

ACHIEVEMENT DAY LEADER

Who Can Do This Job: Any parent, senior member, or leader.

Time Commitment: 10 to 30 hours. The time required to plan and run this event will depend on the size of your club and on how many of the tasks in the “To Do List” you delegate out to other 4-H members and parents.

Description of Event: A club’s Achievement Day is a day to celebrate its year’s accomplishments and members, their families and others are highly encouraged to attend. On this day the District’s 4-H Specialist will attend and mark all of the members’ completed skills projects. Each member who has completed all of their requirements (i.e. Communications, Agriculture Awareness, Community Service and Skills Projects) will be awarded with a completion certificate by the District’s 4-H Specialist.

Deadline: Achievement Day must take place before July 31st.

To Do List:

- Contact your District’s 4-H Specialist a couple months in advance of the event to let them know you are the contact person for this event.
- Set date, time, and location that works for both your club and your District’s 4-H Specialist.
- Educate new members and their parents on what an Achievement Day is and what is required of them.
- Liaison with the District’s 4-H Specialist and your club’s overall leader to confirm that all of the members are enrolled in the correct projects at least two weeks before the event.
- Obtain necessary project score sheets from your District’s 4-H Specialist.
- Collect necessary project marks from project leaders and overall leader before the event.
- Coordinate refreshments for the event.
- Coordinate activities for the event.
- Coordinate the drop off and display of projects for judging by the District’s 4-H Specialist.
- Obtain exhibition tags from your District’s 4-H Specialist for non-livestock projects, and have them filled out (to the best of your abilities) and attached to projects before they are to be judged.
- Have any members who will not be completing their project at Achievement Day contact both the club’s overall leader and the District’s 4-H Specialist to make alternate arrangements for project completion (deadline is July 31st).
- Book judges for livestock projects (the District’s 4-H Specialist can do this in a pinch, but someone knowledgeable in the type of livestock being judged is preferable).
- Coordinate invitations to the community so that they can share in your celebration of your club’s and members’ accomplishments.

Optional To Do List:

- Have your club reporter send a press release about your Achievement Day to local media (including your District’s 4-H Specialist) both before and after the event.
- Have club reporter advertise your event to the public or relevant groups (i.e. Facebook, Kijiji, Church and School newsletters, etc.)
- Assign someone to be the photographer for the day and have them send photos ASAP to the club reporter so that they can be used in press releases about the event.
- For more details and ideas, visit www.pei4h.ca and find Achievement Day under clubs.