

NAME _____ YEAR: 2026
CLUB _____
GRADE AT ENROLLMENT _____
YEARS IN JUNIOR LEADERS, INCLUDING THIS YEAR _____



Junior Leaders

INDIANA 4-H

This manual is due to the fair office by the Friday of fair week or before, with a Club Leader's Signature to complete the Junior Leader Project for the current year.

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4-H Junior Leader Project

Serving as a 4-H Junior Leader is an honor, an opportunity, and a responsibility. 4-H Clubs are most successful when your enthusiasm, energy, and ideas are combined with the experience of your Adult 4-H Leader and your Extension Educator. Junior Leaders is a project that requires careful planning. Your adult leader will supervise your work and be a source of help when you have questions or problems. However, he or she cannot make you a leader; you must put forth the effort yourself to be an effective leader.

Leadership is the ability to influence the thinking and actions of people. It is the willingness to try a new job and see it through. Leadership does not depend upon the amount of talent you have, but upon what you do with your ability and how you get along with other people. You can be a leader if you have the desire, the willpower, and the urge to develop the qualities and characteristics that make a leader.

Cooperate with your Extension Educators, Adult Leaders, other Junior Leaders, and 4-H members to develop the best program for your club, your county, and also for your greatest personal achievement.

Leaders Preferred

The boss drives men; the leader coaches them.
The boss depends upon authority; the leader depends on goodwill.
The boss inspires fear; the leader inspires enthusiasm.
The boss says, "I"; the leader says, "We."
The boss assigns the task; the leader sets the pace.
The boss fixes the blame for the breakdown; the leader fixes the breakdown.
The boss knows how it is done; the leader shows how.
The boss makes work a drudgery; the leader makes it a game.
The boss says, "Go"; the leader says, "Let's go!"

By Albert Edward Wiggam

JUNIOR LEADER PURPOSES

1. To encourage the development of leadership in young adults.
2. To assist the local 4-H clubs and their Adult Leaders.
3. To assist in the leadership of the county 4-H program.

A GOOD LEADER ACQUIRES THESE TRAITS...

Patience...keep calm under strain.

Tact...put the feelings of others before your own. Think before you speak.

Understanding...know all sides of the question.

Faith...in yourself, in others, and in your program.

Vision...to see beyond today.

Enthusiasm...to excite others.

Sincerity...in every situation be truthful.

Honesty...in the full sense of the word.

Sympathetic attitude...towards people and ideas.

Friendliness...to make all feel at ease.

A Sense of Humor...to have one is an asset. Make it all fun. Laugh it off. Be sure your laughs are with people and not at them.

A LEADER KNOWS. . .

The value of time.

The success of perseverance.

The pleasure of working.

The dignity of simplicity.

The worth of character.

The power of kindness.

The influence of example.

The obligation of duty.

The wisdom of economy.

The virtue of patience

The improvement of talent.

The joy of originating.

WHY BECOME A JUNIOR LEADER?

There are several reasons why you might want to be a 4-H Junior Leader:

- ✿ You can help younger 4-H members to have some of the same opportunities that you have had in 4-H club work.
- ✿ You can help develop your ability to work with others.
- ✿ You can make new friends.
- ✿ You may become eligible for 4-H trips, awards, and scholarships.
- ✿ You can develop your abilities to plan, to organize, and to reason.
- ✿ You can become better acquainted with the entire 4-H club program.
- ✿ You can be a leader in your community.

JUNIOR LEADER EXPECTATIONS

As a 4-H Junior Leader, you will be expected to:

- ✿ Provide assistance and leadership to their local clubs as well as the county Junior Leader organization.
- ✿ Set a good example for your own club and project work.
- ✿ Be interested in helping other 4-H members.
- ✿ Cooperatively work with your Extension Educator, adult leaders, 4-H Junior Leader Advisor, 4-H parents, and other 4-H members in carrying out the 4-H club program.
- ✿ Plan your work and then work your plan.
- ✿ Stay with the job until it is done.
- ✿ Be friendly, honest, and unselfish.
- ✿ Use good judgment, practice courtesy, and respect others' opinions.
- ✿ Play fair, lose without complaining, and win without boasting.

