

4-H Teen Leadership Project Record Book



For use by New Jersey 4-H leadership project members

Member name: _____ Birth date: ____ / ____ / ____

Address: _____ Grade: _____

Phone #: _____

4-H County: _____ Years in Project: _____

Name of club: _____ 4-H Year: _____

Club leader's name: _____

End-of-year signatures

At the end of the 4-H year, when your record book is complete, you will need to have your 4-H club leader review this book, complete the evaluation and sign in the appropriate place.

By signing below, I am stating that I have completed this record book myself and, to the best of my knowledge, the information included in it is correct.



| 4-H member Signature | Date |
|----------------------|------|
| | |

By signing below, I am stating that I am familiar with this work and, to the best of my knowledge, the member completed this record book and the information included in it is correct.

| Title | Signature | Date |
|-----------------|-----------|------|
| Parent | | |
| 4-H club leader | | |

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*Adapted from the New Jersey 4-H Record Book: A General Purpose Record Book
 NJ 4H239

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Check out NJ 4-H online at: <http://nj4h.rutgers.edu>

Introduction

This project record book has been created specifically for members enrolled in the 4-H Teen Leadership project. Keeping a record book is an important part of the project and will help you set goals, develop an action plan, evaluate your project and determine what you have learned.

What is a 4-H teen leadership project?

A 4-H teen leadership project is for 4-Hers in grades 8 and up. 4-Hers can enroll in a leadership project as a part of their project area club or through the 4-H Teen/Senior Council in their county. In order to take part in the leadership project, you should first discuss your ideas for a specific project for the year with a 4-H leader in your club or in your Teen/Senior Council, to ensure it fits the needs of the club. Working with your 4-H leader, you will develop a plan of action for your project. Throughout the year, you should work in partnership with your 4-H leader to complete and evaluate your project. A more advanced teen leadership project can be done on the county level, working with the County 4-H Staff to plan and run your project.

Ideas for 4-H Teen Leadership Projects

- Teach a new skill to 4-H club members
- Lead activities during club meetings
- Arrange a club field trip
- Organize promotion for your club
- Plan a club recognition event
- Assist with club member recruitment
- Teach public speaking skills to 4-H members
- Teach record keeping skills to 4-H members
- Take leadership for a club event or project at the County Fair (club booth, etc)
- Assist with a club or county animal show or clinic
- Train new club officers
- Write monthly club meeting reports
- Assist 4-H leader with club management such as meeting reminders, phone chain, etc.
- Arrange a club community service project
- Assist with or lead a club fund raising project
- Get involved in 4-H project area advisory councils



Setting Goals for the 4-H Project year

The beginning of the 4-H year is a good time to begin thinking about what you'd like to do or learn in 4-H during the upcoming months. List some of your goals for the year and what plan you have to accomplish your goals. These goals can relate to the 4-H Teen Leadership project or can apply to your overall 4-H involvement.

| My Goals for this year | What I need to do to reach this goal |
|--|--|
| <i>Example: I will chair the fair club booth committee and work with club members to plan our club booth</i> | <i>Talk with club leader, plan committee meetings, write list of things needed, set date to work on club booth, set up club booth for fair</i> |
| | |
| | |
| | |
| | |

Signatures for Goal Setting:

I will work toward the above goals I have set for myself for the upcoming 4-H year to the best of my ability:

Member Signature: _____ Date: _____

I will support my son's/ daughter's goals for the upcoming 4-H year:

Parent Signature: _____ Date: _____

I will help support this member's goals for the upcoming 4-H year:

4-H Leader Signature: _____ Date: _____



My 4-H Teen Leadership Plan of Action

Title of Leadership Project _____

Goals for Project: (what I hope to achieve)

1. _____
2. _____
3. _____

Resources Needed:

List any resources you will need to accomplish your goal(s). This can include financial needs, supplies, help from other adults or teens, information needed, etc.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Plan of Action and Target Dates:

List the steps you need to take to accomplish your goal(s). Next to each step, list a target date to accomplish each step of your plan of action.

| Plan of Action Steps | Target Date |
|----------------------|-------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |

(Attach other pages as needed)

Project Finances

Please list all expenses and income for your project regardless of the funding source.

