



University of California

Agriculture and Natural Resources ■ 4-H Youth Development Program

4-H Members Name: _____ **Club:** _____

LEADERSHIP - Level 1

Date _____ Initial _____

- _____ 1) Demonstrate parliamentary procedure for making a motion and voting on it.
- _____ 2) Explain these terms: leadership, democracy, roll call, decision-making, public speaking, communication.
- _____ 3) Assist in hosting and serving refreshments at a 4-H activity.
- _____ 4) Participate in a club or project committee and report what your role was to your leader.
- _____ 5) Represent 4-H by assisting with a fund-raising project.
- _____ 6) Help plan the club/group program for the year.
- _____ 7) Demonstrate how to greet others, good telephone habits, how to make introductions, give directions, give positive feedback, say please and thank you.
- _____ 8) Prepare and give a talk about a 4-H activity at a club or project meeting.
- _____ 9) Create a poster that teaches something to someone else.
- _____ 10) List at least five decisions you made from the time you awakened until noon. Identify which ones you had to think about and which ones were quick decisions. Were these “good”, “bad” or “didn’t matter” decisions? Share this information with your leader or group.
- _____ 11) Keep a portfolio of what you are doing or learning in this project. Submit these records covering at least one project year to your leader for review.
- _____ 12) Make a “things to do” list and prioritize it. Select one item from the list and write a personal goal for it including what, how and when.
- _____ 13) Describe the parts of a meeting and the role/responsibilities of the club officers.
- _____ 14) Use ‘brainstorming’ to solve a problem or plan a project or activity.
- _____ 15) Make a list of phrases that encourage or discourage others when working in a group.

Project Leader’s Signature of Completion: _____ Date: _____

4-H Program Representative Approval: _____ Date: _____

COMMENTS: _____



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4-H Members Name: _____ **Club:** _____

LEADERSHIP - Level 2

Date _____ Initials _____

- _____ 1) Participate in the selection of a community service project for your club/group.
- _____ 2) Promote 4-H by coordination a club/group display or by advertising in the media.
- _____ 3) Serve as chairperson for a club/group committee or event.
- _____ 4) Complete an inventory of your own strength and skills. Discuss it with your leader.
- _____ 5) Learn to identify peer pressure and how to say "no" without hurting others feelings.
- _____ 6) Demonstrate the use of verbal and non-verbal communication to your project group.
- _____ 7) Write a news article about your leadership project or something special you did in the project. Submit the article for publication.
- _____ 8) Interview an individual who is considered to be a leader in your community. Prepare for this interview by making an appointment, writing a list of questions to ask, and any other items you think are important.
- _____ 9) As a group, develop a written goal for your project. Include what, how, when.
- _____ 10) Observe a community leadership meeting, such as school board, city council, etc. , and list the actions that help meeting, and the actions that hurt meetings.
- _____ 11) With another member, choose a problem and use the decision making process to come up with a realistic solution.
- _____ 12) Serve as a club officer.
- _____ 13) Assist with a county event and keep records of what you did and what was accomplished.
- _____ 14) Set up a display or demonstration of your project at Presentation Day/fairs/county field days.
- _____ 15) Create a resume in the form of a brochure that markets you, your skill and abilities.

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4-H Members Name: _____ **Club:** _____

LEADERSHIP - Level 3

- | Date | Initials | |
|-------|----------|--|
| _____ | _____ | 1) Teach other members in your club or project how to properly give a demonstration. Include the parts of a demonstration. |
| _____ | _____ | 2) Report the history of one aspect of leadership- a person, place, event, etc. |
| _____ | _____ | 3) Participate on a county 4-H Council committee. |
| _____ | _____ | 4) Help officers in your project, club, or county to understand and perform correct parliamentary procedure. |
| _____ | _____ | 5) Lead a learning exercise or group game that teaches leadership skills. |
| _____ | _____ | 6) Develop a survey. Collect, organize, analyze and display the data where others can see it. |
| _____ | _____ | 7) Contact a local, state, or national organization related to your project (service club, business and professional group, etc.) explain to your group what this association has to offer its members and other interested individuals. |
| _____ | _____ | 8) Identify five qualities that you believe make a leader and find examples in the media that illustrate each one. |
| _____ | _____ | 9) Coordinate a fundraising event. |
| _____ | _____ | 10) Select a topic and set up a debate. Critique the results. |
| _____ | _____ | 11) With a group, choose a problem and work through the decision making process to find a realistic solution. |
| _____ | _____ | 12) Promote county 4-H opportunities in the media. |
| _____ | _____ | 13) Select a personal goal i.e., something you would like to change in yourself. Plan how to reach this goal, chart your progress, and analyze successes and problems. Report on your findings. |
| _____ | _____ | 14) Make a list of situations you do not handle well or where you are nonproductive. Identify some technique or strategy you could use that would still allow you to be an effective leader. |
| _____ | _____ | 15) Serve as a Junior or Teen leader in this project or as an active All Star. |

Project Leader's Signature of Completion: _____ Date: _____

4-H Program Representative Approval: _____ Date: _____

COMMENTS: _____



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