



# Junior Leadership Project

## Project Information Page



As a Junior Leader you can hope to develop an appreciation for working with members and/or leaders, discovering & sharing about the 4-H project (s) or activities you enjoy. This is an opportunity for you, as a senior member, to learn how to work effectively with others in planning, teaching and communicating, while carrying out your vision of a 4-H project, event or activity.

**A Project Proposal is due to be submitted to your 4-H Specialist no later than December 15th**

### Member Eligibility

- I am 15 years old (as of January 1st of the current club year) or older
- I have been a member in the project in which I plan to lead for two consecutive years.
- I have discussed my plan for the Junior Leadership Project with my 4-H Project Leader.
- I have submitted the Junior Leader application (signed by myself and my 4-H Project Leader) indicating my intentions as a Junior Leader and the main objectives for my project.

### Project Completion Requirements (PCRs)

- Junior Leader Application submitted on or before the deadline (December 15)
- Active participation at 75% of project meetings
- Completed Member Book inclusive of the member's documentation:
  - Project Plan & Anticipated Outcomes
  - List of all items your group will make OR activities you will lead (*min 1 item or activity*)
  - Self-evaluation & Leader's evaluation

**EXHIBITION REQUIREMENTS** - There will be no 4-H classes for the Junior Leader Project at Island Fairs & Exhibitions. However, members are encouraged to submit completed books after Achievement Day for display in the 4-H area.

### 4-H Year Completion

**The following must be on display at the Club Achievement Day in order to complete the 4-H year**

- Complete the **PCR's (Project Completion Requirements)** as outlined above
- Complete a **Communication** (public speaking) Project
- Complete a **Community Service** Activity
- Complete an **Agriculture Awareness** Activity
- Complete the **Member Documentation** (4) pages found in your Portfolio or on the website

### General Notes

- Leader Resources are available on the website or by contacting your 4-H Specialist
- Each month on the 15th (or thereby) a Provincial Newsletter is released with up to date information
- The Provincial Website [www.pei4h.ca](http://www.pei4h.ca) is regularly updated and the home of the Provincial Newsletter
- The second last Saturday in July each year is the deadline for Members to submit project work and portfolios to their 4-H Specialist for completion and to remain as a member in good standing. Only members in good standing can participate in exhibitions and be nominated /apply for special awards.

**PLEASE  
NOTE**

4-H Canada has implemented **Youth Safety at 4-H in Canada** and requires the policies be in place for all 4-H project meetings, events and activities. Please visit <https://bit.ly/2TYZ6Gj> for more info!

# What is Leadership?

**Leadership can be defined as:**

“The action of leading a group of people or an organization.”

**LEADERS** have the important job to establish goals, innovate, motivate and guide.

**4-H LEADERS** go one step further and help others to “Learn to do by Doing”!

**As a Junior 4-H Leader, you can expect to:**

- Develop an appreciation for working with members and/or leaders all while inspiring and motivating them to carry out given tasks.
- Learn to work effectively with others in planning, teaching and communicating.
- Create an inspiring vision of the project or event.
- Coach and guide members/leaders on an effective path to achieve the vision you have set out (i.e. project work, club event, etc.)



## Where do you fit in?



The task of a Junior Leader calls for special knowledge and skills. The responsibilities that you may carry out in the role of a will vary based on your unique abilities, past experience, training and goals.

As a Junior Leaders consider projects/activities in which you have experience, special interests or skills.

This might be reflective of:

- ⇒ a skill based project in which you have taken part
- ⇒ an area of the Communications, Community Service or Ag Awareness projects in which you might have certain strengths.
- ⇒ planning your club’s Achievement Day celebration or taking on the club’s fundraiser.

The sky is the limit...just remember to select a project, event or activity where you feel **YOU** can make the greatest contribution!

## Do you have a project in mind?

- Fill out the **Junior Leader - Member Application** and submit to your 4-H Specialist by **December 1**.
- Review the steps for “**Making Your Project a Success**” on Pg. 3
- Proceed with your “**Plan of Action**” & “**Evaluations**” - these are to be carried out as part of your record

## Junior Leader Record Book

**Why is it important to keep records?**

- A **record** tells the story of your progress, what you have accomplished and what others learned through your guidance.
- A **record** provides you with your own personal analysis of the work you have accomplished and the potential for future endeavors.
- A **record** teaches you the value of collecting data and accurate recording methods that will serve you in all areas of life including school, work and various community organizations.

