Philosophy on Reporting Related Work with Other Groups

The State 4-H Awards Committee recognizes that 4-H members may be active participants in several groups or activities that complement their 4-H project work. 4-H is part of a holistic process that helps to develop life skills in its members. When doing a project record book or applying for any award the member should strive to honestly and accurately report service, experiences or other project work they have done in the name of 4-H as 4-H project work and other experiences that they did as a member of some other youth program as non-4-H work. This in no way diminishes the value of those experiences. If a member is not sure if something fits as 4-H project work, they should use the following test:

“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”

Consider the following example: A 4-H member goes from the 4-H meeting once a month to join his church youth group in singing at a local nursing home. This is not 4-H community service, but instead it is community service done as a member of the church youth group. However, if the member recruits some of his youth group to join the 4-H club in Christmas caroling in local nursing homes, this then is 4-H community service as he is now singing as a 4-H member.

The awards committee has developed the following guidelines to help 4-H families with membership in two or more organizations determine if, where and how to report project-related activities conducted in a non-4-H setting:

Work related to the project (ex. Beef) done through another organization (Church, FFA, FCCLA, FBLA, Boy/Girl Scouts, junior breed associations, etc.) may be appropriately reported as project-related non-4-H work by clearly identifying these activities and grouping them together in each section of the Oklahoma Report Form.

To help with the decision-making process, examples related to several projects can be found on the following pages. These examples do not address every situation and there will always be “gray areas,” but perhaps these examples will help with the decision-making process if there is a question regarding where or if an activity can be reported.

The awards committee also acknowledges that the majority of 4-H project work is done outside the organized club setting, often on an individual basis or in a family setting. This type of work can generally be reported as 4-H project work unless it was completed specifically to earn recognition in another group or organization. Only the member and his/her family know the intent of an activity, and intent governs where project work is reported.

“If those who were there and saw, heard or benefited from my actions were asked what organization I was representing, the answer determines whether it should be reported as 4-H or non-4-H work.”
For clarification on reporting project work, read the following examples.

<table>
<thead>
<tr>
<th>4-H Work</th>
<th>Non-4-H Work</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Beef</strong></td>
<td>Because she shows her cattle as an FFA member, if Sally reported exhibits, she would report them as non-4-H work.</td>
</tr>
<tr>
<td>Sally has a beef project that includes a breeding program and show animals. Sally joined FFA in the 9th grade and shows her cattle as an FFA member. If Sally’s breeding program is not included in her FFA record books, she could continue to compete in the beef project in 4-H with this part of her program.</td>
<td>Sally is an officer of the Oklahoma Junior Angus Association. Sally can list this in other leadership activities but not as a 4-H leadership activity. <em>She may choose to list it as non-4-H project related activities.</em></td>
</tr>
<tr>
<td>Sally has organized a 4-H beef project club. Sally conducts four meeting a year. At each meeting the members learn something educational. Sally is responsible for meeting notices, program planning, etc. <em>This is a 4-H leadership experience for the beef project.</em></td>
<td>Sally is a well-known 4-H member who is also an FFA member. The XYZ FFA chapter has a petting zoo at the July 4th celebration. Sally takes her heifer to the petting zoo. <em>Sally cannot report this activity as 4-H citizenship. She can however report this as non-4-H citizenship.</em></td>
</tr>
<tr>
<td>Sally is a well-known 4-H member. When the community thinks of 4-H, they think of Sally. At the local July 4th celebration Sally works in the XYZ local 4-H hamburger booth. <em>This can be counted as 4-H citizenship in the beef project.</em> Sally has taken on the task of scheduling 4-H members to work the booth. She can also count that as 4-H leadership.</td>
<td>Abby likes caring for children so much she enrolls in the child care careers program at her local technology center and receives significant training and experience in caring for children. Because this training and experience are part of a classroom setting, <em>Abby should report the training and time as non-4-H work related to the child care project.</em></td>
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**Child Care**

