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4-H 368 Leadership Youth-Nebraska

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Leadership Youth-Nebraska

Introduction and Purpose

The Leadership Youth-Nebraska Jaycee State liaison and the State Cooperative Extension Service, 4-H/Youth Development hopes you will read this guidebook in its entirety. It was prepared to answer questions and give functional assistance to leaders in the program. As leaders of Leadership Youth-Nebraska, you, as well as youth participants, need to understand the joint nature of the program.

This program is truly an opportunity to share and learn about yourself, your community and the various leadership roles used in a participating social community.

We look forward to seeing rich and rewarding results as we work together in our Nebraska communities.

Nancy Hansen, Jaycee
Don Siffring, Extension 4-H/Youth Specialist
Memorandum of Understanding

The Nebraska Jaycees (Junior Chamber of Commerce) and 4-H (Nebraska Cooperative Extension 4-H/Youth Development) have initiated a cooperative program called LEADERSHIP YOUTH-NEBRASKA. The program provides an opportunity for skill development of teens in 4-H, ages 13-16 and 17-19, supported by Jaycees. Youth will use printed material "Leadership Skills You Never Outgrow" (4-H 229 and 4-H 230). Jaycees will use the Nebraska Jaycee (Leadership) Dynamics Programs. Participants will proceed at their own pace.

Youth participants will learn about and develop skills in the community leadership process. It will include meeting goals, establishing a network of community contacts and completing a levels program that documents efforts. Youth participants will see opportunities for personal involvement in community activities and events.

Jaycee participants will share leadership skills and mentor youth participants. Jaycees will gain personal proficiency in speaking, writing and evaluating as they mentor youth. Jaycees also will learn to appreciate youth as community resources and build relationships with youth for the improvement of the community. Youth need the opportunity to participate in the community.

Leadership Youth-Nebraska uses the 4-H project “Leadership Skills You Never Outgrow” and the Jaycee “Dynamics Programs.” Expectations for youth participants are included in a four phase ‘levels’ program. An individual level report form and a summary report form record completion and recognition.

Extension 4-H staff will be notified of the program details by the State 4-H Department and Nebraska Jaycees will be notified and trained for roles by the State Jaycees Leadership Trainer liaison. Participating Jaycee chapters will be identified for 4-H Extension staff by the State Jaycee liaison.

It is understood that neither the Jaycee nor the youth participant will use alcohol or drugs at events or activities where youth are in a mentoring situation. Failure to abide by this expectation will result in the nullification of this agreement.

Approval signatures:

W. E. Celarico
Assistant Director, 4-H/Youth

Kathy J. Small
State Jaycee President

Date

July 10, 1991

July 10, 1991
Key Concepts

Chairman - The Jaycee who writes the Leadership Youth - Nebraska chairman’s planning guide (CPG) and administers the project. The chairman is supervised by a director guided by a vice president, under leadership of the local Jaycee president. The chairman is the liaison between the youth and the chapter for the specific youth project. The chairman also is the contact for the local Extension office. Chapters without a chair should contact the Jaycee State liaison/trainer for assistance.

CPG - A Jaycee term for the Chairman’s Planning Guide, it is a series of predetermined steps that outlines a project. Project participants learn thinking skills by answering questions through a project and evaluation to be completed before Board of Director approval. Step questions and all substantiating materials are in booklets, known as chairman’s planning guide (CPG). These are often submitted for competition at local, state and national Jaycee events.


Jaycee - Junior Chamber of Commerce, an international organization of young people 21 -39 years old, male and female. Structure is divided into three areas: 1) Management, which includes personnel (membership), and internal affairs (fund-raising, elections, social and chapter activities); 2) Individual development (known as ID), which is the educational arm of the organization with sub-areas in Leadership Development, Family Life/Spiritual Development and Personal Skills; 3) Community Development (known as CD) includes sub-areas of governmental affairs, community fund-raising, community improvement and human services.

Jaycee Chapter - The recognized, organized body of Jaycee members within a community. Nebraska has over 7,000 members in more than 120 chapters across the state. The state headquarters is in Lincoln. There are no paid staff. Chapters remain in good standing by following the State guidelines. Members pay dues for local, state and national memberships.

Jaycee Mentor - A relationship role between a younger person coached by an older or more experienced Jaycee. Jaycees practice mentoring roles in their vice presidents’ mentoring of directors and directors’ mentoring of chairmen. The Nebraska Academy project mentors new members with active and advanced members. Qualified Jaycee members will serve in similar coaching roles with youth participants in the Leadership Youth - Nebraska project.

Leadership Dynamics - The name of the Junior Chamber of Commerce (Jaycee) Leadership program and series of educational booklets used to teach Jaycees leadership skills.

Leadership: Skill You Never Outgrow - The title of the 4-H project workbook for the Leadership Youth - Nebraska project. The project builds on learning leadership skills that have been identified as life skills. Leadership requires skills in understanding self, communicating, getting along with others, learning, making decisions, managing and working with groups. The workbook is available through the Extension 4-H system.

