



White County 4-H



Junior Leader Record Book

Year: 20_____

Name_____ Year in 4-H Jr. Leaders_____

Address_____ Are you a County or Local Jr. Leader?
(Circle One)

Town_____ Zip_____ Phone (____)_____ Age_____

Grade_____ Years in 4-H_____ Township_____

4-H Club Leader's Name_____

4-H Club in which you are a Jr. Leader (Circle one below)

Big Creek Cass Honey Creek Liberty Making Strides Monon

Prairie Princeton Ag Princeton Cavaliers Union West Point

Dog Goat Horse & Pony Poultry Rabbit Shooting Sports

"...To Make the Best Better!"

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. The Junior Leader project 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.

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 Officer Requirements

In order to be considered for an office in the White County 4-H Jr. Leader Organization, you must:

1. Have completed the listed requirements for the County 4-H Jr. Leader project the year before you run for office.
2. Complete an officer application form and submit it to the Extension Office by the deadline.

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 White County 4-H Jr. Leader Completion Trip:

1. Be enrolled in 4-H for the current year.
2. Be enrolled in the County Jr. Leader project.
3. Be in 7th grade or above during the current school year.
4. Be enrolled in and complete at least one additional 4-H project.
5. Attend 50% of your Local or County 4-H Club meetings. (The County 4-H Jr. Leader organization is not considered a 4-H Club.)
6. 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.
7. Attend and actively participate in 5 monthly County 4-H Junior Leader meetings. Be sure to sign in at the meetings. If you are unable to attend a meeting or other Jr. Leader activity, contact the 4-H/Youth Extension Educator in advance to be excused (219-984-5115).
8. Actively help with 6 approved County & Special 4-H Jr. Leader activities as listed on page 6.
9. Serve on a 4-H Fair Project Committee and help with project check-in and judging at the 4-H Fair.
10. Completely answer the questions in Sections I, II, & III and turn in the completed 4-H Jr. Leader Manual, signed by your Adult 4-H Club Leader, to the 4-H Fair Office by 4 P.M. on the last day of the White County 4-H Fair.

NOTE: At the County 4-H Jr. Leader Advisor's discretion, some County 4-H Jr. Leaders may receive credit for completing the County 4-H Jr. Leader project but may not be eligible to attend the White County 4-H Jr. Leader Completion Trip because of missed requirements.

Local 4-H Junior Leader Requirements

Some individuals may choose to be a 4-H Jr. Leader on the 4-H Club level only. These Local Jr. Leaders are responsible only for the activities in the 4-H Club to which they belong. Local Jr. Leaders need to remain in close contact with their Adult 4-H Leaders throughout the year to be sure they are fulfilling their duties as a Local 4-H Jr. Leader.

The following are the requirements you will need to meet in order to complete the Local 4-H Jr. Leader project:

1. Be enrolled in 4-H for the current year.
2. Be enrolled in the Local 4-H Jr. Leader project. (The online enrollment process will have separate entries for County and Local 4-H Jr. Leaders.)
3. Be in 6th grade or above during the current school year.
4. Be enrolled in and complete one additional 4-H project.
5. Attend 50% of your 4-H Club meetings.
6. 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.
7. Completely answer the questions in Sections I & II and turn in the completed 4-H Jr. Leader Manual, signed by your Adult 4-H Club Leader, to the 4-H Fair Office by 4 P.M. on the last day of the White County 4-H Fair.

NOTE: Local 4-H Jr. Leaders are welcome to attend any or all of the White County 4-H Jr. Leader activities or meetings, but Local 4-H Jr. Leaders are not eligible to attend the County 4-H Jr. Leader Completion Trip (special exceptions may be made at discretion of 4-H/Youth Extension Educator).

I. How I Served My 4-H Club (Local and County Jr. Leaders complete this section.)

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

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 4-H member this year.

3. Describe how you actively participated in at least one activity with your 4-H club this year.

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

	Activity You Completed in Your 4-H Club (not in the Co. Jr. Leader Organization)	What did you do? Who did you help?	Date Completed	Initial of 4-H Club Leader
4-H Recruitment & Promotion	1. Publicize 4-H Club work.			
	2. Recruit new members.			
	3. Increase interest among parents.			
	4. Help new members feel welcome in your club.			
4-H Meetings	5. Assist with planning the program for your club.			
	6. Help train officers and members in parliamentary procedure.			
	7. Give a demonstration before your club. TOPIC:			
	8. Assist in obtaining transportation for 4-H members to meetings.			
	9. Assist with planning, cleanup & setup of your 4-H club meetings.			
	10. Be an active officer in your 4-H club.			
	11. Be an active committee member in your 4-H club.			
	12. Assist with Health & Safety, Song, & Recreation programs.			
4-H Project & Member Assistance	13. Help plan a 4-H project workshop.			
	14. Assist 4-H members in project record keeping and completion of "My Record of 4-H Achievement".			
	15. Help 4-H members develop and present demonstrations.			
	16. Help members prepare exhibits for the County 4-H Fair.			
	17. Assist interested members in preparing applications for State or National 4-H Awards Trips.			
4-H Club Activities	18. Help plan a community service project.			
	19. Assist with a 4-H party, tour, or special meeting for your club.			
	20. Help raise money for your 4-H Club.			
Other	21. Report to your club about 4-H events which you attended.			
	22. Other activity not listed.			
	23. Other activity not listed.			

II. 4-H Junior Leader Yearly Evaluation

(County 4-H Junior Leaders: answer these questions 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 (County 4-H Junior Leaders complete this section.)

1. Check the following Junior Leader monthly meetings which you attended. (5 are required)

___ SEPT	___ 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. (6 are required)

County 4-H or Special Jr. Leader Activity	List the specific activity.	Describe your role and/or responsibility.
Ag Day		
4-H Recruitment (School visits)		
4-H Camp Counselor		
County-sponsored Workshops		
4-H Fair Set-up/Clean-up		
State & National 4-H Awards Trips or Conferences		
Madam Carroll Cruise/Indiana Beach Day		
4-H Jr. Leader Fund Raisers		
Community Service Project		
Community Service Project		
Community Service Project		
4-H Club Officer Training		
Other approved activities (attach additional pages if needed)		

3. On which **4-H FAIR PROJECT COMMITTEE(S)** did you serve? (1 required.) _____

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 checklist and other comments, discuss the evaluation with the Junior Leader. This will help him/her further develop leadership abilities by recognizing the Jr. 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

Did he/she meet the requirements for 4-H Junior Leaders? Yes No