# Achieving Project Success



The role of the Junior Leader is an important one, and therefore it is important that it be done well.

**Planning** for your goal is the number one way to **Achieve** your goal!

Whatever project/event you choose to undertake, there are several steps you should follow to increase your chances for personal & group success:

*Junior Leaders are required to do one planned activity **BUT** it is strongly encouraged that they complete three or more in effort to obtain the full experience of participating in a Junior Leadership role.*

## 1. MAKE A PLAN

**WHAT** do you want to do?

---

**WHY** do you want to do this?

---

**WHEN** do you plan to have this completed ?

---

**WHERE** will this activity take place?

---

**HOW** will you accomplish this task?

---

**HOW** many meetings/activities will it take to accomplish the goal?

---

## 2. STICK TO IT *(Carry out the plan)*

**BE PREPARED** Gather materials, relevant information and anything you might need to facilitate activities before any meetings or sessions take place.

## 3. WORK TOWARDS YOUR GOAL

**BE FLEXIBLE** Be ready to make changes to your plan if necessary!

**REFLECT** on the original plan for the event or activity

**EVALUATE.**

- ⇒ Did you accomplish all that you set out to do?
- ⇒ Was there any part of the activity you would do differently?
- ⇒ Ask for feedback from the 4-H Project Leader about the overall activity/event.
- ⇒ Following up with the leader will be beneficial for planning future projects.



## Write it Down...

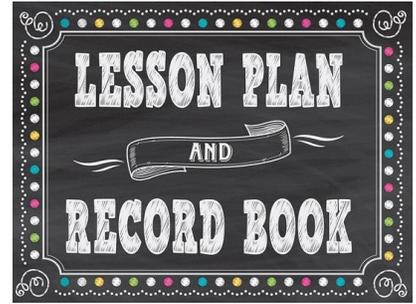
Decide what you want.  
Write it down.  
Make a plan.  
Work on it.

A written documentation of your journey through the Junior Leader Project will help you when evaluating the overall project at completion!

On the following pages you will find sheets to help with planning, summarizing and evaluating each activity, project meeting or event planning session.

This documentation will contribute to completion of the Junior Leader Project. Please feel free to make copies and/or use additional pages if you need more space.

# Junior Leader Record Book



## Why is it important to keep records?

- A **record** tells the story of your progress, what you have accomplished and what others learned through your guidance.
- A **record** provides you with your own personal analysis of the work you have accomplished and the potential for future endeavors.
- A **record** teaches you the value of collecting data and accurate recording methods that will serve you in all areas of life including school, work and various community organizations.

## Plan of Action

Briefly describe the activities, objectives and plan you will follow throughout the year.

### PLEASE NOTE

*\*Skill-Based Projects should have at least six meetings as planned by the Junior Leader.*

*\*Events / Activities / other club projects should have at least three planning sessions.*

### Sample Activity/Meeting Description:

Activity/Meeting #1 Title: *Beef meeting at Johnston's Farm*  
November 4 Objective: *Farm Safety*  
 Brief Description: *Show film on livestock safety / lead discussion on how to make farms safer*

<b>Activity/Meeting #1</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____
<b>Activity/Meeting #2</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____
<b>Activity/Meeting #3</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____
<b>Activity/Meeting #4</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____
<b>Activity/Meeting #5</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____
<b>Activity/Meeting #6</b>  _____ <i>Planned Date</i>	<b>Title:</b> _____ <b>Objective:</b> _____ <b>Brief Description:</b> _____

# Activity Planning & Evaluation Activity # \_\_\_\_\_

(Please make copies for additional activities if necessary)

**Activity/Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members/Leaders involved:** \_\_\_\_\_

**Objective/Goals** - *What do you want to accomplish/teach*

**Activities** - *What will you do to reach these goals*

## **WORK PLAN**

Describe/Outline the preparation and steps for this meeting/activity:

## **EVALUATION:**

- Did you (and the group) achieve the goals?
- Did you encounter any problems?