Leadership Youth-Nebraska - Project title for a new partnership program between Jaycees and 4-H. To Extension 4-H, Leadership Youth - Nebraska is a teen leadership development project combining the project “Leadership: Skills You Never Outgrow” with an achievement program. The project uses trained leadership from community-based Jaycees to provide one-on-one mentoring with teens. Young people work with young adults in a community setting. For the Jaycee this is the optional opportunity listed under the Jaycee Leadership Development ID area. A state program manager will service the project across the state and facilitate youth and Jaycee chapters. It is an opportunity for Jaycees to coach youth in their communities and introduce youth to community projects.

Levels - A project term denoting the Leadership Youth - Nebraska learning achievement ladder. Rewards follow each section. Levels balance learning and action.

Life Skills - Four-H term for skills young people learn and develop that are applicable in life and helpful in reaching individual potential. Life skills include: 1) Understanding and developing a positive attitude about self; 2) Relating to others through interaction, accepting and appreciating differences while caring for others; 3) Communicating to help others give, receive and exchange information; 4) Problem solving and decision-making abilities that recognize problems exist and formulate ways to resolve; 5) Acquiring, analyzing and using information through life-long learning; 6) Managing resources to reach personal goals, and 7) Working with others in a democratic and interdependent society.

Shadowing - A term to describe the role of a youth participant in Leadership Youth - Nebraska. Upon reaching a certain level of achievement, youth accom-
pany a Jaycee mentor/coach in working with a specific community project to learn community process and impact.

**Supervisor** - The chairman of the local Leadership Youth - Nebraska project. The supervisor appoints a qualified Jaycee member to give leadership to the mentoring process of each project.

**Teen Leader, Youth or Youth Participant** - Three terms used interchangeably. All terms refer to the young person between the ages of 13 and 19 who enroll in the Leadership Youth - Nebraska project.

**To Cooperative Extension and 4-H**

The Leadership Youth-Nebraska program is an innovative cooperative program with the Nebraska Jaycees to help youth develop leadership skills that are both directed and balanced. It is a joint program between the Nebraska Jaycees and the State of Nebraska Cooperative Extension Youth Leadership program (for youth, ages 13-19). The program is conducted at the pace of the individual youth. As youth complete the levels program, they advance. This levels program is designed to integrate youth into the local community as a positive, constructive, maturing person. Jaycees, with careers in the local community, will work with young teen leaders to help them reach the different stages of the levels program. The Jaycees' program of Community Development and Individual Development projects provide exciting avenues for the youth leaders to assume increasingly responsible community leadership roles. The youth have the opportunity to meet and watch Jaycee adults with various careers work together to make their communities better places to live.

Specifically, the Nebraska Jaycees Leadership Development programs (Individual Development) and the Community Development programs can be used to help the youth leaders of the Cooperative Extension program in each participating community. The youth have a 'levels' program (the Jaycees have a degrees program) which balances leadership learning skills into several areas. This Leadership Youth-Nebraska program provides the opportunity for the Jaycees to a) pass on their leadership skills to local youth at specific points on their leadership program, b) share their pride in their career and community with youth, and c) mentor youth in specific roles as they assist local Jaycee chapters with community and individual development projects.

**4-H Volunteer Leader**

Welcome to an exciting new program in which community leaders help you transfer knowledge to young people. Youth participants will use the 4-H materials “Leadership Skills You Never Outgrow” for this program. Youth age 13-16 begin with Leadership Project Book I. Teens ages 17-19 use Leadership Project Book II, unless they identify skills from Unit I they have not learned. There are record forms to document your completion of requirements. An action plan should accompany either project book.

Leadership Youth-Nebraska is designed to help teens of your community learn and actively demonstrate leadership skills through a series of balanced levels. Rewards and participation in local community activities help teens mature. Jaycees will share Leadership Dynamics education, will judge writing and speaking contest skills, and will help a teen fulfill leadership requirements (the levels program) through Jaycee CD or ID projects.

The teen participant and the Jaycee supervisor/chairman are responsible for choosing the activity to offer the youth for their levels completion. The degree of challenge for the youth and the level of comprehension will be considered. The Jaycee supervisor may not have had previous youth experience. The Leadership Youth-Nebraska project also trains Jaycees to work with the youth as he or she reaches personal leadership maturity. The Jaycee volunteer also has levels of challenge and levels of comprehension. A good match between two people who wish to learn more about themselves and about leadership leads to a successful experience.

When completing forms and reporting, remember it takes about 14 days to inform necessary parties. The State Jaycee liaison will send a star acknowledging completion of select levels. We recommend clubs/communities recognize youth after they have received the stars. Consider inviting a Jaycee representative to a meeting for award presentation.

**Extension 4-H Staff**

Leadership Youth-Nebraska program began in May, 1990 with agreements reached between Cooperative Extension 4-H and State Jaycees leadership. The program will run from October 1 through September 30 of a given year. The Leadership Youth-Nebraska program will be promoted by the local 4-H/Youth component of the Cooperative Extension.

Leadership Youth-Nebraska is available to Jaycee chapters in good standing with the Nebraska Jaycee guidelines of operation. This program is directed to Nebraska youth between the ages of 13-19. Youth can
enroll in the Leadership Youth-Nebraska program in their county (or adjacent county if no club is available locally) by contacting 4-H staff. Leadership Youth-Nebraska can be considered a 4-H project or an activity as determined by you and the 4-H Council. Participating youth will find leadership opportunities more accessible if you have a local teen 4-H group.

