

Junior Leader

4-H Project Newsletter

This newsletter will be updated in December of each year, if necessary, based on changes made to the project at the 4-H Nova Scotia Annual General Meeting in November.

Welcome to the Junior Leader Project! This newsletter will give you an overview of the Junior Leader project, answer some of your questions concerning expectations of the project, and provide you with project ideas and some resources. Project newsletters are an excellent reference to keep on hand to refer to throughout the year. This project is designed to build leadership skills by providing members with the opportunity to lead any aspects of their club which interest them (e.g., projects, recreation, communication, etc.). Enjoy your year and when working on your project, remember to "Learn to do by Doing." If you have any questions, please contact your Regional Agriculture Leadership Coordinator (ALC).

GENERAL 4-H INFORMATION

Ages for Members:

Junior Members: 9 - 13 years of age as of January 1, as of the current year.

Senior Members: 14 - 21 years of age as of January 1, as of the current year.

4-H members may register in the club and county of their choice, but must only be registered in one club, in one province. Members may register in one club and access projects in a neighboring club if that club is willing to assist with leadership of a certain project.

Project Completion:

All 4-H members must complete 'project requirements', for each of their projects, at their club Achievement Day. If you are unable to attend your own club Achievement Day, please make prior arrangements with your Regional ALC. Completion of your project qualifies you to move on to any further county, provincial, or national 4-H competitions relating to that project in the current 4-H year. School projects are not permitted to be used as 4-H projects. Each member must complete and display their own project work (i.e., two members cannot share a project for project completion).

What is Achievement Day?

Achievement Day allows members to display their project work to the public and have their projects evaluated, non-competitively. Project completion at Achievement Day is based on the following system:

A Green project completion sticker will be given to a member who has completed:	A Silver project completion sticker will be given to a member who has completed:	A Gold project completion sticker will be given to a member who has completed:
<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work 	<ul style="list-style-type: none"> • Record Sheet • Project Work
Plus one of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus two of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging 	Plus all three of the following: <ul style="list-style-type: none"> • Communications • Club Contribution • Judging

RECORD SHEET – Each member must complete a satisfactory record sheet. Record sheets may be hand written or typed. *For more useful information, refer to Record Sheet Guidelines.*

PROJECT WORK – Each 4-H project (e.g., woodworking, dairy, etc.) has specific project work requirements. Each members' project work will be evaluated on the quality of the work, degree of difficulty for experience/age, the way articles are displayed/presented, and whether all requirements are met. A 1st, 2nd, or 3rd place ribbon will be given for each project. Please review project requirements for each project carefully. In non-livestock projects, members must complete the required number of items as outlined, unless prior approval is given by the Regional ALC. This request should be made in advance of the member's Achievement Day. Consideration of an item counting as additional items will be given based on members age, degree of difficulty, time required to complete, etc.

COMMUNICATIONS – Members who participate in public speaking and/or demonstrations at club level will receive recognition on their Achievement Day Certificate. Each club has its own standards for communications, so members should confirm with the general club leader.

CLUB CONTRIBUTION – Members are encouraged to be actively involved in their club, county, province, and community. The club contribution aspect is an assessment on such things as a member's attendance at meetings and events, attitude, effort, cooperation, and self-expression. Each club has its own standards for club contribution. Evaluation of this Achievement Day component is done by the Club General Leader and / or project leader(s). The standard for club contribution should be communicated clearly to all members by club leaders at the beginning of the 4-H year.

JUDGING – In each project, members are asked to compare four (4) articles or livestock (e.g., 4 wooden shelves in the woodworking project or 4 heifers in a dairy class), then evaluate them to place the class in order from first (closest to the ideal), to fourth (furthest from the ideal). Oral reasons, using proper terminology, are given to an official judge for the project to support those choices. There are many useful judging resources available through your Regional ALC,

as well online at the [Nova Scotia Department of Agriculture](#) website. In each county, a judging box is also available to borrow to help practice judging skills. It includes judging information and cards as well as judging classes, with reasons. Clubs may book these supplies through the Regional ALC.

At 4-H Nova Scotia Provincial Show, 4-H animals participating in the 4-H Nova Scotia Show competitions are used to make up livestock judging classes (e.g., 4 intermediate Holstein calves). Members are responsible for notifying their Regional ALC by September 15 by email if they do not wish to have their animal used. Please keep in mind that judging classes can only be provided if members are willing to offer their animals for a judging class. As such, 4-H members are encouraged to let their animal be used in a judging class if possible.

