

Computer

4-H Project Newsletter

This newsletter will be updated in December of each year, if necessary, based on changes made to the project at the 4-H Nova Scotia Annual General Meeting in November.

Welcome to the 4-H Computer Project! Whether you are new to the project or an experience in computer use, the Computer project has lots to offer and provides a great opportunity to learn useful skills which will help you throughout your personal, academic, and professional life. This newsletter will give you an overview of the Computer project, answer some of your questions concerning expectations of the project, and provide you with project ideas and some resources. Project newsletters are an excellent reference to keep on hand to refer to throughout the year. Enjoy your year in the Computer project and when working on your project, remember to "Learn to do by Doing." If you have any questions, please contact your Regional Agriculture Leadership Coordinator (ALC).

GENERAL 4-H INFORMATION

Ages for Members:

Junior Members: 9 - 13 years of age as of January 1, as of the current year.

Senior Members: 14 - 21 years of age as of January 1, as of the current year.

4-H members may register in the club and county of their choice, but must only be registered in one club, in one province. Members may register in one club and access projects in a neighboring club if that club is willing to assist with leadership of a certain project.

Project Completion:

All 4-H members must complete 'project requirements', for each of their projects, at their club Achievement Day. If you are unable to attend your own club Achievement Day, please make prior arrangements with your Regional ALC. Completion of your project qualifies you to move on to any further county, provincial, or national 4-H competitions relating to that project in the current 4-H year. School projects are not permitted to be used as 4-H projects. Each member must complete and display their own project work (i.e., two members cannot share a project for project completion).

What is Achievement Day?

Achievement Day allows members to display their project work to the public and have their projects evaluated, non-competitively. Project completion at Achievement Day is based on the following system:

A Green project completion sticker will be given to a member who has completed:	A Silver project completion sticker will be given to a member who has completed:	A Gold project completion sticker will be given to a member who has completed:
<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work
Plus one of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus two of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus all three of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging

RECORD SHEET – Each member must complete a satisfactory record sheet. Record sheets may be hand written or typed. *For more useful information, refer to Record Sheet Guidelines.*

PROJECT WORK – Each 4-H project (e.g., woodworking, dairy, etc.) has specific project work requirements. Each members' project work will be evaluated on the quality of the work, degree of difficulty for experience/age, the way articles are displayed/presented, and whether all requirements are met. A 1st, 2nd, or 3rd place ribbon will be given for each project. Please review project requirements for each project carefully. In non-livestock projects, members must complete the required number of items as outlined, unless prior approval is given by the Regional ALC. This request should be made in advance of the member's Achievement Day. Consideration of an item counting as additional items will be given based on members age, degree of difficulty, time required to complete, etc.

COMMUNICATIONS – Members who participate in public speaking and/or demonstrations at club level will receive recognition on their Achievement Day Certificate. Each club has its own standards for communications, so members should confirm with the general club leader.

CLUB CONTRIBUTION – Members are encouraged to be actively involved in their club, county, province, and community. The club contribution aspect is an assessment on such things as a member's attendance at meetings and events, attitude, effort, cooperation, and self-expression. Each club has its own standards for club contribution. Evaluation of this Achievement Day component is done by the Club General Leader and / or project leader(s). The standard for club contribution should be communicated clearly to all members by club leaders at the beginning of the 4-H year.

JUDGING – In each project, members are asked to compare four (4) articles or livestock (e.g., 4 wooden shelves in the woodworking project or 4 heifers in a dairy class), then evaluate them to place the class in order from first (closest to the ideal), to fourth (furthest from the ideal). Oral reasons, using proper terminology, are given to an official judge for the project to support those choices. There are many useful judging resources available through your Regional ALC, as well online at the [Nova Scotia Department of Agriculture](http://www.novascotiaagriculture.ca) website. In each county, a judging box is also available to borrow to help practice judging skills. It includes judging information and cards as well as judging classes, with reasons. Clubs may book these supplies through the Regional ALC.

At 4-H Nova Scotia Provincial Show, 4-H animals participating in the 4-H Nova Scotia Show competitions are used to make up livestock judging classes (e.g., 4 intermediate Holstein calves). Member are responsible for notifying their Regional ALC by September 15 by email if they do not wish to have their animal used. Please keep in mind that judging classes can only be provided if members are willing to offer their animals for a judging class. As such, 4-H members are encouraged to let their animal be used in a judging class if possible.