The guidelines outlined in this publication govern the joint activities conducted in the program. The Jaycee chapter’s local policies, and Nebraska and United States Jaycee policies, govern the local activities available to youth in the joint program. The memorandum of understanding identifies the cooperative relationships between 4-H and the Jaycees in this program.

Interested Youth

Youth who wish to be included in the Leadership Youth-Nebraska project on a local level should enroll at the local 4-H office. If your community does not have a teen club for the Leadership Youth-Nebraska program, you may enroll in an “individual program.” This may hamper your participation in the program and you may wish to join another county’s teen program if transportation is available.

Leadership Youth-Nebraska is an integrated community approach to teen leadership development. The program combines “Leadership Skills You Never Outgrow” — 4-H 229, 4-H 230 — with the Nebraska Jaycee Leadership Dynamics Programs.

Leadership Youth-Nebraska is an innovative leadership program built on success levels. The “levels” program is divided into four phases. Each phase is highlighted with recognition upon completion. Key skills to be learned in the levels system are a) understanding yourself better; b) improving personal skills and understanding of the world around you; c) using skills being mastered in the community; d) communicating the leadership program to others; e) learning salesmanship skills by encouraging others to join; f) monitoring and mentoring with others while accepting help for yourself; g) documenting plans and goals; h) evaluating goals (plan of work) for attainment of the next level, and i) receiving recognition for completion of the process.

Leadership Youth-Nebraska teen members and youths without a club should direct their questions to the State Jaycee liaison. The liaison volunteer is required to respond to questions within 14 days of a mailed request.

The local chapter activities open to you include working the planning and registrations at Individual Development sessions or ID colleges. The Community Development area provides the most opportunity with chances to help with SuperShooters, Pig Skin Masters, Heavy Hitters, and similar programs as registration takers, timers, measurers and other helpers. There are similar activities working with fund raisers for local and national charities, community improvement and governmental programs, and international programs. Both Jaycees and 4-H have international and intrastate programs.

The Levels Program

A copy of the levels program, the rewards for achievement and related explanations are provided in this guide manual. You can work on only one level at a time and experiences should be designed to fulfill each single level and gain the experience and the education before moving up. SEND IN THE PAPERWORK when you finish each level. You are the only one keeping track of progress. It is up to the individual youth to get the necessary signatures and send in the paperwork to progress upward. Skipping a level or a requirement does not fulfill the purpose of the program. The requirements for each level follow.

Springboard - initial level

*When final paperwork is completed, a WHITE STAR will be awarded.

1. Attend a Leadership Youth/Jr. Leaders meeting and join the group, or enroll in an individual project.


3. Attend an orientation of the Leadership Youth program (may be one-on-one or in a group).

4. Be able to recite the Pledge of Allegiance, Star Spangled Banner and the 4-H Pledge by memory.

5. Study and answer questions in the “Understanding Self” chapter in Book I, pages 6-12.

6. Bring a friend to a meeting or activity; ask the friend to join the club/group with you.

7. Fill out record form and submit. Begin on level one.
You may do as much additional work as you like while working on any level. However, work done at one level cannot be used for future levels. The date the record form is signed is the date you may begin working on the next level.

**Level 1**

1. Attend 75 percent or more of the Leadership Youth/Jr. Leaders meetings held while attaining first level.


3. Participate in a communication workshop (e.g., speaker at a meeting on communications, teen leadership college.)

4. Attend and watch a presentations or public speaking contest.

5. Assist a club president or a volunteer leader in preparing a meeting agenda.

6. Bring prospective youth leader to a meeting or event, introduce him/her to the group and later ask him/her to join.

7. Fill out record form and submit.

**Level 2**

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining second level.


3. Participate in a community involvement/improvement effort (e.g., recycling or related project with Jaycees, 4-H, church, neighborhood or related group).

4. Enter a presentation contest, public speaking contest, song contest or other event where you share knowledge or skills learned with others.

5. Observe a committee in action. Record your observations of its success/failure in completing its task.

6. Visit a formal meeting of any elected unit of government.

7. Fill out record form and submit.

**Level 3**

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining third level.


3. Participate in a leadership workshop (e.g., speaking at meeting on types of leaders or decision making).

4. Observe an Extension Board, 4-H Council or Home Extension Council meeting and record how decisions are made.

5. Arrange to be on a committee where a decision needs to be made within 30 days.

6. Bring a prospective leader to meeting, introduce the leader formally to the group and sign them.

7. Fill out record form and submit.

**Level 4**

*When final paperwork is completed, a BRONZE STAR will be awarded.

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining fourth level.


3. Participate in a management workshop (e.g., speaker at meeting on time management, stress management).

4. Enter an exhibit in a 4-H project or in an open class at the fair.

5. Interview an elected official about his/her goals and how goals are attained.

6. Visit with a 4-H staff person about setting and attaining 4-H goals.

7. Fill out record forms and submit.
Level 5

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining fifth level.

2. Get Leadership Book II and do pages 1-13 and 41-47. (If this was done to finish Springboard and other levels, review and go on to 3.)

3. After reviewing or doing workbook pages, show your skill level by performing two or more of the following:
   - Checking Your Style
   - Idea Book
   - Practice Asking
   - Showing Others

4. Participate in Jaycees Personal Dynamics workshop at a Jaycees meeting or have a Jaycees mentor participate in a club meeting.

