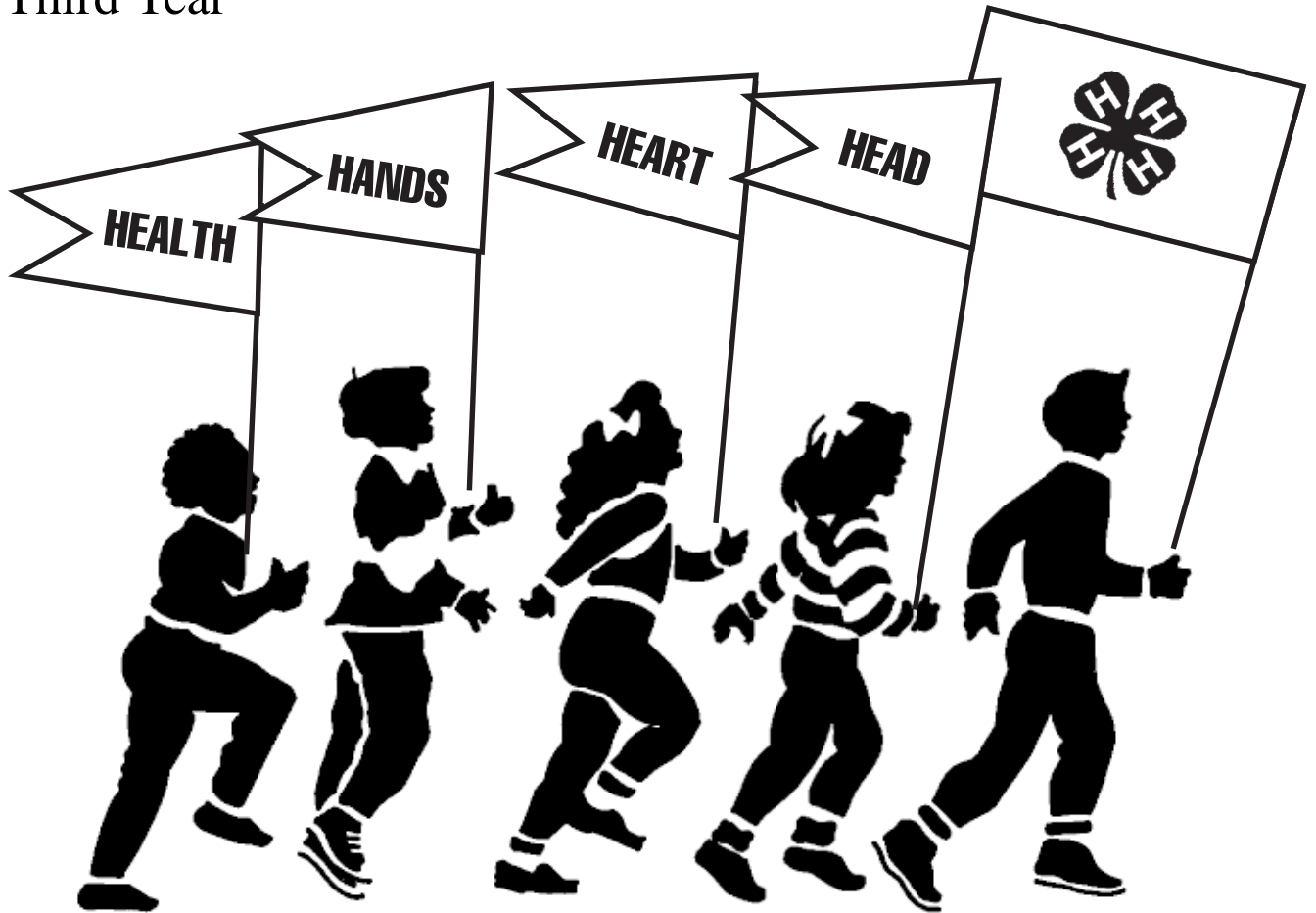


# 4-H Teen Leadership and Community Service Project Third Year



# ***TEENS TAKE THE LEAD...***

Name \_\_\_\_\_ Club \_\_\_\_\_

County \_\_\_\_\_ Address \_\_\_\_\_

Age \_\_\_\_\_ Years in 4-H \_\_\_\_\_ Date projected completed \_\_\_\_\_

4-H Program



**⇔⇔ Objectives:**

- ✧ **Develop and practice leadership skills**
- ✧ **Provide service to others within the community**

**⇔⇔ Reading level:**

**Seventh grade**

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, sexual orientation or national origin.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Director, Cooperative Extension Service, West Virginia University.