Project Work Requirements

This project is designed to build leadership skills by providing you with the opportunity to lead any aspects of your club which interest you (projects, recreation, communication, etc.) and helping you develop goal-setting and teaching techniques. Leadership is all about working with people, accepting a challenge, motivating a group, and helping everyone achieve goals. This newsletter will outline the requirements for this project and answer any questions you may have.

On Achievement Day, Junior Leaders exhibit a record sheet, as well as a copy of the Initial Project Plan Form. There is no competition for the Junior Leader Project at County / Exhibition or Provincial level.

Junior Leaders must be involved in planning and carrying out six (6) activities, meetings and/or events in their club and/or county. Junior Leaders do not have to do all the work associated with the project/programs they are involved with, but they should work with and learn from the adult leaders. They may also take on some programs on their own depending on their goals.

Junior leaders can help lead or teach skills in one of the following areas: Project Groups; Recreation; Communications; Skills Development; 4-H; Agricultural Awareness. Descriptions of ideas for junior leadership are provided in the Junior Leader Resource Guide.

IMPORTANT INFORMATION FOR JUNIOR LEADERS

Junior Leaders must be 14 years of age as of January 1 of the current 4-H year.

Junior Leaders must have been a 4-H member for at least two (2) years.

Initial Project Plan Form - Each Junior Leader needs to complete the Initial Project Plan which is attached to this newsletter. It is to be returned to your Agriculture Leadership Coordinator by February 1st each 4-H year. Prior to completing the Initial Project Plan, be sure to discuss your plans with your leader and have them sign the form. Your completed Initial Project Plan Form should also be included with your record sheet for Achievement Day.

There is no judging component to the junior leader project.

RESOURCES

Last Revised: December 2016

The Junior Leader Resource Guide covers the following topics and can be obtained from your Agriculture Leadership Coordinator.

<i>Lead the Way</i>	<i>A Look Back</i>
What is Leadership?	Evaluating your project
Introduction to leadership	Importance of planning
Keys to successful leadership	Evaluation of your Junior Leader project
Comparing a good and poor leader	
<i>On the Horizon</i>	<i>Dynamic Groups</i>
Ideas and Planning	Teaching Techniques
Importance of planning	Which teaching method is most effective?
Generating new ideas	Working with youth
Goal Setting steps	Problem behaviour and difficult situations

SPORTSMANSHIP – Be a Good Sport!

In 4-H, Sportsmanship plays a key role in living by the motto of 'Learn to Do by Doing'. Please take the opportunity to consider good sportsmanship when at 4-H events. Here are some key factors to good sportsmanship:

GOOD CONDUCT – Demonstrate and maintain high standards of personal behaviour and conduct. You are representing your family, your club, your community and the 4-H program.

FAIRNESS – Learn and follow the rules. Be objective and honest. No matter what the results try your best by using your true skills without cheating. Treat others fairly.

HONESTY – Be a reliable person, do not lie or deceive. Be straightforward in everything you say and do. Understand your abilities and skills, accept the fact that you cannot do everything perfectly, but you still can do many things well.

COMPETITION - Competition experiences enhance positive youth development and prepare youth with competitive knowledge, skills and attitudes. Take pride in your accomplishments and in improving your skills – you are all winners, even if the ribbon color doesn't appear to reflect this.

COURTESY – Be well-mannered in your conduct. Be respectful, thoughtful, considerate, cooperative, friendly, and cheerful, no matter whether you do well or not. When you have concerns, questions, or suggestions, be polite in expressing them. Be pleasant and nice toward other participants, spectators, program officials, judges, the media, your leaders, parents and others. Give others the benefit of the doubt. Treat people and animals kindly. Keep your emotions under control.

GRACEFUL ACCEPTANCE OF RESULTS – Accept judges' results and suggestions with a positive attitude. The judge's decision is final. Regardless of the outcome; thank all that were involved in helping you put forth your best effort. Thank the organizers for their efforts; Sponsors for their generous donations; Agriculture Leadership Coordinators for their wisdom and guidance; Judges for their skilled eye and time given to the 4-H program; and anyone else who has helped you along the way.

The work in any 4-H project should always be done by the members. Hiring, or the use, of professionals and/ or adults to prepare projects for 4-H shows are not acceptable. Using these people as resources provides 4-H members with the information and skills to do the job on their own.

4-H Nova Scotia has a Code of Conduct in effect for all members and leaders. It is to be followed always throughout the year. If you would like a copy of what are acceptable practices in the 4-H program, please visit <http://novascotia4h.ca/codeofconduct/>.

You might also be interested in...

