

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.*

Acknowledgements

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Check out our web site at: <http://www.4h.ab.ca>

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LEADERSHIP PROJECT: INTRODUCTION

Welcome to the new Leadership Project for Senior 4-H Members. There are a wide variety of skills that you can develop in this project. Challenge yourself and test your leadership skills!

Objectives:

To encourage members to take on part of the RESPONSIBILITY of leadership in a 4-H club by taking ownership of pre-determined 4-H program elements and to assist the leadership team in building awareness of 4-H goals and adding value to their community's 4-H program.

To successfully challenge senior members to ASSIST other 4-H members to learn a skill or concept using effective leadership and teaching tools and theory.

To provide the opportunity to EXPAND PERSONAL EXPERIENCE for members who have been in 4-H for some time and need a new and exiting project to pursue.

To developing a positive attitude toward HELPING OTHERS IN THEIR COMMUNITY.

This Leadership Project Member Guide will guide you through the process of building a strong plan for your leadership project and will give you the tools to implement your plan with confidence. The information within will help you anticipate the responsibilities, challenges and opportunities you will encounter in your project. It is further designed to provide you with the character and self-discipline necessary to be a successful leader.

Guidelines

1. Member must be a Senior Member (aged 15 years old by January 1st) and have at least two years of club work. With the club general leader's approval, members with less than two years experience may take the Leadership Project.
2. A member must submit plans for their leadership project using the Application Form in the Leadership Project Record Book. These plans must be approved by the general leader and club membership before initiating them.
3. Members must meet the "4-H member requirements":
 - a. keep a record book during the year and when the project is completed must present it to their leader for evaluation,
 - b. prepare and present in front of a group at least a 3 minute communication activity,
 - c. demonstrate what has been learned at the club achievement day and
 - d. must attend 70% of club activities.
4. Members are not required to take another 4-H project, but may if they wish.

5. Members in this project will have all of the benefits of a 4-H member.
6. Members in the Leadership Project may not be entitled to all the benefits of adult club leaders.
7. Clubs may have more than one member in the Leadership Project.

4-H Members in the Leadership Project . . .

1. Enjoy planning and working with others.
2. Do high-quality project work themselves.
3. Are friendly, patient, energetic and self-motivated.
4. Give encouragement to others and are unselfish.
5. Respect the goals of the 4-H club program and are anxious to maintain these ideals.
6. Develop happy, pleasing and attractive personalities.

Being in the Leadership Project you are a member of the 4-H Club and a member the leadership team of your 4-H Club. You are directly responsible to the adult leaders and the club executive. Along with the other adult leaders, you will assist in providing guidance and leadership for your club.

The contributions you make to your 4-H club will leave a lasting effect on members, leaders and your community. To ensure a positive experience you should strive to work closely with your project leader and the rest of your club. You cannot successfully lead a group of people if they have not agreed to let you be their leader!

OPTIONS

The responsibilities you may carry out will vary as you are unique in ability, past experience, training and desire.

In choosing a job, you should consider areas where you have special interests and talents, where there is a need in the club, or where you can best help your club and yourself. Your club may already have individuals assigned to these tasks. Make sure you all agree on the areas that you will be working in and those that are the responsibility of an adult volunteer in the club or a general or executive member.

Good communication with your club will ensure a positive experience for all. Sharing the responsibilities with someone else will make the job easier and a lot more fun, just make sure you clearly define the jobs that you will be doing and work out the details together.

Review the descriptions and general guidelines that follow and select the one where you feel you can make the greatest contribution. Remember that they are just guidelines, you can design your own plan to suit you and your club.

- Club Program Assistant
- Apprentice Project Leader
- Recreation Coordinator
- Special Event Coordinator

CLUB PROGRAM ASSISTANT

The responsibilities of the General Leader are quite extensive however being responsible for it just means that they need to make sure it gets done effectively. Delegation is the General Leaders best tool for survival and a Leadership Project member can step up to the plate as a “Club Program Assistant” to help. As a senior member, you will have developed the skills to assist in reporting, registration, communication, encouraging and monitoring the activities of the club.

The General Leaders overall purpose is to lead the 4-H club through its annual work. There can be several specific roles that you can take on to assist in their responsibilities and be learning what it takes to be a strong community leader. Here are some ideas for your project year, chose one or more, depending on your time, club needs and ability:

Program Planning

The program that is planned by the club year should include all of the meetings for the coming year - where they will be held, when, and what will be featured at each meeting.

It is best to include as many people in the planning process as possible. Each Project Leader, club executive members, your club’s Recreation Coordinator, Parents and Members all have to make their schedules work around the club’s year plan. Give them the opportunity to participate.

Host a Planning Night:

Plan an evening where all are invited. Post large calendars on the wall with proposed dates and let them mill around them checking dates against their calendars. If there are conflicts try your best to deal with them before distributing the final copy.

Also consider the following:

- Other special activities and events the club will hold or participate in - where, when and what. It should involve the members who have special talents and, if possible, every member of the club in some capacity.
- District, Regional and Provincial Events
- Identify (colour code) which are required activities and which are optional
- Local School Calendars
- Include names of people responsible
- Assist the leadership team where needed with the carrying out of this program

Support club members, project leaders and parents

This may mean that you are present at general meetings and some project meetings in a support role offering assistance to parents and members that are new or have questions or concerns about the club and its events.

Help recruit project leaders

You may have some great contacts that would be willing to help with a 4-H project. Approach them and have them talk to the General Leader about applying and getting screened. There are people out there that are just waiting to be asked.

Report/present or distribute correspondence

Read and pass on the information to the members and parents in a way that works for your club situation. This is the “glue” that keeps a club together, informed members of your club feel that they are a special part of the team. If they do not hear what is new from the right source, they start to question whether they are an important part of the team.

Support the club executive

Ensure effective meetings by assisting with writing of the agenda, coach new members on voting and making motions as well as encouraging good parliamentary procedures at meetings. Make a point to thank the executive and encourage them through out the year, it is a tough job and sometimes they don't get any reinforcement.

Support the General Leader

Get together with the General Leader to discuss upcoming events and split up the duties and tasks to be done. Your General Leader will trust you with more if you prove to be effective and diligent in your tasks. Know when to say no if it is too much. Hard work is honorable, but making promises that you can't keep will only cause disappointments.

Other Club Program Assistant Options:

There may be other areas that you and your General Leader may wish to expand your duties into. Keep in mind the risk management and safety issues and know when to leave certain jobs to the General leader. Here are some specific areas that your club may need more assistance. Remember to coordinate these with the whole club leadership team. Ensure that you can divide the tasks and keep communicating with everyone to assist with and compliment the existing structure.

Communication Trainer

Do you ever stop to think about how you communicate? Communication is important because it helps to build and maintain relationships with family and friends. As a leader you can help your 4-H club members learn and develop this valuable skill of effective communication.

Interpersonal skills:

- Explain the process of communications i.e. sender, message, receiver
- Plan and deliver a communications training workshop with sessions on verbal skills, non verbal skills and listening skills
- Lead the club in a communication exercise at each meeting to build the confidence of members
- Plan for resource persons, films, books or other written information to be available to help members

Presentation skills:

- Teach the principles of presenting a demonstration as a method of "Learning to do by doing"
- Prepare and give model demonstrations to show general demonstration form and procedure
- Encourage members to give simple presentation and help them prepare their information and select their materials
- Offer individual evaluation to help members improve
- Try to include opportunities in the club program for members to participate in or observe presentations (club, interclub, district, etc.).
- Supervise the collection and use of materials for presentations (flannel boards, posters, tripods, paints, etc.).

