

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

4-H Branch

Alberta Agriculture and Rural Development

7000-113 Street NW Room 200, Edmonton, Alberta, Canada, T6H 5T6

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

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Developed by Terri Potter, 4-H Specialist Leadership and Resource Development

Design and Layout

Perpetual Notion Geoff and Julie Kramer

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LEADERSHIP PROJECT RECORD BOOK

Welcome to the Leadership project. This Record Book accompanies your Leadership Project Book. It is designed to help you when planning a carrying out your project.

Begin by talking over with your leader/advisor what you hope accomplish in this project. You should get these ideas down on paper. Using the application forms at the beginning of this book to present your plan to your Club, and your Project and General Leader. This will include comments and suggestions from your leader/advisor.

Once you have set your goals or objectives for the year it is time to decide how you are going to carry them out. Use the planning outlines as a guideline.

At this point your Record Book should be submitted to your General Leader. Your book will be returned to you with comments so you can proceed with your project.

As you proceed with your project you will find some questions to help you and your leader evaluate your work. Don't forget that evaluation a key step in the "Learn to Do by Doing" process.

When your project is finished your book should be a complete record of what has been done. It should contain all the planning outlines, information and details that were part of making your project work. It should be a good "picture" of your year in the Leadership Project.

To receive credit for your Leadership project your completed Record Book must be submitted to your Project Leader and General Leader for review, comments and signatures.



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 Record Book provides the necessary guidelines for planning and keeping records. Become familiar with it early in the year, and keep records 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.

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.

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.

Club Program Assistant

Some Ideas:

- Program Planning
- Support Club Members, project leaders and parents

- Help recruit project leaders
- Report/present or distribute correspondence
- Support the club executive
- Support the general leader
- Communication Trainer
- Meeting Advisor
- Public relations and recruitment
- Safety Coordinator
- Citizenship and Community Service Coordinator

Apprentice Project Leader

Some Ideas:

- Assist in Session Planning
- Work with individual members between meetings
- Assist with record books

Recreation Coordinator

Some Ideas:

- Survey the members to find out what they want
- Plan exciting recreational events during meetings
- Plan the Christmas Party
- Plan the year end bar-b-q
- Plan a bowling night

Special Event Coordinator

Some Ideas:

- Year end banquet
- Achievement Day
- Camping Trip
- Inter-provincial Club exchange
- Recreation Trip
- Ski Trip
- Farm Tour
- Industry Tour

APPLICATION FORM: 4-H LEADERSHIP PROJECT

Personal Information:

Name:	
Address:	
Postal Code:	
Phone Number: ()	Alternative Phone: ()
Club:	
Leader:	
Region:	

Project Information:

Age _____ Years in 4-H _____

This is my _____ year in the Leadership Project.

Area(s) of Responsibility/Type of Leadership Project:

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

Briefly describe what your leadership project will be:

SETTING YOUR VISION AND GOALS

VISION - What do you want to achieve for yourself in this Leadership project?

GOALS - What more specific goals will you need to achieve to accomplish your vision?

Goals for your club - What do you hope your club will achieve because of your Leadership project?

Date

Member's Signature

Approval:**Project Leader Comments:**

This is your chance to offer comments and suggestions. Ensure you have talked this project over and understand what the member is trying to achieve and that you agree to work through the project with the member.

Date

Project Leader/Advisor's Signature

General Leader/Club President Comments:

Reflect the willingness of the club executive and membership to support and encourage this leadership project that this member has chosen and that you agree with their goals and objectives.

Date

President

General Leader

ABOUT ME

Member Name: _____ *Phone Number:* _____

Mailing Address: _____

My age on January 1 this year: _____ *This is my* _____ *year in 4-H*

Parents' or guardians' names: _____

My 4-H project this year is: _____

I joined 4-H this year because:

This year I hope to accomplish:

I will contribute to my 4-H club by:

ABOUT MY CLUB

Club name _____

Number of members _____ My club has been operating for _____ years

4-H district _____ 4-H region _____

Club Leader(s) Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Club e-mail contact: _____

CLUB EXECUTIVE/ELECTED POSITIONS

President Name: _____ Phone: _____

Vice President Name: _____ Phone: _____

Secretary Name: _____ Phone: _____

Treasurer Name: _____ Phone: _____

Club Reporter Name: _____ Phone: _____

Historian Name: _____ Phone: _____

Others: Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

RECORD OF CLUB ACTIVITIES

Date	Items discussed, special speakers, activities, responsibilities, location, and so on.

Date	Items discussed, special speakers, activities, responsibilities, location, and so on.

MY 4-H PROJECT PLAN

(Be very clear about what you want to accomplish. What do you want to learn, teach, or plan this year?)

The goals I have set for my project and the specific activities I plan to do are:

(You should have at least 4 clear and measurable goals for yourself. The goals can be seen as the steps you take in completing your project plan. The activities are what you are doing)

GOAL	ACTIVITY
Goal – To learn how to use a table saw	Activity –Ask an experienced wood worker how to use a table saw safely, ask for a demonstration and ask the woodworker to assist me in cutting wood using the table saw.
Goal	Activity
Goal	Activity
Goal	Activity
Goal	Activity
Goal	Activity

I joined 4-H this year because:

I hope to achieve the following through 4-H activities this year:

I am going to do the following for my club this year:

RECORD OF PROJECT ACTIVITIES

In this section, keep a record of all the days and times you worked on your leadership projects.

Date	What did you accomplish?

