



2023 – 2024



WHITLEY COUNTY 4-H JUNIOR LEADER BOOK



Name: _____

Local 4-H Club: _____

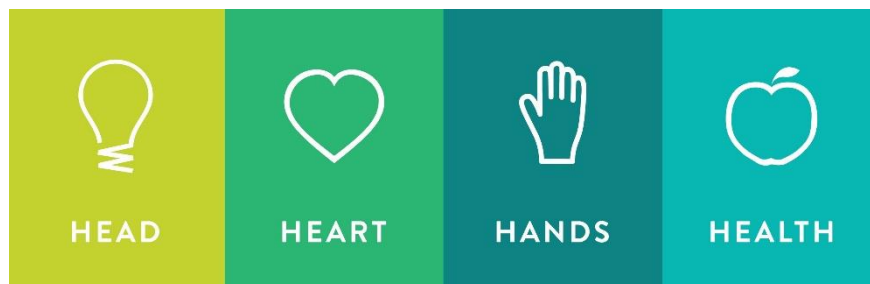


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WHO CAN BE A JUNIOR LEADER?

- Any 4-H member enrolled in grade 7 or higher in 2023-2024.

PURPOSE OF JUNIOR LEADERS

The purpose of joining Junior Leaders is not to just add another club to your list of activities, or give you something to do on Thursdays. It is to become a part of a group of youth who strive to be better through serving those around them, committing themselves to learning, and holding themselves to a standard of behavior centered around the values of the 4-H pledge. Also, to have a lot of fun while we do it!

Junior Leaders:

- * Become involved in community service projects.
- * Promote education.
- * Assist 4-H leaders in planning and conducting 4-H clubs.
- * Become acquainted with other 4-H'ers.
- * Participate in county 4-H activities.
- * Encourage younger members to assume leadership roles.
- * Assist with 4-H projects and activities.
- * Provide opportunities to accept responsibility.

Leadership Characteristics

Leadership is the art of influencing and directing people in such a way as to obtain their willing confidence, respect and loyal cooperation to accomplish a task. A leader is not selfish or boastful; rather, a leader is cooperative, poised, and seeks to **serve others first. By setting a positive example, a leader is someone whom others follow.** A leader uses creativity and determination to make a dream become a reality. The leader does not always seek to control others, but knows that with the help of others, the group will reach its goals.

Leadership requires a person to have the following characteristics:

1. **Have self-confidence.** If you believe in yourself and your goals, you will be more successful.
2. **Demonstrate responsibility.** If you say that you will do something, follow through, and do it to the best of your ability. After all, if you do not have the time to do it right the first time, where will you find the time to do it all over again?
3. **Build up others.** By building up others' self-esteem through public and private compliments and praises, you will build your own self-concept.
4. **Use imagination.** Without creativity, the other characteristics make a boring leader who simply repeats the ideas of others.
5. **Listen to others.** Listen to adults, peers and other 4-H members to hear their perspectives on an issue.
6. **Solve problems.** Work diligently on the problem until it no longer exists.
7. **Take risks.** A leader is not afraid to try something different, such as talking in front of large groups, or leading a new activity.

You do not need to hold an office to be a leader. You do not have to be a snob, an athlete, a totally organized person, a nerd, or an "unknown" to be a leader. You can be whoever you want to be and still be a leader as long as you understand what a leader does.

As a leader you use your skills and techniques to:

1. Provide an opportunity for every member to participate.
2. Set clear expectations for the members.
3. Involve others in activities that are of interest to them.
4. Guide members through their work.
5. Recognize individuals for the contributions that they have made to the group.
6. Provide helpful, constructive criticism as needed to help the members improve themselves.
7. Hold meetings that maintain the interest of the members.
8. Provide new experiences for the members.
9. Set an example for others through your words and actions.

Words of Leaders

"The first responsibility of a leader is to define reality. The last is to say thank you. In between, the leader is a servant." - Max DePree

"Never doubt that a small group of thoughtful committed citizens can change the world. Indeed, it is the only thing that ever has." -- Margaret Mead

"Leadership is not an affair of the head. Leadership is an affair of the heart." -James Kouzes and Barry Posner

"It is our choices that show what we truly are, far more than our abilities." -- J.K Rowling

"We make a living by what we get. We make a life by what we give." -Winston Churchill

"Life's most urgent question is, 'What are you doing for others?'" -Martin Luther King Jr.

Why Join Junior Leaders?