COUNTY 4-H JUNIOR LEADER COMPLETION REQUIREMENTS:

The following are the minimum requirements you will need to meet to complete this project:

1. Be enrolled in 4-H for the current year.
2. Be enrolled in the County Junior Leader project.
3. Be in 7th – 12th grades during the current school year.
4. Be enrolled in and complete one additional 4-H project.
5. Must have the approval of your 4-H Club Leader and be willing to serve in the position of leadership and responsibility as indicated by the local leader.
6. Complete your 4-H Junior Leader manual and turn the manual into the Extension Office or the 4-H Fair Office by Saturday of the fair. (Be sure to have your 4-H Club Leader sign your Junior Leader manual.)
7. Upon completion, Junior Leaders will receive Junior Leader completion pins.
8. Any Junior Leader not meeting the requirements for this project will not complete as determined by the 4-H Youth Educator.

COUNTY 4-H JUNIOR LEADER AWARDS, RECOGNITION, COMPLETION TRIP & SCHOLARSHIP ELIGIBILITY:

1. Meet all the completion requirements listed above.
2. Attend at least three (3) 4-H Junior Leader meetings. If you are a first-year Junior Leader member, then only 2 meetings are required. Be sure to sign in at the meetings, this is the ONLY proof of attendance.
3. Complete at least four (4) activities in your local or county 4-H club that are listed in this manual.
4. Actively help with four (4) approved county and special 4-H Junior Leader activities- be sure to sign the sign-in sheet!.

LEADERSHIP OPPORTUNITIES:

- ✿ Junior Leader Officers
- ✿ Junior Leader Board
- ✿ State 4-H Junior Leader Conference
- ✿ 4-H Junior Leader Ambassador Contest (formerly Prince & Princess Contest)
- ✿ Junior Leader Scholarship
- ✿ Tours and Trips

JUNIOR LEADERSHIP OPPORTUNITIES

Junior Leader Offices

Junior Leader Officers are elected by a specific nomination process outlined in the Junior Leader Constitution. Once officers are elected, they are expected to attend regularly scheduled Junior Leader meetings and board meetings. Officers will also be responsible for running the meetings.

The following are Junior Leader Offices: President, Vice President, Secretary, Treasurer, Reporter, and Special Projects Coordinator.

Junior Leader Board

One Junior Leader will be elected from each accredited/licensed school facility to serve on the Junior Leader Advisory Board. The board member will be expected to attend advisory meetings when scheduled. Elected board members will oversee the Junior Leader program for the 4-H clubs in their school district. The board will serve as advisors for the Junior Leader organization.

4-H Junior Leader Ambassador Program:

This program was planned as a fair activity with the following purpose:

1. To give 4-H Junior Leaders more visibility during the fair.
2. To raise money for 4-H Junior Leader Scholarships.
3. To help reward 4-H Junior Leaders who have given a lot of their leadership to the program.
4. To have the 4-H Junior Leaders work together as a group on a fair project.

Every year, Junior Leaders who have completed their Junior Leader project as outlined in this manual and are in the last year of their Junior Leader Membership may be eligible for the Ambassador Contest. The candidates earn votes by collecting money. One cent equals one vote. The candidate who collects the most money wins. The money collected for the Ambassador Contest then goes to a scholarship fund for Junior Leaders in their last year who are pursuing additional education past secondary school. Junior Leaders must submit a Junior Leader scholarship application. Scholarship amounts are awarded on the level of commitment and activity level of the application including participation in the Ambassador Contest. Under Title IX of the Educational Amendments of 1972 of the Civil Rights law, eligible men and women cannot be discriminated against because of marriage, pregnancy, or because they have children.

THE ART OF LEADERSHIP

The skill with which you go about supervising a group comes only with practice. How to put the six principles of leadership into practice makes up the art of leadership. There are do's and don'ts that can help you acquire improved leadership techniques.

1. How to begin:
 - a. Know your members as well as you can.
 - b. Know all parts of your job.
 - c. Never assume that you know all there is to know.

2. How to give orders:

The worst possible way to give an order is to give a direct command. The best way of all and the one requiring the most skill, is to suggest that so and so should be done. Learn to gain agreement rather than force it. Always explain the reason behind your request.

3. How to get help from other people:

There are many ways of doing a job. You can either do all of it yourself, or you can delegate or give responsibilities to others. By doing the job yourself, you will be failing to allow others to develop their skills and leadership abilities.

