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SERVING AS A JUNIOR LEADER

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The manual was written through the combined efforts of Elaine Skucius, Duane Loewenstein, Kenneth Schmidt, and Don Wiles. The purpose of the manual is to serve as a guide to Junior Leaders. It is designed to answer some of the more common questions that a Junior Leader may have.

There is no limit to the number of Junior Leaders that a club may have, as long as the Junior Leader serves the club effectively. For best results, the Junior Leader, his adult leader, his parents, and Extension Agent (when possible) must reach an understanding as to the duties of the 4-H'er; and each party must fulfill his obligations.

YOU ARE A LEADER: and as a leader you have acquired the responsibilities that go with it. Besides the responsibilities, being a leader is both an honor and an opportunity.

Leadership has been defined as the ability of a person to encourage people to work towards some common goal. This is the job you have taken when you enrolled in the Junior 4-H Leader project.

WHAT IS THE PURPOSE OF THE JUNIOR 4-H LEADER PROJECT?

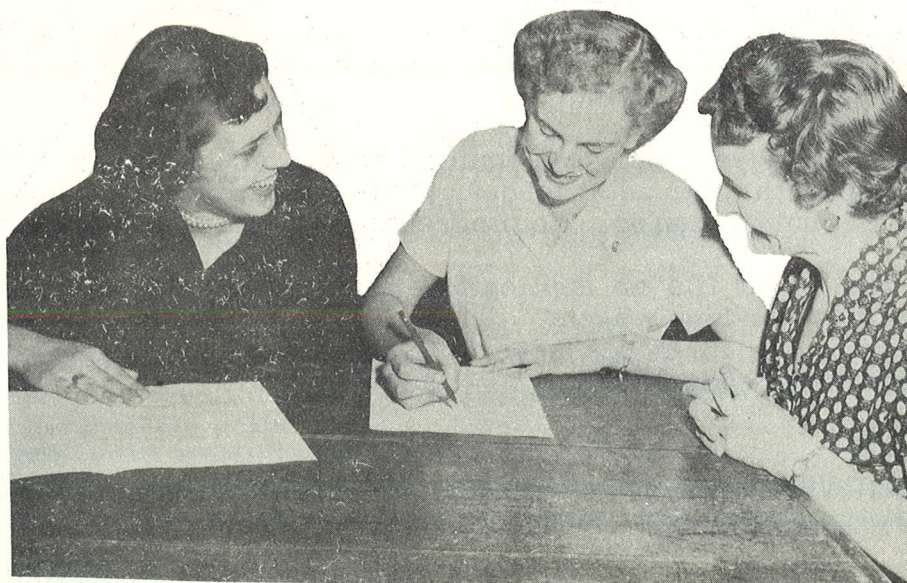
The Junior 4-H Leader project is planned to give you experience in recognized leadership work. This experience will prepare you for work as an adult leader in later life. You will gain the experience by helping your club leader with certain leadership tasks.

Through this teamwork, between you and the adult leaders, a stronger 4-H club program will develop. And you will gain in poise, experience, and assurance in your ability.

WHO CAN BE A JUNIOR LEADER?

To qualify as a Junior 4-H Leader you must be sincerely interested in working with others and in helping others reach their goals, and you must meet the following requirements:

- (1) Be 14 years of age or older on January 1 of the current year.
- (2) Have completed successfully at least two years of club work.
- (3) Be enrolled in at least one other 4-H project.
- (4) Assume responsibilities of the club program as worked out with the club leader.
- (5) Undertake at least five main junior leadership jobs.



A good Junior 4-H Leader cooperates and plans the project with the adult 4-H leader.

WHAT DOES IT TAKE TO BE A GOOD JUNIOR 4-H LEADER?

Before you think of your duties as a Junior Leader, stop for a minute and think through what sort of a person you have to be to do a good job of leadership. Ask yourself these questions:

- (1) Do I enjoy working with and helping others? (In this case, especially, those younger than myself)
- (2) Do I represent what the four H's stand for? Have I learned to use my head for clearer thinking, my heart for greater loyalty, my hands for larger service, and my health for better living?
- (3) Do I know how to take suggestions from others?
- (4) Do I have the ability to plan my own work in advance?
- (5) Do I do a good enough job with my own project and club activities so that I can set myself up as an example for others to follow?
- (6) Am I well liked by others in my club? In everything I do am I cheerful and friendly, honest, unselfish, use good judgment, and enthusiastic about my club work?

