.
2. The portfolio should be a compilation of each year's activities as a teen leader, starting with the most current year (Responsibilities should increase with additional years as a teen leader).
3. Your notebook will be judged on Non-Livestock Day along with your interview for this project.
4. Interviews will be business casual. Be prepared to discuss your teen leadership project. The purpose of the interview is to get you familiar with being interviewed along with discussing your teen leadership project.

**Selection Process:**

40% of your total score will come from judging your Notebook.

60% of your total score will come from the interview.

If you have any questions about the form or the process, please contact your leader or the Extension Office

## Entrepreneurship

### Resumés

Projects should include

- a cover letter
- a Resume`
- three references

### Successful Cover Letters

A cover letter is formatted like a business letter and matches the font and style of your resume.

Key pieces included in the cover letter are:

- Complete mailing address including the zip code where an employer can reach you.
- Date with the month written out, the day, and the year, for example: October 18, 2008.
- Contact information for the recipient of your letter and resume. This includes the person's name (if you know it) and title, the organization's name and complete address.
- A greeting to the person receiving the letter. Try to address the letter to the name of the person you are contacting. If you don't have this information, address it to "Dear Recruitment Manager." Be sure to use a colon after the greeting instead of a comma since it's a business letter.
- The body of the letter includes four paragraphs that are not indented with a blank line between each paragraph.
- Close the letter using the salutation "Sincerely" followed by a comma.
- After the salutation, leave four blank lines for your signature and sign in blue ink after printing.
- Under your handwritten signature, type your name so that it appears just like your signature will.
- Finally, include your phone number and e-mail address underneath your name and type "Enclosure: Resume" so the employer knows that you are also sending a resume.  
Note: your e-mail address should be plain or professional and not include slang or cute phrases.

## Participants should learn

- the three basic types of resumes
- the importance a resume plays in the job search process
- the importance of using action verbs to describe their skills
- how to translate non-work experiences (such as 4-H) to resume language
- how to connect school learning and activities to the world of work

## Key Points about References

- Choose references wisely. Make sure they will represent you in the most positive way.
- List three to five references on a separate page from your resume.
- Ask for permission from your references and provide them with a copy of your resume.
- Page heading needs to match your resume heading in case it gets separated from the resume.
- Include for each reference: name, title, place of employment, address and phone and list their relationship to you.

## Interview

- Participants will fill out a job application just prior to the interview. The job application can be for a job of the participant's choice. It should be a realistic job that contestants could apply their current skills towards.
- The judges will simulate an interview atmosphere and contestants should approach the interview likewise. The participants should bring a cover letter, résumé and references with them.
- Participants should execute a proper business hand shake upon greeting their interviewer. See handout on careers web site referenced at the end of this document.
- Suggested Dress Code: Should enhance personal style and be a conservative. Dress similarly to the dress code for the company you're interviewing with. Keep it simple.

**Many of the 4-H Projects members are currently doing are a form of Entrepreneurship (large & small livestock sales, exercising horses, cleaning stalls, etc). Think about those projects and the requirements for them as you complete the following to prepare your entrepreneurship project. Site who/where you sought help for information to create your plan.**

## SWOT Analysis

Participants should

- Create a business of interest to them.
- Analyze their business showing its strengths, weaknesses, opportunities and threats.
- Identify areas where the business strengths match your opportunities.
- Look for places where weaknesses make the business exposed to threats.
- Make a distinction about where your business is today and where it could be in the future.
- Avoid grey areas. SWOT analysis should be specific
- Always apply SWOT analysis in relation to your competition.

## Financial Plan

Create a business of interest to you and create a financial plan for it including the following:

- A summary of the cash required to start the business and where the money is coming from. How much do you need to borrow and how much will you personally invest? Include a detailed list of your collateral.
- A schedule of how the start up capital will be used. List equipment purchases and costs. Include start up costs such as licenses, fees and the cost of start up inventory, any building purchases or remodeling costs.
- A cash flow statement showing income and expenses for twelve months.
- A personal financial statement, the same type required for a credit card application.

### **Marketing Plan**

Creating a business of interest to you and create a marketing plan for it including the following:

- An overview of the market place. What kinds of people are buying your product and how much are they willing to spend. Who is your competition and where are they located.
- Market niche – who are your targeted customers and why will they buy from you instead of their competitors. Every business needs a competitive edge.
- Strategy – how do you intend to reach your customers? What media will you use? How much will you spend? What other ways can you promote your business?
- Sample business cards, brochures, etc

## **4-H Leisure / Shooting Sports Education**

The following are guidelines for providing learning experiences in shooting sport projects. The shooting sports project is oriented to the individual and is an activity that can be practiced throughout life. It is also a project where the entire 4-H family can participate.

### **GENERAL GUIDELINES FOR ALL MEMBERS:**

- Develop an appreciation of nature through outdoor recreation activities.
- Develop safe and effective shooting sport habits and favorable conservation attitudes.
- Learn a lifetime skill.
- Learn to keep good records as to what is learned, how it was learned, leadership roles, expenses, property inventory and other essential facts.
- Learn shooting safety.
- Learn laws applying to shooting sports.
- Learn the parts of the equipment and what equipment is needed.
- Learn how to select and buy equipment
- Learn proper shooting techniques and fundamentals.
- Learn proper way to aim, shoot and follow through.
- Learn how to keep scores.
- Learn to build a target.
- Learn to identify various kinds of firearms and ammunition.
- New skills should be learned each year.
- To participate in the BB gun shooting project, 4-Hers must be 9 years of age.
- To participate in the rifle, shotgun, or muzzle loading shooting project, 4-Hers must reach their 12<sup>th</sup> birthday during the present calendar year.
- To participate in the archery project, 4-Hers should have reached their 9<sup>th</sup> birthday during the present calendar year.