Public Speaking:

- Acquaint all members with the value of being able to speak before an audience
- Teach them the basic principles of public speaking
- Encourage active participation of all members by giving them short talks, the responsibility of thanking a guest speaker, introducing someone, etc.
- Plan a club competition in public speaking
- Encourage participation at district competitions

Communications training is something that can be done throughout the year.
Have fun with it!

Organize the Club Communication Events:

If your club has an adult volunteer already in place, you may want to assist in the planning of the Public Speaking and Presentation Competitions.

- Use the organizers kits to make sure you understand the standard protocol
- Use the activity planning forms provided in the leadership material
- Work cooperatively with other volunteers that may be involved in the event
- Study the process well so you can advise judges and members during the event
- Book your tellers, timers, judges and facility early in the club year!

Other 4-H resources you will need:

- 4-H Speak Pack
- 4-H Fun Pack
- Organizer's Kits for Public Speaking and Presentation Events

Meeting Advisor

Every year your club will have new members, executive members and parents. This may be the first time some of them attend a business meeting. It is often overwhelming to come to your first few meetings and be asked to vote, make motions, discuss possibilities when you have not experienced it.

Your role as the meeting advisor may include the following:

- Help train your club officers and members in parliamentary procedure, and also the officers in their respective jobs.
 - At one of your first meetings, have a training session to try different procedures using a sample (maybe a little crazy) agenda and coach the group through it.
 - Offer time with each executive member to review their roles and helpful hints
 - Find an simple but effective video or handout for your club to use

- Throughout the year help and guide the club into more democratic group action on its own, including committee work, group discussions, etc.

Other 4-H resources you will need:

- Conquering the Scene Stealers: Running Effective Meetings Video/DVD
- 4-H Meeting Pack
- 4-H Fun Pack

Public Relations and Recruitment

4-H Clubs are found in almost every rural community. You would think that when someone brings up 4-H that everyone would know what it was. This is not the case. The responses range from “What is 4-H?” to “Oh, 4-H, that’s with cows and horses, right?”. Your job is to get the word out that 4-H is more than cows and horses, 4-H builds skills and creates reliable, hard working leaders in our communities through a large variety of areas including community involvement, public speaking, business, life skills and agriculture. How are you going to do this?

- Work with the club reporter to see that a good account of each activity is sent to the local newspaper. Help him to improve his reporting job.
- Participate or arrange for TV or radio programs to tell the story of 4-H.
- Inform all members of your community of the aims and activities of 4-H.
- Encourage new members to join the club.
- Speak to and participate in some other way at meetings of various community organizations.
- Developing educational displays, exhibits, floats, etc.

Other 4-H resources you will need:

- Club Reporter Guide
- 4-H Marketing and Media Pack
- Leading the Way Articles
- A Guide for 4-H Families
- 4-H Brochures, Bookmarks and Tattoos
- The 4-H table top display (Call 422-4H4H to book)
- What is 4-H? - PowerPoint Presentation

Safety Coordinator

One of the 4 “H’s” stands for health. Through a formal Safety Program you can make a significant contribution to the health and safety of your 4-H club, its members and improve their consciousness of safety in work, play and daily living.

For a club safety program to be successful:

- Take Stock! Tailor it to the club's major safety needs and problems; utilize community resources.
- Conduct it year round, with season variations (i.e. fall - traffic safety related to returning vacationers, school opening, shorter days, etc.; Winter - driving conditions and habits, weather forecast etc.; spring-arm machinery, driving laws and regulations, etc.; summer -vacation driving, road construction hazards, out-of-province travel, etc.).
- Do a safety inventory for all your clubs 4-H events. Help the leadership team in the planning stages to make sure that all safety precautions are taken and that there are plans in place in case of an accident or injury. Design a checklist that you can adapt and use for all of them.
- Design "Safety Challenges" that appeal to all age groups and the safety issues that are pertinent to them:
 - **Beginners And Younger 4-H Members** - personal safety habits (seat belts, pedestrian rules); interests (cycling, water rules, etc.); problems, needs and skills.
 - **Intermediate 4-H Members** - family, club and group safety hazards (e.g. school bus manners, food poisoning, camping, etc.) interests, problems, needs and skills.
 - **Older and Advanced 4-H Members** - community safety hazards (alcohol and traffic accidents, theatre fires, farm machinery hazards, etc.), interests (driver training, water safety), problems, needs and skills.
- Use resources that are available from existing Farm Safety Programs to help make safety a common practice for your club. (There are CD's, Card Games, Web sites and videos available)
- Involve parents, victims of farm accidents, emergency room nurses or doctors and community leaders to help to bring the message to your club.

Other 4-H resources you will need:

- Farm Safety CD (All clubs should have a copy)
- Farm Safety Card Game
- Farm Safety Videos
- Planning a Cattle Show – Videos/documents
- Safety Checklists for 4-H Shows and Events

Citizenship and Community Service Coordinator

The 4-H program strives to build a life-long commitment to community in its members. Something that was second nature 50 years ago was taken for granted and when we look at communities today, there seems to be a "What do I get out of it?" attitude not "What can I do to make our community a better place to live, work and play?"

- Lead club members in a discussion of the problems and needs of the community.
- Help the club select, plan, and carry out some community service activities in cooperation with other organizations (community beautification, recreation facilities, etc.).
- Sponsor a community educational meeting on a topic of current concern.
- Plan tours or visits to government institutions to learn about local and provincial government. Plan tours to historical sites.
- Plant “Trees for My Community” ordered each year through the 4-H Branch
- Do a workshop on Flag Etiquette and practice during club meetings

Other 4-H resources you will need:

- Leading the Way: Flag Etiquette
- “Trees for My Community” Order Form

4-H resources you will need:

- 4-H Meeting Pack
- 4-H Fun Pack
- 4-H Marketing and Media Pack
- Your Club’s Constitution and Program Plan for the year
- Contact information for your club’s leaders and members
- The 4-H Web Site
- Leader’s Information Manual
- A Guide for 4-H Families
- Leading the Way Articles
- Your Cloverleaf
- 4-H Program Booklet

APPRENTICE PROJECT LEADER

Busy project leaders will be very happy to have assistance for project workshops, organization and leadership throughout the project year. You will need to spend some time discussing the roles that you will assist with and what elements of the program you can take full ownership of. Remember to take note of your limitations and the 4-H policies for supervision and safety!

Discuss at the beginning of the year the kind of results you can expect the project to accomplish. Have your project leader order you a copy of the Leader guides for the project you will be working in, they will be a great resource for planning. The project leader you are working with will probably have some advice to share from their experience in leading the project.

As the apprentice, you can help your project leader in the following ways:

- Instruct through public speaking or presentations on the project subject matter
- Teach them the project content in a hands-on workshop
- Provide sources of information and resource people
- Arrange for speakers and audio visual presentations on project topic areas
- Conduct discussions, quizzes, game shows
- Give individual assistance to members during or between sessions
- Assist with record books

Session Planning Tools

Use the activity planning forms found in your record book or in the appendices, to plan for project days. There are electronic copies of the forms available on the 4-H web site or can be sent to you by your 4-H specialist.

Points to Ponder:

- Involve parents and obtain their interest and commitment early in the year.
- Communication is the key! Check in regularly with your project members to make sure their expectations are being met and they know what is coming up.
- Be prepared to adjust your programs and methods to accommodate the developing interests, abilities and special needs of your members.
- Provide a balance of flexibility and structure with project members.

Assist with Record Books:

Complete Record Books are one of the 4-H member requirements. They serve as a way of indicating the member's progress, accomplishments and also as a means of evaluating project work. Records are also important in that they help to teach habits of data gathering and correct recording methods. Record books can also serve as a valuable future resource if done well.