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, Junior Leader Advisors and your 4-H Youth Extension Educator. Junior Leadership is a project, which requires careful planning. Your adult leaders will supervise your work and be a source of help when you have questions or problems. However, these adults cannot make you a leader...you must put forth the effort yourself to be an effective leader.

There are several reasons why you would want to be a 4-H Jr. Leader:

1. You can help mentor younger 4-H members and enable them to experience and succeed in the same opportunities that you have had in 4-H program.
2. You can help to develop a local and county 4-H Club program, learn more about the 4-H program in general, and open up the door to a number of scholarships, awards, and trip opportunities for your future.
3. You can develop your ability to work with others, make new friends, and become a leader in your community.
4. You can develop your abilities to plan, to organize and to reason, build your skillset as a leader, and become a better person and member of your community.

“Are you on this planet to do something, or are you here just for something to do? If you’re on this planet to do something, then what is it? What difference will you make? What will be your legacy?”

— James Kouzes and Barry Posner

4-H Junior Leader Expectations

As a 4-H Jr. Leader you will be expected to:

1. Set a good example by your own club and project work.
2. Help other 4-H members.
3. Cooperatively work with your Extension Educator, Adult Leaders, Junior Leader Advisors, 4-H parents and other 4-H members in carrying out the 4-H Club program.
4. Plan your work and then work your plan.
5. Stay with the job until it is done.
6. Be friendly, honest and unselfish. **Be an advocate for and ally to ALL other youth- in and out of the 4-H program.**
7. Use good judgment, practice courtesy and respect others' opinions.
8. Play fair, lose without complaining, and win without boasting.
9. Never ask someone to do anything you are not willing to do yourself.
- 10.



Whitley Co. 4-H Junior Leaders



2023-2024 Calendar

Date	Location / Time	Event	Activity
01/11/24	4-H Center 6:30 – 8:00 pm	“Gathering”	Planning & sharing events for the upcoming year
02/8/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
02/23/24	4-H Center 5:30 – 7:00 pm	“Winter Wonder Thru 4-H” Open House	Helping lead games at this event to promote the 4-H program
03/14/24	4-H Center 6:30 – 8:00 pm	“Gathering”	Educational: Conservation Officer w/service dog visiting
04/6/24 & 04/7/24	Spring Farm Toy Show	Jr. Leader Fundraiser	Set-up: Apr. 6 th Show: Apr. 7 th 8:30-2:00
04/11/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
05/4/24	4-H Commercial Building 4-7 pm	Community Service/Service Learning	4-H Fun Night & Tenderloin Fry *Jr. Leaders host a game?
05/9/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
06/13/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
07/11/24	Jr. Leader Concession Stand 6 – 9 pm	Stand cleaning & set-up Pre-fair planning	Clean & prep concession stand for fair
09/12/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
10/10/24	4-H Center 6:30 – 8:00 pm	“Gathering”	
10/11/24	4-H Center @ Fairgrounds 6:30-8:30 pm	Meeting/setting up for Fall Toy Show & Autumn Harvest Festival	Set-up for Fall Farm Toy Show Set-up Jr. Leader food booth
10/12/24	Autumn Harvest Festival 8:00 am – 6:00 pm	Service Learning Event & Fundraiser	Fall Farm Toy Show & Running the Jr. Leader concession booth
10/19/24	Geiger Home 5 – 8 p.m.	Kickoff celebration	Fall fun games, food, and prizes!

All “Gatherings” are at 6:30 p.m. unless otherwise stated. Events without a date listed are currently “to be decided” and will be announced when available!

2023 - 2024 WHITLEY COUNTY JUNIOR LEADER CONTACTS

	NAME	Phone/Email
Jr. Leader President	Carle Sroufe	
Jr. Leader Vice President	Amy Brown	
Jr. Leader Secretary	Kylee Ousley	
Jr. Leader Treasurer	Holly Oelschlager	
Jr. Leader Assistant Treasurer	Kylee Ousley	
Jr. Leader Assistant Secretary	Holly Oelschlager	
Concession Stand Committee		
4-H Outreach Committee		
Toy Show Committee		
ADVISORS	Stacy Geiger Ronda Sroufe Craig Sroufe Ryder Sroufe Candy Sroufe	260-229-0909 260-609-2207 260-609-2206 260-609-2662 260-503-4941

Whitley County 4-H Jr. Leader Point System

Developed in 1992 - Updated 1997, 2005, 2019

Jr. Leaders can earn points in the following ways:

“Gatherings” - **10 pts.**

Community Service Projects/Service Learning Projects - **30 pts.**

Fund Raiser Participation (toy show, craft show & garage sale, etc.) - **20 pts.**

Committee Work (join a Jr. Leader committee, each time your committee works) - **15 pts.**

Activities (includes parties, fair assignments) - **10 pts.**

Refreshments (bring refreshments to share at a gathering)- **5 pts.**

Shifts in Jr. Leader Concession Stand - **10 pts.**

(5 pts. extra for each shift worked over 3.)