Abby attends a 4-H child care workshop offered at her Extension office and decides to start her own child care business. She lists her 4-H training and experiences on her résumé as she contacts potential clients. She lines up two regular babysitting jobs. Although this is not strictly 4-H, caring for children is the basis for this project, and *paid child care would be correctly reported as 4-H project work in Section I-A.*

Abby’s mom is a member of a local OHCE group. Several of the members have young children and their presence at club meetings makes the older members nervous. Abby and another 4-H member volunteer to provide child care during the group’s evening meetings. *Because they are not paid for this service, Abby and her friend can report the time spent and the activity as 4-H citizenship.*

As a service, Abby’s child care careers class provides free child care for technology center employees one Saturday morning a month. *Abby would report this activity as non-4-H citizenship in the child care project.*
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<td>Abby shares the knowledge and skills she learned through the career tech child care program by organizing a 4-H Child Care Club. She teaches some of the programs and gets instructors for others. She would report this in the Oklahoma Report Form as 4-H leadership.</td>
<td>Because Abby is so good with children, she is asked to assist with the toddler class at Vacation Bible School at her church. She recruits two other members of her youth group to help. This could be reported as non-4-H citizenship.</td>
</tr>
<tr>
<td>Abby’s Child Care Club makes 4-H bears for the immunization clinic and serve as volunteers at the clinic. Abby wears her 4-H T-shirt while she volunteers. To those running the clinic and the participants, it is clear that Abby represents 4-H and she should report this as 4-H citizenship.</td>
<td>Abby assists with a food and clothing drive organized by her church to benefit underprivileged children. She collects donations and donates items herself. This would appear to be a church activity related to the child care project and should be reported as non-4-H citizenship.</td>
</tr>
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</table>

**Citizenship**

Joe is a junior lifeguard at the city swimming pool. This means that he is under 16 and is not getting paid. All hours worked at the pool are volunteer hours. On occasion, Joe has the opportunity to wear his 4-H T-shirt. Since many participants would say he was representing 4-H and volunteering his time, this activity could be reported as 4-H project work.

As a 4-H member, John organized his 4-H club to make Thanksgiving cards for Meals-on-Wheels. Since participants would say John was representing his 4-H club, this activity would be reported in 4-H project work.

Emily played the piano at the nursing home. She contacted them and set up the date and time. Emily wore her 4-H t-shirt when she performed. Since participants would say Emily was representing 4-H, this activity would be reported in 4-H project work.

Lucy is a member of Faith Church in her hometown. Lucy will be participating in a mission trip with her youth group. They will be teaching Vacation Bible School to inner-city children. Since participants would say she was representing the church, this activity should be reported as non-4-H project work.

John organized his Sunday school class at church to make Thanksgiving cards for Meals-on-Wheels. Since participants would say John was representing his Sunday school class, this activity would be reported in non-4-H project work.

Emily played the piano at the nursing home. Emily’s piano teacher set up the event for several of her students to play. Emily, however, wore her 4-H t-shirt. Though participants might say Emily was representing 4-H, she was, in reality, representing her piano teacher’s studio since the teacher made the arrangements. Therefore, this activity would be reported in non-4-H project work.
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<td><strong>Horse</strong></td>
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Jane works with a trainer to help train her young horse and get it ready for the 2-year-old training class at the State 4-H Horse Show. As long as Jane is working with the trainer, she can log the hours she personally spends learning from the trainer and working with her horse and report the time as 4-H project work.

The teens in the county 4-H Horse Club have become proficient in teaching horse workshops. The younger members are learning many useful life skills. Each member of this teen group should keep track of the number of youth taught, the number of hours spent teaching and the number of workshops taught and report that information as 4-H leadership.

<table>
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<tr>
<th><strong>Horticulture and Plant Science</strong></th>
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Gene is a 4-H and FFA member who is actively involved in his family’s commercial horticulture operation and participates in all phases of the operation from soil preparation to harvest and marketing. In his 4-H Record Book, he reports the time he devotes to the total operation, his economic investment and value of products grown in Section I-A of the Oklahoma Report Form. He exhibits fruits and vegetables in 4-H and cut flowers and arrangements in FFA. In his 4-H Record Book, he would report only his fruit and vegetable exhibits as 4-H work.