# Teens Take the Lead . . . Third-Plus Year

## Contents

Introduction .....	1
My 4-H Teen Leadership Plan .....	3
Activity Report .....	5
Community Service Log .....	15
Skills/Experience Resumé .....	17
Scoring Guide .....	19
Project Evaluation .....	21

Developed in 1995 by  
Teen Leadership Committee:

Shirley C. Eagan, Extension Specialist; Lyndall L. Jones, Extension Agent, Wood County; Carl A. Townsend, Extension Agent, Ohio County; Sally Lou Darst, Mason County Volunteer; Nancy K. Weeks, Ohio County Volunteer; Angie Billick, Ohio County Youth; Amy Close, Morgan County Youth; Keith Collins, Wirt County Youth; Susan Hill, Hardy County Youth; Parthenia Jude, Wayne County Youth; and Jodi Lewis, Morgan County Youth.

# Introduction

**Leadership is the ability to get others to work toward a common goal. It is a way of thinking and a way of acting. Community service is helpful action undertaken to benefit others. This 4-H Teen Leadership and Community Service Project is an opportunity for teens to continue to develop and practice their leadership skills and provide service to others within their community.**

**(You must have completed two years of Teen Leadership to take this project.)**

**To complete the third or later years, you are expected to fulfill the following required areas:**

**\* Do ALL of the following:**

- Attend at least 70 percent of your 4-H club meetings.
- Complete a "4-H Teen Leadership Plan."
- Complete at least five "Activity Reports" on leadership activities from your leadership plan. Two are reports on club-level activities, and three or more are on county or higher level activities.
- Log community service hours; **60 hours are required for third-plus** years. (Have community service activity leader sign your log.)
- Complete a Skills/Experience Resume.
- Complete a project evaluation form.
- Have an interview at the end of year with the teen leader adviser(s). (Log this on the Scoring Guide page.)
- Exhibit your teen leader notebook documenting the leadership and service activities completed this year.

**\* Complete at least THREE of the following: (Support for local 4-H club.)**

- Serve as president or vice president of the club.
- Serve as chairperson of a standing or special committee.
- Organize a community service project for your club.
- Serve as a mentor to all first-year 4-H members.
- Assist your local club as a project leader and hold at least three project workshops.  
List the project. \_\_\_\_\_
- Organize and conduct an activity for pre-4-H-age youths in your local community.
- Coordinate a 4-H club health, safety, or conservation activity/program.
- Organize a club fund raising activity.
- Plan a special program for 4-H parents and families.
- Organize a club trip or project field trip.
- Other, as agreed between you and your leader. (List) \_\_\_\_\_

If you are not doing a leadership activity report on these activities, describe what you did below.

Check which three you completed and describe what you did:

---

Date completed

---

Date completed

---

Date completed

---

**\* Complete at least THREE of the following: (Support for county or higher level 4-H program.)**

- Serve on a county 4-H Leaders Association planning committee.
- Serve as a 4-H teen camp counselor.
- Serve as chair of a camp planning subcommittee.
- Serve as an officer or committee chair for your county's 4-H teen leader organization.
- Work with the extension agent on a county project workshop. List the project. \_\_\_\_\_
- Help the club leader coordinate your club's plans for entering a county 4-H activity. This includes contacting members, publicizing event, and encouraging participation. (Serves as county activity.)
- Be an ambassador for the 4-H program to an organization outside of 4-H.
- Attend or participate in a national event.
- Serve as a county recruiter for a state camp.
- Participate as a 4-H exchange camper and report on your experience.
- Teach a class at county camp.
- Assist with a countywide survey of a selected topic.
- Other, as approved by your county 4-H agent. (List) \_\_\_\_\_

If you are not doing a leadership activity report on these activities, describe what you did below.

