

Appendix F

Developing 4-H Project Books for Statewide Distribution

January 6, 2004

A review system for submitting and reviewing proposals for potential *member directed* and *leader directed* 4-H project books has been in place since 1994. During this process, proposals are reviewed by separate panels of District/State 4-H faculty and State 4-H Curriculum Committee members. The merits of each proposal are judged against a weighted set of criteria including appropriateness of subject matter, needs of the target audience, emerging issues, educational objectives of the curriculum, mission of the organization, and potential for member expansion. Each panel then submits its recommendation to the Assistant Director for 4-H Youth Development. If approved, the author is then authorized to proceed with the development of the project material which includes organizing a writing team, conducting a formative evaluation, and having it reviewed by a self selected group of subject matter experts.

Any proposal approved by the State 4-H Leader is granted a three (3) year provisional status as a statewide 4-H project; the 4-H project year runs October 1 - September 30. By March 1, (before the start of the project's 1st year), the project manuscript is submitted for production and assigned a 4-H project number; accompanied by the letter "P" for provisional. By October 1, the project book will be printed, inventoried, and placed in the 4-H Family Guide.

By the project's 3rd year of provisional status, it must be submitted for blind peer review to the National 4-H Curriculum Review Process before approval can be granted for permanent status. State and national Cooperative Extension System professionals who are nationally recognized in one or more of the following fields make up the Jury Pools: content expertise; subject matter design; youth development research; learning theory; experiential learning; teaching; program management; non-formal education; working with volunteers; and life skills. A Jury Coordinator at CSREES-USDA receives items submitted for review at any time, sorts and assigns them to working juries, instructs juries on the national criteria for youth development curriculum, how the criteria are to be applied, and the review process itself. Any provisional project earning a favorable review (presently at a 67% acceptance rate) will receive CSREES-USDA sanctioning as a National 4-H project publication and permanent status as an Ohio 4-H publication. Failure to submit to the national review process or receive a favorable review will result in the project's termination by the end of year three.

DEVELOPING PROJECT MATERIALS FOR LOCAL USE

Project materials may be developed without the need for statewide approval if the materials are intended for limited distribution within a particular county. Counties reporting member enrollment in this type of county-based project should do so using the following numbers:

800 Citizenship	830 Energy	865 Leadership
805 Clothing	835 Family Life	870 Livestock & Poultry
810 Communication & Expressive Arts	840 Food & Nutrition	875 Mechanical Science
815 Natural Resources	845 Health & Safety	880 Plants & Crops
820 Creative Arts	850 Home Environment	885 Recreation
825 Economics	855 Horticulture	890 Small Animals
	860 Jobs & Careers	895 Technology & Science