4. How to make decisions:

When a decision is called for, make it with as much promptness as possible based on all the facts you can get. By all means, when you tell someone, you will do something or let him know at a later time, follow up on your promise.

5. How to criticize:

When you praise people, do it in public. When you criticize, do it in private. Start by telling the person what he has done well, then tell him where he needs to improve, and always do it in a friendly way.

6. How to deal with a problem child:

The best way to deal with such a child is not to kick him out or refuse to work with him. It is our business to develop youth. Each problem is different and each problem must be dealt with based upon its circumstances. First, you must gain the person's confidence, then try to talk to the person about the problem. If the first talk fails, try it again.

If the second talk doesn't work, talk directly with the 4-H Leader. Maybe your combined efforts will help the child correct or overcome the problem.

ACTIVITIES TO LEAD WITH YOUR LOCAL CLUB MEMBERS

LEADERSHIP INITIATIVES

MIXERS

Who Am I – Write the name of a famous person on a small slip of paper and pin it to the back of each member. Have members ask each other questions about their names. These questions must be answered yes or no. The object is to try to identify the name on your back. (Names used can be of any theme, e.g., movie stars, sports figures, famous people, places, or things.)

Guessing Games – As members come into a meeting, have items that they must guess something about. Have them write out answers and give a small prize to the winners. Examples of guessing games are: A large book – how much does it weigh? Baby picture of someone in the club – who is it? Jar of corn – how many kernels are in the jar?

“Sign My Paper” Scavenger Hunt – This game can be used in many different ways for different information. An example of the game follows: on a paper list all the projects that your club members are taking. Draw a line to the right side of the project. Make enough copies of this for each member of the club. At the meeting give everyone a pencil and the list. Have them get a signature from someone who is taking each project. (This is fun when only one person is taking one of the projects listed. That person then has to sign everyone’s paper.)

Secrets – As members come into the meeting, have them write the name of an animal on a piece of paper, fold it up, and place it in a hat. (Before the meeting, have some slips of paper already made up and in the hat.) As they put theirs in the hat, they must take one out. The member finds the person who placed the animal’s name in the hat. This becomes fun as several may name the same animal. See how many animals were named and which animal was named the most times. This will work with other names also (e.g., cars, cities, trees, etc.)

MAKE THEM THINK

Marshmallow River – The object is to move the entire group from one side of the river to the other without falling into the hot cocoa before the time runs out and using only the few marshmallows (props) you have. You will need about 1/3 the number of props as people. You can use paper plates, boards, or other stepping objects. Make the river about 40 feet across. Only one person at a time can be on each prop, but they may be picked up and moved at any time. You can make up any scenario to add to the overall experience such as crossing toxic yogurt or man-eating eels. The key to the game is that only part of the team can go at once and some must come back to help the rest. You can also make it more challenging by adding handicaps such as blindfolds, no talking, etc.

All Aboard – For this activity, you will need one large blanket, sheet, or tarp. Spread your sheet out on the ground and ask the group to climb aboard. The entire group must be on the sheet without anybody touching the ground. The first time should be easy. Then have the group step off and fold the sheet in half. Continue this process reducing the size of the sheet however you like. You’ll notice that it gets harder to fit your group into the space the smaller it gets. This is where you have to get creative!

Welded Ankles – Use a length of rope or masking tape to mark the start and finish lines for the area to be crossed. Have people link arms and line up on one side of the marked area standing ankle to ankle. Feet and ankles are NOT tied together. They must cross the space without their feet becoming separated. If contact is broken the whole group must start over.

Instead of crossing an open area, challenge the line of people to rotate 180 degrees to face in the opposite direction without breaking ankle contact, or form a circle and rotate 30 degrees.

REFERENCES – We would like to acknowledge the following authors and their respective books. Priest, S., Sides, S., and Evans, F. (2000). 99 of the Best Experiential Corporate Games We Know. USA: eXperientia. Bower, Nancy. (1998). Adventure Play. Needham Heights: Simon & Schuster Publishing.

COMPLETION RECORDS

If you are 18 or over, can we use your information below in a combined impact evaluation?
 (Check one) ___ Yes or ___ No NOTE: Your name will not be connected to your answer.