Gene’s church helps plant a community garden. Since many of his friends are involved, he recruits them to become 4-H members. In addition to working in the community garden, the members teach summer programs on plants at the library, help kids from limited income families plant gardens, etc. These actions pass the test of being perceived as 4-H leadership and citizenship activities and can be reported as such.

Jane is a member of a local riding club. The club hosts a horse show to benefit the local children’s shelter and Jane secures donors, posts flyers and participates in the speed events with other riding club members. Because Jane’s participation in this activity was with another group, she should report it as a non-4-H activity.

Jane volunteers every week at a therapeutic riding center, where she assists with a variety of activities. No one at the center knows Jane is in 4-H. This activity should be reported as non-4-H citizenship.

Gene is a 4-H and FFA member who is actively involved in his family’s commercial horticulture operation and participates in all phases of the operation from soil preparation to harvest and marketing. Although Gene exhibits his fruits and vegetables in 4-H, he reports all of his sales, expenses, etc., in his FFA proficiency award application. Since Gene includes all of his horticulture production activities in his FFA records, they should not be reported as 4-H work. Technically, he could report this as non-4-H work related to the project, but with only exhibits, leadership and citizenship to report in his 4-H Record Book, Gene probably would not meet the project’s objectives without including production.

Gene’s church helps plant a community garden each year. As a member of the youth group, he tills the soil and assists with planting, harvesting and the distribution of food. In this case, Gene was representing his church, not 4-H, so the work should be reported as non-4-H citizenship.
For clarification on reporting project work, read the following examples.

### 4-H Work

Gene’s neighbors know he is in 4-H and visits the county Extension office regularly. They also know he has a big garden, so they ask his advice when they have gardening problems. Gene confers with the county ag educator, and they suspect soil fertility problems. Gene checks out a soil probe and assists his neighbors in pulling soil samples. While not an organized 4-H activity, his neighbors recognize the connection between 4-H and Extension and his expertise as a result of that association, so this could be reported as 4-H citizenship.

### Non-4-H Work

Gene’s grandmother is on the program committee at her local senior citizens center. They want to know more about making and caring for fresh flower arrangements. All of Gene’s experience with flower arrangements comes from his FFA experience, and he asks his ag teacher to assist with the program. The audience would perceive the program to be provided by FFA, and if reported in a 4-H record book, it should be reported as non-4-H citizenship.

### Performing Arts

John has been the emcee at the county Share the Fun contest for many years. A parent asks him if he would like to emcee the Relay for Life Talent Show they are having next month. 

Since participants would say John was asked to do this because of his 4-H work, this activity would need to be reported as 4-H project work.

Sylvia is a wonderful singer and has performed at different 4-H and school events. She is well known in the community for her work in the 4-H Performing Arts project. She tries out for a part in the community play, and lands the lead role. 

Since participants could say she was representing 4-H and getting involved in community events, this activity could be reported as 4-H project work.

Tom is in the school band and plays for a lot of events. He decides one day to take his trumpet and go the nursing home to play for the residents. After doing this several times on his own, he gets some other 4-H members who are in the band to join him. Now they play at the nursing home once a month. 

Since participants could say he was representing 4-H, this activity could be reported as 4-H citizenship.

Katie loves children. She decided one day to wear her clown outfit to a local parade. Many parents saw her, and she has been getting numerous calls to come to birthday parties and nursing home events. She has decided to start a business called Clowning Around with Katie.

It was unclear who Katie was representing in the parade. While using her talents as a performer relates to the project, to be reported as 4-H work, she would need to tie her clowning business to 4-H. Otherwise, it should be reported as non-4-H project work.

Because of his success in 4-H Share the Fun competition, the school music teacher recruits Jim to be in the school music program. He becomes a member of a quartet that performs at numerous community events. 

