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# INTRODUCTION

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## Welcome to the 4-H Digital Photography Project! Handbook

Anyone can take pictures. But can you take good pictures? Throughout the Digital Photography project you will explore different types of photography as you learn how your camera works, all on your way to becoming a better photographer! Have fun, develop your own style and learn how to take great pictures!

## Objectives

1. To learn the history of digital photography.
2. To understand how a digital camera works.
3. To learn how to care for a digital camera.
4. To learn about camera equipment.
5. To understand how to take different types of pictures.
6. To learn how to store and share digital images.
7. To learn an appreciation for digital photography as an art.
8. To learn how to take pictures safely and respectfully.

## How to Use This Handbook

The 4-H Digital Photography Project is made up of four parts:

1. The Handbook
2. The Reference Book
3. The Activities Book
4. The Record Book

### 1. The Handbook:

This handbook is made to complement the 4-H Digital Photography Reference Book published by the Canadian 4-H Council's National Resource Network. The handbook provides a breakdown of the information provided in the Reference Book and is organized into six meetings of 2 hours of instructional time per meeting.

Meeting 1 – Discover Photography

Meeting 2 – Knowing Your Camera

Meeting 3 – Let's take Pictures!

Meeting 4 – Lighting the Way

Meeting 5 – Photography as Art

Meeting 6 – Share Your Pictures

Each meeting has suggested roll calls, learning objectives and a sample meeting agenda. It provides suggested pages of learning material and activities for each meeting.

Sample meeting agendas are at the beginning of each meeting. The agendas give suggestions for topic information, activities and judging and/or communications activities along with suggested times for each section. These are only suggestions – you will know your group best and will know the skill and attention level of your Members. There is more topic information and activities than what can be completed in a two hour meeting. Be creative!

## **2. The Reference Book**

The reference book, provided by the Canadian 4-H Council's National Resource Network, contains project objectives, project information, a glossary and additional resources.

## **3. The Activities Book**

Activities should be used in combination with the discussion of topic information to teach Members in a hands-on, interactive learning environment. Suggested activities to coincide with the project material for each meeting are listed on the sample agendas. There are more activities listed in The Activities Book than will be able to be completed in one 12 hour project so that leaders have the flexibility to choose which activities suit their club best.

## **4. The Record Book**

This booklet is designed to make it easier for Members to record information throughout the club. Members are to record their expectations and goals for the project in addition to contact information, a record of club activities, information about the project and themselves, their evaluation and summary of the project as well as any media coverage their club has had. Print or photocopy pages from the Reference Book that you think will benefit the Members either as a resource or an activity.

The Record Book should be given to each Member at the beginning of the first meeting. Ask Members to keep it in a binder or duotang so they can add to it easily. Go through the Record Book with the Members and explain the pages. Encourage them to use their Record Books at every meeting and record as much information as possible. As an added incentive, a prize could be given at the end of the project for the best Record Book.

## **Planning a Meeting**

Plan your meetings well. Review all the information well in advance so you are prepared and ready!

### **Before Each Meeting:**

- Read the topic information / activities and photocopy any relevant resources for the Member Record Books.
- Be familiar with the topic information for each meeting. Think of imaginative ways to present the information to the Members. Do not rely on just reading the information out

loud. Review available resources, plan the meetings and choose activities and themes that complement the ages and interests of your Members. The Activities Book contains extra activities that can be used if you need to fill in time or if one of the suggested meeting activities does not suit your group of Members.

- Gather any equipment and/or resources that will be needed to complete the meeting.
- Each 4-H project must be held over a period of at least 4 separate meetings, totaling a minimum of 12 hours. Typically, 4-H meetings are approximately 120 minutes (2 hours) in length. Before each meeting, create a time line to ensure that you are providing an adequate amount of instructional time for club completion.

Included on the following page is a Leader's Planning Chart to help with the planning of meetings. In addition to the chart, keep track of what went well and what should be changed next time. That way, each time this project is run, the content of the meetings can be different!