5. Run for and/or hold a club office for a club year.

6. Help a lower level Youth Leader attain his or her next level.

7. Attend a meeting where “brainstorming” ideas was tried.

8. Fill out record form and submit.

Level 6

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining sixth level.

2. Read Leadership Book II and do pages 25-31. (If this was done to finish another level, review and go on to 3.)

3. After reviewing or doing workbook pages, show your skill level by performing two or more of the following:
   - One Picture Equals
   - Appreciation of Others
   - Listening Together
   - Story Writing

4. Participate in Jaycees Communications Dynamics workshop at a Jaycees meeting or have a Jaycees mentor at a club meeting.

5. Enter a presentations or public speaking contest not yet attempted.

6. Write an article on leadership and youth for publication.

7. Visit with two media (radio, TV, newspaper) people and ask how they get information and how leaders can be helpful to them.

8. Fill out record form and submit.

Level 7

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining seventh level.

2. Read Leadership Book II and do pages 31-40. (If this was done to finish another level, review and go on to 3.)

3. After reviewing or doing workbook pages, show your skill level by performing two or more of the following:
   - Meaningful Relationships
   - Interviewing
   - Fireside Chat
   - Positive Relationships

4. Participate as a committee member in community involvement/improvement activities with the Jaycees or your 4-H club, church, neighborhood or related group.

5. Visit another Leadership Youth meeting or activity in nearby area.

6. Serve on a county-wide 4-H committee that will complete a task in 60-80 days.

7. Write a letter of support to an elected official who has been helpful to you and/or your parents.

8. Fill out record form and submit.

Level 8

*When final paperwork is completed, a SILVER STAR will be awarded.

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining eighth level.
2. Read Leadership Book II and do pages 48-54. (If this was done to finish another level, review and go on to 3.)

3. After reviewing or doing workbook pages, show your skill level by performing two or more of the following:
   Thinking About Decisions You Make
   Understand Decision Making
   Resource File
   Making a Decision

4. Read Leadership Book II and do pages 55-62. (If this was done to finish another level, review and go on to 5.)

5. After reviewing or doing workbook pages, show your skill level by performing two or more of the following:
   Others Goals
   Life Goals
   Plan a Day
   Needed Resources

6. Participate in Jaycees' "CPG" training program in a one-on-one or group session.

7. Participate in club, state or related goal setting/year activity planning, including club or county surveys, etc.

8. Participate in program of time management or other leadership skill workshop.

9. Complete record form and submit.

**Level 9**

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining ninth level.

2. Run for and/or hold a club office not already held.

3. Read Leadership Book II, pages 63-68.

4. Enter either or both presentations contests.

5. Serve on a long-range planning committee (4-H, church, Leadership Youth, etc.).

6. Visit another Leadership Youth meeting or activity in nearby area.

7. Help a lower level Leader attain his or her next level (not counting Springboard).

8. Serve on a sub-committee of the Jaycees Committee Development Project not already worked on. Attend the planning meeting and get copy of CPG.

9. Recruit and Springboard one new Youth Leader.

10. Arrange for a person in leadership to be invited to a meeting where decisions are made by consensus.

11. Serve as a youth counselor or mentor to another person.

12. Complete record form and submit.

**Level 10**

*When final paperwork is completed, a GOLD STAR will be awarded.*

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining 10th level.

2. Run for and/or hold a club (or high school) office not already held.

3. Enter either or both presentations contests within 4-H or Leadership Youth.

4. Enter a non-leadership youth contest in the community, school or church, such as a speaking or drama contest.

5. Serve as chairman of a Leadership Youth community project, or church or school project (non-Jaycee). Submit chairman's planning guide and notes for the project.

6. Enter an exhibit from a 4-H project at the fair, either open class or 4-H.

7. Assist in teaching (co-teach) a lesson from Book I of the Leadership Youth program (either with a leader or as part of program with Jaycee leader). Submit notes of participation in project.

8. Complete two of the following leadership options from Book II, pages 63-68:
Accent on Meetings
Good Member
Ways of Acting
Design Your Own Clover

9. Work on a Jaycee community project in a non-leadership role.

10. Identify five community needs from newspaper articles.

11. Submit completed paperwork and items noted above.

Level 11

1. Attend 75 percent of the Leadership Youth/Jr. Leaders meetings held while attaining 11th level.

2. Enter either or both 4-H/Leadership Youth presentations contests.

3. Enter a non-Leadership Youth/4-H contest at school or in the community.

4. Serve as co-chair of a Jaycees Individual Development project.

5. Choose two of the following:
   A. Volunteer 10 hours of time to a community non-profit organization.
   B. Develop a newspaper clipping file of a community issue that shows the need being identified and the community's response and resolution.
   C. Document efforts of interested people who met to discuss a community issue and how each committee member contributed to the issue solution.

6. Fill out record form and submit.

Level 12

*When final paperwork is completed, a PLAQUE OR PIN will be awarded.

1. Perform 20 volunteer hours with a community non-profit organization.

2. Develop a newspaper clipping file that documents two community issues identified by one or more people. Show how the issue was addressed and resolved.

