

*LEARN,
LIVE,
SERVE,*

THROUGH



JUNIOR LEADERSHIP

4-H CIRCULAR NO. 131
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UNIVERSITY OF MISSOURI
EXTENSION DIVISION



LEARN, LIVE, SERVE, THROUGH JUNIOR LEADERSHIP

(A 4-H Club Project)
Revised 1960

I. PRE-REQUISITES FOR JUNIOR LEADERSHIP PROJECT

- Have passed 14th birthday before January 1st of current year.
- Have completed two or more years in a 4-H club or an equivalent youth group.
- Have desire to develop leadership ability by serving others.

II. REQUIREMENTS OF JUNIOR LEADERSHIP PROJECT

- Select phase in which to devote your major effort: Project, activity, health, recreation, organization, citizenship.
- Make written plan of what you intend to do. Submit to County Extension Office after approval by Adult Advisor on *April 1st* (preferably before).
- Carry out plan making adjustments and additions where needed.
- Submit complete written report of accomplishments.

SO YOU WANT TO BE A JUNIOR LEADER

There are probably many reasons why you enrolled in Junior Leadership. Was it because you thought it would be fun or because it seemed easy? Was it because you enjoy the company of boys and girls your own age?

Whatever your reason for enrolling, you are in for the most challenging experience open to 4-H teenagers.

PURPOSE OF JUNIOR LEADERSHIP

The purpose of the 4-H Junior Leadership Project is two-fold: It's to help you become qualified to help others.

In other 4-H projects the major emphasis is on achieving for one's self. In Junior Leadership you place emphasis on your value to others. The benefits to yourself are incidental.

Yet, by assisting others, you gain much.

HOW DO YOU EQUIP YOURSELF?

Leadership does not necessarily depend on the amount of native ability you have, but on what you do with what you have.

You must develop your abilities to the utmost to be of maximum service to others.

KNOWLEDGE AND SKILLS REQUIRED:

1. To work most effectively as a 4-H Junior Leader you must first have a thorough knowledge of what 4-H club work is all about. What is the framework for 4-H in the United States, in Missouri, in your county, and in your community? What opportunities are available to boys and girls through 4-H? These are questions you should be able to answer.
2. You must develop basic communication skills. Learn how to express yourself both verbally and in writing, how to preside and lead a discussion group and how to serve as committee chairman.
3. You will need to know where you fit as a member of the 4-H team. How does your work fit in with adult leaders, parents, club officers, and county extension agents? You will find that you learn faster with a positive attitude instead of a negative one.
4. You will need to develop the personal leadership qualities of imagination, initiative, self-confidence, enthusiasm, courage, sincerity, respect for others, willingness to share, a sense of humor, and a willingness to counsel. You will learn that he who cannot obey cannot command.

5. Finally you will need to become acquainted with the community, county, & state, resources available to prepare you for the job ahead. You should become familiar with your local institutions, libraries, professional people and literature available through your County Extension Service. Your club is depending on you to be a resource person in your chosen field.

WHO LEADS THE JUNIOR LEADER?

The Junior Leadership project does not require a project leader in the traditional sense.

You are to select an *Adult Advisor* to assist you with your project work. Since your Junior Leadership plan is probably different from any other, you need personal counseling.

Your Adult Advisor should be selected after you have picked your phase. He may be your Community 4-H Leader, a project leader, one of your parents, or any other adult in the community interested in your phase of Junior Leadership.

Visit with your Adult Advisor while developing your plan and consult him frequently throughout the year when the occasion arises.

The Adult Advisor must approve your plan of work and initial your yearly report. Establish contact with this person early in the year and keep him informed of your progress.

HOW DO WE LEAD OTHERS

The best way to learn leadership is to lead. That does not mean that you must dominate a situation. You can lead by providing organization, project ideas, ideas regarding direction and new ways of doing inspirational ideas. Through poise and straight thinking, you may acquire prestige, an important asset to leadership. Thus, leadership is a role or function, not a mere group of personality traits.

“Blessed is the leader who *develops* leaders while leading.” How much easier it is to do a job than to *teach* another to do it. We frequently find ourselves doing a job for people rather than helping them to help themselves to do that job.