Computer Project Work Requirements

On Achievement Day, Computer members will be required to display three (3) projects, having no more than two (2) entries from any one section of the Computer class list.

4-H Nova Scotia Provincial Show Class & Sections:

Each county is eligible to send the top two junior and top two senior articles to the 4-H Nova Scotia Provincial Show. The sections are as follows:

CLASS 18: COMPUTER

SECTION 1:	Word Processing, Presentations, Spreadsheets - document, letter, report, greeting cards, brochure, newsletter, resume, storybook, poster, etc. <i>Spreadsheets and Databases</i> - spreadsheets showing formulas and finished result, database and resulting report, etc. Presentations (slide show, etc.)
SECTION 2:	App and Program Design and Programming, Databases
SECTION 3:	Webpages Design and Development - web pages including a copy of source code
SECTION 4:	Computer Builds, Rebuilds and Parts Display
SECTION 5:	Posters, Reports – related to any computer-related topic
SECTION 6:	Specialty Items (No included in any other category)

Suggestion: Reports should be a minimum of 1 page in length (approx. 250 words) and should include diagrams and/or photos where possible.

LEADER RESOURCES

Please ask your Regional ALC for the Computer Project Leaders' Manual, which includes information on the following:

Computer Leaders' Manual Units:

UNIT 1:	Components of Computers
UNIT 2:	Buying and Beginning to Use a Computer
UNIT 3:	Word Processing
UNIT 4:	Spreadsheets and Databases
UNIT 5:	Using the Internet
UNIT 6:	Designing Web Pages
UNIT 7:	Other Topics to Explore

All members should review units 1 and 2 at the beginning of the year. After that, members can learn about the topics in the other units that are appropriate to their knowledge level. Members do NOT have to cover all topics in one year. The number and type of topics chosen each year should reflect the member's current level of knowledge. (e.g., new computer users may spend their first year in the first three units, while a more knowledgeable member may cover several of the advanced topics in a year).

NOTE: All reports, posters or displays must include a bibliography for information taken from a source other than the 4-H member. For example, should a member utilize information or pictures from a reference book or from the internet, then the member must include credit for the source of the information.

NOTE: 4-H members must complete their project at achievement day in order to compete in, or to participate in, any further county, provincial, or national 4-H competitions relating to that project in the current 4-H year. (i.e., judging, project competitions, etc.)

NOTE: Web pages and programming projects should include a copy of source code as well as the finished product.

NOTE: If modified graphics are exhibited, both the original and the modified/enhanced graphics must be shown.

NOTE: Members requiring a computer to display their work at any level are responsible for bringing a computer and appropriate power bars, extension cords, etc.

NOTE: If members require video/slide equipment to display their project, specialty item or project activity, they must provide their own equipment at achievement day, exhibition and 4-H show.

SPORTSMANSHIP – Be a Good Sport!

In 4-H, Sportsmanship plays a key role in living by the motto of 'Learn to Do by Doing'. Please take the opportunity to consider good sportsmanship when at 4-H events. Here are some key factors to good sportsmanship:

GOOD CONDUCT – Demonstrate and maintain high standards of personal behaviour and conduct. You are representing your family, your club, your community and the 4-H program.

FAIRNESS – Learn and follow the rules. Be objective and honest. No matter what the results try your best by using your true skills without cheating. Treat others fairly.

HONESTY – Be a reliable person, do not lie or deceive. Be straightforward in everything you say and do. Understand your abilities and skills, accept the fact that you cannot do everything perfectly, but you still can do many things well.

COMPETITION - Competition experiences enhance positive youth development and prepare youth with competitive knowledge, skills and attitudes. Take pride in your accomplishments and in improving your skills – you are all winners, even if the ribbon color doesn't appear to reflect this.

COURTESY – Be well-mannered in your conduct. Be respectful, thoughtful, considerate, cooperative, friendly, and cheerful, no matter whether you do well or not. When you have concerns, questions, or suggestions, be polite in expressing them. Be pleasant and nice toward other participants, spectators, program officials, judges, the media, your leaders, parents and others. Give others the benefit of the doubt. Treat people and animals kindly. Keep your emotions under control.