Start the training early in the year by:

- Making certain every member has a copy of the project and record book and that everyone understands what they are for
- Giving a talk on contents or procedure to be used; demonstrate with a good example
- Get them to start a file or envelope at home for quick deposits of resource information they can put in their record books (public speaking/presentation comment cards, receipts, pictures, local newspaper clippings about 4-H, books, magazine articles, pamphlets, etc.)
- Be alert to ideas which will improve the individual's record book
- Prepare a sample record book to be available to the 4-H members
- Ask to look at the members' progress often and offer evaluation comments keep a record of the evaluations

Build a "Record Book Kit" and Have a Workshop

Keeping records can be a very unappealing task but if you show members how to make it more fun and what funky things they can do with it, they will get more excited about it. Include the following, just as a start, and add to it as you go:

- Clean copies of record book pages (just in case)
- An example of a complete record book
- A package of coloured construction paper
- Various stickers by project theme and generic (horse, farm, dogs, smiles, shapes)
- Coloured Felt pens or gel pens
- Lots of erasable pens (very handy!)
- 3-hole punch
- Glue
- Tape
- Scissors
- Rulers
- Scrapbooking tools - photo croppers/corner makers/fancy scissors/punches
- Calculator (for feeding/finance worksheets)

Get everyone in the club or in a certain project together with large tables, good lighting and a bonus would be to have access to a computer or two with a colour printer. Start at the beginning of the books and work through them page by page as a group. Some will work independently and some will need a lot of help. New and/or Junior members may find some of the record keeping very difficult, it is OK to walk them through it or partner them with a senior member who loves doing record books. Keep in mind that some members may not be able to get adequate assistance at home (especially if the parents are new at this too!).

Other 4-H resources you will need:

- Project Leader Manual for the project area you will be apprenticing in Leader's Information Manual
- A Guide for 4-H Families
- Leading the Way Articles
- Your Cloverleaf
- 4-H Program Booklet
- 4-H Fun Pack
- 4-H Meeting Pack
- 4-H Music Pack

RECREATION COORDINATOR

4-H clubs that play together, stay together! As the recreation coordinator you can improve the morale of a club and help to build life-long friendships. “Multiple” clubs have a bigger challenge when it comes to building team or club spirit. Organizing fun and challenging recreational activities is a great way to make this happen.

Find out what they want!

Start out at the beginning of the year finding out what the members of your club would like to do best.

- a. Bringing a white board or flip chart in and “Brainstorm”. Don’t let anyone criticize or comment on anything until the next stage. You are just generating ideas.
- b. Group the ideas together with others that are similar or could be done together.
- c. Narrow down your focus and be realistic. Think of costs, travel, supplies needed and other possible considerations for each idea.
- d. Either take this away and make your plan from all of the ideas or, if you have time to work with the whole group, develop the plan together.

Using your Recreation Plan:

Build a reasonable schedule of recreational activities into your club year. Keep in mind that some families have a lot of other commitments. Try planning activities within existing events and meetings. For example, have 15 minutes at the beginning of your club general meetings for team building games or communication activities.

Planning Forms

Use the activity planning forms found in your record book or in the appendices, to plan for project days. There are electronic copies of the forms available on the 4-H web site or can be sent to you by your 4-H specialist.

Points to Ponder:

- Involve other members in teaching, instructing and leading recreation. This often can be one of the ways of getting both individual and group participation.
- Plan and direct skits for club and community meetings. Help members serve as stage managers, property crews, lighting assistants, publicity managers and other necessary jobs.
- Help plan and conduct athletic games and contests for club and community picnics, camps, and other district 4-H events.
- Assist committees to plan and conduct special events (parent’s night, Christmas party and entertaining other clubs, rally, tour, etc.).

- Get references and materials for new games, stunts and songs for the club's use. Start building a personal file with your favorites. The 4-H Fun Pack is full of great ideas to use at meetings and special events.
- Train other members to lead recreational activities by:
 - example
 - individual assistance
 - group instruction
- You can build an awareness and appreciation of good recreation through providing fun and learning activities. Be enthusiastic and energetic.

Other 4-H resources you will need:

- 4-H Fun Pack
- LTCS Manual (If you have attended this session)
- Club's Program Plan (If there is one yet)
- Local School Calendar (consider exams, holidays)
- 4-H District, Regional and Provincial Event Calendars

SPECIAL EVENT COORDINATOR

Planning Major Special Events can take a full year of club work in order to do it well. This Leadership Project area is very rewarding because you have a final, measurable result to show for all of the work you put in. Because of this it can also be a great disappointment if it is not done well. A special event is a culmination of small details coming together. You can compare Special Event Planning to plate spinning or juggling; it takes practice, coordination, skill, planning, anticipation and quick reflexes to pull it off. It will amaze and dazzle the audience when everything goes smoothly and you make it look so easy.

Get Things Started

- Find what your club would like you to plan for them or another group. Use the Special Event Planning form in the Record Book or in the Appendices. The form is extensive but it covers all of the details and leaves nothing to chance.
- Find some volunteers to work with and find where their strengths are so you can best utilize them.
- Research and gather information from others who have done these types of event before, why reinvent the wheel?
- Visualize the end product and then go back to choose your course.
- Set clear timelines and put every detail in your checklists. Checklists are a fabulous way to see how you are doing and it is very exciting to check things off as you go. Make sure that each task is small enough to complete in a couple of working sessions. If it is a large task that encompasses several small pieces, you will become discouraged.
- Do something each week of your project year to make it move forward.
- Be prepared, be flexible and be positive.

Here are some Special Events you may want to suggest to your club:

- Year End Banquet
- Achievement Day
- A camping trip
- Inter-provincial club exchange
- Recreation Trip
- Ski Trip
- Farm Tour
- Industry Tour

Choose only a few and do them well! A project year should include enough work to be equivalent to other project areas, 3-4 hours per month for the 6-8 months of the project year.

Other 4-H Resources You Will Need:

- 4-H Fun Pack
- 4-H Speak Pack
- Leading the Way: Planning Club Social and Recreational Events
- Safety Checklists
- Related 4-H Leader Manuals

LEADERSHIP IN 4-H

Who are the Leaders?

Leadership does not depend upon the amount of ability you have, but upon what you do with what you have, and how you get along with other people.

Leadership is the ability to influence the thinking and actions of people. It is the ability to tackle a new job and see it through.

YOU can be a leader if you have the desire, the willpower, and the urge to develop the qualities and abilities that make a good leader. You can lead with ideas; you can acquire the goodwill of your group because of your thoughtfulness, your poise and your good planning.

A Leader is a person with whom others like to work and play with and one whom people like to follow. You may already be a leader of a few close friends. Every community, school, church, 4-H club, group or gang, has leaders.

Leaders may be good or bad, depending on the kind of group leading and the kind of person they are. A person who is a good leader can always find a place in some group.

Becoming an Effective Leader

It is easy to sit back and wait for someone else to do a particular job or task. It is equally as easy to see when someone else falters or makes a mistake when they are in a leadership position. It is important to know that if you are in a leadership position that you will be watched. Remember always that successful leaders have certain qualities that people respect. It is not something that happens when you get a title, you have to earn it.

Here are some qualities that people value in a leader:

A great communicator

Has a vision

Recognizes contributions

Draws on others strengths

Displays honesty and integrity

Recognizes potential in others

Is accountable

Inspires others

Encourages others

Is adaptable and open to new ideas

Gets the job done

Can you add to this list?

Leader Screening

As with all current youth programs, all 4-H Leaders are subject to a screening process where they complete an application, provide three references, complete a police security clearance and then complete the Level 1 Leader Training. As a Leadership Project Member you will not have to go through this process, however, you may find it useful to complete the Level 1 Leader Training at a local or regional level or do the Online Leadership Quiz on the 4-H website (www.4h.ab.ca/applicationforms).