You may not be able to answer "Yes" to every one of the six questions. However, if you can answer yes to most of them and keep the others constantly in mind, the time will come when you can answer "Yes" to all. The job of improving yourself may be your greatest gain from having worked as a Junior Leader -- even more than the help you have given to others in your club.

HOW DOES A 4-H MEMBER BECOME A JUNIOR 4-H LEADER?

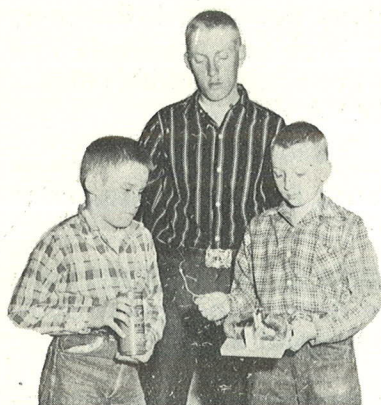
There is no definite way. An adult leader may ask an older 4-H member for help, the club member may volunteer, or the club or group may accept the 4-H member as their Junior Leader.

Regardless of how you become a Junior Leader, you must first discuss the needs of the club with your adult leader. Out of this discussion an agreement must be met as to what you can do. Your parents may, also, be able to help you.

The next step is to file an application for the Junior Leadership position with the county agent or home agent. They will have the proper application forms. As soon as the form has been properly completed and approved, you become a Junior 4-H Leader.

WHAT IS THE JUNIOR 4-H LEADER'S PLACE IN THE CLUB ORGANIZATION?

As a Junior Leader, it is your job to work in close cooperation with the adult leader. A good Junior Leader will counsel with the adult leaders before making major plans and decisions. He will listen to the members so as to help work out a program that will be enjoyed by the greatest number.



A good Junior 4-H Leader helps other 4-H members "help themselves."

As a Junior Leader you will learn to get along with members in a new and different way than you have experienced before. You will want them to like you, but now you must also lead. You will have to have the support of the adult leader and of the club members.

As a Junior Leader you are in a very important position -- that of the middle man between the leader and the members. While in this position you must be careful not to lose sight of your duties and privileges; and you must be careful not to abuse them.

WHAT CAN A JUNIOR 4-H LEADER DO?

There are many leadership jobs that you can do. These jobs might pertain to project work, to club activities, or to general program work. Perhaps you need to analyze which jobs you do well, which would be of most benefit to the club, and which would add to your own development.

- (1) If you like project work you can:
 - Serve as project leader in a community club.
 - Visit new or younger members and help them with their club work.
 - Help members with their records.
 - Help members plan and prepare demonstrations for club meetings.
 - Help members plan and prepare exhibits.
 - Help members with judging.
 - Help members complete and turn in records.
 - Help members prepare speeches, radio talks, or TV programs.
 - Help officers with their duties.
- (2) If you are interested in club activities you can:
 - Re-enroll members and help reorganize the club.
 - Help enroll new members and start new clubs.
 - Help develop club program in yearbook.
 - Help explain club activity program for next meeting.
 - Help with recreation.
 - Help with singing and music activities.
 - Help teach by giving demonstrations.
 - Help conduct business meetings.
 - Help make entries for camp, fairs, and contests.
 - Help with a safety activity.
 - Help with a citizenship activity.
 - Help publicize 4-H through talks, newspapers, radio, TV, etc.
 - Help keep others informed on county, state, and national club events.
- (3) If you enjoy general program work you can:
 - Work with club program committees.
 - Help plan and manage special club events such as parent meetings, 4-H Sunday program, picnics, tours, parties, fun festival skit, exhibits, floats, club achievement program, and community achievement program.

- Serve as assistant superintendent during the county fair.
- Help at 4-H camp.
- Assume leadership in other community activities besides 4-H work.

WHAT IS THE PROPER WAY TO DO A JOB?

Whatever you do, there are certain steps that you must follow if you are to do a good job. The steps are as follows:

- (1) Make a plan. You should think about what you want to do, why you want to do it, when you want it done, where it is to be done, and how to do it. Put the plan in writing. It is your guide for the second step.
- (2) Carry out the plan. You should have everything ready when the job begins. You may find it necessary to change your plans as the job progresses -- be prepared to change if the situation requires.
- (3) Evaluate the job. When you have finished, ask yourself "could I have done a better job; and if so, how?". Profit by the mistakes you have made by not making the same mistake the next time.

