



Sheridan County 4-H

Junior Leader

Handbook

What is Junior Leader?

A Junior Leader is an ambitious, self-motivated, and dedicated youth that will do what it takes to exhibit leadership qualities, positively influence their peers, and mentor younger youth for the good of the County 4-H program. This person actively advocates 4-H and shares their 4-H experiences with all they encounter to promote the program. This person is eager and willing to learn the vast and various skills required to become a true leader amongst their peers, their clubs, their communities, and their country. A Junior Leader values lessons learned in leadership and uses their skills in their everyday lives. A Junior Leader

**"If your actions
inspire others to
dream more, learn
more, do more, and
become more, you
are a leader"**
~John Quincy Adams

understands the importance of learning life lessons while having fun and enjoying the small things in life and as such keeps a positive attitude and outlook. A Junior Leader shares their positivity as often as needed by their peers, leaders, and other 4-H members. A Junior Leader is not afraid to go above and beyond the call of duty to ensure the best experience is shared by all who are with them whether it is in school, Camp, County Fair, or any other 4-H function. They shine and stand out in a crowd and are the epitome of what the County 4-H program strives to teach every 4-H member to become.



*So you
want to be
a Junior
Leader...*

I pledge my **HEAD** to learning how to lead in the way I think and act to better myself.

My **HEART** for showing my fellow Leader that I will help them to achieve their goals in leadership.

My **HANDS** for building upon the knowledge and character of my peers.

And my **HEALTH** to take care of myself so that I may do all I can to be a guiding light for my club, my community, my country, and my world.



2012 Sheridan and Johnson County Junior Leadership Teams



What is Leadership?

The most important thing to remember as you partici-

pate in the Junior Leader program is that Leadership is not a skill that you have or do not have. It is a skill you must build upon everyday. It takes practice. It takes work.

Learning to be a great leader is a continual process. However, the Junior Leader group and this handbook have been assembled

to give you the building blocks and tools to reach high levels of leadership. It is up to YOU to put the pieces together and to build a character of leadership that is uniquely you. Through this process you will experience many successes and many failures, but all the while you will be gaining skills and abilities to be a positive influence and a light in others' lives. You will be faced with challenges and expected to create a solution. Sometimes these solutions will come easily and naturally to you and other

times the answer may not be so clear and you may have to rely on your fellow JR. Leaders to assist you in deciding on the best choice.

Becoming a positive leader is the greatest way an individual can show they have care and concern for their peers, families, and communities. It is also extremely rewarding to know that you have the power and capabilities to make your world a better place .

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“Behavior is the mirror in which everyone shows their true image”
~ Johann Wolfgang Von Goethe

Membership Requirements

□ 13 years old by January 1st of the current 4-H year, but not yet 19 years old.

□ Have the time it requires to attend meetings, events, and fundraisers. Approximately 2 days a month or 8 hours a month on average. As well as attending the annual leadership retreat and Mountain Camp.

□ Possess an attitude conducive for open-minded learning and willingness to be a full participant in group discussions and decision-making.

**“Leadership is
the ability to
translate vision
into reality”**

**~Warren
Bennis**

Mission:

The mission of the Sheridan County Junior Leaders is to mentor younger 4-H youth and assist adult leaders in club and county programs through clinics, workshops, community service projects, the Cloverbud program, mountain camp, and being an overall active member of 4-H and our community. We will accomplish these tasks by utilizing the six pillars of character and along the way gain valuable skills that can excel our members' leadership abilities.

Vision:

To create Junior Leaders that are successful, contributing citizens through scholarships and leadership opportunities.

Your Mission Your Vision



As a group, it is important to know what your goals are so that you may work together and experience the feeling of success of working as a team, but don't forget that this is a much a team journey as it is an individual journey. Consider What YOU hope to accomplish and what you hope to gain through your involvement in Junior Leaders. How does that compare to the Mission and Vision of the group as a whole? Take a moment to list a few of your personal goals here. These may change over the course of your journey as a Junior Leader, but everyone has to start somewhere. Here is your beginning.....

Goals:

Code of the West

Expectations of Behavior

There has been a long standing "code" amongst those who live in the West. It is based on what is ethical and real. Everyone has a voice somewhere inside of them that guides them to do the right things. Whether you listen to that voice or not is up to you. However, for the sake of having a standard expectation of behavior in writing, Junior Leaders are to consider and abide by the Code of the West.

Each decision can be made by

keeping the Code in the back of your mind at all times. These decisions may not be easy or the most popular, but be assured, if you follow the code you are bound to make the right choices for yourself and others. As time goes by, making better decisions for yourself will become a good habit and get easier along the way.