Keeping it in Perspective

In the Leadership Project your role will be to assist, guide, teach and encourage members. You will need to be accountable to your project leader and your club. If there is any risk at all associated with an activity or event you are planning then you have to have full support and required attendance of your leader. Communicating with your support network will allow for safety checks and additional assistance when needed.

All activities that are done as a club must have a screened leader present and they must be well aware of the event and the details that have been outlined. This is another great reason for keeping good records. A copy of complete activity or special event planning forms will serve you well in delegating or, in the worst case, to have the event still happen without you even being there!

You are not in this alone and should not be taking on more responsibility than the project allows. 4-H has policies and procedures that must be adhered to in order for the insurance and risk management support to be in place. If you and your project leader have followed procedure, the 4-H program will back you 100%. If you make choices that are not prudent or you have not considered “due diligence”, you and your leader will be held responsible.

YOUR LEADERSHIP PROJECT

A good leader is a person who can sort out the actual needs of a group, and then lead the group in satisfying these needs. As a Leadership Project Member, the job you have is an important one, and it's also important that it be done well.

Setting your Vision and Goals:

The first step in taking on any new project is deciding on your vision. What is it that you hope to achieve in doing this project? You should begin your Leadership Project by giving consideration to the reasons you wish to take on this challenge.

Vision

Begin by thinking in general terms. Your vision might be something like "I would like to learn more about working with younger members" or "I would like to learn how to share skills that I have learned in 4-H with others."

Goals

A vision is accomplished by setting out a series of goals or steps. Goals are specific, measurable, achievable, relevant and time specific (The SMART Principle). For example, a more specific goal which might help you accomplish the vision above, might look like:

- "I would like to learn techniques for teaching lesson material in such a way that it is interesting and fun with leaders in my 4-H club."
- "I would like to understand more about what interests the 9 to 11 year old age group so that I can work with them more successfully during the club year" or
- "I would like to gain the skills necessary to be patient when working with this age group"

As you can see all three of the goals in the second part would help you work toward accomplishing your vision of learning more about working with younger members.

There is another point to remember when choosing your vision or goals. The vision you have in mind for yourself may be different from those you have in mind for the rest of the club. For example, in the case above your personal vision is:

"To improve your skills in working with younger members."

The vision you have for the members you are working with are different:

"To have them understand what it is you are teaching," and

"To have them find it interesting and enjoyable."

You should know that your vision and the vision you have for the club are both important. Being aware of this will help you plan for a year that will be successful and enjoyable for both you and your fellow members.

Your Support System

As you develop your plan, you may be working with some of the leaders in your club. These resources will become valuable to you in your project year as well. Setting up a support system to call on when you are developing plans, finding instructors and pooling resources will make your project experience richer and ultimately easier. As the age old adage goes: "Why re-invent the wheel?"

Your Project Leader

You should have one screened leader that is determined as your project leader. They will be your advisor and evaluator as you work through your established tasks. They will help to develop your plans and will sometimes share responsibilities with you if you are going to be their assistant.

Other Resources

There are other resource people that you may have access to that can be very helpful as well. If you have picked a specific topic area, you may be able to look for professionals that may not have time to be a leader in 4-H but are willing to spend some time with you to develop project workshops or coach you through a smaller task. You can find these people everywhere, all you have to do is ask around you may find them in the:

- 4-H club parent group
- Local schools
- Local agriculture and industry business owners/operators
- Government offices (agriculture or other related departments)
- Facility managers
- Retail businesses
- Your parents/grandparents and other relatives

Project Approval Process

Application for Approval

You have an application form in your record book that you have to complete and present to your club's General Leader and the membership for approval. These will be the most important steps in your project so take your time and think them through carefully!

Start by asking yourself:

1. What you want to do?

Brainstorm all of the things that you have a passion for. Write them down on a big piece of blank paper. Don't limit yourself to 4-H experiences, think about school, hobbies, dreams and aspirations. Brainstorming allows you to record all of your ideas without screening them or thinking of the limitations. Be bold! Sometimes the best projects seem unrealistic at first!

Then, narrow it down:

Narrow down your choices by a quick review other factors that may be necessary to plan for such as finances, preparation, invitations, response time, other resources that may need to be pulled in. Here you might ask yourself the following:

2. Why you want to do it?

Make sure there is a need in the club for your project idea. It is important that they will benefit and that you will feel valued for your contributions.

3. When you want it done?

The timeline you will set for your project should fit in the club year and should be compatible with your project leader's schedule as well.

4. Where it is to be done?

Consider the number of people, the season, facility costs (or can it be done at someone's home/farm/yard?), availability/bookings and so on.

5. How to do it?

Seek out an existing leader, or recruit a new one, that supports your project idea and can commit to coach and mentor you through the year. Design your leadership project blueprint. Get your Leadership Record Book out and write your plan down.

Why Keep Records?

The Leadership Project Record Book provides the necessary guidelines for planning and keeping records. Become familiar with it early in the year, and keep your Leadership Project Record Book up to date.

- A record is part of your 4-H project and as such is a means of evaluating your work.
- A record tells the story of your progress, what you have accomplished others did through your guidance.
- A record teaches you the value of data gathering and correct recording methods that will serve you for many years.
- A record provides you with your own personal analysis of the job done and what should be done in the future.



Stop here and fill out your Application Form found on page 5 in your record book

Make sure you complete and submit your application prior to starting the work of your project. The club General Leader and membership will need to approve the concepts and ideas so you can have their full support.

PROJECT MANAGEMENT

Project Management is a new a growing concept of dealing with unique, non-routine, goal-oriented tasks that are linked or in a sequence and will only go on for a limited duration until the project is complete.

In today's world of multi-tasking and multiple commitments, project management breaks things down into smaller more manageable chunks that are easy to digest.

Visualize → **Plan** → **Implement** → **Close**

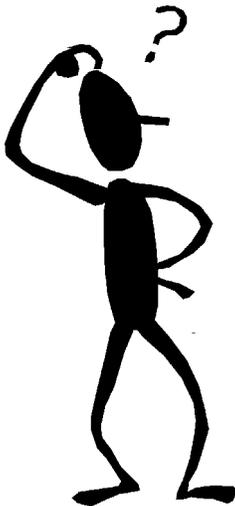
Visualize

To start working without a vision is pointless. It is like starting a trip and not knowing what your destination is. You have a vision for your leadership project but also, when your club starts at the beginning of a club year, everyone should get together and decide on a club vision. If you and other leaders in your club know the vision, it is a lot easier to make program decisions as well as resolve conflicts that may arise. To develop a vision, ask the members:

- What kinds of things are important to them?
- Is that all?
- Of those things that are important what are a few priorities (the most important)?

Spend some time looking at

THE CURRENT SITUATION
(where are you now?)



THE FUTURE NEEDS
(where do you want to be?)



ANY PROBLEMS THAT MAY ARISE (obstacles/limitations)



DEVISE THE SOLUTIONS (actions for getting where you want to go!).



Vision Statement:

The club vision statement should include the What , Where and By When as well as the detailed results you want to see.

This statement will help you and your team to “keep the end in mind” when planning events, sessions and details along the way.

For instance:

“The Fun Seekers 4-H Club, a proactive and positive club where Oyen and area families learn about rural opportunities, trends and technology through hands-on experience.”

Learn your vision, recite it and use it to help you make decisions in the next steps.

Now the “Plan”

“One hour of planning can save 20-100 hours of doing.”

Planning for a major event or planning for a session during your club year, the same considerations will need to be met however a major event will take more time and will require more details to be set.

It takes a special person to pull together a good program or session without spending a lot of time on planning. Every person will plan in a different way. Some people like lists and can get organized without much problem. Others need a “creative” way to get the ideas down on paper. For the visual person who has to see things in full colour and with pictures, there is “mind mapping”. For the planner who likes sorting in tables and listing things in chronological order, there are “activity planning forms”.