1. Check the meetings you attended this year.

- | | |
|---|--|
| _____ Nov – Friendsgiving | _____ May – Horseback Riding |
| _____ Dec – Christmas lights and coffee | _____ June – Fairgrounds Set-up |
| _____ Jan – Bowling | _____ June – Clean-Up Fairgrounds |
| _____ Feb – Valentine’s Day Party | _____ July – Get ready for Fair |
| _____ Mar – Humane Society Tour | _____ July – Assist - Project Judging/Fair |
| _____ Apr – EarthDay Fest | _____ Aug – Laser Tag/ Officer Elections |

2. Circle the Community Service projects in which you participated.

- | | |
|-----------------------------------|---|
| Nov – Warm Clothes Drive | Dec – Gingerbread House Contest Host |
| Jan – Valentines for Vets | Feb- Bingo with Nursing Home Residents |
| March- Humane Society Donations | March- 4-H Chicken Noodle Supper |
| Apr – EarthDay Fest | May – Bingo with Nursing Home residents |
| June – Clean & Set-up Fairgrounds | July- Fair Week Activities |

3. List your favorite 4-H project besides Junior Leaders that you took this year.

Project _____

4. List the Fair Week Activities and dates you worked during Fair Week:

Day _____ Activity _____
 Day _____ Activity _____
 Day _____ Activity _____
 Day _____ Activity _____

5. Check ***all*** of your ***local*** club activities - (Club Name) _____

Put a C beside the items you chaired and an F beside your favorite activity.

- _____ 1. Publicize 4-H Club work.
- _____ 2. Obtain new members.
- _____ 3. Help plan a 4-H project workshop.
- _____ 4. Assist with program planning for your club.
- _____ 5. Encourage members to go to 4-H Camp by talking about camp experiences
- _____ 6. Encourage members to apply for 4-H Trips.
- _____ 7. Help train officers and members in parliamentary procedures.
- _____ 8. Give a demonstration before your club. Topic: _____
- _____ 9. Help 4-H members develop and present demonstrations.
- _____ 10. Help train 4-H members in project judging.
- _____ 11. Help new members feel a part of your club.
- _____ 12. Assist your Adult 4-H Leader with project visits.
- _____ 13. Assist in obtaining transportation for 4-H members to meetings.



- _____ 14. Help with planning a local 4-H Club community service project.
- _____ 15. Help adult leaders with club records.
- _____ 16. Assist with a 4-H party, tour, or special meeting for your club.
- _____ 17. Help raise money for your 4-H Club.
- _____ 18. Advise members in preparing exhibits for the County 4-H Fair.
- _____ 19. Assist with planning, clean-up, and set-up of your 4-H club meetings.
- _____ 20. Be an active officer in your 4-H club.
- _____ 21. Be an active committee member in your 4-H club.
- _____ 22. Report to your club about the 4-H events which you attended.
- _____ 23. Speak to your club about Junior Leaders.
- _____ 24. Was an officer – List the office _____

6. Check ***all*** of your ***Junior Leader Club*** activities - _____

Put a C beside the items you chaired and an F beside your favorite activity.

- _____ Committee – Chair – List committee _____
- _____ Committee Member _____
- _____ Fund-raising project – List project _____
- _____ Was an officer – List office _____
- _____ Club Service project – List favorite project _____
- _____ Other – List _____

7. Favorite **Leadership activity**. NOTE: You must complete at least one leadership activity and report on it. As your tenure in Junior Leaders increases, you will want to increase your leadership/planning involvement.

For your favorite leadership activity, list what you did.

8. **COUNTY 4-H JUNIOR LEADER PARTICIPATION** - Report County Activities on this Page.

Check ***all*** of the county activities you participated in. See examples on the previous page. NOTE: You must assist with at least ***one*** activity and report on it.

Check all of the county activities in which you participated.

- _____ Give a demonstration, talk, or speech before a group, other than 4-H, to promote interest in 4-H.
- _____ Write a newspaper article for school or county newspaper mentioning 4-H.
- _____ Help prepare the 4-H newsletter by stapling and/or collating.
- _____ Assist with clean-up of 4-H building and/or barn before the fair.
- _____ Send thank you notes to sponsors.
- _____ Assist with check-in of projects at the county fair.
- _____ Assist with project judging at the fair.
- _____ Assist with 4-H beef /dairy steer ID day.
- _____ Assist with 4-H goat ID day.