When planning each meeting, a typical 4-H meeting agenda should include the following:

- Welcome & Call to Order
- 4-H Pledge
- Roll Call
- Parliamentary Procedure:
  - Secretary's Report
  - Treasurer's Report (if any)
  - Press Report
  - New Business: local and provincial 4-H activities/opportunities, upcoming club activities
- Meeting content and activities
- Clean-up
- Social Recreation and/or refreshments
- Adjournment

## **Judging and Communications:**

Each meeting must include either a judging or public speaking activity.

- Judging gives the Members an opportunity to use judging techniques as part of the learning process. Through judging, Members learn to evaluate, make decisions and communicate with others. They also develop critical thinking skills, confidence and self-esteem. Examples are given in this handbook but use your imagination! As long as Members are setting criteria and critically thinking about where items fit within that set of criteria, they are learning the basic skills of judging!
- A communications activity has been provided for each meeting but can be included in the Roll Call or social recreation time. These activities do not need to involve the topic of digital photography as the outcome is more about understanding the concepts of effective communication.

## Leader's Planning Chart

Meeting #	Date/Place	Topics Covered	Activities	Materials Needed

### **As a Club Volunteer Your Responsibilities Are To:**

- Complete the Volunteer screening process and to attend a Volunteer training session.
- Notify the local Association of the club, arrange a meeting schedule and participate in club meetings, activities and the Achievement program.
- Review the project material in the Reference, Record and Activity books to familiarize yourself with the information and adapt it to fit your group. Be well organized and teach the material based on your group's age, interest and experience level.
- Organize the club so Members gain parliamentary procedure, judging and communication skills.
- Have membership lists completed and submitted along with fee collected (if applicable) by the end of the second meeting.
- Have Members fill out a Participant Agreement Form and identify any health concerns. Ensure that all Members, leaders and parent helpers know the appropriate actions during any emergency. Check with Members for any food allergies or dietary restrictions and plan snacks accordingly.

### **As a Club Member Your Responsibilities Are To:**

- Participate in at least 2/3 of your own club meeting time. Clubs must have a minimum of 12 hours of meeting time.
- Complete the project requirement to the satisfaction of the club leaders.
- Take part in the project Achievement Program.
- Fill in and complete the Record Book.
- Complete any other projects as determined by the Leader.

### **Achievement Program Ideas/Suggestions:**

- Have Members compete in the photography competition at a local Agricultural Fair or Community Event.
- Create a book containing pictures from club Members on a subject unique to your area (eg. older style barns, parks, flower gardens, windmills).
- Volunteer with a local Arts Council or similar organization with their show or fund-raiser.
- Make a display of pictures on a topic pertinent to your local area and display at an Agricultural Fair, a Community Event or in a retail store.
- Have Members make a presentation at school about how to safely take pictures.
- Create a skit about taking picture the wrong and right ways.

## Special Projects

These projects are done outside of meeting time and are for Members interested in doing more – often senior Members. It's up to you as the leader to decide if you will require Members to complete a Special Project for club completion. Some ideas include:

- Interview a newspaper reporter. Find out things like what kind of camera they use, what features they consider when taking a picture, have they ever been hurt while taking a picture, why they decided to become a newspaper reporter, where they went to school to become a journalist, etc. Write a report for the local newspaper or for a 4-H newsletter.
- Create a display about the proper ways to take pictures.
- Create a display about the proper ways to safely take care of your camera.
- Create a cost comparison chart of different brands and types of cameras.
- Create a book of pictures on a specific topic.
- Take pictures throughout the digital photography club of Members learning and participating in activities. Make a digital slide show to be show at an Achievement program or to help promote 4-H at a local school.
- Take pictures at other 4-H events and make a digital slide show of the opportunities available in 4-H.

## Tour Ideas

- Visit a camera store/photographer that sells and/or fixes cameras.
- Attend an art show in the area.
- Have guest speakers attend meetings to supplement the material in the Reference Book. Speakers could include professional photographers, journalists, photography teachers, camera store owner, etc.
- Visit a local conservation area, park, etc. to take pictures.