“P6 - Proper prior planning prevents poor performance!”

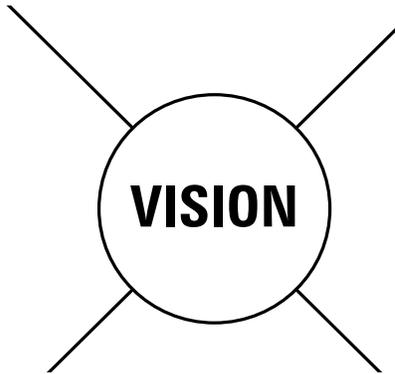
Mind Mapping

Most schools are teaching a process called Mind Mapping for writing and planning for projects in a classroom setting. Mind mapping provides a quick way to organize your random thoughts into a “visual”. It can be used effectively in committees as well where the ideas of many people need to be coordinated into one plan.

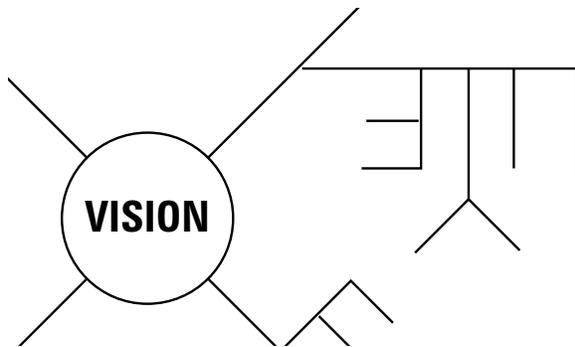
Get yourself 4 different coloured pens and a blank piece of paper or a flip chart for a group planning session, and “start with the end in mind” – the VISION.

Try these steps:

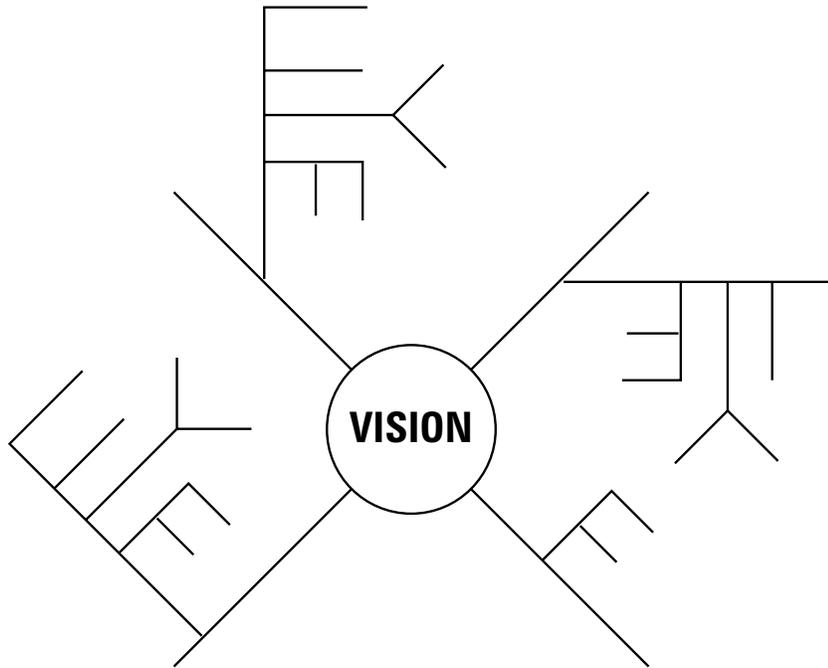
1. What is the project you are planning -the VISION? Draw a circle in the middle of the page and write a few words to represent the project or session vision. Use one colour of pen for this stage.



2. What elements are important with this project? What, when, where, how much? Draw a line for each element write a word to represent that element on the line. Use a new coloured pen for this stage.



3. What details will need to be looked into under each of these elements? Make a series of lines for each detail and write key words on them. Again, get a different coloured pen for these items.



4. Add deadlines and person responsible. You guessed it, get another coloured pen. Now that you have a good picture of the whole project, you can use the mind map to check things off or you can transfer it to planning forms for initiation and implementation. You will find that through these processes a large very complicated event can be broken down into small bite sized pieces. Planning your timeline or delegation of tasks to others becomes logical and organized. It's that easy.

Using Planning Forms

"The Activity Planning Form", we can use the following example on a grooming clinic for horse project members. This one is more likely the format that can be circulated to those who are helping you on this project. Blank planning forms are available in your Leadership Project Record Book.

ACTIVITY OR SESSION PLANNING FORM

(To be used for planning a series of smaller activities/project days/meetings)

Topic: Grooming Clinic	Date: January 15	Time: 6:45 – 8:30pm	
Place: The Darwell Hall			
Purpose: To teach members about grooming supplies for their horse and how to use them to prepare for a horse show and for daily grooming.			
Action(s):			
Program at-a-glance:			
Time	Activity/Instructor	Comments	Confirmed
6:45 – 7:00	Greeting members and settling in – 4-H Pledge		
7:00 pm	Introduce Guest Speaker		
7:00 – 8:00 pm	Clinic/Corbin Schmidt	\$50.00 honorarium	
8:00 – 8:20 pm	Questions and Practical work in small groups/CS	Divide into 5 groups of 3	
8:20 – 8:30 pm	Evaluation/Me		

Task Manager:

Task Description	Person Responsible	Deadline	Complete?
Book facility	Me	Sept 30	
Book Instructor	Me	Sept 30	
Notify club reporter and general leader	Me	Oct 10	
Notify club members	Alice	Oct 15	
Check skill level of members	Alice	Nov 15	
Arrange for supplies	Instructor	Jan 10	
Arrange room and seating	Alice	Jan 15	
Get gift for speaker	Alice	Jan 10	
Arrange for an emcee for evening	Me	Nov 15	
Refreshments	Alice	Jan 10-15	

Photocopy reference material	Me	Jan 10	
Reminder phone calls to members	Charlene	Jan 10	
Evaluation forms	Me	Jan 10- 15	

Resources/Reference Material Used:

Tables and chairs, overhead projector, power supply, flip charts, "demo" horse, glasses, napkins, food and drinks, all members to bring 4-H horse reference manual and their grooming supplies, outdoor facility for horse near hall (livestock building on fair grounds), photocopies of additional material and evaluation forms.

Budget:

Expenses	Amount	Revenue	Amount
Instructor (Corbin Schmidt)	50.00	Participant fees. \$10 x 10 people	\$100.00
Facility Rental	50.00		
Estimate of Profit or Loss	-\$100.00	Participant fee required? Yes	\$10.00

Evaluation:

The event went quite well. The instructor was expensive and we could have had one of our senior members conduct a similar clinic at no cost. The refreshments were a hit after being outside for a while.

Here is a handy tool for Presenters. You may want to use this yourself or encourage the people you invite to speak to use it to prepare.

PRESENTER'S CHECKLIST

Group _____

Date _____ *Topic* _____

Time _____ *Place* _____

Directions _____

Contact _____

Telephone _____ *Fax* _____

e-mail _____

Address _____

Date asked: _____ *Confirm by:* _____

Time I can set up _____ *When to arrive* _____

Length of workshop _____ *Size and makeup of group* _____

Special Requests, Details of Program, Training concerns, Etc.

Type of room _____

Is anything else happening at the same time _____

Payment/reimbursement) _____

Where do you put sign in (if necessary) _____

Supplied by them or you _____

Stand alone or part of another event? _____

Equipment available (AV, tables, and chairs) _____

Resources needed: (equipment, handouts)

Have your kit ready (markers, masking tape, pencils, pens, paper, cords, candy, etc)

Agenda (try to incorporate at least 4-5 different activities to help meet your purpose and your audience's needs):

Icebreaker _____

Lecture _____

Handouts _____

Questions and Answer _____

Group Discussion _____

Group Problem Solving _____

Paired Discussion _____

Warm-ups _____

Self-report Instruments _____

Case Studies _____

Role Playing _____

Demonstration _____

Energizers _____

Report Outs _____

Recorded Report Outs _____

Simulations _____

Closure Activity _____

Implement

Once you know your destination, you have to start the voyage. Work with your team of leaders, volunteers and members of the club to review the plan and assign tasks.