- _____ Assist with 4-H sheep ID day.
- _____ Assist with 4-H dairy feeder ID day.
- _____ Assist with clean-up of the 4-H building after the fair.
- _____ Work a shift in the Extension Homemaker Food Booth.
- _____ Work a shift in the 4-H Community Center during Fair
- _____ Serve as a Junior Leader Officer.
- _____ Assist with Livestock Talks/ Story Time at the Fair.
- _____ Assist with Jr. Leader community gardens.
- _____ Participate in Poinsettia Fundraiser.
- _____ Assist with any of the open livestock shows hosted in Cass County
- _____ Assist with 4-H Fashion Revue Judging & Public Revue.
- _____ Assist with 4-H county project workshops.

Workshops: _____

- _____ Assist with county 4-H Tractor Operators Contest (i.e., scoring, timers, line judges, etc.).
- _____ Participate in the Madam Carroll 4-H Cruise or Indiana Beach Day.
- _____ Serve as a 4-H Camp Counselor.
- _____ Assist with grading Mini 4-H projects.
- _____ Assist with the Mini 4-H Day Camp.
- _____ Participate in community service projects in Junior Leaders (i.e., Bingo at a nursing home, canned food drive, cards for soldiers, Easter Egg Hunt, etc.).
- _____ Participate in county, area, state, or national judging or demonstration contests.
- _____ Assist the 4-H club in patrolling the 4-H exhibit buildings during the fair.
- _____ Assist with the 4-H Chicken Noodle Supper.
- _____ Assist with the 4-H Pancake Breakfast.
- _____ Participate in the 4-H Ambassador Contest as a candidate.
- _____ Assist with setting up livestock pens/cages/barns.
- _____ Assist with setting up the 4-H Community Center.
- _____ Worked a shift in the Junior Leader food stand during the fair.
- _____ Plan or work at the Junior Leader booth at the fair (non-food).
- _____ Other (please list): _____

9. Check **all** of the life skills gained by being a Junior Leader and completing the activities checked or circled above.

- | | |
|---|---------------------------|
| _____ Accepting Others | _____ Problem Solving |
| _____ Communication (Public Speaking / Recruiting / Teaching) | _____ Record Keeping |
| _____ Community Service / Service Learning | _____ Responsibility |
| _____ Concern for Others | _____ Social Skills |
| _____ Decision Making | _____ Teamwork |
| _____ Leadership | _____ Thinking – Creative |
| _____ Motivation | _____ Thinking – Critical |
| _____ Organizing / Planning | _____ Time Management |
| | _____ Other – List |
-

PERSONAL EVALUATION FORM TO BE COMPLETED BY JUNIOR LEADER

1. What were the strengths of this year's Junior Leader Organization?
2. I would improve the Junior Leader organization by offering the following suggestion(s).
3. The meeting program or activity that I liked best was: _____.
because:
4. A meeting program or activity that I would like to see is _____.
because:
5. What have you learned about being a leader this year from your Junior Leader project?
6. What is a Community Service project the Junior Leaders could do in the future?
7. What is a fundraiser that the Junior Leaders could do in the future?
8. Would you encourage younger members to join Junior Leaders? _____
Why or why not?
9. What ***specific*** leadership skill would you like to work on next year? (Examples: communication, teaching, teamwork) _____

Evaluation CHECKLIST

4-H CLUB LEADER: Please evaluate this Junior Leader on the following form. After completing the checklist, discuss with the Junior Leader why you marked the checklist as you did. This will help him/her further develop his/her leadership abilities by helping him/her to recognize his/her strong and weak points.

1. Showed patience and understanding in working with younger members.
2. Was willing to cooperate and work with fellow members.
3. Showed enthusiasm and transmitted it to fellow members.
4. Cooperated with club adult leader(s) and other junior leaders.
5. Showed initiative in assuming responsibility.
6. Was conscientious in carrying out responsibilities.
7. Demonstrated ability to teach and train others.
8. Used his/her ability to plan and organize.

Excellent	Good	Fair	Poor

ADDITIONAL COMMENTS:

Date evaluation checklist completed _____

4-H Club Leader signature _____