



Step up to Leadership 4-H Project or Club Teen Leader Option Skills Checklist

Member's name: _____

As a 4-H Project or Club teen leader, you have the opportunity to develop leadership skills while working within the environment of a club. Depending on your experience and background, you can work with individual 4-H members; assist a volunteer with a particular 4-H project or club; or become the leader of a 4-H project or club. Plan your leadership program in consultation with your leadership mentor. The jobs for which you will be responsible and the extent of your responsibility should be clearly defined. Have your leadership mentor initial and date each skill as completed.

Working with Individual Members Level 1

Date Completed Approved By

- | | | |
|--|-------|-------|
| 1. With your leadership mentor, develop your personal goals for the year. | _____ | _____ |
| 2. Develop a plan of action for carrying out your leadership responsibilities. Use Annual Plan of Meetings and Activities. | _____ | _____ |
| 3. Attend at least one county, multi-county, state or regional 4-H volunteer training or workshop. | _____ | _____ |
| 4. Work with one or more, younger 4-H members to help them with their 4-H program, including: | | |
| a. Help select project and acquire project materials | _____ | _____ |
| b. Help members work through the project. | _____ | _____ |
| c. Help teach a project activity or lesson. | _____ | _____ |
| d. Help member prepare a speech, demonstration or illustrated talk | _____ | _____ |
| e. Help member with project record keeping. | _____ | _____ |
| f. Help member prepare project exhibit. | _____ | _____ |
| 5. Help with at least one community or county 4-H activity or event. | _____ | _____ |
| 6. Add your own: | _____ | _____ |

Working with a Project Group or Club
Level 2 – Complete Level 1 before proceeding to level 2

Date Completed **Approved By**

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|--|-------|-------|
| 1. With your leadership mentor, develop your personal goals for the year. | _____ | _____ |
| 2. Develop a plan of action for carry out your leadership responsibilities. Use the Annual Plan of Meetings or Activities. | _____ | _____ |
| 3. Attend at least two county, multi-county, state or regional 4-H volunteer trainings or workshops. | _____ | _____ |
| 4. Work with a 4-H Club helping the group with at least six of the following activities: | | |
| a. Promote 4-H within community. | _____ | _____ |
| b. Recruit youth for participation in 4-H club. | _____ | _____ |
| c. Assist with teaching project activities and lessons. | _____ | _____ |
| d. Work with officers to plan and conduct club meetings. | _____ | _____ |
| e. Assist members to plan and prepare speeches, demonstrations or illustrated talks. | _____ | _____ |
| f. Assist members in keeping project records. | _____ | _____ |
| g. Assist in organizing and carrying out a service-learning event for club. | _____ | _____ |
| h. Assist in organizing and carrying out a fundraising event for club. | _____ | _____ |
| i. Assist club in planning for 4-H exhibits at local fair or community event. | _____ | _____ |
| j. Plan a recognition event for club members, parents and other friends of 4-H. | _____ | _____ |
| 5. Help with at least two community or county 4-H activities or events. | _____ | _____ |
| 6. Add your own: | _____ | _____ |

4-H Club or Project Teen Leader
Level 3 – Complete Level 2 before proceeding to level 3

**Date
Completed** **Approved
By**

- | | | |
|--|-------|-------|
| 1. With your leadership mentor, develop your personal goals for the year. | _____ | _____ |
| 2. Develop a plan of action for carrying out or leadership responsibilities. Use the Annual Plan of Meetings and Activities. | _____ | _____ |
| 3. Attend at least two county, multi-county, state or regional 4-H volunteer trainings or workshops. | _____ | _____ |
| 4. Recruit members and additional volunteers for your club. | _____ | _____ |
| 5. Teach required project lessons and activities. | _____ | _____ |
| 6. Submit required enrollment forms and reports to county extension office. | _____ | _____ |
| 7. Help members plan and conduct balanced program of business, project work, and recreation. | _____ | _____ |
| 8. Help club plan and conduct at least one service-learning project. | _____ | _____ |
| 9. Help club plan exhibits for county fair or community event. | _____ | _____ |
| 10. Keep parents informed of member progress and needs. Communicate club, county, and other 4-H events and opportunities. | _____ | _____ |
| 11. Promote 4-H in the community. | _____ | _____ |
| 12. Add your own: | _____ | _____ |