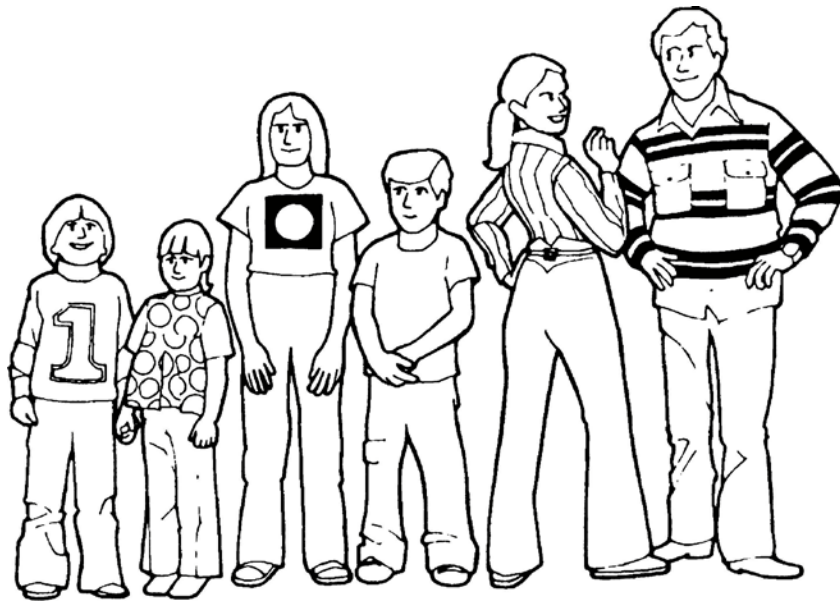

Junior Leader Record Book



Ministry of
Agriculture



Publication #5110
Version November 2010

The 4-H Motto

“Learn to Do by Doing”



The 4-H Pledge

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

The 4-H Grace

(Tune of Auld Lang Syne)

*We thank thee, Lord, for blessings great
on this, our own fair land.
Teach us to serve thee joyfully,
with head, heart, health and hand.*

4-H Junior Leader Record Book

Table of Contents

| | |
|---|-------|
| Introduction to your Junior Leader Record Book | 1-2 |
| • Who can be a Junior Leader? | |
| • Your Junior Leader Project | |
| • Expectations | |
| • Steps for your Junior Leader Project | |
| Application for Junior Leadership Project | 3-10 |
| • Record of Club Members | |
| • Assessing your Potential | |
| • Skills and Experience Inventory | |
| • Skills and Experience Summary | |
| • Overall Yearly Plan | |
| Project/Program Plan..... | 11-22 |
| • Project/Program Plan | |
| • Plan Evaluation | |
| Major Event Plan..... | 23-27 |
| • Event Program | |
| • Jobs To Do | |
| • Resource People | |
| • Additional Responsibility | |
| Photos, Newspaper Clippings, Etc..... | 28 |
| Year End Summary..... | 29-31 |
| Advisor/Leader's Evaluation | 32 |
| Youth Development Specialist/Assistant's Comments | 33 |

Introduction to Your JUNIOR LEADER RECORD BOOK

Welcome to the Junior Leader project! This Record Book goes hand-in-hand with the British Columbia Specific Regulations for Junior Leadership Project, publication number 5101, Junior Leader Guide, publication number 5102 and the Junior Leader Score Card, publication number 140(G). If you don't have a copy, ask your leader for one. It contains a lot of useful information on how to carry out your project prior to starting it. Approval for your project must be obtained prior to starting.

Who Can Be A Junior Leader?

Members who:

- are 14 years or older by December 31 of the previous year and,
- have completed 2 years of 4-H (may be less with leader's approval), and,
- have a Junior Proficiency Certificate.

Your Junior Leader Project

The Junior Leader project gives senior members the opportunity to share with junior members the knowledge they have gained in 4-H as well as an opportunity to obtain external credits to be used towards graduation (see 4-H Awards Opportunities publication number 128). A club may have more than one Junior Leader, each helping in a different area of project or program work. A Junior Leader project must be 4 to 6 months in duration.

Begin by discussing the Junior Leader project with your leader. Together, identify an adult who will be your project advisor/leader. This person should have taken the "Introduction to 4-H" leader training and be willing to teach you about leadership, teaching techniques and working with groups.

You may have some ideas of what you want to do as a Junior Leader. If not, your leader can help you decide on the area where the club could use your skills. The Guide also has suggested topics. Complete your 4-H Skills and Experiences Inventory in the Junior Leader Record Book. It will help show you where your interests lie.

When you've decided on a topic, read the lesson planning section of your manual and lay out your yearly plan. Submit your Junior Leader application, yearly plan, and all pages up to and including the Skills and Experience Summary to your leader for approval. Ensure your 4-H Leader's name and complete address are filled out on the application page as this is where your book will be returned after approval / marking.