MAKE THE PLAN

The person who fails to plan may as well plan to fail. Developing a Junior Leadership Plan is similar to charting a trip from Missouri to Washington, D. C. Only by carefully studying a road map and charting a course will you reach your destination in the best way.

A major requirement for each Junior Leader is to make a written plan of action.

Your plan should be worked out in the fall when your club plans its yearly program. It should meet the needs and interests of your 4-H club members.

It is recommended that a copy of the approved plan be given to your Adult Adviser and to your Extension Office by January 1. The deadline is April 1. Keep your own copy and submit it with the completed Project Record and Story when they are called for at the end of the year.

It is possible that, after your original plan is developed, additional issues will arise. Space is provided in the plan to add these extras.

There is a wide range of possibilities to consider in forming a plan. You may choose from six: Project, Health, Activity, Recreation, Citizenship and Organization.

TO CHOOSE YOUR PHASE, ASK YOURSELF:

1. What are the needs of my 4-H club and my community? Make a list of greatest needs. If you have trouble diagnosing the greatest needs, consult your Adult Adviser for ideas.
2. What are my particular interests? You generally do well those things you enjoy. If you have no special interests now, decide on an area you'd like to learn about.

3. What programs are planned county-wide that I may assist? You will want to consult your County Extension Agents to find where you help.

After you select one category, you will need to shape your plan to it. To select goals for your plan, ask, "What do I really want to achieve during the year?" "What are my anticipated accomplishments?"

A good goal must meet the following requirements:

1. Is it measurable? Can you tell at the end of the year if the goal was reached? Is it specific? Examples:
Good Goal: Recruit six new club members
Bad Goal: Work on getting new members
2. Is it challenging? Does it take some effort to attain? Is the goal difficult enough that its attainment would impart a feeling of accomplishment?
3. Is it attainable? Make your goals attainable in one year. You may want to set long-time as well as short-time goals.

After the goals are set, you are ready to develop a *calendarized* plan. Determine first *what* to do and then *when* it is to be done.

WHAT CAN BE DONE IN THE SIX POSSIBLE "PHASES" OF JUNIOR LEADERSHIP?

The six major categories or phases of Junior Leadership offer many opportunities for service. Therein lie real challenges for the club on the, community, and county level.

Here is a partial list of what you can do in each of these six phases.

I. PROJECT PHASE

A 4-H project is a subject chosen by the individual 4-H'er to study and work on for at least a year. If you have achieved a high degree of proficiency in one project area, you may want to help others with that project.

You are *not* to assume the position of a project leader. You are simply to assist the Adult Project leader. Your plan needs to be approved by the Adult Project leader for teaching the subject matter in which you are helping.

Club

A. Help adult project leader:

1. Plan project meetings
2. "Set up" for a project meeting and "clean up" after the meeting
3. Purchase or arrange for equipment
4. Plan project tours
5. Remind members about project meetings
6. Contact project members who are absent.

B. Help the Adult Leader to teach at the project meeting:

1. Present a demonstration
2. Show how to give demonstrations
3. Set up judging classes
4. Teach principles of judging
5. Supervise during "workshop" periods
6. Show how to prepare exhibits
7. See that project records are kept up to date
8. Outline and develop demonstrations.

Community

- a. Present demonstrations or lessons relating to the project to clubs and civic groups. Example: the Junior Leader working with the Foods Project could give a:
"Quality Egg" illustrated talk
"Shaping Rolls" demonstration
"Nutrition and Your Family" illustrated talk
- b. Help project members prepare lessons or demonstrations for clubs and civic groups.
- c. Help enter and arrange exhibits at the local Achievement Day.

County

- a. Help with exhibits at the County Fair.

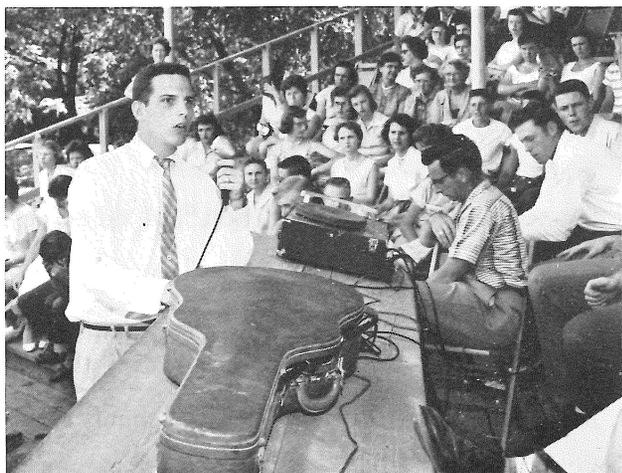
MY JUNIOR LEADERSHIP PLAN

My Name: Mary Jones My Club: Happy Hustlers
 My Address: Mohawk, Missouri Approved by: John Smith
 Signature by Adult Advisor

