



#64006

Step Up to Leadership

4-H Project or Club Teen Leader

Optional Focus Area Skills Checklist

Member's name: _____

As a 4-H Project or Club teen leader, you have the opportunity to develop leadership skills while working within the environment of a club. Depending on your experience and background, you can work with individual 4-H members; assist a volunteer with a particular 4-H project or club; or become the leader of a 4-H Project or Club. Plan your leadership program in consultation with your leadership mentor. The jobs for which you will be responsible and the extent of your responsibility should be clearly defined. Have your leadership mentor initial and date each skill as completed.

Working with Individual Members Level 1

	Date Completed	Approved By
With your leadership mentor, develop your personal		
1. goals for the year.	_____	_____
Develop a plan of action for carrying out your leadership responsibilities. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to		
2. your project record book.	_____	_____
Attend at least one county, district or state 4-H volunteer		
3. training or workshop.	_____	_____
4. Work with one or more younger 4-H members to help them with their 4-H program. Complete at least four of the following activities:		
a. Help select project and acquire project materials.	_____	_____
b. Help members work through the project.	_____	_____
c. Help teach a project activity or lesson.	_____	_____
d. Help member prepare a speech, demonstration, or illustrated talk.	_____	_____
e. Help member with project record keeping.	_____	_____
f. Help member prepare project exhibit.	_____	_____
Help with at least one community or county 4-H activity		
5. or event.	_____	_____
6. Add your own:	_____	_____
7.	_____	_____
8.	_____	_____

Working with a Project Group or Club**Level 2 – Complete Level 1 before proceeding to level 2**

	Date Completed	Approved By
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Develop a plan of action for carrying out your leadership responsibilities. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
3. Attend at least two county, district or state 4-H volunteer trainings or workshops.	_____	_____
4. Work with a 4-H Club helping the group with at least six of the following activities:	_____	_____
a. Promote 4-H within community.	_____	_____
b. Recruit youth for participation in 4-H club.	_____	_____
c. Assist with teaching project activities and lessons.	_____	_____
d. Work with officers to plan and conduct club meetings.	_____	_____
e. Assist members to plan and prepare speeches, demonstrations, or illustrated talks	_____	_____
f. Assist members in keeping project records	_____	_____
g. Assist in organizing and carrying out a service-learning event for club.	_____	_____
h. Assist in organizing and carrying out a fundraising event for club.	_____	_____
i. Assist club in planning for 4-H exhibits at local fair or community event.	_____	_____
j. Plan a recognition event for club members, parents and other friends of 4-H.	_____	_____
5. Help with at least two community or county 4-H activities or events.	_____	_____
6. Add your own:	_____	_____
7.	_____	_____
8.	_____	_____

4-H Club or Project Teen Leader**Level 3 – Complete Level 2 before proceeding to level 3**

	Date Completed	Approved By
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Develop a plan of action for carrying out your leadership responsibilities. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
3. Attend at least two county, district or state 4-H volunteer trainings or workshops. (County 4-H programs may require additional training for project or club leaders. Complete any county training requirements.)	_____	_____
4. Recruit members and additional volunteers for your club.	_____	_____
5. Teach required project lessons and activities.	_____	_____
6. Submit required enrollment forms and reports to county extension office.	_____	_____
7. Help members plan and conduct balanced program of business, project work, and recreation.	_____	_____
8. Help club plan and conduct at least one service-learning project.	_____	_____
9. Help club plan and conduct at least one service-learning project.	_____	_____
10. Help club plan exhibits for count fair or community event.	_____	_____
11. Keep parents informed of member progress and needs. Communicate club, county, and other 4-H events and opportunities.	_____	_____
12. Help plan and conduct at least on county or community event.	_____	_____
13. Promote 4-H in the community.	_____	_____
14. Add your own:	_____	_____
15.	_____	_____
16.	_____	_____

Issued in furtherance of cooperative extension work in agriculture and family and consumer sciences, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Charlotte V. Eberlein, Director of Cooperative Extension, University of Idaho, Moscow, Idaho 83844. We offer educational programs, activities, and materials without regard to race, color, religion, national origin, gender, age, or disability, in accordance with state and federal laws.