**In order for the plan to work,
you have to work the plan.**

Delegation and Shared Leadership

If there are areas where smaller groups or individuals can work on details between planning meetings, they should be given the authority to do so. Have them report back to the work that they have accomplished and check it off of your master list or map. Whether you are the chairperson of the project or if another individual is, they should be given the task of delegating and keeping tabs on the work being done.

Get together often with your team and offer assistance and resources where needed. The team should feel comfortable enough with the group to ask for help when needed. If they don't, they may keep problems to themselves and try to accomplish unrealistic tasks or tasks that are overwhelming to them and burn out in the process. A club project should to be a positive experience for all in order for anyone to gain from it.

It is not effective for you to assign or delegate tasks and be involved in all of them. Let go of the tasks that are assigned and work on sharing the leadership. A good leader doesn't necessarily do everything, they help and empower others and then share in the celebration. It is way more fun to delight in a job well done when you have a team to party with.

Coaching

There may be times when your team gets a little off track or they need some positive encouragement. Your responsibility as the leader may be to act as a coach, just as you would in a sport situation. The team will need to know when they are doing well as well as when they need to re-evaluate their performance and make a few changes to the game plan. This should be a positive approach to problem solving or recognition. Use words like refocus, take another run at it, regroup, team up, collaborate, solutions and so on. Avoid words like wrong, negative, won't, can't, disagree, helpless or problem.

For instance, when a team member does not get their job completed that they volunteered for and it affects the whole group, you might say something like:

"We have a few tasks that need to be completed before we take the next step. Let's collaborate and find a positive solution to get back on track...."

Instead of:

“John did not do the tasks that were key to us getting to the next step. We are going to be behind schedule now. We can’t do a good job on this project if we keep stalling. Is there anyone here that we can rely on to get this done?”

A coach always helps its players strive for a higher level of performance. They do not stifle or criticize, they build and strengthen. People will want to work with you on other projects if they feel that they were a positive contributor on your team. Thanks Coach!

Resource Management

Projects are driven by people but it takes the coordination of resources to make it successful and cost effective. Your resources include:

- Volunteers
- Money
- Time
- Facilities
- Supplies
- Equipment
- Printing
- Media
- And more, depending on the project

The ability to use these resources wisely will ultimately determine your success. Some resources will be scarce if not nonexistent and others you may have a lot of. The trick is to use those resources you have wisely and plan carefully how to use them. The success of project managers is measured in how much they can do with a little. A lot of money is not equal to success. Sure money can make things easier, but there are some who can make little details add to the vision at no cost. Those are great leaders to spend some time with and learn from.

On-Site Preparations

The work that has led up to this point will be all for not if you are not ready for the main event. People make their opinions in the first 5 minutes. If you are still running around trying to get organized, you have lost them. Use these tips to prepare:

- Get there early! Make sure you are the first one there, unless you have assigned someone else to be there for a specific reason. You are the leader.
- Get everything ready before anyone arrives.
- If you have a crew that will be helping with the set-up, have an area ready for them to work in and start with a quick meeting or huddle.
- Bring a plastic program box full of things like felt markers, paper, tape, stapler and extra staples, post-it notes, pencils, calculator, scissors and make sure everyone

helping knows where it is and that they should return items after use.

- Post task lists, schedules and project maps on a wall or bulletin board for all your volunteers to see

Effective Program Delivery

Effective planning and resource management will bring you to a successful delivery. Coordination of efforts and resources will ensure that your event will be fun, relaxing and enjoyable for all involved.

Whatever happens, you have to make it look like you are under control. An event will happen, whether you are ready for it or not.

Close

Evaluation

How does the saying go? “The job isn’t finished until the paperwork is done.”

In order for you to get the most out of your project you need to do some “navel gazing”. Look at what happened, how you got through it and what you might do differently next time.

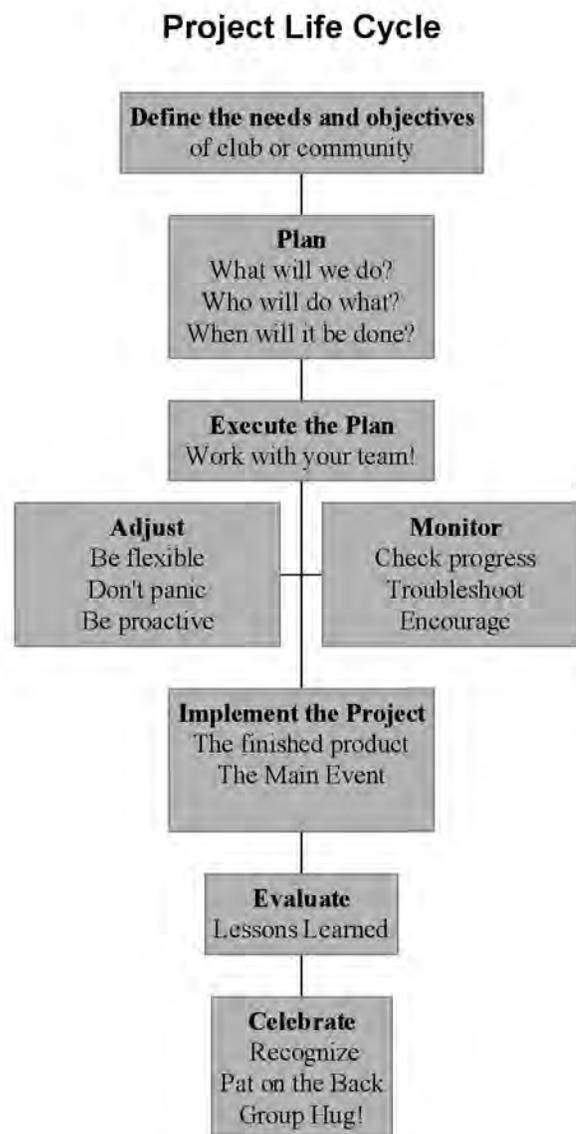
Evaluation needs to be done before, during and after the event. If you wait until the end to write down the ideas that you have along the way, you will forget them. Some ways to keep track of these little points along the way are, to have a coiled notebook, use your handheld organizer or a project file with a notes page dedicated only to little evaluation, recommendation comments that you think of. Have it with you during your work so it is accessible and quick. Once the project is complete, you can fill out a standard evaluation form for yourself that cues your thoughts regarding each aspect of the project. A sample evaluation for the project manager to fill out is provided at the back of this manual and also in the record book.

A program evaluation should be done by your participants as well. The point of view that they can provide will be different than yours as a planner. A sample evaluation form for participants to fill out after a program has been included in the blank forms section of this manual and in the record book.

Celebrate!

Once you have implemented a project, it is time to celebrate. Do a happy dance, throw a party, throw confetti or send out a e-card to all of the people that helped with the process. The celebration should be appropriate for the amount of time spent in the planning and implementation. An evening session's celebration might be a "high-five" or a celebratory soft-serve ice cream cone dipped in sprinkles. A full weekend training event for 50 people might deserve a pot luck party with all volunteers attending and hand out goofy awards to remind everyone about the fun and success of the event.

Nonetheless, you must celebrate! It's a rule.