3. Interview two elected public officials and two volunteer leaders within the community and write a report (not to exceed six pages) that describes their leadership styles.

4. Fill out the record form and submit.

To Jaycee Chapter

You, as a Jaycee (Junior Chamber of Commerce), have a career and skills to share if you will take the time to do so.

Cooperatively, adults can make a difference with youth in their hometowns. Jaycees can help youth discover themselves, help integrate youth into productive activities close to home and recognize youth for their efforts. Jaycees can help create new respectable members of our community and grow along with them by sharing a piece of themselves.

An interested Jaycee chapter can enroll by calling the State Leadership Youth liaison. The Jaycee State liaison will send information to that chapter and help with the training and contacts.

All Leadership Youth-Nebraska activities should take place within the state of Nebraska. Some competitions or special trips may be covered under special local guidelines.

The program begins when a youth signs up for the 4-H Leadership Youth-Nebraska and begins the "levels" program.

There is no maximum number of youth who may enroll in the program and reach a given level step at one time. There may be a limit on the number of youth who can adequately take part in any given Jaycee project to reach a "level." The local chapter and local teen leaders will need to communicate both the needs of the youth and the Jaycee project in order to ensure adequate leadership time is spent with each youth. If more youth are ready than a single project would accommodate, the remaining youth should be added to another project at the earliest possible date. Avoid overloading a Jaycee project with youth. Youth reaching their level simply by participating does not meet the purpose of this program. Jaycees cannot share skills and youth cannot learn leadership skills if projects are overloaded.

The 1992-93 Leadership Youth trainer is Jaycee Nancy Hansen of Lincoln. If you have questions or wish to help with this project, please write to P.O. Box 4469, Lincoln, NE 68504.
If a Jaycee chapter wishes to join the program and the local 4-H group does not have a leader, the Jaycee chapter may provide a leader. This kind of leadership is provided on a Jaycee's own time and is not part of the joint agreement. If leader can’t be found, the local Jaycees may assist with another county's youth.

If a teen group is formed and the local Jaycees are not enrolled in the project, individuals from the teen group may be assigned an out-of-county Jaycee group. Where there is no local Jaycee chapter, the State Jaycees will assist. Ask your Extension staff to call for assistance.

Jaycee Member

Any Jaycee member may participate in the program by volunteering to be a judge for a speak-up (public speaking) or other local club contest. The process begins when each member fills out a Leadership Youth-Nebraska Jaycee Survey form once a year and returns it to the chapter chair (and State liaison). The Jaycee volunteers must have completed at least one related competition within the competition structure to be considered a judge, or have reached a subsequent degree level of five or above within the Jaycee degree program.

Any Jaycee member may participate in the program as arranged by the local chairman of the project. Jaycees who wish to conduct a youth leadership college (like ID college) or be a leadership youth group resource must attend the Jaycee Dynamics Course corresponding to the teen topic. The Jaycee must be familiar with the Leadership Dynamics course manual and corresponding Teen Leadership manuals as they refer to subject to be taught. These teen manuals are for age levels 13-16 and 17-19 and are available at the local Cooperative Extension office. Jaycee manuals should be purchased by each Jaycee chapter for its members use and are available from the U.S. Jaycee catalog.

Rookie Jaycee Chapter

Rookie Jaycee chapters may participate in the Leadership Youth-Nebraska program by getting qualified Jaycees from other non-rookie chapters to train or otherwise assist the rookie chapter in the Dynamics agreements. This affiliation will continue until the rookie chapter has member(s) qualified to carry out program responsibilities.

Jaycee Chapter CD & ID Vice Presidents and Project Chairman

This guidebook explains the Leadership Youth-Nebraska program. Included is a sample Chair Planning Guide that identifies some possible problems and solutions. This will help you conceptualize how your chapter and the program fit together.

Once the chapter leadership has identified a chairman for the project, he or she should a) call the State Jaycee liaison to get enrolled, b) hand out the survey to each member to find those interested in working with the project, c) identify him- or herself to the local County Extension office, and d) schedule a time when either a youth leader or an agent can attend a CD or ID project youth may be selecting at future dates. (Consider using Extension staff as speakers for general meetings or ID colleges to address timely topics.)

Read the whole guidebook carefully so the whole Jaycee leadership understands the program and the expectations of Extension staff and youth. Call the State liaison with any questions.

This is an important program for the Nebraska Jaycees because you will use your own leadership skills and maturity to help local youth understand leadership roles and functions in a community. (See Joint Procedures.)

Jaycee Mentor/Supervisor

The youth of our state (ages 13-19 years old) are looking for adult role models. Adults can help youth learn about their communities, how the community functions, and explore careers in the community in mentoring/shadowing role. This sharing also allows adults to mature and sharpen personal skills.

Any Jaycee member may participate in the Leadership Youth-Nebraska mentoring/shadowing portion of the program if the chairman of the local chapter project (Leadership Youth-Nebraska) considers the Jaycee to be of good moral character. The Jaycee would then supervise the youth when he or she joins the Jaycees on a CD or ID project. The mentoring/shadowing role begins when the youth arrives on the scene of the event and lasts until the youth leaves the area as arranged with the teen leader. The Jaycee shows the youth his or her duties for the day, evaluates his or her progress and has fun as part of the entire event team. When a youth participates in the program, the same Jaycee or different Jaycees may be assigned to supervise the youth through their entire program. This will vary according to the needs of each
Jaycee chapter within the program. Jaycees involved in the Leadership Youth-Nebraska program must have completed their fifth degree or have participated in Jaycee related competitions to be a judge. (See Jaycee qualifications.) The Jaycee supervisors and local chairmen are responsible for only the events participation. Mentoring/shadowing does not carry on to day-to-day life. If such a relationship occurs because of career encouragement or friendship, it is done outside of the Leadership Youth-Nebraska program.