Check which three you completed and describe what you did:

---

Date completed

---

---

Date completed

---

---

Date completed

---

# My 4-H Teen Leadership Plan

(Return to your Teen Adviser by January 1)

My Name \_\_\_\_\_ My 4-H Club \_\_\_\_\_ My Age \_\_\_\_\_ My Grade in School \_\_\_\_\_

Years in 4-H Teen Leadership Project \_\_\_\_\_ My Address \_\_\_\_\_

My Responsibilities as a Teen Leader \_\_\_\_\_

## Leadership Activities

What I Will Do	When	Resources (people and materials)	Date Completed	Hours Involved	Activity Report Completed

## Community Service Activities

What I Will Do	When	Resources	Date Completed	Hours Involved	Activity Report Completed

Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_

# Leadership Activity Report

(Please report one activity per page)

Third-plus years - Must complete at least *five* reports (make copies for additional reports)

**When you have completed a teen leadership activity, tell us about it. The following outline will help you.  
Additional information may be placed in the support section of your notebook.**

Name of the Activity: \_\_\_\_\_

Type of Activity (check one):     Club;     County;     Community;     State;     Other

When was the activity done (date, time)? \_\_\_\_\_

Where was the activity held? \_\_\_\_\_

Who/What was the activity for? \_\_\_\_\_

Other teen/adult leaders involved: \_\_\_\_\_

Purpose of activity (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What resources did you use? (List or describe)

**People:**

**Materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate amount of money required to complete the project \_\_\_\_\_

How was the activity financed? \_\_\_\_\_

Describe what you did to carry out this activity:

---

---

---

---

---

---

---

---

---

---

What happened as a result of the activity (outcome)?

---

---

Evaluate the activity. Was it successful? Why/why not? Would you have done anything differently?  
What changes would you make?

---

---

---

Activity adviser evaluation:

---

---

---

Adviser/Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Leadership Activity Report

(Please report one activity per page)

Third-plus years - Must complete at least *five* reports (make copies for additional reports)

**When you have completed a teen leadership activity, tell us about it. The following outline will help you. Additional information may be placed in the support section of your notebook.**

Name of the Activity: \_\_\_\_\_

Type of Activity (check one):     Club;     County;     Community;     State;     Other

When was the activity done (date, time)? \_\_\_\_\_

Where was the activity held? \_\_\_\_\_

Who/What was the activity for? \_\_\_\_\_

Other teen/adult leaders involved: \_\_\_\_\_

Purpose of activity (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What resources did you use? (List or describe)

**People:**

**Materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate amount of money required to complete the project \_\_\_\_\_

How was the activity financed? \_\_\_\_\_

Describe what you did to carry out this activity:

---

---

---

---

---

---

---

---

---

---

What happened as a result of the activity (outcome)?

---

---

Evaluate the activity. Was it successful? Why/why not? Would you have done anything differently? What changes would you make?

---

---

---

Activity adviser evaluation:

---

---

---

Adviser/Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Leadership Activity Report

(Please report one activity per page)

Third-plus years - Must complete at least *five* reports (make copies for additional reports)

**When you have completed a teen leadership activity, tell us about it. The following outline will help you. Additional information may be placed in the support section of your notebook.**

Name of the Activity: \_\_\_\_\_

Type of Activity (check one):     Club;     County;     Community;     State;     Other

When was the activity done (date, time)? \_\_\_\_\_

Where was the activity held? \_\_\_\_\_

Who/What was the activity for? \_\_\_\_\_

Other teen/adult leaders involved: \_\_\_\_\_

Purpose of activity (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What resources did you use? (List or describe)

**People:**

**Materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate amount of money required to complete the project \_\_\_\_\_

How was the activity financed? \_\_\_\_\_

Describe what you did to carry out this activity:

---

---

---

---

---

---

---

---

---

---

What happened as a result of the activity (outcome)?

---

---

Evaluate the activity. Was it successful? Why/why not? Would you have done anything differently? What changes would you make?

---

---

---

Activity adviser evaluation:

---

---

---

Adviser/Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Leadership Activity Report

(Please report one activity per page)

Third-plus years - Must complete at least *five* reports (make copies for additional reports)

**When you have completed a teen leadership activity, tell us about it. The following outline will help you.  
Additional information may be placed in the support section of your notebook.**

Name of the Activity: \_\_\_\_\_

Type of Activity (check one):     Club;     County;     Community;     State;     Other

When was the activity done (date, time)? \_\_\_\_\_

Where was the activity held? \_\_\_\_\_

Who/What was the activity for? \_\_\_\_\_

Other teen/adult leaders involved: \_\_\_\_\_

Purpose of activity (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What resources did you use? (List or describe)

**People:**

**Materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate amount of money required to complete the project \_\_\_\_\_

How was the activity financed? \_\_\_\_\_

Describe what you did to carry out this activity:

---

---

---

---

---

---

---

---

---

---

What happened as a result of the activity (outcome)?

