



# Elkhart County 4-H Junior Leader Record Book



Year: 20\_\_\_\_\_

Name\_\_\_\_\_ Year in 4-H Junior Leaders\_\_\_\_\_

Address\_\_\_\_\_

Town\_\_\_\_\_ Zip\_\_\_\_\_ Phone (\_\_\_\_)\_\_\_\_\_ Age\_\_\_\_\_

Grade\_\_\_\_\_ Years in 4-H\_\_\_\_\_

***“...To Make the Best Better!”***

(Revised 4/2016)

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# 4-H Junior Leader Project

Serving as a 4-H Junior Leader is an honor, an opportunity, and a responsibility. 4-H Clubs are most successful when your enthusiasm, energy, and ideas are combined with the experience of your Adult 4-H Leader and your Extension Educator. Junior Leaders is a project which requires careful planning. Your adult leader will supervise your work and be a source of help when you have questions or problems. However, he or she cannot make you a leader -- you must put forth the effort yourself to be an effective leader.

Leadership is the ability of being able to influence the thinking and actions of people. It is the willingness to try a new job and see it through. Leadership does not depend upon the amount of talent you have, but upon what you do with your ability and how you get along with other people. You can be a leader if you have the desire, the willpower, and the urge to develop the qualities and characteristics that make a leader.

Cooperate with your Extension Educators, Adult Leaders, other Junior Leaders, and 4-H members to develop the best program for your club, your county, and also for your greatest personal achievement.

## Why Be A 4-H Junior Leader?

### You Can...

1. help younger 4-H members.
2. help develop the local and county 4-H Club program.
3. develop your ability to work with others.
4. make new friends.
5. become eligible for 4-H awards.
6. develop your abilities to plan, to organize, and to reason.
7. become acquainted with the entire 4-H Club program.
8. help other 4-H members to have some of the same opportunities that you have had in 4-H Club work.

## Leaders Preferred

If your actions inspire others to dream more, learn more, do more and become more, you are a leader.

~John Quincy Adams

## County 4-H Junior Leader Requirements

The following are the requirements you will need to meet in order to complete this project and be eligible to attend the Elkhart County 4-H Junior Leader Completion Activity:

1. Be enrolled in 4-H for the current year.
2. Be enrolled in the County Junior Leader project.
3. Be in 7th grade or above during the current school year.
4. Be enrolled in and complete one additional 4-H project.
5. Complete 7 of the activities in your 4-H club that are listed in this manual on page 4. Briefly describe what you did and have the Adult 4-H Leader of your club initial the activity.
6. Attend and actively participate in 3 monthly County 4-H Junior Leader meetings. Be sure to sign in at the meetings.
7. Actively help with 3 approved County 4-H activities as listed on page 6.
8. Work a minimum of seven-2 hours shifts in the Junior Leader food-stand; must include 1 closing shift during the Elkhart County 4-H Fair.
9. Completely answer the questions in Sections I, II, & III and turn in the completed 4-H Junior Leader Manual, signed by your Adult 4-H Club Leader, to the Junior Leader stand by 10 P.M. on the Sunday of the Elkhart County 4-H Fair.

NOTE: County 4-H Junior Leaders may receive credit for completing the County 4-H Junior Leader project but may not be eligible to attend the Elkhart County 4-H Junior Leader Completion activity because of missed requirements.

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## I. How I Served My Local Group

(NOTE: The questions in this section include activities that you completed with the group; do not include activities you did in the County 4-H Junior Leader Organization in this section.)

Group Served: \_\_\_\_\_

1. This year in my 4-H Club, I held the following roles: (select all that apply)

a) officer \_\_\_\_\_ Which one? \_\_\_\_\_

b) committee chairperson \_\_\_\_\_ Which one? \_\_\_\_\_

c) club project leader \_\_\_\_\_ Which one? \_\_\_\_\_

d) other \_\_\_\_\_

2. Describe what you did to help at least one group member this year.

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3. Describe how you actively participated in at least one activity with your group this year.

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4. With the help of your Adult 4-H Club Leader or other organization, select and complete at least 7 activities on this page that will be of greatest benefit to your 4-H Club or other organization and to your personal development. Upon completion of your activities, fill in the blanks in the chart. Include your 4-H Leader's or other organization leader's initials.

