Become a Kent County 4-H Teen Leader!

4-H offers youth the opportunity to learn about leadership skills and practice them at the same time. By learning leadership skills, teens can take on important roles, and effectively put their ideas into action in their clubs and communities.

Leadership is the ability to motivate, inspire and create a positive and inclusive environment for each member of a group to participate. Teen leaders become effective by modeling the skills and characteristics they seek to pass on to others. Leaders use their personal knowledge, skills and influence to establish relationships with people and help others meet their goals.

4-H Teen Leader Criteria:
• 4-H membership for at least three years.
• Between the ages of 13 and 19 years old (as of January 1 of the current year).
• Interest in learning and developing leadership skills.
• Desire to practice leadership skills through various activities and reflecting on the leadership experiences.

Teens participating in the 4-H Teen Leadership project will:
• understand the meaning of leadership and the qualities of a leader.
• appreciate and practice ethical character.
• participate in team building with all members of their group.
• develop follow-through and responsibility.
• improve written, verbal and interpersonal communication skills.
• gain self-confidence and self-respect.
• practice and acquire leadership and skills.

Leadership skills that 4-H Teen Leaders practice:
• Visioning
• Communicating
• Decision making and problem solving
• Resolving conflicts (negotiating)
• Thinking critically
• Developing ethical character
• Gaining self-confidence
• Developing job skills

Instructions:
• Please limit all answers to available space; type (or print legibly). All applications must be complete to be considered.
• Applications must be signed by both the applicant and their 4-H leader to be considered.
• Applicants will be accepted until 4:30 p.m. on December 2, 2013.
• Selected candidates will be notified by the end of January 2014.
Kent County 4-H Teen Leadership Project Divisions

Teen Leadership I  First year teen leader; 4-H age 13-19. Assume responsibility for at least one activity of the 4-H club. Examples might include:

- Lead a division of project work or a club meeting
- Plan a recreational activity for your 4-H club
- Mentor younger members with their 4-H projects
- Perform a demonstration for your club
- Serve as a club officer

Teen Leadership II  Second year teen leader; 4-H age 13-19. Assume responsibility for a county activity in addition to a club activity. Examples might include:

- Become a youth member of the Kent County 4-H Council
- Serve on a Kent County 4-H developmental committee
- Attend Kettunen Center or other state workshops and share the experience with other youth in your club and/or community
- Work with club leaders to create an educational or promotional display to educate others in the community about 4-H Youth Development
- Attend an educational event outside of school
- Mentor a child in your community or volunteer at a living facility for the elderly

Teen Leadership III  Third year and beyond teen leader; 4-H age 13-19. After mastering teen leadership I and II, the teen may choose one of the following to complete Teen Leadership III:

- Work with a club leader, developmental committee, or 4-H staff person to organize and hold a community service project
- Serve on a state 4-H developmental committee
- Serve as a camp counselor at a 4-H or non-4-H camping program
- Attend a state or national activity such as Exploration Days, Capitol Experience, Citizenship Washington Focus, National 4-H Congress or other event

Do you have another idea? Your creative ideas will always be considered!

Contact one of your 4-H Program Coordinators:

- Kristi Bowers  616-336-33287  bowerskr@anr.msu.edu
- Christine Mickelson  616-336-2036  mickel24@anr.msu.edu

Kent County Youth Fair Teen Leadership Opportunity:
The Kent County Youth Fair offers an opportunity to exhibit your teen leader notebook and skills. While this is not a required part of the Kent County 4-H Teen Leadership project, it is a good opportunity to practice your interview skills. Refer to current fair book rules and regulations for complete Kent County Youth Fair guidelines at www.kcfg.org.

Updated October 2013
How do I complete a Kent County 4-H Teen Leadership Project?

- Discuss your interest in completing the 4-H Teen Leader Project with a parent or guardian. Complete the *Teen Leader Commitment Form* found in the project packet and submit to the MSU Extension Office.

- Use the “Tips for developing your leadership plan” included in the Teen Leader Project packet to begin brainstorming what your leadership project might entail.

- Meet with your 4-H club leader(s) to discuss your interest in completing the teen leader project, and agree on your role and responsibilities in the 4-H club. Complete the *Teen Leadership Planning Template* with your club leader(s).

- As you complete your teen leadership project, save any photos, flyers, or other information that will help create a well-rounded project presentation.

- Complete the *Teen Leadership Project Reflection and Self-Evaluation* forms when your project is complete. If you complete multiple tasks in one year, one set of forms for each project you complete in a year should be submitted.

- Ask an adult leader to complete the *Adult Leader Evaluation* when project is complete.

- Once your project has been completed and all of the paperwork in your teen leadership packet is complete, call the Kent County MSU Extension Office to schedule an interview. A Kent County 4-H Program Coordinator will meet with you to discuss your leadership project and the next steps in your 4-H leadership journey. This interview is intended as a time for you to share your accomplishments and practice your interview skills!