Joint Procedures

The Leadership Youth-Nebraska programs begins when a 4-H leader calls the Jaycee project chairman and recommends a youth for the levels leadership experience. The chairman reviews the survey sheets and contacts a potential Jaycee supervisor. The chairman also reviews the Jaycee calendar to see which upcoming project would best fit the needs of both the Jaycees and the youth. The chairman then contacts the CD or ID project chairman and suggests the 4-H youth leader participates. If agreeable, the Leadership Youth-Nebraska chairman calls the teen’s volunteer leader who suggests the project to the youth. If the youth, Jaycee supervisor and teen leader agree to the dates and duties suggested, they contact one another while the Jaycee Leadership Youth-Nebraska chairman starts working with another youth. At this point the match has been made for the youth and the Jaycee supervisor has any necessary travel waivers, transportation or other logistics arranged. The event is held and the Jaycee supervisor signs the youth levels from at the completion of the youth’s tasks for the day.

The Jaycee chairman for the Leadership Youth-Nebraska project may receive a call from a teen leader asking for a judge or speaker for a teen club meeting. The chairman reviews the survey sheets and contacts a potential judge or speaker according to their qualifications. If the contacted Jaycee can participate in the youth event, the Leadership Youth-Nebraska chairman gives the Jaycee the teen leader’s name and arrangements are made accordingly. If the Jaycee who has agreed to judge or teach cannot attend as planned, they must call the local Jaycee chairman as soon as possible so a replacement can be found. If there is not enough time to find a replacement, the Jaycee chairman has responsibility for the event.

From time to time the state liaison for the Jaycee program may call either the local chair or a specific member of the chapter to assist on the state level. Opportunities for state involvement include the Cooperative Extension Service Teen College, state speaking contests judging and other activities sponsored by Cooperative Extension. Some events are in Lincoln and some are held regionally. If a member says yes to the event, the liaison will give that member’s name to the Cooperative Extension representative for further contact. If the member cannot attend after agreeing to attend they must call the liaison immediately. The liaison must find a replacement or perform the obligation as agreed.

It Is Understood

...that the Jaycees have no financial responsibility toward the youth participant.

...that the youth’s family has no financial responsibilities toward the Jaycees other than any fee which all Jaycees may be asked to pay in the course of a normal event. For example, if everyone is buying his own lunch, the youth may be asked to buy his own lunch.

...that there is no legal responsibility assumed by the Leadership Youth-Nebraska program resulting from the actions of the youth or the Jaycee member.

...the Jaycee will not intercede for the parent.

...the Jaycee chapter cannot be held responsible for members of the general public at a public community event in which the youth may be participating.

...that while good communication is considered part of the leadership training for both Jaycees and the youth, the personal and family problems of the youth are not considered part of this program. The Jaycee may be able to assist the family by suggesting local agencies for assistance. If either the Jaycee or youth has problems which need to be addressed the chairman should be notified.

...that a youth participating in a Jaycee ‘levels’ event is in a one-on-one relationship with the Jaycee supervisor. Friends or other family members are not accepted as tag-alongs.

Sample Chairman’s Planning Guide

To help you visualize your first Leadership Youth-Nebraska Chairman’s Planning Guide (CPG), here is a sample description:
PRIMARY PURPOSE: Provide the (hometown) Jaycees the opportunity to work with local youth developing joint leadership skills.

BRIEF DESCRIPTION: The (hometown) Jaycees entered this program during the (year) and will continue to run this project from October 1 through September 30 each year to accommodate the Cooperative Extension calendar.

GOALS:

A. Fill out member surveys provided by the State Trainer to assess our available skills and see who is interested in working with the program (date to do).

B. Invite the local teen leader/Extension agent 4-H division to a Jaycee event so they get a better understanding of our programs and people (date and/or event ID/CD).

C. One member or project chairman meets with teen group to see how they run their program (date to do).

D. Conduct one session for Jaycees and interested youth to explain the youth “levels” and encourage youth to begin their springboard level (date to do).

E. Submit final Chairman’s Planning Guide to State program trainer prior to November 1 so the trainer can submit the report to state Youth Program leadership for program evaluation.

F. Submit final CPG for convention, and immediately begin next year with no break in service. In future years Jaycees will want to identify the number of youth participants with their levels. Jaycees can make goals on how many are expected to reach specific levels. This will help you schedule your projects to assist in their growth.

Potential Problems and Solutions

PROBLEM: We don’t know how many chapter members qualify as Leadership Youth-Nebraska participants because we don’t have an accurate count of our chapter members’ skills and past participation in.

SOLUTION: Check with the roster and the survey from previous years (if with program more than one year). Give the Leadership Youth-Nebraska survey to new members after their first six months.