GRACEFUL ACCEPTANCE OF RESULTS –Accept judges' results and suggestions with a positive attitude. The judge's decision is final. Regardless of the outcome; thank all that were involved in helping you put forth your best effort. Thank the organizers for their efforts; Sponsors for their generous donations; Agriculture Leadership Coordinators for their wisdom and guidance; Judges for their skilled eye and time given to the 4-H program; and anyone else who has helped you along the way.

The work in any 4-H project should always be done by the members. Hiring, or the use, of professionals and/ or adults to prepare projects for 4-H shows are not acceptable. Using these people as resources provides 4-H members with the information and skills to do the job on their own.

4-H Nova Scotia has a Code of Conduct in effect for all members and leaders. It is to be followed always throughout the year. If you would like a copy of what are acceptable practices in the 4-H program, please visit <http://novascotia4h.ca/codeofconduct/>.

You might also be interested in...

4-H POSTER CONTEST – Deadline and evaluation is normally at county rally. [Visit 4-H Nova Scotia's website for more information!](#)

4-H THEME CONTEST – Put on your thinking cap and be the one to come up with next year's 4-H theme! (i.e., *Let the Clover be Seen in 2017*). [Visit 4-H Nova Scotia's website for more information!](#)

WOOL COMPETITION – Open to all 4-H members. These articles must be made from 100% wool and members must exhibit a Wool Competition Report with their entry. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

RECYCLABLE COMPETITION – Open to all 4-H members. These articles must be made from a minimum of 75% recycled materials and members must exhibit a Recyclable Competition Report with their entry. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

GIANT VEGETABLE COMPETITION – Each year a new vegetable is selected for the Giant Vegetable competition held at 4-H Nova Scotia Provincial Show. Each county can send one junior and one senior giant vegetable entry to the 4-H Nova Scotia Provincial Show. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

TRACTOR DRIVING COMPETITION – The tractor competition is open to teams of 3 members (1 driver and 2 assistants); the driver must hold a valid class#5 driver's license or tractor license. The driver will drive a tractor and trailer through an obstacle course. The score is calculated based on safe operation and judge's evaluation. One team per county will advance to 4-H Nova Scotia Provincial Show. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

RECORD KEEPING COMPETITION – An entry will be one record sheet for a project completed in the current year by that member, with a detailed analysis included. Entries in this competition must include a 1 - 4 page analysis of the work and costs in the project for the given year in order to be eligible. Entries should be displayed in a binder/folder. The top two senior and top two junior record sheets per county will be eligible for the Record Keeping Competition at the 4-H Nova Scotia Provincial Show, but entries must first qualify at county level. All county entries must be forwarded to Truro by September 15th of the current 4-H year for judging prior to the 4-H Nova Scotia Provincial Show." For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

AWARDS, TRAVEL OPPORTUNITIES, AND SCHOLARSHIPS – Each year, 4-H Nova Scotia covers the registration fee to National and International travel opportunities for members awarded such travel experiences. Also, there are several scholarships available to 4-H members in Nova Scotia. For more information, interested members should speak to the Regional ALC and check out the [Nova Scotia Department of Agriculture](#) website and Visit [4-H Nova Scotia's](#) website.

JUNIOR LEADER PROJECT – This project is designed to build leadership skills by providing members with the opportunity to lead any aspects of their club which interest them (e.g., projects, recreation, communication, etc.).

GRADE 10 PERSONAL DEVELOPMENT CREDIT – Members must achieve gold completion and document at least 110 hours of 4-H related work to qualify. For more information visit the [Nova Scotia Department of Education & Early Childhood Development Personal Development Credit website](#) and the Nova Scotia Department of Agriculture website.



**Cake Decorating, Heritage, Crafts, Scrapbooking,
Woodworking, Great Outdoors, Computer,
Photography, First Aid, Small Engines, Tractor,
Vet Science and Welding
RECORD SHEET**



Name of Member: _____

Name of Club: _____ Level: _____

4-H Age: _____ Years in 4-H: _____ Years in Project: _____

4-H Project Experiences

Explain why you are taking this project and what you learned this year.

Please make a few comments about problems you may have encountered, how your goals were accomplished, and what you learned about the project.

Please make a few recommendations on your project articles, and how you feel they could be improved.

Project Articles (please complete one box for each article you made/exhibit)

Article	Skills/techniques learned	Materials used & individual cost breakdown for materials	Total cost

Meeting Summary

How many general club meetings did you attend this year? _____

How many project meetings did you attend this year? _____

Please list any other club/county activities that you may have participated in during the past year?