The way you do a job will vary with the people with whom you are working and the situation. Following is a suggested pattern to be used if your job is to "Visit New or Younger 4-H'ers for the Purpose of Helping Them With Their Club Work."

- (1) Make a date -- this will save time and assure more interest by the member and his family. Remember: regular visits to your young member's home will mean more than last minute help before 4-H events.
- (2) Introduce yourself to the parents -- explain briefly your mission and be friendly and sincere. Remember: the purpose of your visit is to serve and promote understanding of the member's 4-H project and the overall 4-H program, to assist the local 4-H leaders, and to assist the best kind of out-of-school development of this member. The best development will be reached through cooperation between member-parent-and leaders.
- (3) Know your subject matter -- your own experiences will help you. Attendance at as many club meetings and county events as possible will give you more information. When you furnish information always point to approved practices and better methods. If you do not know, say so.
- (4) Know where to get information -- do not be afraid to go to successful people for the answer. Your 4-H literature and your county agent and home agent are excellent sources of information.
- (5) Examine the project and ask questions -- examine the club member's project carefully and talk it over with him. Be sure to praise the 4-H'er for good work. If he needs help, give him helpful suggestions and show him it is done.
- (6) Help with 4-H record book -- record keeping makes 4-H a real education. Be sure the records are accurate and complete. The record should tell a story about the 4-H club project during the project year.
- (7) If the club member could make several changes in his methods, you should decide which one or two changes are most important and start on them. Do not "snow" him under with too many suggestions at once, nor make him feel that everything is wrong. Be patient.

In case your job is "Publicizing 4-H Through Exhibits and Floats" a suggested way to do the job is:

- (1) Find a place for the exhibit.
- (2) Suggest ideas around which to build it.
- (3) Work with a committee appointed by your club president or yourself.
- (4) Plan the arrangement.
- (5) Find or make materials and posters.
- (6) Designate a time for setting up and taking down.
- (7) Take a picture of the display, or arrange for someone else to take the picture.
- (8) Evaluate the exhibit and make plans for future improvement. Ask: what will we repeat next time? What did we do that we will not do again? What suggestions do we have of new things that we might try?

WHERE CAN A JUNIOR 4-H LEADER RECEIVE HELP?

The main sources of help are your adult leaders and parents, your local Extension Service, other Junior 4-H Leaders, and printed material. The kind of help that you can expect from each of these are as follows:

Adult Leaders and Parents

Your leader and your parents will help in planning the project, in giving suggestions as to how the job can best be done, and in evaluating the job. They can, also, help you learn where to get help that they are unable to give.



A Junior 4-H Leader can learn new and better ways of serving by discussing his problems with other Junior Leaders.

Extension Service

Your county agent and your home agent are an excellent source of help. They can provide you with material about 4-H organization, demonstrations, judging, exhibiting, project work, recreation, and many other similar topics. They can help you plan your work and help you with problems pertaining to your work. Many local extension services conduct training sessions for Junior Leaders at which time you can receive help, information, and ideas. Also, the local extension service, in co-operation with the state 4-H office, conduct junior leadership workshops, conferences, and training sessions. These sessions can be of great value to you. Every effort should be made to take part in them.

Other Junior Leaders

Other 4-H Junior Leaders can help you, by telling you how they did a job and of their mistakes. You can profit from what they have to say.

Many counties have a county wide organization for Junior Leaders. These organizations vary from a highly organized club with a constitution and by-laws and regular meetings to a group of boys and girls who meet whenever they desire. The purpose of such organizations is to give the Junior Leaders an opportunity to discuss common problems with each other and to learn new and better ways of leadership. Also, the group has an opportunity to learn more about subject matter, have organized recreation, and sponsor or help with community, county, and state activities.

Printed Material

Many different kinds of publications are available for your use: For example, your county extension service have publications pertaining to the duties of 4-H officers, the organization of 4-H clubs, how to give demonstrations, how to judge, ideas for recreation program; how to make an article or to feed livestock, and many other similar publications. All you need to do is to ask your home agent or your county agent for copies of the circulars and bulletins. Then sit down and read.