Project Expenses

| Date | Description of expense (include quantities) | Cost (\$) |
|---|---|-----------|
| 2/1/06 | <i>Example: Poster Board for display</i> | \$20.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total (Add up all expenses from above and put number in box at right) | | |

Project Income

| Date | Description of income (include quantities) | Income (\$) |
|---|--|-------------|
| 4/15/06 | <i>Example: Income from fund raiser</i> | 300.00 |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total (Add up all expenses from above and put number in box at right) | | |

| Total Project Cost or Profit | |
|---|----|
| Total Income (from above) | \$ |
| Total Expenses (from above) | \$ |
| Total Project Cost or Profit (Subtract total expenses from total income) | \$ |

4-H Teen Leadership Project Evaluation

Title of Leadership Project _____

Type of Activity (*check one*): Club County Community State Other

When was the project done (date(s), time(s))? _____

Where was the activity held? _____

Who/What was the activity for? _____

Other teen/adult leaders involved _____

Purpose of activity _____

Resources Used (people/materials) _____

What happened as a result of the activity (outcome)? _____

Evaluate the activity. Was it successful? Why or why not? Would you change anything?

What did you learn as a result of this activity?

Activity Advisor's Evaluation: _____

Advisor/Leader Signature _____ Date _____

4-H Teen Leadership Project Skills Survey

Complete this survey at the end of the 4-H project year. For each of the skills listed below, please rate your ability to perform each skill both BEFORE and AFTER your involvement in the 4-H Teen Leadership Project.

Circle the number that corresponds with your answer using the following scale:

0 = no ability 1 = some ability 2 = good ability 3 = excellent ability

I have the ability to

BEFORE

AFTER

| HEAD | | | | | | | | | |
|---------------------------------------|---|---|---|---|--|---|---|---|---|
| 1. Set goals | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 2. Develop a plan of action | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 3. Plan and organize an activity | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 4. Set time use priorities | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 5. Follow a plan to make decisions | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 6. Plan programs | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 7. Identify and gather resources | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 8. Keep records | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| HEART | | | | | | | | | |
| 9. Share my ideas with others | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 10. Resolve conflict | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 11. Work with younger children | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 12. Speak before a group | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| HANDS | | | | | | | | | |
| 13. Organize a group activity | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 14. Lead group discussions | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 15. Work in cooperation with an adult | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 16. Work as a team member | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 17. Teach others | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| HEALTH | | | | | | | | | |
| 18. Manage my feelings | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 19. Deal with success and failure | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |
| 20. Feel good about myself | 0 | 1 | 2 | 3 | | 0 | 1 | 2 | 3 |

* Adapted from 4-H Afterschool Teens Teaching Middle School Youth Workforce Preparation Skills Teen Leadership Skills Survey.

Other clubs and projects

List any other clubs and projects you participated in during the past year.

| Club name | Project(s) |
|-----------|------------|
| | |
| | |
| | |

The three most important things I learned

Even if you learned a lot of different things in 4-H, think of what was the most important for you. Then, list the three most important things you learned in this project during the past year in the boxes below. For instance, I learned how to work in partnership with adults, how to work with younger children, how to deal with conflict, etc.

| The three most important things I learned in this project during the past year were . . . |
|---|
| 1. |
| 2. |
| 3. |

Telling my story

Keeping in mind the knowledge and skills you said you learned from the items you checked above, write a story that explains what you gained this past year in 4-H. Use specific examples from your 4-H Teen Leadership project or other 4-H experiences throughout the year that are unique to you whenever possible. Use extra pages if needed. Attach photos or clippings of your teen leadership project or 4-H experiences if possible. Be sure to label them with captions if you do.

4-H is proud of what 4-H members learn and sometimes likes to use excerpts (parts) of stories 4-Hers write in 4-H publicity. If you do not want your information shared, please let us know by checking the boxes below:

- Do not use my story for any 4-H publicity.
- If you use my story, do not credit my name.



My 4-H Story

(Attach additional pages if necessary.)

The 4-H Pledge

I PLEDGE . . .

. . . my HEAD to clearer thinking,
. . . my HEART to greater loyalty,
. . . my HANDS to larger service,
. . . and my HEALTH to better living,
for my club, my community,
my country, and my world.



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4-H Motto

“To Make the Best, Better”

4-H Slogan

“Learning by Doing”