**I pledge my Head to clearer thinking,  
my Heart to greater loyalty,  
my Hands to larger service and  
my Health to better living  
for my club, my community and my country.**



**4-H Ontario**

# MEETING 1 DISCOVER PHOTOGRAPHY

## Objectives:

- Learn the election procedure for establishing an executive.
- Learn about the history of digital cameras.
- Learn what types of cameras are available.

## Roll Calls

- Have you ever used a camera before?
- What is your reason for wanting to learn more about digital photography?
- Do you own a camera and if so, what type is it?

## **Sample Meeting Agenda – 2 hrs. 25 minutes**

**\*\*Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Public Speaking/Judging Activity	Activity #1 – Get to Know Each Other Game “Beach Ball Buzz” which can be found at the end of this handbook.	15 min
Parliamentary Procedure	Elect executive, hand out Record Books and discuss club requirements. Fill out club and Member information in Record Books and have each Member fill out their “About Me” Page	30 min
Topic Information Discussion	Review Getting the Most from this Project and Achievement Requirements (pg.3). Discuss Safety & Photography, The Photographer’s Comfort, Safety on the Net and Courtesies of Photography (pgs. 4, 5 & 6).	30 min
Activity Related to Topic	Activity #2 - Bring Your Pictures Back Alive! (Activity Guide, page 3)	25 min
Topic Information Discussion	Discuss the history of photography and how a digital camera works (pages 8 &9)	20 min
Adjournment, Social Time		10 min
At Home Challenge	As chosen by the Leaders	



## Electing Your Executive

Elections can be chaired by a Youth Leader, senior Member or club Leader. The person chairing the elections is not eligible for any positions.

### Procedure:

1. All positions are declared vacant by the chairperson, who indicates this by saying “I’d like to declare all positions vacant.”
2. The group decides on the method of voting (i.e. show of hands, ballot, standing).
3. The chairperson accepts nomination from Members for each position being filled. Nominations do not require a seconder. Nominations are closed by motion or declaration by the chairperson.
4. Each Member nominated is asked if he/she will stand for the position. Names of Members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e. Member with most votes).
6. Announce the name of the successful Member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

## Steps in Making a Motion

The motion is a very important part to having good meetings. Motions are a way of introducing topics for discussion and allowing each Member to speak and vote. Any Member can make a motion.

### *Steps in Making a Motion:*

1. Address the chairperson (i.e. raise your hand).
2. Wait for the chairperson to acknowledge you.
3. Make the motion: “I move that...”
4. Another person seconds the motion: “I second the motion.”
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson calls the vote: “All in favour? Opposed?”
8. Chairperson announces the result of the vote: “Motion carried” or “Motion defeated.”

# MEETING 2 KNOWING YOUR CAMERA

## Objectives

- Learn the parts of a camera.
- Learn how to care for your camera.
- Learn what pieces of camera equipment are available.

## Roll Calls

- Name one part on the camera.
- What is one thing you can do to take care of your camera?
- Name one problem you have had when taking pictures with your camera.

### **Sample Meeting Agenda – 2 hrs. 25 minutes**

**\*\*Note:** Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss getting to <i>Know Your Camera, Caring for Your Camera</i> and <i>Equipment</i> (pgs. 10-16).	30 min
Activity Related to Topic	Activity #3 – Comparing Cameras (Activity Book pg. 4)	30 min
Topic Information Discussion	Discuss <i>Using &amp; Caring for a Tripod</i> and <i>Blurred Pictures</i> (pgs. 17-19)	20 min
Public Speaking/Judging Activity	Activity #4 – Equipment Check (Activity Book pg.6)	30 min
Adjournment, Social Time		10 min
At Home Challenge	Chosen by the Leader(s).	

# MEETING 3 LET'S TAKE PICTURES!

## Objectives

- Learn how to take different types of pictures.
- Learn hints & tricks for taking pictures.
- Learn solutions for common photography mistakes.

## Roll Calls

- Have you tried taking pictures of animals? What kind of animals? How did it turn out?
- Have you ever tried to take pictures of weather? (lightening, snow, etc.) How did it turn out?
- Name a location or event that you've taken pictures at that the pictures turned out really well.

