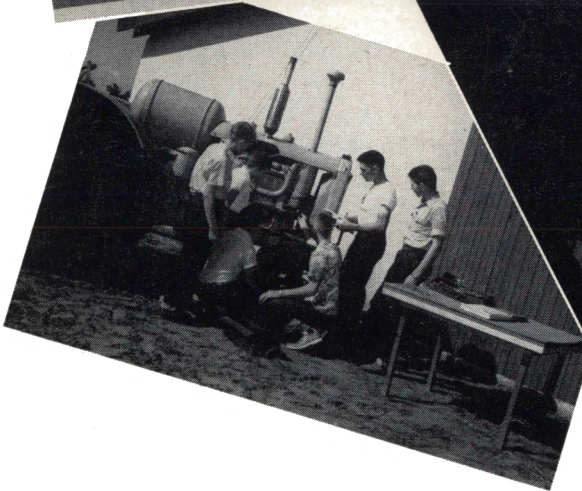


# 4-H JUNIOR Leaders HANDBOOK



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**Form 4-H Members may fill out—between pages 8 and 9**

# The Oklahoma 4-H Junior Leader's Handbook

IRA J. HOLLAR  
State 4-H Club Leader

## Introduction

You have a challenge when serving as a Junior Leader. This project will offer you opportunities to have lots of fun along with work and responsibility.

While you serve as a Junior Leader you will be given an opportunity to make many new friends. You will plan programs and work with energetic, enthusiastic youth and adults.

Serving as a Junior Leader will give you a place in your community, an opportunity to be recognized and a challenge to learn more about people and why they act as they do.

The 4-H Junior Leadership project offers you an opportunity to have worthwhile experience in Leadership work at an important period of your life. This experience will be beneficial throughout life.

## Why Junior Leadership?

The 4-H program of Oklahoma is interested in developing the leadership of older boys and girls so their training and experience will benefit them in a chosen profession when grown. The Oklahoma 4-H Club program is established on the basis of older boys and girls serving younger members as Junior Leaders. Research studies and observation clearly point out that youth depend on some of their own

group of similar age for a certain amount of leadership.

You as a Junior Leader, counseling and working with adult leaders, can increase the size of the club, its participation and improve the quality of club work of the members.

## Functions of Junior Leaders And Adult Leaders

The Oklahoma 4-H Club Program will make greater progress when the local club has both Junior Leaders and Adult Leaders planning and working closely together for the individual improvement of all the members of the local 4-H Clubs.

Both the Junior Leaders and the Adult Leaders have a place and responsibility in the local club.

### Junior Leaders are Necessary:

1. To express the thinking of boys and girls of similar age. Junior Leaders are nearer the age of the members than the adult leaders.
2. To furnish the enthusiasm that is needed in an active 4-H program.

3. To carry out certain phases of the program that have been planned by the Junior Leader, Adult Leader and the 4-H members.
4. Because Adult Leaders prefer that Junior Leaders function in leadership responsibility when their ability and training is adequate. Adult Leaders are aware that 4-H work is developing boys and girls.

#### **Adult Leaders are Necessary:**

1. To know what is expected of the club and its entire membership. The Junior Leader looks to the adult leader as a source of information and as an interpreter.
2. To direct the thinking of the group so it will be the idea of the entire group working in harmony. This idea should not necessarily be that of the adult leader, but of the Junior Leaders and the entire club membership.
3. To inspire the Junior Leaders and the entire membership and to keep the school officials, community, and all leading citizens informed of the local 4-H Club programs and achievements.

#### **Steps To Becoming A Junior Leader**

If you are interested in assisting other Club members you may volunteer as a Junior Leader in some project or activity.

Certain basic qualifications such as maturity, experience, an interest in people, successful project work, patience, and enthusiasm will be helpful to you as you accept the assignment of a 4-H Junior Leader.

#### **You Will Need To Have:**

1. Reached fourteen years of age before January 1 of the current year.

2. Completed three years of 4-H work prior to the year of enrolling in Junior Leadership work.
3. Successfully completed in previous year or years the project in which you plan to assist younger members.
4. Been approved by the club, the adult leaders and County Extension Agents.
5. Agreed to continue to take training to better qualify yourself for specific responsibilities.

Your adult leader may have observed your helpful attitude and the acceptance of other club members of your leadership ability.

It is suggested that you discuss with your adult leader and come to an understanding with him as to the particular leadership job you desire to carry out for the year. The local leader may wish to counsel with the County Extension Agents before giving final approval.

The next step is to enroll in the Oklahoma 4-H Junior Leadership project.

#### **Rewards for Junior Leadership**

You are serving as a Junior Leader largely because of your willingness to help other boys and girls. The opportunity provided in Junior leadership work is to learn how to work, play and share experiences with club members under adult guidance.

#### **Among the other rewards are:**

1. To observe the development of club members that you have assisted.
2. The satisfaction of knowing that you have given help to others.