The National 4-H News is an excellent source of information and ideas. You may have received copies of the magazine; and if you have not, your club leader will have a copy for you to look through.

Farm magazines have many suggestions and ideas; and most large companies have printed material for the asking. You may have to ask many different people before you obtain what you need and want, but the printed material is there. Also, your National 4-H Foundation has some good discussion material, and publications pertaining to studies within the 4-H program.

The library is an excellent source of information, and you should make every possible use of it.

WHAT CAN A JUNIOR 4-H LEADER DO FOR THE COMMUNITY, COUNTY, AND STATE?

Junior Leaders can do a great many things for their community, county, and state. Let's take a look at a few.

Community

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If your club is to become an important part of the community, it will have to do something to improve that community. A Junior Leader is in a position to build up good will between the club and other community groups. The club, as well as you, will benefit by receiving community support for the 4-H club program as a result of good working relationship. Ways to develop good working relationship are:

- (1) Become aware of other groups in your community and try not to conflict with set meeting dates of other groups.
- (2) Set up your club program and let other groups know what it is in advance.
- (3) Make yourself available to speak to other groups or arrange for other club members to contribute to their programs.
- (4) Carry on some project each year for the betterment of your community, such as clean up campaigns, safety campaigns, highway clean up and safety, mail box painting, study of local government, or cooperate with and support other community improvement projects.
- (5) Make arrangements for your club to visit business and civic groups to better understand their problems, and so they may become better acquainted with 4-H club work.
- (6) Invite other groups to attend a special meeting of your club so that they may see the work of your club. Invite them to contribute to your program.

County

You will be doing a real service to your club if you take an active part in county 4-H activities, because you will bring back many new ideas and experiences.

- (1) Attend junior and adult leader meetings.
- (2) Serve on county committees if asked; such as camp, drama and music, health, safety, achievement, rallies, and revues.
- (3) Report to other Junior Leaders any experience you may have had that would be helpful to them.
- (4) Take part in membership drives. Reach new clubs and give them help.
- (5) Lead recreation or music at county gatherings, if you are especially good in that field.
- (6) Serve as assistant fair superintendent.
- (7) Participate in county events. Represent your club as often as possible and encourage others to do so.

State

There may be occasions when you will be invited to represent your club and county at state and national functions. If such opportunities do come your way you should try to take advantage of them. Remember, the 4-H club program is often known by the standards of personal conduct, ability, honesty, and appearance of its Junior Leaders. Opportunities that you may have are:

- (1) To attend and assist with State Club Week.
- (2) To attend and assist with State Leader Training meetings.
- (3) To help with district 4-H camps and Conservation camps.
- (4) Represent Nebraska at National Club Congress in Chicago.
- (5) Represent Nebraska at National Club Camp in Washington, D. C.
- (6) Take part in the International Farm Youth Exchange program.
- (7) Receive scholarships to assist you with your college education.



A simple way of keeping records is to keep the needed information in a notebook; transferring the information to the record book once a month or oftener.

HOW SHOULD A JUNIOR 4-H LEADER KEEP HIS RECORDS?

As a member in a Junior 4-H Leader project, you will need to keep a record of your activities. Your project record book is provided for that purpose. Study the record book and become familiar with the information that will need to be reported.

The plans you make for carrying out your leadership jobs should be written in the record book. As the steps of the plan are completed you should record the action. At the close of the project you will be asked to summarize the time spent assisting with various jobs as well as the number of club members helped. It might be worthwhile to post a time sheet somewhere in your room, or keep a loose leaf page inside your record book. The time record would then be kept to date, monthly, and totaled at the end of the project year.

Junior 4-H Leader Garden

First, plant five rows of peas:

Presence, Promptness, Preparedness, Patience, and Perserverance

Next, plant a row of squashes:

Squash Gossip, Indifference, and Criticism.

Then, plant five rows of lettuce:

Let us be True to our Obligations,

Let us Obey the rules and regulations,

Let us be Faithful to duty,

Let us be Loyal and Unselfish,

Let us Love one another.

No garden is complet without turnips:

Turn up for meetings,

Turn up with a smile,

Turn up with new ideas,

Turn up with determination to make everything count for something good
and worthwhile.

If we practice this, what a wonderful crop of 4-H Club members we can
have!

AUTHOR -- Unknown