



JUNIOR LEADERS PROJECT GUIDE 2025-2026



PURDUE
UNIVERSITY®

Extension - Shelby County

IMPORTANT CONTACT INFORMATION

Your Leaders:

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Communication:

The Shelby County 4-H Junior Leaders use the Spond app to communicate. Junior Leaders will sign up for the app and parents can then join as 'Guardians' to also see the information. It is very important that the members have the app so they can communicate their attendance and be up to date on all information, not just parents/guardians.

<https://spond.com/invite/SHMFB>



Shelby Co 4-H Jr Leaders

To join the group you need to download the Spond app, create an account and enter the group code.

Group code

SHMFB

Download app

If you do not have an iPhone or Android phone, you can request an administrator to add you manually with your email. Then you will not get events and notifications to your phone.

JUNIOR LEADER OFFICERS

Office	Junior Leader Member
President	
Vice President	
Secretary	
Treasurer	
Songs/Recreation	
Advisory Council Representative	
Advisory Council Representative	
Advisory Council Representative	



JUNIOR LEADER COMMITTEES

Committee	Junior Leader Members
Public Relations	
Community Service	



PROJECT COMPLETION GUIDELINES

IMPORTANT: There is a new Junior Leader record sheet for the 2025-2026 4-H year. This record sheet will need to be completed and included with your green record book BEFORE the fair. You will include information on the record sheet dated from July 1, 2025 to June 3, 2026.

Requirements:

- Must attend at least 5 meetings.
- Must serve on one (1) committee or in a leadership role.
- Must participate in fundraising efforts. A combined total of \$100 in sales should be achieved from any fundraiser hosted by the Junior Leaders.
(We may sell for multiple companies or at different times of the year.)
- Must assist with at least three (3) 4-H events. Events include activities such as, but not limited to: Mini 4-H meetings, 4-H Camp, Mini 4-H Camp, Judges Helper at project judging, Teaching at a workshop or project meeting, etc.
- Make a goal of attending at least one (1) event beyond county-level meetings. This can include activities such as: 4-H Camp Counselor Training, State Conferences (Round Up, 4-H Academy, 4-H Band, 4-H Chorus, Teen Leadership Weekend), Area or other State events.
- Must work at least 2 hours of 4-H involved community service. A few examples of 4-H community service include: Hygiene Drive, Crunch for a Cause, Fairgrounds and 4-H Building Clean-up, Arts in the Park, etc.

EXPLANATION OF OFFICER ROLES AND COMMITTEE WORK

President – Calls the meeting to order and keeps everyone on task. It is important to work with the officers and leaders to plan events. Encourage club members to participate!

Vice President – Takes the President's place when he/she is not there. Acts as chairman of the committees, making sure each group is achieving their objective(s) and working together.

Secretary – Keeps notes from the meeting and types up the official minutes for approval at the next meeting. Helps keep a record of those in attendance at meetings and events.

Treasurer – Works with the leaders to keep updated records concerning the club's finances. Reports the money spent or earned between each meeting to the club.

Songs/Recreation – Helps plan team work or get to know you activities for each meeting so that members can have fun while learning. May also teach songs at the meetings to prepare members for assisting at Mini 4-H meetings.

Advisory Council Representatives – Attend Advisory Council meetings and report on what the Junior Leaders have been doing, contribute to discussions about new ideas for Shelby County 4-H, and participate as necessary.

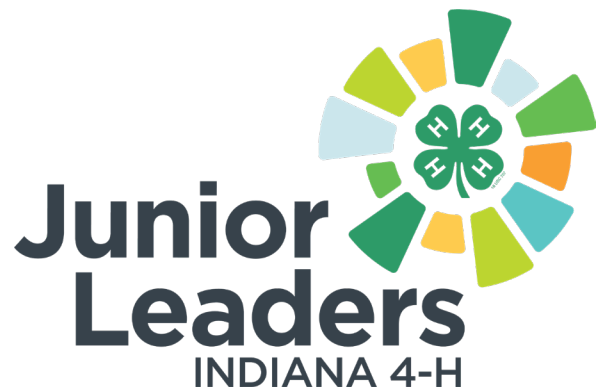
Public Relations Committee – Create a plan for best ways to share information about Junior Leaders on social media. Other potential ideas: design a t-shirt for the club, write an article for the newsletter, etc.

Community Service Committee – Help select community service projects for the club to complete. Assist with promoting projects such as Hygiene Drive and Crunch for a Cause.

EXPECTATIONS OF BEING A GOOD LEADER

AS A 4-H JUNIOR LEADER, YOU WILL BE EXPECTED TO:

- Provide aid and leadership to the county Junior Leader organization as well as the Shelby County 4-H program.
- Be a good example and advocate within the 4-H Program.
- Be interested in helping and encouraging 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 program.
- Plan your work and then work your plan.
- Stay with the job until it is finished.
- Be friendly, honest, and unselfish.
- Use good judgment, practice courtesy, and respect others' opinions.
- Play fair, lose without complaining, and win without boasting.



SHELBY COUNTY 4-H JUNIOR LEADERS

DATES TO REMEMBER

2025-
2026

SEPT
10
6:30 PM
Bridges' Family
Residence

OCT
8
6:30 PM
Education Room

NOV
12
6:30 PM
Education Room

DEC
10
6:30 PM
Education Room

JAN
14
6:30 PM
Education Room

FEB
11
6:30 PM
Education Room

APRIL
8
6:30 PM
Education Room

MAY
13
6:30 PM
Education Room