**Section 4-B: Junior and Teen**

**Leadership Development Report (JTLDR) Instructions**

The 4-H Junior and Teen Leadership experience is designed to provide members with the opportunity to learn about the qualities and competencies needed to be a leader. Leadership is not doing things for the group, it is helping the group decide what needs to be done and how. Junior Leaders provide assistance while Teen Leaders assume more challenging leadership roles. Junior and Teen Leaders may assist with specific projects or with other 4-H activities or events. A 4-H member may be a Junior or Teen Leader for one or more projects during the year. The major duties of a Junior or Teen Leader are (varies by age, experience, and other factors):

1. Work collaboratively with the adult leader to set goals, develop lesson plans, teach skills, and evaluate the activity.
2. Coordinate logistical details such as meeting times, locations, materials and supplies, and expenses with the adult leader.
3. Communicate with the adult leader and members about group expectations, responsibilities, and expected outcomes.

At the beginning of the year, the 4-H member and the adult leader should meet to discuss the project and define each of their roles. The 4-H member should complete the pre-project part of the form. At the end of the year, the 4-H member must complete the post-project part of the form and include the entire form in his/her Record Book to receive credit.

**Junior Leaders (Intermediate Members):** To become a junior leader, youth must be in grades 6-8, or if home-schooled, must be at least 11 and no more than 13 years old as of December 31 of the program year.

**Teen Leaders (Senior Members):** To become a teen leader, youth must be in the ninth grade or above, or if home-schooled, must be at least 14 years old as of December 31 of the program year.

**Completing the Junior and Teen Leadership Development Report**

Each Junior or Teen Leadership Development Report form completed and signed by the Project Leader (or team advisor) counts as a separate credit on the PDR (under #4 Leadership Development). This form may also be completed for the activities specified here: county All Stars; club officers; 4-H State Ambassadors; leadership development project; domestic or international exchange project; or camp counselor.

**Note**: There may be cases where the 4-H member is a Junior or Teen Leader for a project but does not actively participate in the project. In this case, the 4-H member will fill out the Junior and Teen Leadership Development Report and not the Annual Project Report. A credit is given in the PDR for a Junior/Teen Leader and not for a project completed.

**California 4-H Youth Development Program**

**Junior and Teen Leadership Development Report**

***Submit one form per project or activity.***

*Add no more than 2 additional pages, if needed, to answer all of the questions.*

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| **Name** |  | **Program Year** |  |
| **Project** |  | **Years in Project** |  |
| **Club** |  | **Number of Members** |  |
| **Project Leader’s Name** |  |
| **[]** | Leadership Development Project  | **[]** | Junior Leader  | **[]** | Teen Leader |
| **[]** | All Star Ambassador | **[]** | Club Officer | **[]** | Exchange |
| **[]** | State Ambassador | **[]** | Camp Counselor |  |  |

**Complete questions one through five before the project or activity begins:**

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| **1. Briefly describe the overall project or activity. What is the project or activity and why is it important?** |
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***Junior and Teen Leadership Development Report (Continued)***

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| **2. Goal Selection****I. Record the goals you have for this project or activity. Think of each goal as a destination.** **II. Record goals for your leadership development. At the end of the project or activity, which of the 6 Cs (confidence, competence, character, caring, connection, contribution) do you plan to increase?**  |
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| **3. Pursue Strategies****What are the steps you will take to reach your goals? Include by when, by whom, and the specific actions.**  |
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***Junior and Teen Leadership Development Report (Continued)***

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| **4. Shift Gears****What are some things that may get in the way of achieving your goals? What can you do to overcome those challenges or obstacles?**  |
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| **5. What advice would you give other members if they are struggling with a challenging task?**  |
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| **Approval of Plans**  |
| **I have personally prepared this report and believe it to be correct.** |
| 4-H Member’s Signature:  | Date:  |
| **I have personally reviewed this report and believe it to be correct.** |
| 4-H Project Leader’s Signature: | Date: |

***Junior and Teen Leadership Development Report (Continued)***

**Complete questions six through eight after the project or activity concludes:**

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| **6. What were your roles and responsibilities in this project or activity? Did you identify a spark, passion, or interest? What did you do and learn?**  |
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| **7. What specific leadership skills did you develop? Which of the 6 Cs (confidence, competence, character, caring, connection, contribution) did this project help you to grow? In what way?** |
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***Junior and Teen Leadership Development Report (Continued)***

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| **8. How will you use the skills you learned in future 4-H and other activities?** |
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| **9. *For the Project Leader*: Please provide feedback and comments on the 4-H member’s leadership role.** |
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| **Approval of Report**  |
| **I have personally prepared this report and believe it to be correct.** |
| Member’s Signature: | Date: |
| **I have personally reviewed this report and believe it to be correct.** |
| 4-H Project Leader’s Signature: | Date: |