Since audiences would say Jim was representing the school vocal music program, this activity would need to be reported as non-4-H project work.
Jean attends a number of art classes during the summer with the intention of making items to exhibit in the 4-H Leisure Arts category at the county fair. While preparing entry tags, she discovers some of the items do not fit in the 4-H categories, but there is a suitable category in the open class. She can appropriately report both 4-H and open class exhibits related to the project in Section I-A of the Oklahoma Report Form.

Jane is a licensed lifeguard. She serves as a volunteer lifeguard for 4-H camp and other 4-H activities, but she also works at the city pool. She often wears a 4-H t-shirt and has arranged discounts for 4-H groups to use the pool. Serving as a volunteer lifeguard could be reported as 4-H citizenship and she could report her work at the pool as project-related employment.

When the city pool considered closing in the evening because of budget cuts, Jane and other 4-H members organized the youth groups in the city to explain the need for evening recreational activities for youth to the city council and held fundraisers to help with costs. Jane and her 4-H club members could report this as 4-H citizenship because they took the lead in mobilizing other youth groups around the issue.

Jean’s art instructor plans a show of all of his students’ work. Jean displays several pieces, and many people attend the art show. The show is related to her project, but because the event and the items would be associated with the art instructor, rather than 4-H, this should be reported as non-4-H project work.

Jane is a member of the high school swim team and spends a number of hours practicing each week. While swimming is a recreational activity, she does this as a member of another group, therefore the time, if reported, would be non-4-H project work.

Jane has such good ideas that she is always asked to plan games for the younger children at the family reunion. She would report this as non-4-H work.

John provided a lamb for his local FFA club’s petting zoo. John worked the zoo as a part of his FFA class, so this could be reported in his 4-H Record Book only as a non-4-H activity related to the project.

John wins his county sheep showmanship contest wearing his FFA jacket. In his 4-H Record Book, he could list this as a non-4-H activity.
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<td>John’s breeding program consists of 10 ewes, and he has a nice lamb left after selling all the show lambs he can. He decides to donate the lamb to a boys’ home to be shown as a 4-H project. This can be counted as citizenship in the 4-H sheep project as long as John’s breeding program is reported in his 4-H Record Book.</td>
<td>John is working on a school coat drive because he is a member of his student council. He puts out a box at school with a sign explaining that the student council is leading the project and who the coats will go to. This can be reported as non-4-H citizenship in his 4-H Record Book.</td>
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**Shooting Sports**

Joe attends many trap shoots with his 4-H shooting sports teams, and they compete as teams in the different shoots. Everybody recognizes them and comments on the XYZ County 4-H team. These youth can count these shoots and this practice time as shooting sports hours and report them as 4-H project work.

Joe wears his 4-H t-shirt and furnishes drinks for a fundraiser trap shoot. He has made a sign that says drinks are provided by XYZ 4-H club. *This can be reported a 4-H citizenship activity.*

Joe participates in the 4-H and FFA shooting sports projects. Joe attends the FFA District Trap Shoot and qualifies to go to Oklahoma FFA Trap Shoot. The 4-H District Trap Shoot is the week following the FFA district shoot. Can Joe shoot at the 4-H trap shoot? While 4-H doesn’t prohibit Joe from the shoot, Joe does need to discuss this matter with his agricultural education teacher and decide the team on which he is participating. FFA does have a policy that does not allow youth to shoot at both contests.

**Swine**

James started a breeding program early in his 4-H career. He plans to utilize this experience as a 4-H activity; therefore, he won’t apply for an FFA proficiency award in for his breeding program.

James conducts swine workshops, tours and interactive exhibits as a 4-H member but shows his swine in FFA. He can report his teaching activities as 4-H project work; however, showing is non-4-H work since it is done as an FFA member.

James provided a baby pig for the 4-H & FFA petting zoo. James wore his FFA jacket while working in the petting zoo, so this would be reported as a non-4-H activity related to the project.

James wears his FFA jacket to show his hogs, and his agricultural education teacher supervises his show projects. His exhibits could be reported as non-4-H activities in the swine project.

**As a general rule, when a member nominates an animal or if there is routinely a nomination process for showing, any activities with that particular animal should be reported with that particular organization.**