Sometimes, you may find yourself at the wrong end of a bad decision, but do not be discour-

aged. People make mistakes. It is not your mistakes that reveal your character, but how you fix them that reveals it. Right what was wronged and move forward. You may also find that when you begin to live by the Code, people will seek out your friendship, advice, and your company as they will respect and trust you more and more. Be prepared to face the consequences of your actions and decisions regardless if they are good or bad.

1. Live each day with **courage**
2. Take **pride** in your work
3. Always **finish** what you start
4. **Do** what has to be done
5. Be tough, but **fair**
6. When you make a **promise**, keep it
7. **Ride** for the brand
8. Talk less, **say** more
9. Remember that some things **aren't** for sale
10. **Know** where to draw the line

"Behavior is the mirror in which everyone shows their true image"
~ Johann Wolfgang Von Goethe

A few more things to consider....

- ◇ No one can tell you how to act, but you won't go wrong by being conservative in dress, actions, and language.
- ◇ Don't be a snob, be friendly to ALL
- ◇ Avoid vulgar jokes and language, smoking, drinking, and disrespectful behavior.
- ◇ A friendly smile, combined with a desire to be your best and to do your best, will help you through the year.
- ◇ Having a wide variety of interests both in and out of 4-H activities is encouraged, but be careful of getting over committed in anything. If you make a commitment to do something or be somewhere be sure that it does not conflict with something else that you've already committed to.
- ◇ Communication is key to having successful friendships amongst your fellow Jr. Leaders and your adult advisors. If you must be absent or late for a meeting, event, or other function make sure to tell someone. Don't leave your friends and your biggest supporters hanging out to dry.

Expectations for your Parents

There comes a time in every parent's life when their child starts to look and act like an adult whether they are ready for it or not. Sometimes it is a difficult road to navigate for a young adult as they are realizing their full potential to be their own person and make decisions for themselves. All-the-while their parents cautiously try to preserve their child's youth and their reliance on them as a parent. However, Junior Lead-

ers is a group meant to help you and your parents bridge that gap. This is your time to shine and to show your parents that you are responsible, reliable, and self-sufficient. How can Junior Leaders help you with this? You will be permitted to take full and exclusive responsibility of yourself and your actions when it comes to Junior Leader business. You will have to maintain your own calendar. You will also be expected to have an email account and to check it regularly. If you need to notify anyone of your absence or tardiness, YOU must be the one to make those contacts. This should never be

your parents responsibility unless your not well enough to do so on your own. Having this much independence may require that you have an uncomfortable conversation with your parents to let them know and understand just how serious you are about being responsible for your Junior Leader calendar, commitments, and all other decisions regarding Junior Leader activities. Give your parents a ton of credit, because this is a much scarier concept for them than it is for you! Up until now, they have clothed you, fed you, and catered to your every need. However, to become a suc-

cessful adult you are going to need to learn how to do things on your own. Assure them that you are in a safe environment and that you will be supervised, but ask for there faith and respect that you need to try to figure this out on your own. However, don't leave your parents in the dark. It may be very difficult to allow you to be independent and remain hands-off, but they will never stop caring or wanting to know what you are up to in Junior Leaders....so tell them! Keep them involved! Parents are welcome to attend meetings as silent observers. This is the perfect time to show them just how grown-up you are becoming!

**"Everything you need
is already within you.**

**The beauty of life is
that your destiny lies
always in your hands.**

**The time has come fro
you to step and be
great."**

~Pablo Valle

- ⇒ Juniors Leaders maintain their own calendars
- ⇒ Junior Leaders decide together what the group will do.
- ⇒ Junior Leaders are expected to have their own email account and to CHECK IT frequently.
- ⇒ Junior Leaders, NOT parents or club leaders, are expected to make the appropriate contacts if they have questions or need to notify the group of their absence or tardiness to a Junior Leader function.

Expectations for your Club Leaders...

Your club leader will play a vital role in the development of your leadership capabilities as they should provide you with a variety of responsibilities within your clubs. Responsibilities may include holding an office, doing demonstrations,

teaching a clinic, running the meeting in their absence, or mentoring the younger members. If and when your club leader asks for your assistance in these areas, you should be eager and willing to step in. If your club leader does not ap-

proach you for help, then approach them! They may not realize the full depth of your leadership training. Club leaders are notorious for taking on the lion's share of the work and sometimes forget that it's OK to ask for outside help.