PROBLEM: This year-long project runs October 1 through September 30 each year because the youth year-round program runs that way. However, our calendar year runs May 1 through April 30.

SOLUTION: Since the chairman is the facilitator between the skills of the chapter and the local youth club needs, it is not a demanding role so:
- have one chairman each October 1 through September 30 so the program can flow continuously.
- look for a new chairman in August so they can be trained near the end of the year and learn the record keeping involved.

PROBLEM: The chairman may have trouble finding enough volunteers to meet the requests of the youth once they reach the levels that work directly with the Jaycees.

SOLUTION: Keep a current list of those interested and keep up on current projects which the youth can work into to reach their required level. Keeping on top of both should leave several Jaycees free to help the youth one-on-one within a Jaycee project.

PROBLEM: The first year it is difficult to promote the project because members don’t see many results as youth begin the program.

SOLUTION: Write newsletter articles to explain the program and announce youth names as they reach the levels that work with the Jaycees. Put Leadership Youth-Nebraska events on the
Jaycee calendar to emphasize them.
Have director or vice president announce at all meetings when the events take place.
Have a sign-up sheet for those who wish to be activated for the first calls.

PROBLEM: We are used to running our program with minimal assistance from a State Program Trainer, but we’ll need a lot of help to understand this one.

SOLUTION: Invite the State Trainer to explain the program.
Understand that the first couple of years you will need the State Trainer to help you find ways to help your community through this program.
Practice leadership skills in patience to see fruit in working with the youth leaders and leadership.

PROBLEM: This project does not need a lot of helpers, so not many people can get involved until youth make calls for help.

SOLUTION: Promote this project as a chance to practice the skills learned in Jaycees and remind members each session will be different.
Work with Leadership Academy, Degrees, Leadership Nebraska and other areas with the Leadership Youth-Nebraska surveys and needs.
When it’s time to schedule with the youth, schedule carefully to combine in the best way.

PROBLEM: We are unsure what financial outlay this program will require.

SOLUTION: Review the State plan carefully and note most costs are incurred at the State/Extension office levels.
As a rule, youth involvement in combined activities shouldn’t cost extra.

PROBLEM: Youth may bring drugs or alcohol to event they are involved in.

SOLUTION: Follow the CODE OF CONDUCT, which is in the guidebook from the State Trainer. This involves calling the parent immediately - do not put project and Jaycees in danger of liability.
Assist youth family in seeking help - JUST SAY NO, DARE, etc.

PROBLEM: Jaycees may have liability if he or she drives the youth to an event.

SOLUTION: Check with chapter attorney. Don’t leave anything to chance. The waiver signed is up to the local chapter and teen club but should be similar to insurance and waivers used for the SuperShooters and such projects. See guidebook and check local laws now.

To State Jaycee Liaison

... provide contact to chapters.
... problem solve with teen “clubs.”
... provide contact with state sponsor.
... send certification or “stars” to youth.
... coordinate 12th level awards with State Jaycee Convention or related Jaycee convention for special presentation and honors.
... send list of honors/awards to state newspaper for recognition.
... evaluate program in April and October with representative of State Cooperative Extension.
... train successor and hand down final paperwork on time.

Program Evaluation

The State Jaycee liaison and State 4-H staff representative to the project will meet in April and October to review the program. The Jaycee liaison will provide the number of participating youth and Jaycee chapters. Extension 4-H representative will provide feedback from Extension staff. Evaluation of the program may include periodic survey of participants and mentors. The Jaycee State liaison will report to the correct State Vice President and/or State Executive Board or Spring Planning Session (SPS) on evaluation and progress of program each year.

Confidentiality

The Leadership Youth-Nebraska program respects the confidentiality of the youth family and the volunteer. Exceptions to confidentiality include: suspected child abuse or related violations; use of pictures for newsletters; slides or photos of awards shows; use of a
youth's name in publications; explaining the youth's role in an upcoming project or related events at a board meeting. The volunteer who allows his/her name to be associated with this project in local media can be quoted.

The Leadership Youth-Nebraska program will cooperate with investigations on suspected child abuse or related violations involving volunteer or youth family members.

It is a breach of confidentiality for teen leaders or parents, Jaycee member or chairman/supervisors to send duplicate records or any information to other organizations unless a "consent to release information form" is signed by the Jaycee and/or youth family. See exceptions above.

Consent to release information is not necessary for regular newsletters or Chairman Guide photos. The joint project provides that normal activities — newsletter articles, etc. — are part of the event, unless specific reasons are agreed to by the chairman and the teen leader prior to the event.

The use of individual names and photos in the media or on State level brochures, etc. must be authorized by "consent to release information form." This form is not necessary for internal publications such as the State 4-H and Jaycee newsletters, award certificates and other such Leadership Youth-Nebraska materials. Lists, etc. are considered property of the Leadership Youth-Nebraska program and do not belong to either the youth club(s) or the Jaycee chapter(s) involved. Specific records are confidential.

**Expectations of Adult and Youth Participants**

Use of alcohol, illicit drugs or pornography by volunteers: In Nebraska, individuals must be 21 years of age or older to consume alcohol. The Jaycee age for membership is 21-39. Because Jayces provide JUST SAY NO and similar programs, it is expected that all Jaycees serve as role models to youth involved in a Leadership-Youth Nebraska activity. The chapter that allows youth to use alcohol or illicit drugs shall be denied immediately the right to serve in leadership roles within the state project until the liaison and State Executive Board can review the chapter under due process.

