



4-H JUNIOR LEADER OFFICER APPLICATION 2019-2020



APPLICATION DUE BY: **June 21, 2019**

NAME _____

ADDRESS _____

PHONE _____ Grade as of May 1, 2019 _____
Years completed in 4-H (including this year) _____

Mark the following office(s) for which you wish to be considered:
Use a 1 for your 1st choice, a 2 for 2nd choice and so on – up to three choices.
The number (2) in parentheses means that we will choose two representatives in this area.

____ President ____ Vice-President ____ Secretary/Reporter
____ Treasurer ____ Recreation ____ Community Service Director
____ 4-H Council Representatives (2) ____ Membership Director

Describe your qualifications for the above office(s). List other Junior Leader and Club offices held and experience gained:

Why do you want to become a Junior Leader officer?

As a 4-H Junior Leader officer, I agree to:

- ____ attend at least 80% of Jr. Leader meetings and Jr. Leader Officer meetings.
- ____ notify the Extension Educator, Adult Advisor, or President well in advance if I will be unable to attend any meeting (legitimate excuses will be accepted).
- ____ help to promote a positive atmosphere at meetings.
- ____ work cooperatively with other officers, other members, 4-H Leaders, and with the Extension Office.
- ____ help to involve all members in the club meetings and activities.
- ____ be a positive role model for the group.
- ____ follow the guidelines listed on the Youth Behavioral Expectation Form
- ____ be an Officer of the Day during the 2020 Hendricks County 4-H Fair

I have read the attached 4-H Junior Leader Officer’s duties and if elected, agree to fulfill the duties of that office to the best of my ability.

Print Name _____

Signed _____

Junior Leader Officer Descriptions

PRESIDENT – Contact Extension Educator and advisors to discuss an agenda for meetings. Attend and run monthly meetings. Help set up the room before each meeting. Involve and encourage all members. Help new members feel welcome. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting. Assist with Junior Leader stand responsibilities during the fair.

VICE PRESIDENT – Attend monthly meetings and organize Secretary, Treasurer, Community Service, 4-H Council Reps and other committee reports. Help set up the room before each meeting. Help new members feel welcome. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting. Assist with Junior Leader stand responsibilities during the fair. Run meeting if President is absent. Oversees sign up for Officer of the Day in the 4-H Café for the Fair.

SECRETARY/REPORTER– Attend monthly meetings, call roll, take minutes and report last month’s minutes. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting. Write up a monthly meetings/activities report and submit to Extension Educator for approval.

TREASURER - Attend monthly meetings. Fill out a form (provided) for each meeting detailing that month’s expenses, income and checking account balance. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting. Oversee budget is being kept when preparing activities and events.

4-H COUNCIL REPRESENTATIVES (need 2) – Attend monthly Junior Leader meetings and monthly 4-H Council meetings. Make a verbal report about 4-H Council meetings to monthly JL meetings. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting.

COMMUNITY SERVICE DIRECTOR - Attend monthly meetings. Organize monthly community service projects and any community speakers for meetings. Coordinate with Extension Educator prior to the announcement of the service projects. Service projects can include but not limited to; canned food drive, baby clothes drive, Toys for Tots, child abuse prevention, Birthday Party in a Bag, Salvation Army Bell Ringing, etc. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting.

RECREATION – Attend monthly meetings. Prepare and implement meeting mixers at each monthly Jr. Leader meeting. Mixers/games should include all participants and allow for members to get to know each other. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting.

MEMBERSHIP DIRECTOR – Attend monthly meetings. Be at meetings early to help set up room and assist with sign in. This person should make an effort to meet with any new Jr. Leader who attends meetings. This person also ensures all Jr. Leaders receive their Jr. Leader packet at the beginning of the year. Responsible for helping meetings run smoothly by setting a good example to other members by cooperating and listening. Support fellow officers by actively participating in all activities of each meeting.

Youth Behavioral Expectations

To Promote the Well-Being of Youth for 4-H Teen Leaders Who Work with 4-H Youth Development Programs in Indiana

“Those who believe in and work with youth have confidence in our future.”

These Youth Behavioral Expectations give 4-H teen leaders the opportunity to reaffirm their commitment and dedication to the well-being of 4-H members. When all individuals sign a copy of this document, they are making a collective statement that youth in the 4-H Youth Development Program are being treated with respect, dignity, and attention to individual needs.

In my role as a teen leader I will:

- Respect, adhere to, and enforce the rules, policies, and guidelines established by the Purdue University Cooperative Extension Service including all laws related to child abuse and substance abuse.
- Conduct myself in a courteous, respectful manner, exhibit good sportsmanship, and demonstrate reasonable conflict management skills.
- Be truthful and forthright when representing the 4-H Youth Development Program.
- Under no circumstances possess, consume, or be under the influence of alcohol, tobacco or tobacco-like products, **electronic smoking devices (including, but not limited to, e-cigs, vapes, juuls)**, illegal drugs, or other dangerous substances at 4-H Youth Development Program events or activities.
- Recognize that verbal or physical abuse, failure to comply with equal opportunity and anti-discrimination laws, or committing criminal acts are not acceptable practices in 4-H Youth Development Programs.
- Accept my responsibility to represent 4-H Youth Development Programs with dignity and pride by being a positive role model for other youth.
- Avoid inappropriate interactions with and displays of affection toward other persons.
- Wear clothing that is appropriate for the event or activity.
- Accept supervision and support from salaried Extension staff or designated management volunteers.
- Will participate in orientation and training, which includes youth protection standards, sponsored by the Purdue Cooperative Extension Service.
- Operate machinery, vehicles, and other equipment in a safe and responsible manner when working with other youth participating in 4-H Youth Development Programs.
- Treat animals in a humane manner and teach program participants appropriate animal care and management.
- Use technology in an appropriate manner that reflects the best practices in youth development.
- Accept my responsibility to promote and support the 4-H Youth Development Program in order to develop an effective county, state, and national program.

I have been given the opportunity to review these expectations and the opportunity to ask questions, and those questions have been answered to my satisfaction. By signing below, I acknowledge that I have read and agree to abide by the behavioral expectations in this document. I understand that my failure to comply with these expectations may result in disciplinary action or termination of my youth leadership position in the Indiana 4-H Youth Development Program.

Print 4-H Member Name

Date

4-H Member Signature (required if 18 years of age or over)

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Educator Signature

Date

A signed copy of the Youth Behavioral Expectations will be on file in the respective administrative office.

These Behavioral Expectations and related policies have been developed by faculty, educators, staff, and volunteers to strengthen the work of those who believe in the 4-H Youth Development Program.

It is the policy of the Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability or status as a veteran. Purdue University is an Affirmative Action institution.

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