Please explain both (if applicable) citing direct reference to the areas of your plan that worked (or may not have worked) and what you might do differently another time.

# Activity Planning & Evaluation Activity # \_\_\_\_\_

(Please make copies for additional activities if necessary)

**Activity/Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members/Leaders involved:** \_\_\_\_\_

**Objective/Goals** - *What do you want to accomplish/teach*

**Activities** - *What will you do to reach these goals*

## **WORK PLAN**

Describe/Outline the preparation and steps for this meeting/activity:

## **EVALUATION:**

- Did you (and the group) achieve the goals?
- Did you encounter any problems?

Please explain both (if applicable) citing direct reference to the areas of your plan that worked (or may not have worked) and what you might do differently another time.

# Activity Planning & Evaluation Activity # \_\_\_\_\_

(Please make copies for additional activities if necessary)

**Activity/Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members/Leaders involved:** \_\_\_\_\_

**Objective/Goals** - *What do you want to accomplish/teach*

**Activities** - *What will you do to reach these goals*

## **WORK PLAN**

Describe/Outline the preparation and steps for this meeting/activity:

## **EVALUATION:**

- Did you (and the group) achieve the goals?
- Did you encounter any problems?

Please explain both (if applicable) citing direct reference to the areas of your plan that worked (or may not have worked) and what you might do differently another time.

# Activity Planning & Evaluation Activity # \_\_\_\_\_

(Please make copies for additional activities if necessary)

**Activity/Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members/Leaders involved:** \_\_\_\_\_

**Objective/Goals** - *What do you want to accomplish/teach*

**Activities** - *What will you do to reach these goals*

## **WORK PLAN**

Describe/Outline the preparation and steps for this meeting/activity:

## **EVALUATION:**

- Did you (and the group) achieve the goals?
- Did you encounter any problems?

Please explain both (if applicable) citing direct reference to the areas of your plan that worked (or may not have worked) and what you might do differently another time.

# Activity Planning & Evaluation Activity # \_\_\_\_\_

(Please make copies for additional activities if necessary)

**Activity/Meeting:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Members/Leaders involved:** \_\_\_\_\_

**Objective/Goals** - *What do you want to accomplish/teach*

**Activities** - *What will you do to reach these goals*

## **WORK PLAN**

Describe/Outline the preparation and steps for this meeting/activity:

## **EVALUATION:**

- Did you (and the group) achieve the goals?
- Did you encounter any problems?

Please explain both (if applicable) citing direct reference to the areas of your plan that worked (or may not have worked) and what you might do differently another time.

# Self-Reflection - to be completed by the Junior Leader



Self-reflections are a vital activity that can help make your leadership work more effective.

Self-reflection is a way of assessing yourself, your ways of working and how you build on your skills. Reflecting helps you to develop your skills and review their effectiveness. It involves questioning, in a positive way, what you do and why you do it and then deciding whether there is a better, or more efficient, way of doing it in the future.

In any role, whether at home, at work, or as a Junior 4-H Leader, reflection is an important part of learning. Constructively thinking about your own skills can help you identify changes you might need to make.

As the Junior leader for this project, it is important that you complete this self-reflection activity with an open mind and honesty in detailing the successes and challenges you had. Your insight will likely be of help for the project leader when he/she is making plans for this project again in the future.

## Reflective questions to get you thinking:

**STRENGTHS** - What are my strengths? (*i.e. Am I organized? Do I manage my time well? Etc.*)

**WEAKNESSES** – What are my weaknesses? (*i.e. Am I easily distracted? Am I always late? Etc.*)

**SKILLS** – What skills do I have and what am I good at?

**CHALLENGES** – What are some challenges that affect me, my learning and my level of work?

**SOLUTIONS** – What could I do to improve in these areas?

**ACHIEVEMENTS** – What have I achieved? Where have I succeeded? What have I learned?

# Junior Leader & Supervising Leader Evaluation

To be completed by the Junior Leader:

- Provide a summary of the Junior Leadership Project including learning experiences, problems, challenges, new skills, etc. (What did you learn as a Junior Leader?)

Member's Signature \_\_\_\_\_

To be completed by the 4-H Project Leader:

- Provide a brief evaluation for the Junior Leader noting developed strengths and areas for growth.

Leader's Signature \_\_\_\_\_