## Sample Meeting Agenda – 2 hrs. 40 minutes

\*\*Note: Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Portraits, Animal, Landscape, Night and Black &amp; White Photography</i> (pgs. 22-26).	30 min
Activity Related to Topic	Activity #5 - Hedgehog, Human, Hawk (Activity Book pg.10) <b>OR</b> Activity #6 – It's a Colourful World! (Activity Book pg.5) <b>OR</b> Activity #7 - Learning How to See (Activity Book pg. 27)	45 min
Topic Information Discussion	Discuss <i>Hints &amp; Tricks</i> and <i>Common Mistakes</i> (pg. 20 & 21)	20 min
Public Speaking/Judging Activity	Activity #8 - This is my Province/Territory! (Activity Book pg.12) <b>OR</b> Activity #9 – Photo Safari (Activity Book pg.11) (this could be started at the meeting and then used as an At Home Challenge).	30 min
Adjournment, Social Time		10 min
At Home Challenge	Chosen by the Leader(s).	

# MEETING 4 LIGHTING THE WAY

## Objectives

- Learn the correct settings for exposure to light in different situations.
- Learn how to set the correct white balance.
- Learn how to use directional lighting.

## Roll Calls

- Name one place it's hard to take pictures because of poor lighting.
- Finish the sentence – The best picture I ever took was taken (name the location).
- Name somewhere you would like to travel to take pictures.

### Sample Meeting Agenda – 2 hrs. 30 minutes

\*\*Note: Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Exposure Settings &amp; Controlling Light Inside the Camera</i> (pgs. 27-29)	30 min
Activity Related to Topic	Activity #10 - Painting with Light (Activity Book pg.14)	45 min
Topic Information Discussion	Discuss <i>Lighting</i> (pg.30-31)	20 min
Public Speaking/Judging Activity	Activity #11 - This is 4-H! (Activity Book pg. 17) (this could be started at the meeting and then used as an At Home Challenge)	20 min
Adjournment, Social Time		10 min
At Home Challenge	Chosen by the Leader(s).	

# MEETING 5 PHOTOGRAPHY AS ART

## Objectives

- Learn the “Rule of Thirds.”
- Learn how to use lines, width and height to add impact to pictures.
- Learn how to take sports and action pictures.

## Roll Calls

- Name a danger of trying to take action shots.
- Name your favourite thing you like to take pictures of.
- Name one thing you have never taken a picture of before but would like to.

## Sample Meeting Agenda – 2 hrs. 30 minutes

\*\*Note: Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Discuss <i>Composition</i> and the Rule of Thirds (pg. 32). Discuss <i>Framing Your Subject</i> and the <i>Use of Leading Lines</i> in photography (pg.33).	20 min
Activity Related to Topic	Activity #12 - Do You See What I See? (Activity Book pg.16)	45 min
Topic Information Discussion	Discuss <i>Movement in Photography</i> (pg.34).	20 min
Public Speaking/Judging Activity	Activity #13 - Intentional Motion (Activity Book pg.13) OR Activity #14 - Suggesting Movement (Activity Book pg.7)	30 min
Adjournment, Social Time		10 min
At Home Challenge	Chosen by the Leader(s).	

# MEETING 6 SHARE YOUR PICTURES

## Objectives

- Learn how to store digital images.
- Learn how to share digital images with others.
- Learn how to process and enhance photos.

## Roll Calls

- What's one new thing you learned in the digital photography club.
- How do you store the pictures you take? (prints in an album? hard drive on a computer? on a website?, on a CD?)
- Name one benefit to owning a digital camera.

## Sample Meeting Agenda – 2 hrs. 30 minutes

\*\*Note: Agendas are provided as a suggestion. There is more meeting content than what can be completed in 2 hours. Please choose activities according to skill and attention level of your Members. Be creative!