---

---

Evaluate the activity. Was it successful? Why/why not? Would you have done anything differently?  
What changes would you make?

---

---

---

Activity adviser evaluation:

---

---

---

Adviser/Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Leadership Activity Report

(Please report one activity per page)

Third-plus years - Must complete at least *five* reports (make copies for additional reports)

**When you have completed a teen leadership activity, tell us about it. The following outline will help you.  
Additional information may be placed in the support section of your notebook.**

Name of the Activity: \_\_\_\_\_

Type of Activity (check one):     Club;     County;     Community;     State;     Other

When was the activity done (date, time)? \_\_\_\_\_

Where was the activity held? \_\_\_\_\_

Who/What was the activity for? \_\_\_\_\_

Other teen/adult leaders involved: \_\_\_\_\_

Purpose of activity (describe): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What resources did you use? (List or describe)

**People:**

**Materials:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approximate amount of money required to complete the project \_\_\_\_\_

How was the activity financed? \_\_\_\_\_

Describe what you did to carry out this activity:

---

---

---

---

---

---

---

---

---

---

What happened as a result of the activity (outcome)?

---

---

Evaluate the activity. Was it successful? Why/why not? Would you have done anything differently? What changes would you make?

---

---

---

Activity adviser evaluation:

---

---

---

Adviser/Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_





# Skills/Experience Resumé

(See “Marketing You” in the Teens Take the Lead Support Materials for help.)

*Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

## OBJECTIVE

## SKILLS AND ACCOMPLISHMENTS

Skills #1

#2

#3

#4

#5

Leadership Abilities and Experiences

*Name:*

*Page Two*

**EDUCATION**

**EMPLOYMENT**

**OTHER PERTINENT INFORMATION**

# Scoring Guide for 4-H Teen Leadership & Community Service Project - Third-Plus Year

	Possible Score	Final Score
Project activities: .....	65	_____
* My 4-H Teen Plan .....	3	_____
* Community Service Log (60 hours minimum) .....	12	_____
* Skill/Experience Resumé .....	15	_____
* Leadership Activity Reports (at least five) .....	30	_____
* Interview .....	5	_____
Exhibit .....	15	
* Teen Leader Notebook with support material section to be graded.		
Record of Activities .....	20	_____
* Required Areas (can lose up to 30 points)		
..... <b>Total 100</b>		_____

\* Complete the three required activity areas listed on pages 1 and 2 according to the instructions. For each area not completed, take **10 points** from the final score.

Interview:  
 Signature of Teen Adviser \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Project Evaluation

Now that you have finished this project, it is time for you to think about what you have learned. We also would like to know what you have learned and if the project needs to be improved. Your comments will help the people who write the projects.

Please write answers to the following questions and mail the form to:

Project Evaluation  
State 4-H Office  
Knapp Hall, P. O. Box 6031  
Morgantown, WV 26506-6031

Title of Project 4-H Teen Leadership and Community Service Project - Third-plus years.

Girl  Boy (circle one); Age \_\_\_\_\_ ; Grade in School \_\_\_\_\_ ; Years in 4-H \_\_\_\_\_

1. Was this your first project in this subject? \_\_\_\_\_

2. Why did you pick this project to do? \_\_\_\_\_  
\_\_\_\_\_

3. What was your favorite part of this project? \_\_\_\_\_  
\_\_\_\_\_

4. By doing this project, what did you learn that you didn't know before? \_\_\_\_\_  
\_\_\_\_\_

5. Did you do the activities that were suggested in the book? Why or why not? \_\_\_\_\_  
\_\_\_\_\_

6. Did you like doing the activities in the project book? Why or why not? \_\_\_\_\_  
\_\_\_\_\_

7. How would you change this project to make it better? \_\_\_\_\_  
\_\_\_\_\_

8. Would you recommend this project to others? Why or why not? \_\_\_\_\_  
\_\_\_\_\_

9. What other types of 4-H projects have you done? \_\_\_\_\_  
\_\_\_\_\_

10. If you have other comments, write them here. \_\_\_\_\_  
\_\_\_\_\_