4-H POSTER CONTEST – Deadline and evaluation is normally at county rally. [Visit 4-H Nova Scotia's website for more information!](#)

4-H THEME CONTEST – Put on your thinking cap and be the one to come up with next year's 4-H theme! (i.e., *Let the Clover be Seen in 2017*). [Visit 4-H Nova Scotia's website for more information!](#)

WOOL COMPETITION – Open to all 4-H members. These articles must be made from 100% wool and members must exhibit a Wool Competition Report with their entry. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

RECYCLABLE COMPETITION – Open to all 4-H members. These articles must be made from a minimum of 75% recycled materials and members must exhibit a Recyclable Competition Report with their entry. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

GIANT VEGETABLE COMPETITION – Each year a new vegetable is selected for the Giant Vegetable competition held at 4-H Nova Scotia Provincial Show. Each county can send one junior and one senior giant vegetable entry to the 4-H Nova Scotia Provincial Show. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

TRACTOR DRIVING COMPETITION – The tractor competition is open to teams of 3 members (1 driver and 2 assistants); the driver must hold a valid class#5 driver's license or tractor license. The driver will drive a tractor and trailer through an obstacle course. The score is calculated based on safe operation and judge's evaluation. One team per county will advance to 4-H Nova Scotia Provincial Show. For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

RECORD KEEPING COMPETITION – An entry will be one record sheet for a project completed in the current year by that member, with a detailed analysis included. Entries in this competition must include a 1 - 4 page analysis of the work and costs in the project for the given year in order to be eligible. Entries should be displayed in a binder/folder. The top two senior and top two junior record

sheets per county will be eligible for the Record Keeping Competition at the 4-H Nova Scotia Provincial Show, but entries must first qualify at county level. All county entries must be forwarded to Truro by September 15th of the current 4-H year for judging prior to the 4-H Nova Scotia Provincial Show.” For more information, please visit the [Nova Scotia Department of Agriculture](#) website.

AWARDS, TRAVEL OPPORTUNITIES, AND SCHOLARSHIPS – Each year, 4-H Nova Scotia covers the registration fee to National and International travel opportunities for members awarded such travel experiences. Also, there are several scholarships available to 4-H members in Nova Scotia. For more information, interested members should speak to the Regional ALC and check out the [Nova Scotia Department of Agriculture](#) website and Visit [4-H Nova Scotia’s](#) website.

GRADE 10 PERSONAL DEVELOPMENT CREDIT – Members must achieve gold completion and document at least 110 hours of 4-H related work to qualify. For more information visit the [Nova Scotia Department of Education & Early Childhood Development Personal Development Credit website](#) and the Nova Scotia Department of Agriculture website.

Initial Project Plan for the Junior Leader Project

Discuss with your leader, and have the leader sign this form, then return it to your ALC by February 1. A completed copy of this form must also be included with your record sheet for Achievement Day.

Name: _____ **Club :** _____

Complete the following table using these descriptions as a guideline

Element: Element is what you plan on completing to meet your six requirements. Examples of an element would include a meeting, activity, event or tour

Program: Program area describes what you plan to complete within each element. Examples of program areas include: developing new skills, increasing knowledge or awareness, teach a new technique, take part in a new activity

Meeting: This section should describe the details including when and where your element takes place.

Goals: Note what you plan on achieving from this element, and what you would like the members to learn.

Element	Program	Meeting	Goals
1			
2			
3			
4			
5			
6			

Signatures: Members Signature: _____
Leaders Signature: _____

Junior Leader Project RECORD SHEET

Name of club member _____ 4-H age _____

Name of club _____

Years in 4-H _____ Years in the project _____

JR. LEADER MEETINGS, ACTIVITIES AND EVENTS

	Junior Leader Meeting/Activity/Event	Explain what your role was, success of planned activities, and leadership knowledge gained.
1		
2		
3		
4		
5		
6		

What does the term "Leadership" mean to you?

Achievement Day Self-Evaluation

(To be completed by the Junior Leader)

Evaluate your achievement through the Junior Leader Project.

How did you feel when you started this project? How do you feel you've improved your leadership skills through involvement in this project? Rate yourself on the following characteristics using a scale of 1 to 5:

(1 = low, 5 = high)

	Start of Project	Now
Self Confidence	_____	_____
Ability to plan activities/events	_____	_____
Organizational skills	_____	_____
Communication skills	_____	_____
Ability to work effectively with younger members	_____	_____
Knowledge of the meaning of leadership	_____	_____
Overall Leadership Skills	_____	_____

Member's summary of Junior Leader Project (including learning experiences, problems, challenges, new skills, etc.)

Member's evaluation of planned events or meetings. What did you find worked best?
(Plans, activities, teaching techniques)

What did you find worked poorly? Why?

What would you do differently next time? What could be improved?