Local Club Work - **10 pts.** (Must verified by the club leader on an Official Jr. Leader points certificate)

- Giving a demonstration
- Leading an activity
- Helping a younger 4-H'er on a project
- Helping set up for an event

Getting a youth to join Jr. Leaders – **50 pts.**

Getting a youth to join 4-H – **25 pts.**

Serve as a Jr. Leader Officer – **25 pts.**

Must turn in Jr. Leader Book to complete, but ribbons are decided on by total points. An incomplete or no record book results in a participation in the project.

2023/2024 – 500 or more points – 500 club
300 or more points - Honor Group
200 or more points - Blue
Less than 200 points - Red
Less than 100 points – White

***End of the year trip:** A Jr. Leader must earn 300 or more points in order to be eligible to attend the Jr. Leader “End of the year trip.” The top 2 point earners for the year will have their trip paid in full. (*voted & approved in 2023-2024*)

COMPLETION REQUIREMENTS FOR JUNIOR LEADERS

The Junior Leader year starts October of 2023 and continues through September of 2024. **To complete the Junior Leader project, you need to do all 7 items listed below.** If you need assistance with any of these items, contact one of the Advisors or the Extension Office.

1. Attend at least 50% of meetings. For this year that number will be 4 “Gatherings”. (a maximum of 2 meetings may be made up through other approved activities such as another community or school involvement or service).
2. Participate and Record at least 3 total Service Leadership activities. These activities can be completed at any time. They do not all have to be the activities provided through Junior Leaders, but must be approved by the Extension Educator if they are other activities.
3. Work at least **FOUR** food stand shifts at the County Fair, and actively participate in Junior Leader Fundraising activities.
4. **LEADERSHIP:** Plan and implement at least **one leadership activity**. See some examples below.
This does not have to be related to 4-H.

Leadership Activity	Your Role	Life Skills Gained
Planned Mini 4-H activity	Helped Mini 4-H'ers make pizza using English muffins	Teaching and Organizing
Recreation leader	Led mixers with fellow 4-H members	Teamwork, Planning and Leadership

5. **COUNTY LEVEL INVOLVEMENT:** Assist with at least **one county 4-H activity**. See some examples below.

County Activity	Your Role	Life Skills Gained
Project Judging	Assisted judging with evaluating projects	Leadership and Record Keeping
Barn Set-up or Building Set-Up	Cleaned and prepared building for fair	Teamwork and Citizenship

6. Have your local 4-H club leader complete the evaluation on page 16. NOTE: Pages 10-15 should be filled in prior to their signing. HINT: You will want them to fill in the evaluation before fair time.
7. Complete all pages to the best of your ability. **Turn in your Junior Leader Book by the last day of the fair. Booklets that are turned in late will not be accepted and you will not be counted as completing for the year.**

NOTE: Pages 10-15 will be copied for use in an impact evaluation to be shared with Purdue and County Officials. Your name will not appear on the copies. If you are 18 or older, your participation in this evaluation is voluntary.

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. Circle the **meetings you have attended** this year.

Oct.	Feb.	June
Nov.	Mar.	
Dec.	April	
Jan.	May	

2. See **page 12** for the Service Leadership activity expectations.

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

Project _____

4. List the days and shifts that you worked in the **Jr. Leader Food Booth** at the Fair.

Day _____	Shift _____
Day _____	Shift _____
Day _____	Shift _____
Day _____	Shift _____

5. Check **all** of your **Local 4-H Club** activities - _____
(club name)

- Mark all of the activities that you participated in. Put a "C" beside items that you chaired and "F" beside your favorite activity. NOTE: Assist with **planning** at least one activity and report on it.

_____ Committee – List committee _____
_____ Promotion of Club – List activity _____
_____ Club Fundraising project – List project _____
_____ Club service project – List project _____
_____ Gave a demonstration – Topic _____
_____ Mentored a younger 4-H'er – List member _____
_____ Recruited New Members – List new member name _____
_____ Was an officer - List office _____
_____ Other – List _____

- **For favorite club activity, list what you have done.** See example on previous page.