Leadership Phase: Recreation

My Goals: Teach 300 young people to square dance.
Teach 25 new games to various groups.

When (Month)	What I Will Do	I Did It (Check)
November	Sit in with Club's Recreation Committee and discuss possibilities that can be accomplished for the year.	✓
December	Call Square Dance for Happy Hustlers.	✓
January	Have special work session for beginning square dancers in Club.	✓
February	Plan and call square dance for Green Prairie Comm. Equip game kit for loan to other 4-H Clubs.	✓
March	Hold County-wide Recreation Clinic for all 4-H games leaders.	✓
April	Be available on call to assist clubs with their Recreation Program.	✓
May	Train Clubs Recreation Committee to teach 5 new games to club.	✓
June	Work on Standard Report Form and Story to enter in National Recreation Awards Program.	✓
July	Be Recreation Director for County 4-H Camp.	✓
August	Plan Recreation for County Picnic.	✓
September	Call Square Dance for Happy Hustlers Recognition Party.	✓
Extra Plans Added		
March	Taught songs at County Training Meeting.	✓
May	Appointed on special committee to plan Junior Leadership Party.	✓
June	Helped teach younger members 10 games at County Play Day.	✓



Presiding at a rally



Teaching by demonstration

- b. Help with County Achievement Day.
- c. Help with County Judging Day.

II. HEALTH PHASE

Health is a required activity in Missouri that each club should carry yearly. Leadership in a club's health program is greatly needed. You will need to narrow down the health plan of work to specific areas.

A Junior Leader enrolled in the health phase is the logical choice for chairman of the club's health committee. Your Junior Leadership plan must be consistent with the plan formulated by the health committee.

4-H Circular 105 "I pledge my Health" should be thoroughly covered. You need to become familiar with other source material in the health field.

Club

- A. Serve as chairman of the health program planning committee.
- B. Help plan the club goals and program relating to health.
- C. Secure source literature and materials and provide program ideas that will help in developing demonstrations or lessons.
- D. Take the lead: Help the committee and club carry through and execute health plans throughout the year.
- E. Help club members prepare demonstrations or talks relating to health.
- F. Give talks or demonstrations to the club.
- G. Arrange for specialists to visit club.

Community

- A. Conduct health surveys.
- B. Promote health program in community.

County

- A. Set up health exhibit at county event.
- B. Promote health in county meetings.

III. ACTIVITY PHASE

There are seven optional activities that 4-H clubs choose yearly. They are Courtesy, Good Grooming, First Aid, Wildlife Conservation, Safety, Marketing and Community Service.

After your club has selected an optional 4-H activity in the early part of the club year, you can see whether or not this phase fits into your plans. By serving as chairman or as a member of the Activity Committee, you can do much in directing committee actions that will stimulate the interest of the group in the work being undertaken. Most important of all is to see the job through to successful completion.

Club

- A. Serve as chairman of the club's Activity Committee.
- B. Help to plan club goals and the program relating to the activity selected.
- C. Secure source literature and materials needed.
- D. Help club members prepare demonstrations and talks.
- E. Remind members or guests of their part in the program.
- F. Report to club as work progresses.
- G. Determine at the end of the year whether the activity goal is reached and report results to the club.
- H. Write news stories and take pictures of accomplishments of your club's activity.

Community

- A. Get community support for your activity program.
- B. Secure the specialists and the financial aid needed.

County

- A. Take leadership in a county-wide committee to promote the activity.
- B. Make educational booth or display at county event.
- C. Give talks and demonstrations at county meetings.

IV. RECREATION PHASE

Recreation is a required activity of Missouri 4-H clubs. This, by no means, implies that all clubs in the State have an active recreation program.

