**Voices of 4-H History: the process**

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| **Preparation** | **Research** | Learn the history of 4-H in your club, community, county, state. |
| **Learn** | Learn interviewing, video-taping and story-telling techniques. |
| **Practice** | Practice interviewing/video-taping each other so you are comfortable asking questions; learn how to probe for deeper answers. |
| **Identify** | Who are some of the people who made your local 4-H program strong?  Who had a direct personal impact on your own 4-H career? |
| **Define** | What is the story these people can tell about your 4-H history? |
| **Brainstorm** | What are the questions you’d like to/need to ask to illustrate this story? |
| **Action** | **Practice** | Practice interviewing/video-taping each other; ask how your questions will tell the story of 4-H History. |
| **Equip** | Secure the necessary equipment: microphone, recorder, tripod, video camera. |
| **Practice** | Practice interviewing/video-taping each other; become comfortable operating audio and video equipment. |
| **Schedule** | Explain project to potential interviewees; schedule time to interview and video-tape, maybe several people in one location at one time. Consider letting interviewees see questions in advance. |
| **Record** | Get Media Releases from interviewees; conduct the interview(s) and taping(s). |
| **Edit** | Review the audio and video tapes; edit to useable length. |
| **Sharing** | **Distribute** | Go public with the resulting “Voices of 4-H History” to radio, TV, fairs, FilmFests, commemorative events; be sure to share a copy with your State 4-H Office. |
| **Share** | Let the interviewee(s) hear/see the edited tapes for possible corrections. |
| **Thank** | Come up with a personal and meaningful way to express your appreciation to the people you interviewed. |
| **Combine** | Some individual interviews/videotapes might relate to others, so a broader series or story can be told. Re-edit the respective tapes accordingly to create this unique story. |
| **Reflection and**  **Expansion** | **Tell us** | Share your project with the National 4-H History Preservation Team at [info@4-HHistoryPreservation.com](mailto:info@4-HHistoryPreservation.com). We may post your example on our website as inspiration to other clubs, communities and counties to participate in “Voices of 4-H History.” |
| **Expand** | Based on this year’s success, make plans for future interviews/tapings. This is not the end; this is the beginning. There is a lot more history to record! |
| **Document** | Interview and videotape yourselves so you have a documented account of this “Voices of 4-H History” project; do this throughout the process! Other clubs, communities, counties will be interested to know how you accomplished your project; your model becomes a training piece for them when they start their own project. |
| **Repeat** | Involve other 4-H members in the project; find other alumni, staff and/or leaders/donors to interview/videotape; expand training to new participants. |

<http://4-hhistorypreservation.com/Voices/>