Date	What did you accomplish?

OVERALL PROJECT BUDGET

If you collect money or pay for anything out of your pocket or out of club funds, you should record it here. Each planning form includes a budget sheet for that event as well.

Expenses		Revenue	
Total Expenses		Total Revenue	

Profit / Loss = _____ \$

Comments: _____

PHOTOS AND CLIPPINGS

PROJECT MANAGEMENT

It is very important to have a clear plan in mind whether you are organizing a series of short activities or a major event.

The activity plans in this book will help you through all the necessary steps of organizing and carrying out a successful activity.

A simplified list of steps you will want to get in the habit of following:

1. **Visualize** – What kinds of things are important? What purpose does this activity/job have? What do you hope to accomplish? What problems might arise? Write a Vision Statement.
2. **Plan** – What technique(s) can be used to help you accomplish it? Can I map out the project? What resource people or reference materials would/could help you carry this out.
4. **Implement** – Make arrangements. Carry out your plan. Run the Project/Program.
5. **Close** – Did you achieve what you set out to do? Why? If not, what would you need to change another time? Celebrate!



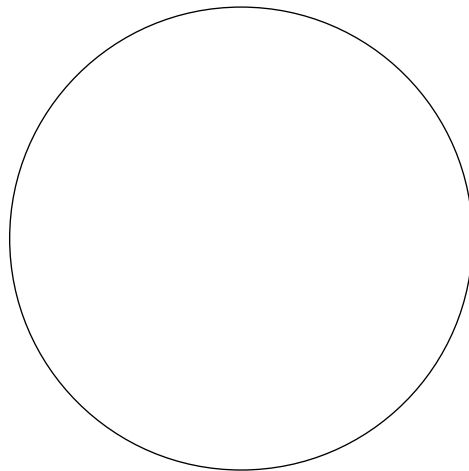
Refer to pages 23-34 of the member guide for the next section of your record book.

PLANNING FORMS

The Activity Planning Form outlines that can be used for planning a series of smaller activities. Use a different one for each activity. Copies are provided so you don't have to duplicate them yourselves. It is not necessary to use all of them. Digital copies of these forms are provided on the 4-H web site (www.4h.ab.ca under Publications On-line) on CD (order through your general leader at the beginning of the year) or have your 4-H specialist e-mail you the documents for interactive use.

The Event Planning Form has a more detailed outline that can be used if your project involves planning one major activity.

MIND MAPPING



Resources/Reference Material Used:

Budget:

Expenses	Amount	Revenue	Amount
Estimate of Profit or Loss		Participant fee required? Yes	

Evaluation:



EVENT PLANNING FORM

(To be used when planning one major event)

Topic:	Date:	Time:	
Place:			
Purpose:			
Program at-a-glance:			
Time	Activity/Instructor	Comments	Confirmed

Resources/Reference Material Used:

Budget:

Expenses	Amount	Revenue	Amount
Estimate of Profit or Loss		Participant fee required? Yes	

Event: _____

(This includes all of the activity that needs to occur leading up to and including the event)

Team Members:

Tasks	Who Will Do It?	Deadline
Task - Financial		

Task - Program Element		

Task - Printed Material and Communications		

Task - Registration		

Task - Facility Items		

Task - Follow-up		

EVALUATION OF EVENT:

A brief evaluation should be done after each activity has been completed. This will help you improve the next event you plan and to direct you in gaining training and experience.

Member Evaluation

Was the activity successful overall?

What elements/activities in the event would you do again?

What would you do differently?

PROJECT LEADER/ADVISOR EVALUATION

Was the activity successful?

What went well?

What would you recommend to make it better?

PRESENTER'S CHECKLIST

(Pass on to your presenters or use yourself if needed)

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 _____

LEADERSHIP PROJECT REVIEW SECTION

Complete these forms at the end of the project year with your leader.

LEADERSHIP PROJECT: MEMBER'S EVALUATION

What part of your project do you feel was most successful?

What did you do that made it successful?

If you were doing this project again, what would you do differently?

Did you obtain some unexpected results? Please explain what they were.

What benefits did the members receive from your Leadership project?

Leaders?

Parents?

What leadership skill(s) have you gained by doing the Leadership Project?

Through doing a Leadership Project, what have you learned about the duties and responsibilities of being a leader?

Date

Signature

LEADERSHIP PROJECT: LEADER EVALUATION

Were the stated objectives of the member in the Leadership project achieved? In what way?

In what area(s) was the Leadership Project member most successful?

In what area(s) would you recommend that the Leadership Project improve?

What benefit(s) did your club receive as a result of this project?

In your opinion, what was the most important benefit the member in the Leadership Project received as a result of doing this project?

Any additional comments?

Date

Project Leader/Advisor's Signature

LEADERSHIP PROJECT: RESOURCE EVALUATION

In order to keep meeting your needs in the 4-H program, we would like your assistance in completing this evaluation form. Make your suggestions on this sheet as you use this book. After the project has been completed, mail this form to:

Project Resource Evaluation
4-H Branch
Alberta Agriculture Food and Rural Development
RM 200, 7000-113 Street
Edmonton, Alberta T6H 5T6

Did you enjoy the Leadership Project?

Did you build your leadership skills through your involvement in this project?

What new skill did you learn and apply from this project?

Is the Leadership Project material provided effective?

What could be added to make the resources better?

What is not necessary to include?

Will you continue to work in this project?

Will you recommend this project to your friends?