It is the policy of the Leadership Youth-Nebraska program that all volunteers conduct themselves in a manner that creates a positive environment for the youth. Incorrect conduct includes, but is not limited to, being under the influence of alcohol during contact with the youth, and making available pornography or related actions.

Use of alcohol, illicit drugs or pornography by youth: In Nebraska, individuals must be 21 years of age or older to consume alcohol. No Jaycee may provide alcohol or illicit drugs to anyone in this program. Youth are expected to avoid people who may arrive at an activity after have been drinking or using drugs. They will not be permitted to use these substances at a Jaycee event nor will they be able to participate if even a registerable trace of alcohol is noted in the youth manner or physical personal contact. Violators may expect the Jaycee supervisor or chapter president to follow the 4-H CODE OF CONDUCT.

1. All violators have the opportunity to explain their actions to Jaycee supervisor or chapter president and to their teen leader. (The teen leader will be called immediately.)

2. Behavior that is disruptive to the event will be noted and a letter describing such will be sent to the parents and county 4-H council, with copies to the local chairman and the state liaison.

3. The teen leader will call the parent(s) to pick up the child/youth at the parent’s expense.

4. See CODE OF CONDUCT form. No pornographic or similar materials are acceptable.

SPECIAL NOTE: Violations on the part of a chapter member or a youth would be a sad event. If a child is found with illegal substances, they could hurt not only themselves but the entire Jaycee chapter and all community events (all with a single decision by enforcement officials). If a Jaycee violates the code by making illegal substances available when a child is present, it could hurt not only the Jaycee and the chapter, but, especially if the child was not participating, could hurt the child who was falsely arrested or charged as an accessory. LEADERSHIP IS A TWO WAY STREET. This program depends on you—JUST SAY NO.

**4-H Events Code of Conduct**

When you participate in 4-H events, you are representing all 4-H members to the public. You are expected to conduct yourself in a manner that reflects well on your state, county, club, as well as yourself. Your contribution to the program is as important as what you receive from the program.
1. You are expected to attend all sessions that are a part of the planned program. Inform the counselors if you are not feeling well or have a schedule conflict.

2. Observe hours established by the counselor and be in your room. Boys are not allowed in girls’ rooms nor girls in boys’ rooms.

3. Dress appropriately for the occasion. (Example: Press conference - a suit and tie for boys, dress or suit for girls.) At all times be clean, courteous and practice good manners. Language must be controlled and appropriate for a 4-H member - no swearing.

4. Participants are not to leave the assigned program area (example: dormitories, cabins, campus, campsite, etc.) at any time (except as a part of the planned program) without written permission of the counselor in charge of the delegation.

5. No smoking at programs, in dormitories or hazardous areas, or when it may be offensive to others.

6. Participants will not use alcohol, drugs (except those directed by a doctor), or remain in a room where they are being used.

7. Avoid unnecessary damage to room furnishings, furniture, equipment, etc. Do not take towels, ashtrays, etc. as souvenirs. Occupants of a room or conveyance are responsible for any damage or misconduct.

8. 4-H'ers are to encourage interaction among all members of the group, but not exclusively with another person. Necking, kissing and other sexual displays of personal affection are in poor taste and should be avoided.

VIOLATORS MAY EXPECT:

1. To have the opportunity to explain their actions to staff in charge.

2. Behavior that is disruptive to the event will be noted and a letter describing such will be sent to parents and county 4-H Council.

3. Continued violation may result in dismissal and being sent home at parental expense.

4. Violations involving number 6 or 8 above will result in the offender being sent home at the earliest convenience at parental expense.
Leadership Youth-Nebraska

Level Completion Submission Form

Leadership Youth-Nebraska is an integrated community approach to teen leadership development. The program combines "Leadership Skills You Never Outgrow" - 4-H 229, 4-H 230 - with the Nebraska Jaycee Leadership Dynamics.

Name: ____________________________

Address: ____________________________

Birthdate: ____________________________

County: ____________________________

Phone: ____________________________

I began level ____________________________ on ____________________________

(list level)

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You may wish to transfer these completions to summary record sheet, form 4-HF 83. Have your 4-H leader and county Extension staff sign this form and submit it to your local Jaycee mentor as soon as completed.

JC Mentoring Organization ____________________________

Mentor ____________________________

4-H Member ____________________________

County Extension ____________________________

__ copy to Jaycee State Trainer __ copy to Local Jaycee Chairperson __ copy to Extension 4-H staff __ copy to 4-H Leader __ copy to Individual
Leadership Youth - Nebraska is an integrated community approach to teen leadership development. The program combines "Leadership Skills You Never Outgrow" - 4-H 229, 4-H 230 - with the Nebraska Jaycee Leadership Dynamics.

Use this record as a summary of leadership skill development levels completed.

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Identify areas where you believe personal growth occurred. Use the letters: S - some; M - much; VM - very much.
Leadership Youth - Nebraska

Certificate of Completion

White Star
Red Star
Gold Star

Nebraska Jaycee

4-H Leader

Date

Unive. Nebraska Cooperative Extension