KNOWING YOURSELF, SO YOU CAN WORK WITH OTHERS

Do you ever wonder why some people make you feel so comfortable and others seem to frustrate you? The greatest thing about working with people is that they are all different. But the struggle in working with people is that they are all different. We need to use the differences to our advantage. We are all born with certain personality traits. Any personality type has its strengths and weaknesses.

The first step in learning how to work with others is to understand your own personality; your tendencies, preferences, limits and priorities. When you understand yourself, you must be willing to be flexible and learn ways to build strengths that are not natural for you. The best leaders are able to adapt their personality and leadership style to the situation and the people involved.

Find out Who You Are

Personalities have been studied since Hippocrates, over 2400 years ago determined that there four temperaments to explain human behaviour. Hippocrates described the four temperaments in this way. The Choleric is powerful, a born leader. The Phlegmatic are relaxed and patient. A Sanguine is enthusiastic and spontaneous. A Melancholy is serious and thoughtful striving for perfection.

To put it in a more modern perspective and compress years of study into one chapter of a workbook for 4-H, let's think of a TV show, movie, cartoon that features a cast with different personality types. For instance, the cast of Friends, Winnie the Pooh, The Flintstones or Sponge Bob Square Pants, it has to be a cast with a wide variety of people ideally that exude the descriptions as given by Hippocrates.

Using Winnie the Pooh cartoons as the example.

The Choleric AKA Rabbit

The Phlegmatic AKA Eeyore

The Sanguine AKA Tigger

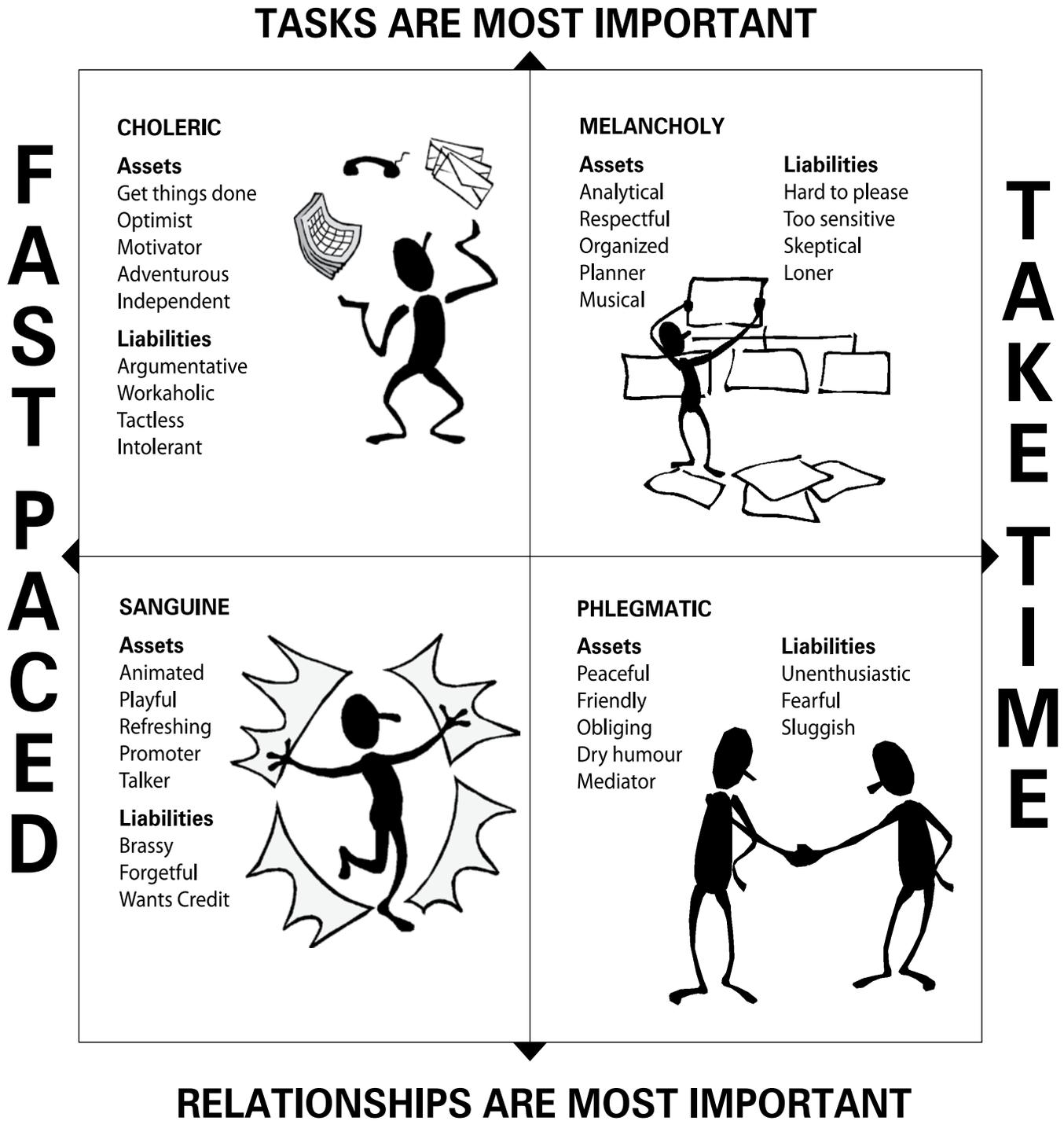
The Melancholy AKA Owl

So where does Winnie the Pooh fit in? Some people fit well into one personality type while others may be a mixture of two or more. Is Winnie the Pooh maybe a Sanguine/Phlegmatic. Or is he so adaptable that he could be any personality he needs to be for the situation?

How about Piglet? He is thoughtful and likes perfection but he is forgetful at times too. He could be a Melancholy/Phlegmatic.

Visual Needed? (For my personality type, yes!)

If we put the temperaments on a graph showing some of the traits for each and what their preferences are, it might help to find where you fit in.



Adapted from

Hugh Phillip's "Proactive People Skills" and

Florence Litauer's "Personality Plus"

It is important to know that we can work with any of these personalities if we are aware of our tendencies but also of the other person's as well. Remember to be flexible and adapt to the situation. There are books and books on the subject of personalities. There are personality analysis tools and seminars (Personality Plus, DISC, True Colors, Myers Briggs, Bipolar....) available if you want to take this further.

Building Your Team!

When the members of the group have developed a team mentality the energies are released so that they can be more productive, creative responsive than they otherwise would be. In this building process, the leader acts as the catalyst making the group operate and achieve it's goals. The leader isn't the boss, commander, expert, and chairman. He functions as a member of the group, but with a special responsibility to lead, empower and inspire the other members.



To every group and each person belonging to it has certain expectations that we call “Needs”. It's important to be aware of these needs and try to satisfy them in order to build a successful team. Here is a general overview of those needs:

- **To Share in Planning The Group Goals.** Members need to feel that their ideas have contributed to the goals that the group strives for.
- **For a Sense of Belonging.** No one objects to their presence and that they are sincerely welcome in the group and they are honestly needed for their total self.
- **To Share In Making Of The Rules Of The Group.**
- **To Feel That Goals Are Within Reach.** They must make sense to each individual.
- **To Have Responsibilities That Challenge.** The challenge must be within the range of their abilities, and that contribute toward reaching their personal goals.
- **To Know What Is Expected** in some clear detail so they can work confidently.
- **For Confidence In The Leader.** This is built on the assurance of consistent and fair treatment.

- **To Be Recognized** for accomplishments and contributions in a timely and appropriate fashion.
- **For Trust And Loyalty.** This will bring increased security and therefore a stronger bond between members of the group.

Understanding Young Members

Much of your leadership work will probably be with some club members from 10 to 13 years of age. You should know something about them and how they act. The success of your work will depend largely on how well you plan programs and activities that meet their interests.

