



# 4-H Leadership Project Plan 2016

---

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Birth Date \_\_\_\_\_

Grade in School \_\_\_\_\_ Name of School \_\_\_\_\_

Email Address \_\_\_\_\_

4-H Club \_\_\_\_\_

Years in 4-H (count current year) \_\_\_\_\_

Years in the 4-H Leadership Project (count current year) \_\_\_\_\_

Names and contact information of Leadership Project Mentor. (List 2)

1. \_\_\_\_\_ Address \_\_\_\_\_ Email \_\_\_\_\_

2. \_\_\_\_\_ Address \_\_\_\_\_ Email \_\_\_\_\_

***If you do not know where you are going  
every road will get you no where.  
- Henry Kissinger***

*People are not just born leaders. Effective leadership is created over time. It takes practice and preparation. This 4-H Leadership Plan is part of the process that will guide you into becoming a competent, caring, confident, connected and contributing citizen of character.*



**What Is The Process?** Each member must submit a 4-H Leadership Project Plan to their Extension Office. Check out the list of deadlines below and write them on your calendar so you don't forget an important date!

**Who needs to complete the 4-H Leadership Plan?**

Any 4-H member, age 13 through 18 (4-H age), who enrolls in the 4-H leadership project and wishes to develop their leadership skills to their fullest potential.

## Deadlines To Remember

January 4	Draft 4-H Teen Leadership Plan (step 1-3) due to Extension Office. Follow up support will assist you in fine-tuning your plan for the March 1 deadline. (Required) 4-Hers enrolled in this project the first time are required to submit a draft plan. Optional for other 4-Hers who enrolled in this project.
March 1	Final 4-H Teen Leadership Plan due to Extension Office for second year or more 4-H members. This involves completing steps 1-3. <i>** This will be the majority of members.</i> (Required)
July 14	Submit the following to the Extension Office: <ul style="list-style-type: none"> <li>- A one (or more) page summary of what happened with your project.</li> <li>- Two reference letters from people closely involved in your leadership project (non-relatives). Use the provided 4-H TLP Reference Form. Your references should reflect folks you have developed a relationship with due to your leadership plan. <i>These letters need to be sent directly to the Extension Office to ensure confidentiality. This is a requirement of this project.</i></li> </ul>
July 29	Individual Consultation Evaluation Bring two or more pages of photos, news clippings, and supporting materials related to your leadership project. Be prepared to discuss the leadership skills you have gained as well as lessons learned from things that didn't go as planned.
August 5	Make-up Consultation Evaluation. Must visit with Diane before July 15 to schedule this date.
Fair Week	Your project summary and support materials will be displayed during fair in the Blue Building.

# Worksheet for 4-H Leadership Project Plan

Use following steps and information to guide you through developing and writing your leadership plan. There is no minimum or maximum pages or pre-determined layout for your plan. As you work and evaluate your plan over the coming months, expect changes and modifications to your original plan.

## Step One: Needs Assessment

- A. Describe target community.  
Talk to people in the community to learn more details. This information will help you make a “word picture” of the community you will be working with. Community may be defined as a small group of individuals to a county-wide effort.

Examples of things you may need to know:

The history of your community, what is going on in the community, the number of people who live there, what organizations (Rotary, Kiwanis, churches, etc.), agencies (public health, SRS, etc.), and public services (nursing homes, home health, library, etc.) that are in your community. Is the population highly transient or is it fairly stable? How well do people know their neighbors? How well is the school system supported?

- B. Identify an issue in your community that you believe you could change or influence. How will this project benefit the community at large? (Something you have a passion for.)

## Step Two: Goal Setting

- C. Identify how you will involve people in addressing this issue.  
How will you convince them of the importance of this issue?  
Do you need to involve them in deciding what they will do to make changes or will they go along with a plan you have in place?
- D. Identify the ultimate outcome for change related to this issue. (What do you want to happen as the result of your leadership efforts?)
- E. Write a goal that could be accomplished this year that would begin to make this change happen.

### **Step Three: Implementation**

- F. Write a plan of action.  
List the steps you will take to accomplish your goal.  
When and how will you recruit and organize people to accomplish what has been set as a goal?  
Do you need to provide any training in which others in the group might need to accomplish the task?  
*After the group has come together you will need to revise this plan to include the tasks the group members will assume and the names of those who are taking those tasks.*
- G. What skills and knowledge do you have or do you need to implement this plan.  
What else do I need to know about the issue? Where can I find this information? Include this in your action plan.  
Identify the leadership style you prefer and the style that you believe will work best to accomplish this task.

### **Step Four: Evaluation**

- H. Evaluate your progress at least every three months.  
\*Have you met with the people who need to be involved?  
\*What tasks have they assumed?  
\*Have people done something as a result of your leadership?  
\*How close are you to achieving your goal?  
\*Do you need to change or add anything to your plan to reach your goal?  
\*Include such information in your Leadership Summary due July 15



# Reference Form for the 4-H Teen Leadership Project



*Teen to complete top section.*

Name of Applicant \_\_\_\_\_ Age \_\_\_\_\_

Subject of Teen Leadership Project Plan: \_\_\_\_\_

## ***For Reference Use***

The youth listed above is participating in the 4-H Teen Leadership Project. Because you have been involved in this teen's leadership plan, we would appreciate your candid feedback/appraisal of their leadership development in regards to their current project.

On separate paper, please describe what capacity you and/or your organization has been involved with the youth's leadership plan. Please reflect on the following criteria as you provide feedback on this individual's leadership development.

### *Leadership Criteria To Consider:*

How the member...

- organizes groups to accomplish a purpose
- helps others become engaged participants
- knows (ages 13-15) and can chose (ages 15-19) appropriately between leadership styles
- understands personal strengths of self and others
- inventories and provides the training needed to accomplish tasks (ages 15-19)
- is willing to explore options and undertake a task with an unknown outcome

### **Please send your reference by July 14 directly to:**

K-State Research & Extension-Atchison County c/o Teen Leadership Project  
PO Box 109  
Effingham, KS 66023  
913-833-5450  
Fax: 913-833-5450  
Email: [atchisoncoext@ksu.edu](mailto:atchisoncoext@ksu.edu)

Be sure to include your name and contact information. DO NOT SEND your response to the applicant as this is confidential information.