Your leader will then send the pages for approval (see publication number 5101 – British Columbia Specific Regulations for Junior Leadership Project).

Plan to do this well in advance of when you start your project! Approval for your project must be obtained to receive credit for the year. Deadline for Junior Leader Project Approvals is March 31st.

Planning and evaluation is an important part of being a leader. Complete each of your plans prior to your activity and evaluate afterwards. There are various ways to complete a Junior Leader project:

- **Project/Program Work:** If you are working with members on a continuous basis throughout the year, teaching them project skills, communications, judging, recreation, meeting management, etc. use the corresponding pages. Use the Junior Leader Score Card, publication number 140(G), as a guide for your project. The score card indicates how your project will be marked. Have your Leader provide comments in all spaces provided.
- **Major Events:** If you are responsible for one major event and one additional responsibility, use the corresponding pages. An example would be a club show-day or a major event that takes 4-6 months of planning.
- Or a combination of both of the above. You may want to do a few project/program plans that lead up to a major event.

Junior Leader Project Expectations:

- Project/Program Plans: Four or more meetings or activities (more is better) where you have done the planning and helped conduct the instruction to your club members. This could also include coaching 1 or 2 new members throughout the year.

OR

- Major Event: One major event plus one additional responsibility worked out with your leader. Pre-planning of the event must be included.

This is the minimum. Ideally, a Junior Leader helps the club for the duration of the club year.

It is impossible to put pages in this book that would fit every Junior Leader project. Be creative!

Good luck in developing your leadership skills!

Steps for your Junior Leader Project

Put your record book in a 3-ring binder so you can add pages as needed. Your records could include a poster display, an audio tape, a photo record or a video/DVD summary. You decide just what your records need to make them more informative.

Complete application and pages 6-10 and send to the B.C. 4-H Office. Youth Development staff will review it and approve it, including a letter with recommendations for completing your project.

This record book has 2 sections depending on what project you choose: Project/Program or Major Event. Choose those pages most relevant to your project.

- If you are teaching members, use the **Project/Program Plans and Evaluations** (pages 11 to 22). Complete one for each activity that you do as part of your Junior Leader project. Make duplicates of these pages as needed.
- If you are planning a major event, you will be doing a lot of work before the event takes place. The pages for **Major Event** (pages 23 to 27) will help you to organize and plan for the event.
- Or a combination of both.
- If you are preparing handouts or take photos, attach additional pages for these. These can be added to your record book on page 28.

When your project is finished, complete your Year End Summary. This is where you evaluate your project and recommend changes for another time. Prepare an oral or written report for your club telling them about your project.

Your leader will arrange to mark your project using the guide at the back of your book as well as the Junior Leader score card, publication number 140(G). When this is done, your book will be submitted for marking.

Application for Junior Leadership Project

Complete this application and your yearly plan in detail at the beginning of the year. Your project must be approved by your leader, and then forwarded to the B.C. 4-H Office prior to the March 31st deadline.

Member Name: _____ Birth Date: _____

Address: _____ Postal Code: _____

Leader/Project Advisor - Name: _____

Address: _____ Postal Code: _____

Email Address: _____

Your Book will be returned to the above address on completion of approval/markings.

Club Name: _____ District: _____

Complete Years in 4-H – How many years have you been a member of 4-H _____

Years as a Junior Leader – How many years have you been a Junior Leader _____

Record of 4-H Club Work

| Year(s) | Projects and Activities | Offices Held |
|---------|-------------------------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Program area(s) you, as a Junior Leader, will be working with:

Describe the 4-H group you will be leading / working with (age, how many, etc.):

The responsibilities I will have as a Junior Leader are:

What I, personally, want to learn from being a Junior Leader:

Signature of Member: _____

★★★ Attach pages 6 – 10 to this application ★★★
Forward both to the B.C. 4-H Office after approval by your leader.

Leaders Comments: _____

Approved by: _____ Date: _____
(Leader)

Youth Development Specialist / Assistant's Comments: _____

Approved by: _____ Date _____
(Youth Development Specialist / Assistant)

Assessing Your Potential

Complete and Submit with your Junior Leader Application.

