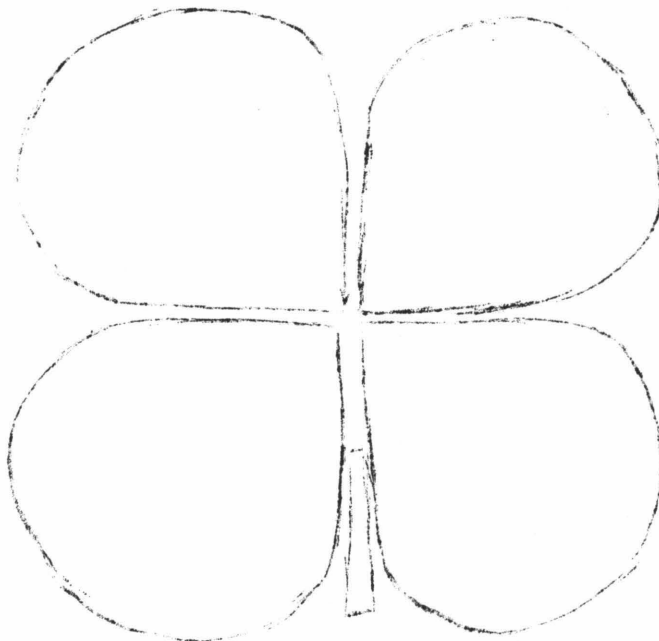
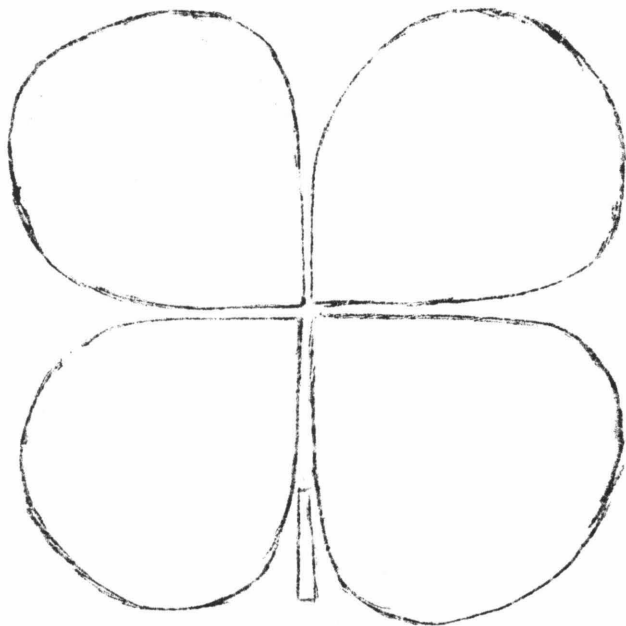


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### PLANNING GUIDE FOR 4-H MEMBER LEADERSHIP PROJECTS

Name \_\_\_\_\_ County/City \_\_\_\_\_

Address \_\_\_\_\_  
R.R. or Number and Name \_\_\_\_\_ Zip \_\_\_\_\_

Leadership Project: \_\_\_\_\_ Apprentice \_\_\_\_\_ Associate Teen \_\_\_\_\_ Teen

Year in Leadership \_\_\_\_\_ Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Planning Period \_\_\_\_\_

Name of club or group in which you lead \_\_\_\_\_

Name of your leadership club or group \_\_\_\_\_

Name of adult leader of your leadership group \_\_\_\_\_

Name of adult advisor (Teen's Only) \_\_\_\_\_



## 4-H LEADERSHIP PLANNING GUIDE

### USING THE LEADERSHIP PLANNING GUIDE

This bulletin is designed to help you think through and record your leadership experience: the plan of action; what you did; and, the results. Some guides to help you use this record are:

1. Read your project book and this record carefully. This will acquaint you with the desired procedures and requirements.
2. With the help of the adult leader with whom you will work or your Teen Advisor, complete early in the year three copies of the sections, "What You Want to Learn" and the "Plan for Action". (Use carbon paper if you wish.) Give the second copy to the adult leader of your leadership group and send the third copy to the Extension Office. This outline of your goals, plan of action, and training needs will help the adult leader and Extension staff members assist you in obtaining the training that you will need.
3. Check your plan often. Make the necessary changes in the plan as needed throughout the year.
4. Carry out and evaluate your leadership project. Record your leadership accomplishments regularly.
5. Be sure your record includes:
  - a. Your goals
  - b. Your plan of action
  - c. What you actually did
  - d. What you actually learned
  - e. Evidence of your growth in leadership, understanding, and skill
  - f. Your own evaluation of your experience
6. In your story tell:
  - a. What you learned about working with younger 4-H members, other members and adult leaders.
  - b. Whether or not you changed your original plan of action. If yes, how and why?
  - c. What things you felt you did well and those things you would do differently another time.
  - d. Any other things you feel you have gained from your experiences as a leader.
7. You and your adult leader should evaluate your leadership experience using your written record as a guide.



#### 4-H Leadership Project

#### WHAT DO YOU WANT TO LEARN AND WHY?

*Why do you want to be a leader?*

*What area of 4-H have you selected for your leadership experience?*

*What do you want to learn from the leadership experience? Identify a goal or goals in terms of the knowledge, understanding or skills you wish to gain. (Example: I would like to increase my skill in leading discussions.)*



### DEVELOPING A PLAN OF ACTION

*With whom are you doing your leadership experience?* (Name of specific members or group. Give number of members if a club or group.)

What will you teach the members?

What will you do to help them learn?

Where and when will you work?

What other persons will assist you?

*What do you need to learn as you start this project to help you carry out your "Plan of Action"?* (What knowledge, understanding and skills?)

- a. In leadership
- b. In working with people
- c. In teaching the subject





MY LEADERSHIP PLAN

My Name: \_\_\_\_\_ My Club: \_\_\_\_\_

My Address: \_\_\_\_\_ Approved by: \_\_\_\_\_  
Signature of Adult Advisor

My responsibilities are: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When (What date or time period)	What I Will Do	I Did It (Check)
	Extra Plans Added	



## MY STORY

(See instructions in front of this record)

[illegible]



MY RECOMMENDATIONS

1. My recommendations or suggestions for improving my own work for the coming year.

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2. My recommendations or suggestions for improving the Leadership Project in our local 4-H club for the coming year.

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3. My recommendations or suggestions for improving the Leadership Project in my county 4-H club program for the coming year.

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MY PARTICIPATION IN OTHER EVENTS

Check the events below in which you have taken an active part during the current year. Put an X if you helped plan or helped conduct the event.

CLUB OR COUNTY/CITY

DISTRICT OR STATE

\_\_\_\_\_ 4-H Camp  
\_\_\_\_\_ Community Service  
\_\_\_\_\_ Local or county fair  
\_\_\_\_\_ 4-H Officer Training  
\_\_\_\_\_ 4-H Leader Training  
\_\_\_\_\_ 4-H Achievement Program  
\_\_\_\_\_ 4-H Dress Revue  
\_\_\_\_\_ 4-H Sunday  
\_\_\_\_\_ 4-H Tours  
\_\_\_\_\_ 4-H Picnic  
\_\_\_\_\_ Safety Drive  
\_\_\_\_\_ Radio  
\_\_\_\_\_ Television  
\_\_\_\_\_ Parents Day  
\_\_\_\_\_ All Star  
\_\_\_\_\_ Honor Club  
\_\_\_\_\_ Others (Specify) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 4-H Congress  
\_\_\_\_\_ Conservation Camp  
\_\_\_\_\_ State or District Fair  
\_\_\_\_\_ Demonstration & Judging  
Awards Trip  
\_\_\_\_\_ District All Star Meeting  
\_\_\_\_\_ State All Star Conference  
\_\_\_\_\_ Others (Specify) \_\_\_\_\_  
\_\_\_\_\_