Every person is an individual, no matter what his age. Not all persons of the same age group will be alike. Some characteristics common to young members are as follows:

- Boys and girls of this age tend to belong to a “group” or “gang”. They usually prefer boys and girls groups rather than mixed groups.
- This age group tends to accept direction and leadership unquestionably. They want and need guidance.
- In the age range 10 to 12, work should be laid out in small amounts with provision for much help. Their interest span is short, therefore constant motivation is necessary.
- The ability of the 10 to 12 year old to organize and carry out a plan is limited.
- Younger 4-H members can be easily motivated and are eager and enthusiastic. Don't forget their short interest span.
- This group identifies with symbols. They are eager to understand the significance of such symbols as the 4-H pledge and emblem.
- Recognition is very important to the younger 4-H member. He needs constant encouragement if his interest is to be maintained
- Praise is very important.
- Younger members tend to “idolize” you, as an older member and as a Junior Leader. They tend to follow your example. Thus the need to show enthusiasm, good sportsmanship, and a desirable attitude toward work is important.



When you are full of enthusiasm you are full of magic. It is one human quality that never fails. Warm up. Believe in yourself. Get excited! Don't save your enthusiasm for a special occasion when you think it will be more effective. Use it all the time. Selling yourself is the knack of becoming an important personage -- a somebody!

-- Author Unknown

In working with younger members some of the following points may be helpful:

1. Provide an opportunity for everyone to participate. No one likes to be left out.
2. Think of each person in terms of his interest and maturity. What did you like to do at that age?
3. Avoid giving too much recognition to a few individuals when others in the club have made accomplishments that deserve credit as well.
4. Study the reactions of members. Long poorly planned activities may cause a lack of interest.
5. Provide new experiences for the members. Constantly be on the lookout for ideas - use your imagination.

The first year member requires extra thought and attention. He is new to the group and has yet to be accepted by it; he is not familiar with the club's success in any club work, has not yet proved himself to the club, and therefore lacks self-confidence in matters pertaining to the club. As a new member he has yet to develop a good sense of loyalty or belonging. For these reasons even a minor set-back, which would be of little consequence to the second or third year members, may be sufficient to discourage the first year member. Some points to remember:

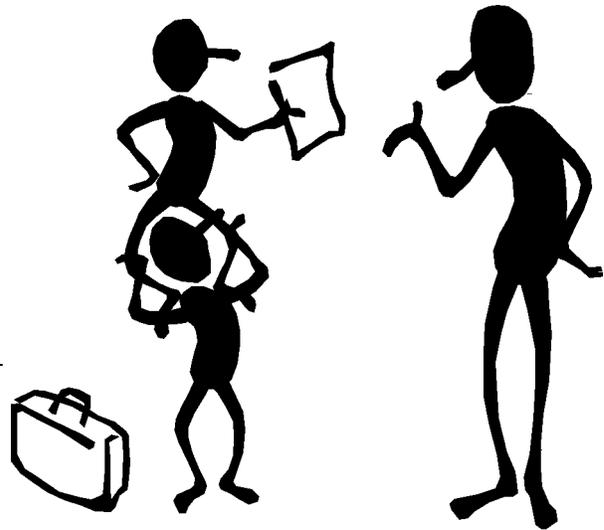
1. Consider each first year member as an individual of personal to the club and to the community.
2. Make each first year member feel important by such things as an initiation ceremony or giving them small responsibilities to do by themselves, or as part of a committee.
3. Help acquaint the parents of the first year member with the value of the 4-H program.
4. Make certain the first year member has all the necessary information and materials to complete his project.

Working with Adults

This may be your first opportunity to work on a team with adults - you will find it is a great chance for learning new skills.

Professionalism is the first thing to learn when you work as a teammate with adults.

Professionalism means respect for each other and never gossiping. If you attempt to criticize or gossip about other leaders in front of your club members, the club spirit will suffer. In contrast, the atmosphere of your club will excel when members feel the leaders are truly working together.



Check your attitude toward adults. Do you enjoy your relationship with adult leaders and respect them, or are you annoyed, bored and uncomfortable with them?

Generally, you react to other adult leaders in the same way that you react to your own parents. Here's a chance to side-step your childhood feelings towards your parents and react to the adult leaders according to their true merits.

Adults are a bit slower to react. It may frustrate you that they don't share your youthful enthusiasm towards all suggestions. But, they have more experience with which to compare each problem, they have a wider range of results. Their thoughtful opinion is worth waiting for.

Adults are people too. They need recognition, respect and acceptance just as much as you do, but many of them have learned to cover their feelings when they don't get these things. Adults like to be consulted, and asked what to do. You wouldn't like it if an adult leader started something new without asking you, so reciprocate and consult your adult teammates.

Show respect for your leader's time and talents. Never commit your leader to something without asking him. It is polite to give your leader a chance to say no, even though you know he will say yes.

Learn to accept help. If you want adult help and advice, learn to accept it graciously, not impatiently and without appreciation. One of the best ways to develop a good relationship with your adult teammates is to ask them for their advice. You will find that they like to be helpful. Give them this chance.

The most lovable quality that any human can possess is tolerance. Tolerance is the vision that enables us to see things from another's point of view. It is the generosity that concedes to others the right to their opinion and their own peculiarities. It is the bigness that enables us to get people to be happy in their own way instead of our way.

-- *Public Ledger*

Handling Problem Behavior

The individual member is in the group because he seeks to satisfy some specific needs; and he feels although he probably doesn't consciously know it, that being a part of this group may help him fulfill those needs. Perhaps Jane joined your club because all her close friends were joining and she didn't want to be left out, John had heard about all the fun you had at recreation sessions following meetings. Susie didn't really have any friends and needed something to belong to, and choose the 4-H club. Polly likes to sew, and Jack has a calf he was going to raise anyway, so they decided they might as well join 4-H too.

It is impossible to foresee problems - just as the individual's interests differ, so will their reactions to situations encountered at the meetings. Some problems may be minor - not really affecting the rest of the group, but some behaviour may disturb other members, and interfere with the achievement of the group goals.

Helpful References:

See the 4-H Meeting Pack, 4-H Fun Pack and Conquering the Scene Stealers: Running Effective Meetings Video/DVD for ideas and activities that help leaders deal with difficult situations.

APPENDICES

Contacts

Assistance in fulfilling your leadership role is available from many sources. Many people in your own community may be able to offer assistance.

Your local library also offers a ready source of information.

Government departments (provincial and federal), dealing in a field related to your responsibilities are most often happy to provide re-source material.

Private companies, banks and service agencies may be able to offer help if they are contacted.

In achieving your goals try to make use of a wide variety of media including films, slides, booklets, speakers, discussion, etc.

Resources

Publications and Programs which might be of assistance to you from Alberta Agriculture and the 4-H Branch through your 4-H Specialist or our web site:

- Guide for Alberta 4-H Families
- Leader's Information Manual
- "Leading the Way" Articles
- The 4-H Fun Pack
- The Quality Equation 4-H Club Pack
- The 4-H Meeting Pack
- Conquering the Scene Stealers: Running Effective Meetings Video/DVD
- The 4-H Music Pack
- Leadership Through Counseling Seminar Manual (must attend seminar to get manual)
- Project specific manuals
- Your leadership project leader
- A friendly Key Leader in your area

Other resources are:

- Alberta Community Development
- Recreation Providers- recreation directors, coaches, leaders of other organizations.
- In your community - doctors, nurses, health officers, fire department.
- Other - policemen, teachers, ministers, music instructors, businessmen.
- Magazines and newspapers - watch carefully as they often provide helpful information and sources of additional material you can write for.

Besides these ideas there are many others. Search out any or all of the places where you can get help.

Remember

Don't wait for something to turn up. Get a spade and dig for it!!!

Training Opportunities for Senior Members

Take the Leap

LTCS

Selections

Club Week