	<b>Activity You Completed in Your 4-H Club (not in the Co. Jr. Leader Organization)</b>	<b>What did you do? Who did you help?</b>	<b>Date Completed</b>	<b>Initial of 4-H Club Leader</b>
<b>4-H Recruitment &amp; Promotion</b>	1. Publicize 4-H Club work.			
	2. Recruit new members.			
	3. Stimulate interest among parents.			
	4. Help new members to feel a part of your club.			
<b>4-H Meetings</b>	6. Assist with planning the program for your club.			
	7. Help train officers and members in parliamentary procedure.			
	8. Give a demonstration before your club. TOPIC:			
	9. Assist in obtaining transportation for 4-H members to meetings.			
	10. Assist with planning, cleanup & setup of your 4-H club meetings.			
	11. Be an active officer in your 4-H club.			
	12. Be an active committee member in your 4-H club.			
	13. Assist with Health & Safety, Song, & Recreation programs.			
<b>4-H Project &amp; Member Assistance</b>	14. Help plan a 4-H project workshop.			
	15. Assist 4-H members in project record keeping and completion of "My Record of 4-H Achievement".			
	16. Help 4-H members develop and present demonstrations.			
	18. Help members prepare exhibits for the County 4-H Fair.			
	19. Assist interested members in preparing applications for State or National 4-H Awards Trips.			
<b>4-H Club Activities</b>	20. Help plan a community service project.			
	21. Assist with a 4-H party, tour, or special meeting for your club.			
	22. Help raise money for your 4-H Club.			
<b>Other</b>	23. Report to your club about 4-H events which you attended.			
	24. Other activity not listed.			
	25. Other activity not listed.			

## II. 4-H Junior Leader Yearly Evaluation

(County 4-H Junior Leaders: answer the questions in this section for the County 4-H Junior Leaders' activities. Local 4-H Junior Leaders: answer these questions for the Local 4-H Junior Leaders' activities.)

1. What do you like most about being a 4-H Junior Leader?
2. How would you improve the 4-H Junior Leader Project?
3. Please list specific Junior Leader projects or activities you would like to do next year.
4. What activity made the greatest impact on you?
5. What have you learned about serving others from your Junior Leader project this year?

### III. County 4-H Junior Leader Participation

1. Check the following Junior Leader monthly meetings which you attended. (3 are required)

___OCT	___NOV	___DEC	___JAN	___FEB	___Mar
___Apr	___May	___Jun	___Jul		Total Mtgs. Attended ___

2. Describe the County 4-H and Special 4-H Junior Leader activities in which you participated and had responsibilities during the past 4-H year in the table below. (3 are required)

County 4-H Activity	List the specific activity.	Describe your role and/or responsibility.
Mini 4-H Welcome Event		
Mini 4-H Workshops		
Mini 4-H Day Camp		
4-H Officers Training		
4-H Camp Counselor		
4-H Performing Arts Talent Contest		
Fashion Revue Registration Table		
Fashion Revue Commentator		
Fashion Revue Escort		
Project Check-In		
Building Set-Up		
4-H Building Supervisor in ECCC		
Project Judging		
Project Check-Out		
Building Tear-Down		
Junior Livestock Advisory		
Fairboard Apprentice		
Other approved activities (attach additional pages if needed)		

#### IV. Adult 4-H Leader Evaluation of 4-H Junior Leader

This section is to be completed and signed by the Adult 4-H Leader of the club in which the 4-H Junior Leader is a member in order for him/her to meet the 4-H Junior Leader project requirements.

**A. ADULT 4-H LEADER:** Please evaluate this 4-H Junior Leader. After completing the checksheet and other comments, discuss the evaluation with the Junior Leader. This will help him/her further develop leadership abilities by recognizing the Junior Leader's strong and weak points.

	Excellent	Good	Fair	Poor
1. Showed patience and understanding in working with younger members.				
2. Was willing to cooperate and work with fellow members.				
3. Showed enthusiasm and transmitted it to other junior leaders.				
4. Cooperated with club adult leader(s) and other junior leaders.				
5. Showed initiative in assuming responsibility.				
6. Was conscientious in carrying out responsibilities.				
7. Demonstrated ability to teach and train others.				
8. Used his/her ability to plan and organize.				

Additional Comments from the 4-H Club leader:

Please also DATE and INITIAL activities the member completed within your 4-H club on page 4.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
4-H Adult Leader's Signature

#### B. JUNIOR LEADER ADVISOR COMMENTS