- After successful completion of the Teen Leader Project packet and interview, you will be designated as a “teen leader” with Kent County 4-H and recognized as such at the annual Kent County 4-H recognition banquet.
Tips for developing your 4-H leadership plan

In order to make your leadership experience a worthwhile one, we encourage careful planning. The time you invest in the teen leadership experience has the potential of benefiting you greatly in the future. To help get you off to a good start, consider the following:

1. **Start your project by determining needs** – look within your club, at the community, and yourself. Decide what needs, concerns, or interest could be fulfilled.

2. **Explore resources** – list all the help available from people, organizations, printed materials and personal experiences. Don’t hesitate to approach your club leader or county 4-H Program Coordinator. Many adults in your life would be thrilled to assist you!

3. **Choose resources and plan** – determine which of the listed resources you will use and develop a plan of action that will enable you to meet your goal.

4. **Set goal(s)** – define exactly what you would like to achieve in your teen leadership project.

5. **Pursue learning opportunities** – to help you accomplish your goals. Discuss opportunities with your family, club leaders, and peers.

6. **Share your experiences as you go through the leadership project year** – this is your opportunity to gain from the experience of others by telling them what you have done and what you plan to do. To be most effective, be open to feedback. You may learn tips from others that will cause you to make changes in plans.

7. **Listen to advice** – from your family, club leaders, other members, 4-H Program Coordinators, developmental committees. Ask questions if you don’t understand.

8. **Evaluate** – measure the progress you made toward meeting your goal.

9. **Reassess needs** – look again at the club, the community, and yourself after completion of a project. What did you gain? Was it worthwhile?

10. **Have fun while learning and congratulate yourself on a job well done!**
TEEN LEADER COMMITMENT FORM

Date: __________________________

Name: __________________________________________________________

Address: ___________________________________ Phone: ________________

Email address: ______________________________________________________

Club Name: _________________________________________________________

4-H Leader’s Name: _________________________________________________

Age as of January 1 of the current year: ___

Teen Leadership Division applying for (choose one):

□ Teen Leadership I

□ Teen Leadership II

□ Teen Leadership III

Personal Commitment:

I have a desire to develop my leadership qualities and I am willing to commit myself to provide leadership in the 4-H Youth Development Program. I am willing to work with a 4-H Leader and/or staff member to:

1. Identify my Teen Leadership Project.

2. Develop a plan to achieve my Teen Leadership Project goals.

3. Meet periodically with my 4-H club leader(s) to evaluate my progress.

4. Keep a record of my project.

5. Complete an interview with a 4-H Youth Development Educator when my project is completed.

Signature of Youth Member: __________________________________________

Signature of Parent/Guardian: ________________________________________
NAME: ________________________  MONTH: __________  YEAR: __________

TEEN LEADERSHIP PLANNING TEMPLATE

I will be responsible for the following task(s):

I will work with (age and number of youth or adults you will have a direct impact on):

How and when I will complete this task (list steps in sequential order):

List of names of the people available to help, if needed:

List of specific skills and/or attitudes you plan to improve with your leadership plan:

Other preparation needed:

Teen Leader Signature: ____________________________________________

Adult Leader Signature: ____________________________________________
TEEN LEADERSHIP PROJECT REFLECTION

1. Workshops attended or other resources I utilized:

2. A description, including examples, of how my leadership project impacted specific individuals, my 4-H club, community, or county 4-H program:

3. As a result of completing this teen leadership project, I feel my skills in the following areas have improved (check all that apply):
   - Communicating
   - Decision making and problem solving
   - Resolving conflicts (negotiating)
   - Motivating people
   - Advocating ideas
   - Creating positive images
   - Gaining self-confidence
   - Building coalitions among groups
   - Developing job skills
   - Other (describe): ________________
   - Other (describe): ________________

4. Choose one of the items you checked in question #3 and explain why you feel this skill has been improved, use an example if possible.

5. Please include any recommendations or suggestions for improving our 4-H club program or the county 4-H program for the coming year. Be specific and explain how and why you feel these changes should be made:
SELF-EVALUATION

Original task planned:

Was the task completed? If yes, when? Describe the outcome.

If you were to perform this task again, what would you do differently?

What type of supervision or help would have improved the experience?

Should this task be continued? Why or why not?

Give examples of how your skills and attitudes have changed since starting this project.
ADULT LEADER EVALUATION

1. Briefly describe the achievements and barriers that the teen had in performing their leadership project.

2. As a result of completing this teen leadership project, I feel the teen’s skills in the following areas have improved (check all that apply):

   - □ Communicating
   - □ Decision making and problem solving
   - □ Resolving conflicts (negotiating)
   - □ Motivating people
   - □ Advocating ideas
   - □ Creating positive images
   - □ Gaining self-confidence
   - □ Building coalitions among groups
   - □ Developing job skills
   - □ Other (describe): ________________
   - □ Other (describe): ________________

3. In the future, how would you change your involvement to improve the experience for the teen leader?

4. In your opinion, how can the Kent County MSU Extension Office improve the teen leadership project?

Adult 4-H Leader Signature: ________________________________

Updated October 2013