Dear Junior Leaders,
It is with great pleasure that I welcome you to the Junior Leader Club. Whether you are new to the group or a returning member we are pleased to have you and I am excited to get to know you better. With being a junior leader comes a big responsibility. Junior leaders are responsible for being the voice and prime of the organization. As junior leaders you will be seen and looked up to at various county events. I know you will ex-

ceed all of my expectations and rise to any occasion. As events happen throughout the year I hope you will work as a group to plan, prepare and execute events. Sometimes you may run into a block in your road or an unforeseen challenge so I hope in those instances you will look to your group and work through them as a team. If you ever get stuck or need certain resources I hope you will look to myself and other Leaders for assistance.

I Hope you all will really take the junior leader program and run with it. If you have ideas for the direction of the program, don't be afraid to bring them up in meetings and talk about them with the group. It is likely that you are not the only one who is thinking that way. Again I am here for you when you need me and I look forward to working with each of you in the future.

Liz Shaffer

4-H & Youth Development Educator

Junior Leader Lead Events

- Fundraisers
- Community Service
- Prizes at Carnival
- Dance Before Carnival
- Mountain Camp
- Helping with County Fair Events
- Breakfast at County Fair
- Achievement night
- Booths at 4-H Expo
- Booths at Farmers Market
- Any other fun activity!

And From the State 4-H Coordinator

Everyone can touch the life of another in a positive way, this is called **leadership**. As a Junior Leader you have the opportunity to work as a team to make a difference, plan activities, teach others, and learn and grow as a person. You will have opportunities to push yourself as a person, meet new people, and take on new experiences. You will make mistakes along the way and learn from them, we all do. 4-H creates that opportunity to learn how to overcome, push through, and to plan and execute in a way that is positive and productive.

creates opportunities for you to have a greater voice in your life. You will learn to be a guide, mentor, director, planner, facilitator, teammate, and contributor— all of which will make you a better person. You can increase your chances at scholarships, open new doors to additional opportunities and expand your connections to a larger world if you let it.

Get involved.

Engage. Commit. Learn. Have fun. Make a difference in your life and that of others in your club, your community, and your world!

Junior Leaders

Jonathan Despain
State 4-H Coordinator

Leadership Calendar

Each year, Junior Leaders are provided with the opportunity to decide what their annual goals are and what activities they would like to do. The yearly calendar is tentative and changes as the membership changes. Therefore, parameters have been set up to provide the optimum results in leadership learning, but the group gets to decide how they would like to proceed in fulfilling these opportunities.

Fall: Officer election, Leadership Training, Fall recreation, fundraiser

Winter: Camp & Workshop planning, Mentorship assignments, Community service project

Spring: Hold a workshop, planning for Summer Recreation, Camp planning, fundraiser

Summer: Mountain Camp & summer recreation

**One cannot
commit to too
many things at
once: like
pumpkins in the
water, one pops
up while you try to
hold the other
down”
~ Chinese Proverb**

**Productivity is
never an accident.
It is always the
result of
commitment to
excellence,
intelligent
planning, and
focused effort.”
~ Paul J. Meyer**

Note:

Participation in the Cloverbud program is optional according to what your personal goals and interests are. It is highly encouraged. It is a great way to introduce young children to the 4-H program and give them a glimpse of what they someday can become in the Junior Leader program.

Wyoming State Leadership Team

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The state 4-H Leadership Team is a seven- person team that represents Wyoming 4-H at all statewide events and activities. These functions include, state leadership team retreat, Youth Leadership Conference, Legislative Day, and the Wyoming State Fair. Team members are also involved in providing county or multi-county leadership workshops, assisting at all state 4-H contests and events, and representing 4-H at organizational meetings

Other Opportunities for Leadership

- ◆ Provide a workshop as a group at Showcase Showdown.
- ◆ Attend National Conferences such as National 4-H Congress, National 4-H Conference, and Citizen Washington Focus.
- ◆ Travel abroad to other countries to share your 4-H Experiences such as Samoa.

Wyoming State 4-H Events

Event	Date	Location
State 4-H Leaders' Conference	February 19-21	Sheridan , WY
National 4-H Conference <i>Applications due date has passed for 2014</i>	TBD	Washington, D.C.
Wool Judging/Meat Judging	Late April	Laramie, WY
Citizenship Washington Focus <i>Paperwork due February 1, 2014</i>	June 14-21	Washington, D.C.
Horse Camp <i>Registration deadline: May 24, 2014</i>	June 19-22	Douglas, WY
Showcase Showdown <i>Registration deadline: June 10, 2014</i> <i>ALL information is due on this date.</i>	June 25-27	Cheyenne, WY
State Shooting Sports Match <i>Registration deadline: TBD</i>	July 10-13	Douglas, WY
Wyoming State Fair <i>Fashion Revue & Livestock Judging entries due: Aug 7</i>	August 10-17	Douglas, WY
Shooting Sports Awards Trip <i>12 winners are selected based on scores at State Shoot</i> <i>2 winners are selected based on portfolio submissions (due end of July)</i>	September TBD	Raton, New Mexico
National 4-H Congress <i>Applications due May 31, 2014</i> <i>Interviews held during Showcase Showdown</i>	November ~ TBD (typically Fri-Tues after Thanksgiving)	Atlanta, Georgia