6. Check **all** of your **Leadership** activities.

- Mark all activities that you participated in. Put a "C" beside items that you chaired and "F" beside your favorite activity. NOTE: Assist with **planning** at least one activity and report on it. (Continued on next page.) As your tenure in Junior Leaders increases, you will want to increase your leadership / planning involvement.

_____ Committee Chair – List committee _____
_____ Committee Member – List all committees _____
_____ Fundraising project – List project _____
_____ Was an officer – List office _____
_____ Service project – List favorite project _____
_____ Other – List _____

- **For your favorite Leadership activity, list what you have done.**

7. Check **all** the **County Level** activities you participated in. See examples on previous page. NOTE: You must complete at least **one** activity and report on it.

- 4-H Recruitment - List activity _____
- Assisted with a County Workshop – List workshop _____
- Camp Counselor at NE Indiana 4-H Camp _____
- Present a speech or demonstration at the County level. _____
- Assist with 4-H events – List activity and role _____
- Project Judging at the Fair – List day / time _____
- Assist with 4-H Contest – List role _____
- Assist with Extension events – List event and role _____
- Helped with Mini 4-H workshop – List role _____
- Project Presentation – List project _____
- Assist with Fair Set Up – List role _____
- Project Release and Clean Up – List role _____
- Other – List example _____

- **For your favorite county level activity, list what you did.**

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

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

9. Be sure and have your local 4-H Club Leader complete the **leader evaluation**.

10. Be sure and turn your completed book in **by July 18th, the last day of the fair.**

Service Leadership Activities

To better understand how to lead, we must be willing to serve others. To understand that service, we must be willing to reflect on the activities we have participated in. This next section will hopefully help you to begin the process of reflecting on the learning you do while learning how to lead through service.

Beginning in November and continuing through July, you are expected to participate in 3 Service Leadership Activities. A Service Leadership Activity is something you do for the betterment of other people. It allows you to build leadership skills while serving the needs of a community that you are a part of. We are providing a minimum of four Junior Leader organized activities that you can participate in. We also feel that many of you have opportunities to lead through service in other areas of your life. Some of these areas may be school, extracurricular activities, sports, church, or other civic organizations. The following section will need to be filled out about each activity. You are required to complete 3 for Junior Leaders. Make sure that you record your activities as you go along and contact any other the advisors if you have a question about whether and activity counts as a Service Leadership Activity. **If this section is not completed, there is a chance you may not complete. This section is important and needs to be filled out completely.**

Service Leadership Activity 1

Name and Location of Activity: _____

Date and Time of Activity: _____

People Served During the Activity: _____

A Short Description of Your Role in the Activity: _____

Write One Thing You Learned About Leadership through This Activity: _____

How Does This Activity Serve Others: _____

How Can You Make This Activity Stronger in the Future: _____

Service Leadership Activity 2

Name and Location of Activity: _____

Date and Time of Activity: _____

People Served During the Activity: _____

A Short Description of Your Role in the Activity: _____

Write One Thing You Learned About Leadership through This Activity: _____

How Does This Activity Serve Others: _____

How Can You Make This Activity Stronger in the Future: _____

Service Leadership Activity 3

Name and Location of Activity: _____

Date and Time of Activity: _____

People Served During the Activity: _____

A Short Description of Your Role in the Activity: _____

Write One Thing You Learned About Leadership through This Activity: _____

How Does This Activity Serve Others: _____

How Can You Make This Activity Stronger in the Future: _____

CLUB LEADER EVALUATION

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

	Excellent	Good	Fair	Poor
Showed patience and understanding in working with younger members.				
Was willing to cooperate and work with fellow members.				
Showed enthusiasm and transmitted it to fellow members.				
Cooperated with club adult leader(s) and other junior leaders.				
Showed initiative in assuming responsibility.				
Was conscientious in carrying out responsibilities.				
Demonstrated ability to teach and train others.				
Used his/her ability to plan and organize.				
List one club activity that this 4-H'er helped to plan for your club. _____				
List one leadership activity that this 4-H'er did. _____				

ADDITIONAL COMMENTS:

Date Evaluation check sheet completed _____

Adult Leader signature _____

PERSONAL EVALUATION FORM
TO BE COMPLETED BY JUNIOR LEADER
Please write neatly in complete sentences. Thank You

1. What were the strengths of this year's Junior Leader Organization?

2. I would improve the Junior Leader organization by taking what steps:

3. The meeting that I like best was _____
because:

4. A meeting 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. Describe what you taught the younger members of your local club.

7. What do you consider to be your most important contribution as a Junior Leader this year?

8. What **specific** leadership skill would you like to work on next year? (Examples: communication, teaching, teamwork,)