Welcome, Call to Order & Pledge		10 min
Roll Call		5 min
Parliamentary Procedure	Minutes & Business	10 min
Topic Information Discussion	Review <i>Safety on the Net</i> (pg.6). Discuss <i>Storing and Sharing your Digital Images</i> (pg.35-36). Discuss <i>Post Processing and Enhancing Your Images</i> (pg.37-39).	25 min
Activity Related to Topic	Activity #15 - Combining Images (Activity Book pg. 18 &19) <b>OR</b> Activity #16 – using a computer program, such as Photoshop, PaintShop Pro or Painter, that enhances photos, choose a picture to enhance. As a variation to this activity, have a variety of pictures for Members to look at. Have Members judge the pictures as to which ones need the most or the least enhancing.	30 min
Topic Information Discussion	Make plans for the Achievement Program.	30 min
Public Speaking/Judging Activity	Activity #17 - Welcome to My Community (Activity Book pg.28) (this could be started at the meeting and then possibly used as part of the Achievement Program).	30 min
Adjournment, Social Time		10 min
At Home Challenge	Get ready for the Achievement Program!	

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# ACTIVITIES

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## 1. Beach Ball Buzz Ice Breaker

Have a little beach fun without going to the beach!

For this activity you will need a fairly large blow-up beach ball and a permanent marker. Blow up the beach ball and write some or all of the following questions on each stripe of the ball.

- Who is the most famous person you have met?
- What is the most embarrassing thing you've ever done?
- What do you like to take pictures of the most?
- If you were a cartoon character, who would you be?
- What is your favourite sport?
- What is the worst thing you have ever tasted?
- Where is your favourite spot to take pictures?
- What is the best movie you have ever seen?
- What is your favourite food?
- Who in your family has had the most pictures taken of them?
- What is your favourite TV show?
- If you were a superhero, what powers would you have?
- What is your favourite colour?
- How many pictures do you have of your pet?
- How many different schools have you gone to in your life?
- If you were your teacher, what is the first thing you would do?
- Where is your favourite spot to travel to?
- What do you like best about school?
- How do you celebrate your birthday?
- How many pictures do you have on the wall at home of your family?

Have the Members stand in a circle. Toss the ball. Whoever catches it gives their name and answers the question under their left thumb.

## 2. Picture Perfect Word Search

Z T E R E R T I P A R I Z I P D K E S G  
 W M E Z P N M Z N S N B P M R L S F D T  
 O T T F T C F Y G N A G A P O N L V S N  
 T W E V I R S T E C V O G M E A Z G P L  
 A E P Z S C I L M E W R E E S F D N R X  
 O Y I L E O Q P W S R R R H E S N I N V  
 E R N E I L O T O I E U E O E M H T S A  
 S C O I C O R D B D S P T I E E R H T U  
 I R E C A U Z L T O A I R R T I U G R D  
 H R S E J R U G P C X E V T E T H I A I  
 L O X I E R G X S S T U L J T P P L E H  
 R N R E R P E D L T C A M E R A A E O C  
 C N S Y E A N D A D I P R O H L R X C S  
 D I G I T A L B N W E A N K E T G I E R  
 Q R H M L I S L I I K V R H A N O P O O  
 I P E P R O T C E L F E R T D Z T A X C  
 T E M Q J D S N E C U W M L R W O G C R  
 E P A E G N A S Z T N T E E P O H E L S  
 A M I X E U X G O N O I T I S O P M O C  
 A E S L S G R C O Y E S U E V L Q H A W

Find the following hidden words:

- photograph
- colour
- composition
- aperture
- viewfinder
- lens
- flash
- reflector
- shutter
- batteries
- tripod
- lighting
- camera
- portraits
- megapixel
- digital
- landscape
- exposure
- blurry
- grainy



### 3. Career Scavenger Hunt

By asking others, researching on the Internet or reading a book or magazine — search for a job that uses photography skills and knowledge. Here's what you are looking for.

#### 1. Job Title

What is the job title for this person/position?

#### 2. Job Description

What are the details as outlined in the job description?

#### 3. Education Required

What educational requirements did you find for this position? What programs would a person have to take to reach those requirements?