Junior Leaders skilled in planning, leading and sharing leadership responsibilities with others are in constant and ever-increasing demand.

Does your club's recreation program fail to click? Do only a few members participate? If this is true maybe recreation is the phase of Junior Leadership offering the greatest challenge!

Being chairman of the Recreation Committee or being the elected game leader, does not necessarily mean that you are always leading the recreation. You should ask yourself this question: "Are other 4-H'ers having the opportunity to lead recreation?" You have the chance as a Junior Leader to train others to lead.

Club

- A. Serve as chairman or member of club recreation committee.
- B. Take the lead in planning and executing:
 - a. Recreation at regular club meetings
 - b. Special club recreational events.
- C. Train members in recreation leading.
- D. Teach members how to circle, and square, dance.
- E. Help members develop Share-the-Fun numbers.
- F. Equip game kit for use in club meetings.

Community

- A. Promote adequate recreational facilities and equipment for the community.
- B. Lead recreational activities at community gatherings.
- C. Plan and conduct community recreation nights.

County

- A. Assist at county recreational training meetings.
- B. Help plan and lead recreation at county events.
- C. Help at county Share-the-Fun event.
- D. Help with recreation at county 4-H camp.
- E. Assist with county "Play days."

V. CITIZENSHIP PHASE

Part of the democratic procedure by which 4-H clubs function, citizenship training includes parliamentary procedure and the carrying through of assigned duties—the entire process of 4-H club government.

Citizenship teaches that, with our many privileges, we must assume certain responsibilities. Here is a listing of some of those on the various levels.

Club

- A. Help members conduct better meetings by teaching good Parliamentary Procedure.
- B. Invite community leaders and government officials to club to explain their jobs.
- C. Promote IFYE program. Invite IFYE's to speak to the club. Better still, secure one to live in your community.
- D. Conduct "litter bug" campaign.
- E. Help club members to learn proper respect for the American flag.
- F. Give an illustrated talk on the United Nations.
- G. Plan a club tour of state capitol.
- H. Supervise a program to visit the sick in the community.
- I. Acquaint the club with many responsibilities of citizenship.

Community

- A. Assist in community memorial and patriotic ceremonies.
- B. See that adults vote on election days.
- C. Work with community leaders to see what 4-H members can do.
- D. Organize a program for older club members to spend a day with city officials (police chief, judge, mayor, etc.)

County

- A. Explain, to the county 4-H council the proper care of the American flag.
- B. Organize County Junior Leaders group for Christmas caroling.



Publicizing the 4-H Program



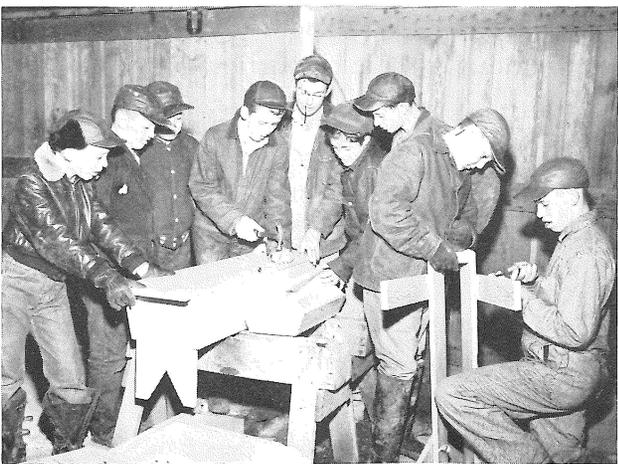
Making a Plan



Working with a committee



Community service activity



Working with a 4-H project



Making a speech

- C. Promote citizenship on radio and in newspapers.
- D. Plan and conduct "Know your County Government" Program.

VI. ORGANIZATION PHASE

When your leadership effort can not be confined to the other phases, you may choose the organization phase. Your plan may cut across two or more of the other phases, thereby.

Undoubtedly there should be a close working relationship established between the Community Club Leader and yourself. You can assist the organization as a whole in many ways. Specific areas are defined below:

Club

A. Help young members with:

1. Record keeping
2. Demonstrating
3. Preparation for exhibit
4. Showmanship
5. Judging
6. Presiding.

B. Assist Community Leaders:

1. Visit homes of non-members and invite them to join.
2. Visit new families in the community and invite them to participate in club events.
3. Conduct initiation ceremony for new members.
4. Acquaint officers with duties.
5. Teach parliamentary procedure and conduct drills at the meeting.
6. Serve as a Junior 4-H Council representative from your club.
7. Help to get full representation of club at county events.
8. Conduct local achievement days and other club events.
9. See that new members feel welcome.

