



4-H JUNIOR LEADER RECORD

“Success Builds Success”

Name _____

Address _____ County _____

E-Mail Address _____

Age _____ No. Years Junior Leader Project _____ No. Years Club Work Completed _____

Club Name or Group _____ Leader _____

No. of Members in Club _____ No. of Other Jr. Leaders in Group _____

Year _____

PROJECT GUIDELINES

To be a junior leader you should be at least 12 years old by January 1 of the current year, completed at least two years as a member, and enroll in one other project.

- 1) Select leadership jobs to do based on needs of the club. (See project manual.)
- 2) Complete the selected leadership jobs following the procedure planned with the leader.

KEEPING THE RECORD

List the leadership tasks and the work planned at the beginning of the project year (page 2). Record accomplishments as you complete the various leadership tasks.

Plan one of your junior leader jobs in detail (pages 3 and 4). This job must be one in which you will take the major responsibility, although there maybe others helping you. An example might be a community involvement or community service for which you are chairperson. You would be in charge of planning, making arrangements, and conducting the program. You will have others helping — but you are the person in charge.

CALENDAR OF JUNIOR LEADERSHIP ACTIVITY

Complete the Leadership Job and Work Planned sections at the beginning of the program year and record Work Accomplished as it is completed.

LEADERSHIP JOB	WORK PLANNED	WORK ACCOMPLISHED
Example: Tutor new members in Forestry collection procedures.	Construction of plant press, collection trip, using the press, identification hints.	June 5 — Helped five members complete their plant press. June 10 — Took five members on collection trip, helped with tree identification.

Add additional sheets if necessary

DETAILED JOB PLAN

Use this page to plan one junior leader job in more detail.

The leadership job you are planning

Objective to be accomplished: _____

Number of people needed to help: _____

Amount of time: _____

Detailed Plans

Steps in Conducting Tasks	How and when will each be accomplished			Potential Sources
	How	When	Resources Needed	
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____

Possible Roadblocks

1. _____

2. _____

3. _____

Variations In Job Plan

1. _____

2. _____

3. _____

EVALUATING YOUR PLAN

(To be completed after the job is finished.)

List Tasks or Jobs Completed

1. _____
2. _____
3. _____

What adjustments were made in your plan? _____

What changes would you recommend if you were to do this job again?

OTHER 4-H LEADERSHIP EXPERIENCES

Additional leadership or committee responsibilities on county, state, or national level (e.g.: 4-H events such as State Fair, Camps & Centers, Community Service, etc.)

County Event or Activity	Responsibility	Level of Involvement
Ex: Camp	Camp Counselor, Music & Recreation	County
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURES: MEMBER _____
LEADER _____