I think my interests are: _____

My parents think my interests are: _____

Others think my interests are: _____

Three things I enjoy doing and do well: _____

I like these because: _____

Three things I don't enjoy doing are: _____

I dislike them because: _____

Club Activities I enjoy are: _____

Skills and Experience Inventory

Complete and Submit with your Junior Leader Application.

| My Experiences | I Can | I Like To | Need Help | I'd Rather Not |
|--|-------|-----------|-----------|----------------|
| Teach junior youth how to make or do something | | | | |
| Teach older youth how to make or do something | | | | |
| Teach youth to lead recreation | | | | |
| Organize 4-H meetings | | | | |
| Help youth do community service activities | | | | |
| Work with parents/other adults | | | | |
| Recruit new members | | | | |
| Plan an event (party, tour, etc.) | | | | |
| Help youth plan events | | | | |
| Help adults plan an event | | | | |
| Delegate responsibility | | | | |
| Teach judging skills | | | | |
| Handle disagreements | | | | |
| Discipline youth | | | | |
| Keep records | | | | |
| Help youth try new things | | | | |
| Help youth feel accepted by others | | | | |
| Discover individual interests of youth | | | | |
| Speak in public | | | | |
| Help youth speak in public | | | | |

What special interest, skill(s) or hobby(s) would you like to share with others?

What do you want to learn as a Junior Leader?

Skills and Experience Summary

Complete and Submit with your Junior Leader Application.

Study your inventory on the previous page and the project possibilities in your manual. Think of some Junior Leader projects you would like to do that may not be covered in the manual. You will want to select a project that you like to do and that will be a challenge to your leadership abilities.

Considering all you know about yourself, the club and the projects, list three topics you would like to pursue.

1. _____

2. _____

3. _____

Your Yearly Plan

It is very important to have a clear plan in mind at the beginning of the year. Your Junior Leader topic can be mapped out according to your club year. Here are some steps to follow:

- On a separate sheet of paper, write down all the ideas you have on teaching or conducting your topic. If you are planning a major event, write down everything that needs to be done ahead of time.
- Arrange your ideas so there is a progression (e.g., If you are teaching younger members judging, you may want to start with, "How to fill in a judging card" and end with judging livestock classes.)
- Meet with your leader and decide which ideas you will or will not do. Pick the best activities that fit into the time you will have and that members will probably have time for.
- Decide when your lessons and preparation will take place. Using Your Yearly Plan, assign a month to each specific idea.

A Word About...

Goals: Think of these as "what we want to learn". Why are you doing this activity? By setting goals, you will have a clear idea of what you want to teach the members. Each Event or Project/Program should indicate or reflect that you have thought about 'Goals'.

Preparation/Resources: Some of your meetings may require that you obtain a speaker or audio-visual materials. Put your presentation ideas here (lecture, game, handout). Later, when you complete your Project Plan, you can be more specific. If planning a major event, you'll have lots of pre-event preparation. Keep good records of all of your pre-event preparation to include in your finished book. Think about when you should book facilities, judges, make up programs, etc.

EXAMPLE:

Goal

March - To teach new members how to complete a judging card.

Preparation

- Prepare sample cards on large paper.
- Talk about judging terms.
- Need judging cards, pencils, sample class.

Project/Program Plan

Use these pages if you are working on a continuous basis with members. Use one page per meeting or activity. Complete the plan prior to your activity and evaluate on the reverse after it has taken place. **The more specific your plans, the more effective your results will be.**

Date: _____ Time: _____

Place: _____

Goals (what I want to teach or accomplish): _____

Materials and Equipment Needed: _____

Teaching Techniques to be Used: _____

What Preparation Must I Do? _____

How will the Members Participate? _____

Assignments for Next Meeting: _____

Time Spent in Preparation and Doing Activity: _____

Plan Evaluation

A brief evaluation should be done after each activity. This will help you improve on your next meeting or activity.

How did I differ from my actual plan (goals, methods, materials, information, place, etc.)?

Who was involved and how?

Difficulties and successes experienced:

Changes I would make and why? How?

★★★ Insert extra pages pertaining to his activity (e.g., handouts, photos) ★★★

Leader's Comments: (must be completed at the time the plan was done)

Leader's Signature: _____ Date: _____

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Who was involved and how?

Difficulties and successes experienced:

Changes I would make and why? How?

★★★ Insert extra pages pertaining to his activity (e.g., handouts, photos) ★★★

Leader's Comments: (must be completed at the time the plan was done)

Leader's Signature: _____ Date: _____

Major Event Plan

Use these pages if you are planning a major event for your club or district
(e.g., Achievement Day, 4-H exchange, judging rally, etc.).

Event: _____

Date: _____ Time: _____

Place: _____

Goal: State in broad terms what you hope to accomplish.

What are your responsibilities in ensuring that this event goes smoothly?

List in detail any books, publications, news articles, etc. that may be necessary to complete your project.

Who can help you with your project?

What advertising and promotion will you do for the event?

Photos, Newspaper Clippings, Etc.

(Use many additional pages to include all of the above.)

What progress did you make towards the goals outlined in your overall yearly plan?

What benefits did the members receive from you Junior Leader project?

What do you feel you, as an individual, achieved through the Junior Leadership project? What leadership skills have you gained?

What have you learned about the duties and responsibilities of being a leader?

Signature of Member: _____ Date: _____

B.C. 4-H Provincial Council

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