10. Check on members not attending regularly.
11. Draft local 4-H club constitution and act as its interpreter.

Community

- A. Act as liaison person between 4-H club and other community organizations.
- B. Speak to community organizations to acquaint them with their local 4-H club.

County

- A. Act as superintendent at the County Fair.
- B. Serve as Junior Counselor at 4-H camp.
- C. Help organize a new 4-H club in the county.
- D. Make promotional talks about 4-H to various civic groups.
- E. Write news articles and feature stories about 4-H clubs or 4-H members.
- F. Assist Extension agents in county-wide activities or events.

ABILITIES THAT ARE ASSETS IN LEADERSHIP:

To develop leadership qualities you need to learn basic communication skills. Many good ideas are never realized because they are not clearly explained. Understanding precedes action.

ABILITY TO EXPRESS YOURSELF THROUGH SPEECH:

You have often heard this expression, "He apparently knows his subject, but he just can't get it across." Many people are adequate, or even skilled, in private conversation, but are paralyzed when called upon to make a talk before a group.

As Junior leaders, you need to achieve some proficiency in public speaking. The greater your for-

mal education the more important becomes the need for expressing yourself vocally. We learn speaking by practicing it.

The Public Speaking contest in Missouri offers Junior Leaders an excellent opportunity to gain recognition while learning to speak effectively. If you win your county contest you can enter the district public speaking event. District winners receive a \$25 savings bond and state winners are provided a trip to national 4-H club congress. Listed below are six factors comprising the Missouri public speaking scorecard and the number of points possible in each.

FACTORS TO CONSIDER IN MAKING A GOOD SPEECH

CHOICE OF SUBJECT (10 Points)

- I. Pick a topic related to your own experience. You must be convinced of the truth of what you are saying before you can expect others to believe you.
- II. Be sure your subject is adapted to the interests of your audience. Your audience's main interest is in itself. We are all interested in unusual facts about ordinary things. Human interest stories about people will always keep your audience interested.

CONTENT (30 Points)

- I. Is your content worthwhile, well organized, and in logical order? The introduction must first get the attention of, and then arouse the interest of, your audience. Make your opening free, casual, friendly, and short. This may be done by asking a direct question, giving a striking relevant quotation, quoting a shocking statistic, or relating a personal story. Always use a transition statement in preparation for your main topic.
- II. The body of the speech develops your main subject. First define, amplify, or explain your major point. Then develop the content by

using one or more of the following methods: example, illustration, analogy, comparison, and/or contrast, cause and effect. Restate the meanings of the material used. Use a transition statement to indicate you have concluded your discussion of the subject.

- III. After you summarize the important thoughts used in the body, end on a high pitch. Don't talk about stopping. Merely stop before your audience wants you to. Close with the idea which you want to be remembered longest. It may be a quotation, or a significantly phrased sentence.

DICTION (10 Points)

This implies a proper choice of words in expressing ideas. Enunciation, expression, a good vocabulary, and a good general understanding of English, are important.

VOICE (10 Points)

An easily understood voice is a strong asset to any speaker. You need to project so that a person on the back row can easily hear.

SPEECH MECHANICS (10 Points)

Platform presence directly influences your delivery. Stand quietly, easily erect. Let your gestures be natural ones.

CONVINCING QUALITY (30 Points)

When you have a message, and when you have conviction, you will find that you will be able to speak effectively without much conscious effort. Horace said, "Seek not for words. Seek only facts and thought. And crowding in will come the words unsought." Sincerity, force, persuasiveness, and real personality, are important in achieving this convincing quality.

ABILITY TO EXPRESS YOURSELF IN WRITING:

If you can speak formally you can write. It is merely another way to express yourself.