Other Opportunities:

State 4-H Leadership Team ~ applications due May 31, 2014,/interviews at Showcase Showdown
National Shooting Sports Invitational ~ Applications due April 30

Updated 5/1/15

So You've Been Nominated for an Officer's Position....

An officer term is a one year term and one individual may not hold the same position for more than two terms consecutively.

Holding an officer position should be of the upmost compliment to your leadership abilities. Take

pride in the fact that you have been nominated because this means that your fellow Junior Leaders have respect for you and believe in your capabilities as a leader. Anyone has the right to decline a nomination, but it is a great honor to dutifully accept your nomination for the possibility of being

elected. Declining a nomination should not be taken lightly. There are few reasons why one should decline a nomination. In fact, there is only ONE. If you feel you could not or would not be able to provide the time needed to fulfill the role of an officer, only then should you decline

your nomination. Otherwise, you should take the chance to believe in yourself as those already do that nominated you. Whatever you decide is up to you, but do not be too hasty to doubt yourself and your talents. You've been nominated for a reason. Keep that in mind.

"The leaders who work most effectively never say "I". It is not because they have trained themselves not to say "I", but because they think "we"; they think "team". They understand their job is to make the team function. They accept responsibility and don't side step it, but "we" gets the credit....this is what creates trust, what enables you to get a task done."

~Peter Drucker

President: Directs activities, presides over meetings, plans order of business for each meeting, creates agenda, oversees other officers, calls meeting to order and follows the order of parliamentary procedure, calls extra meetings if necessary, casts deciding vote in case of ties.

Vice President: acts in place of president when absent, investigates reasons for absences, looks after visitors and guests, assist president in maintaining order of parliamentary procedure.

Secretary: takes notes during meetings and presents them at the following meeting, keeps records of all correspondence and attendance, keeps a current copy of by-laws for reference at each meeting.

Treasurer: keeps all financial records and bank statements, takes care of deposits and purchases.

Parliamentarian: keeps everyone at meeting focused on the agenda and order of business using parliamentary procedure.

Junior Officers: Shadow under officers to learn their position and may act as substitute in their absences.



Parliamentary Procedure

I MOVE...

Do you remember a time in which you joined a conversation among several people? In that group was an individual or two who seemed to do all the talking. It was difficult, if not impossible, for you to make a statement, state your ideas or participate in any way. Consider what would happen if instead of joining a conversation, you were attending a meeting at which some goal or objective was to be accomplished. How would you feel if you were unable to state your view? Parliamentary

procedure makes it possible for you, or anyone to be heard.

Parliamentary procedure is an organized way in which the smallest minority (even just one person) can be heard, while preserving the right of the majority to prevail.

Junior Leaders may decide to fully use Robert's Rules of Order to perform parliamentary procedure effectively, or they may choose to use a less formal meeting management tactic. However, the group must decide how they wish to

maintain meeting order and abide by that decision at every meeting. Not only should the Parliamentarian be familiar with Robert's Rules of Order, but the entire group should familiarize themselves with the basics of making motions, voting, and staying within the agenda discussions. Not only will using Parli-Pro help maintain order, but it is something that you will inevitably use in college groups and more importantly, the professional world when you have sustained a career.

Sample Agenda

1. Opening

- Call to Order (President)
- Pledge to Flags

2. Roll Call (Secretary)

3. Reading of Last Meeting Minutes (Secretary)

4. Correspondence

5. Reports

- Officers
- Committees

6. Business

- Unfinished Business
- New Business

7. Announcements

8. Program

- Fun, Educational, and/or Recreational Activities

9. Closing Activities– Social

10. Adjournment (President)

The Executive Team consists of the President, Vice President, Secretary, and Treasurer. This team should meet 30-60 minutes before every Junior Leader Meeting to discuss the agenda.

COMMITTEES

Small groups of 3-5 people to focus on a specific task. Committees meet separately before the next Junior Leader meeting to discuss topics to present to the entire membership that will then be voted on.

SUGGESTED STANDING COMMITTEES

- ⇒ Fundraising Committee
- ⇒ Programs Committee
- ⇒ Recreation Committee



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