1. A news story is the most common form of written communication. Good news items are always in demand by newspapers. Visit with your editor or reporter to find out what constitutes news. He will tell you that facts, plus names, minus opinions, equals news. Remember: news must tell who, what, where, when, why and how. Try to cover the main points in the first paragraph and follow with the detail.
2. The feature story is another excellent way to develop your writing skill. There are stories in every community just waiting for someone to write them. Get the facts by interview and study. Then adapt the material to make it readable. Thorough explanations require simplicity.

ABILITY TO EXPRESS YOURSELF WITH VISUAL AIDS:

Use visual aids for vivid expressions. Whether you are demonstrating, giving a speech, or merely explaining a plan to your community, visuals can be used to make your message effective.

The most common types of visual materials are:

1. Specimens
2. Models
3. Chalkboards
4. Flannelboards
5. Newsprint pads
6. Posters
7. Photographs
8. Slides and films

You can make or borrow a common easel on which to place your visuals. Remember: Visuals must be clearly visible and understandable. A visual with a single aim is better than one that tries to accomplish many things.

ABILITY TO EXPRESS YOURSELF IN OTHER WAYS:

1. The ability to preside at a meeting requires parliamentary procedure, tact, and good judgment. The major responsibility of the presiding officer is to establish and maintain good relations between all members of the group. He should keep the meeting on track and encourage a free interchange of opinions.
2. The ability to serve as a committee chairman may be the most challenging experience to a Junior Leader. The job is more than that of presiding. It involves much work before and after the meeting. After plans are formulated, it is the job of the chairman to report and make the plans work.
3. The ability to lead recreation requires study, skill, and practice. One may specialize in one area or adapt himself to many kinds of leading—music, games, folk dancing, outdoor sports, arts, crafts, etc.
4. The ability to sketch or act is worth cultivating. Art work is always in demand, while drama can play an important role in educational as well as entertainment programs.

COUNTY AND DISTRICT EVENTS FOR JUNIOR LEADERS

I. DISTRICT JUNIOR LEADER CONFERENCES

Each summer Junior Leadership Conferences are held in various parts of Missouri. All counties may send delegates. Since quotas are usually established, you need to apply to the County Extension Office early in the year. Junior Leaders learn teaching tools that they can use back home. Resource people are provided to instruct Junior Leaders in subjects of interest to them. Most of the conferences are held in

Missouri state parks where swimming and recreation facilities are available. The cost is not excessive because of partial sponsorship. Contact your County Extension Office for conference dates.

II. COUNTY JUNIOR LEADER GROUPS

Most counties in Missouri have organizations for Junior Leaders. They consist of two types:

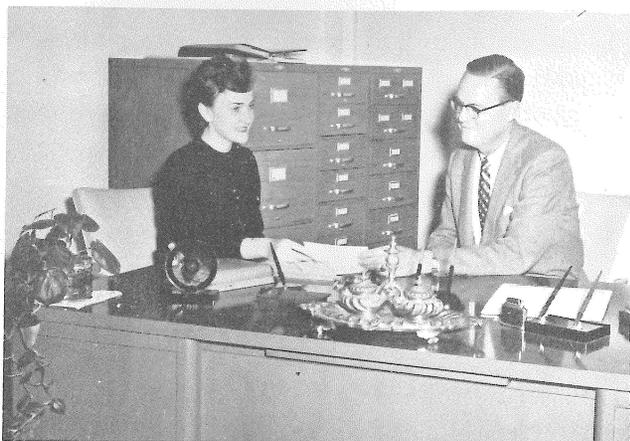
- a. **Organized**—There are regularly scheduled meetings with a planned program and a full set of officers. There is usually an adult sponsor. This type of Junior Leadership organization has a constitution and by-laws. Special county-wide activities are undertaken in most cases.
- b. **Informal**—This type of organization does not have any set meeting schedule but has educational meetings from time to time to outline special sub-

jects for the Junior Leadership Project. There are no elected officers or adopted procedures to follow.

THE IMPORTANT THING TO REMEMBER:

Your major responsibility is to your own club and community. You need membership in a local club. The Junior Leader organization (organized or informal) *does not* exist as a chartered club.

It's up to you to decide whether or not to join a County Junior Leadership organization. There is no state requirement compelling you to belong, but there is much to gain from being a member of a county-wide group.



An adult advisor conference



Conducting a county 4-H picnic



Registering for an event



Instruction at a Junior Leadership Conference



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