3. The privilege of meeting new people and working with outstanding boys, girls and adults.
4. The opportunity for self-development.

## How 4-H Junior Leaders Are Trained

Training in Junior Leadership is a continuous process. What you learn through study and participation in leadership work will depend largely on your interest, willingness to read bulletins, magazine articles and books on leadership and to put into practice helpful suggestions.

Your leadership knowledge and ability will increase in proportion to participation in county 4-H council meetings and district and state training schools.

Your association and talking with trained adult leaders and leaders in other youth organizations will help you train yourself.

You should not overlook the need of making a study of the techniques of leadership work as well as receiving training in specific project work. Your County Extension Office can furnish you with reference material on many subjects such as recreation, community activities in safety, citizenship, health and conservation.

## General Responsibilities Of A Junior Leader

You are a member of the leadership team along with the adult leader. You are directly responsible to the adult leader. Your assistance will make it possible to reach more boys and girls in club work. Thus, you will help individual members benefit through improved projects and activities.



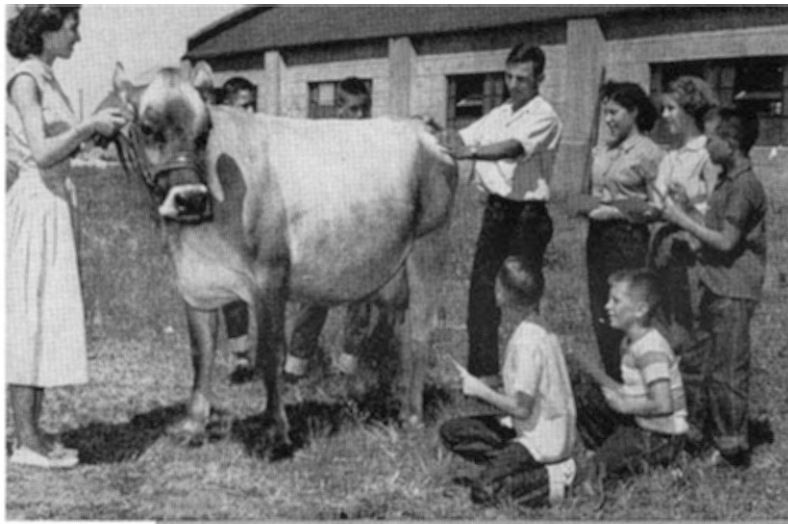
Junior Leaders council with adult volunteer leader in planning the local 4-H Club program.

Early in the club year the adult leader will need to coordinate the work and responsibilities of the Junior Leaders who will assist with specific projects and activities. A systematic check-up of progress will need to be made at different times.

You as a Junior Leader will need to counsel with adult leaders about many of the plans in your special field of Junior Leadership. It will be well for you as a Junior Leader to counsel with the members about programs before they are put into operation. A leader will cause the members to feel that it is their program and that you are assisting them in the process of learning.

The following is a list of your responsibilities to other members:

1. Provide an opportunity for every member to participate. No one likes to be left out.
2. Think of each member in terms of what you would like to do when you were their age. Boys and girls of similar age like to be together.
3. Avoid giving too much credit to certain individuals when others in the club have made accomplishments that deserve recognition.



A Junior Leader teaching young 4-H members the fundamentals of judging dairy animals.

4. Study the actions of the members. Long meetings may cause a lack of interest.
5. Provide new experiences for the members.
6. Read bulletins, attend meetings and planning conferences and counsel with adults such as County Extension workers, local leaders and others who can give authentic information. The members look to you for the latest information.

#### **Special Assistance a Junior Leader can Give:**

You as a Junior Leader can assist in project work. Your previous experiences in the project will be of benefit. Club members usually have confidence in an older member who has been successful.

A Junior Leader can be helpful to the club program when serving as a leader in such activities as recreation, health, safety, citizenship, conservation and many others.

Many opportunities are offered in the meetings for Junior Leaders to give assistance.

#### **Your Job as a Junior Leader in the Local Club:**

You may do as many of the following as plans permit.

1. Secure new members and interest former members.
2. Work on committee with adults in planning local club program.
3. Explain project requirements to new members.
4. Inform parents of project requirements of members.
5. Visit homes and help members with projects.
6. Assist members in completing project reports and in keeping a record book.
7. Assist younger members with developing and giving of demonstrations and 4-H Talks.
8. Assist with parliamentary procedure at club meetings.
9. Teach members the fundamentals of judging, organization and giving reasons.
10. Assist club in securing and maintaining material for library such as bulletins, catalogues, books, letters, report blanks, etc.
11. Serve as a project leader.

#### **Your Job as a Junior Leader in Activities:**

Plan ahead as to which of the following jobs will be carried out during the year.

1. Assist with tour in selected projects. It may be livestock, home improvement, etc.
2. Assist local leader with the planning and carrying out of club picnic, club tour, district 4-H events, Share the Fun, local club party, special program for parents, 4-H Achievement Days, 4-H Sunday, etc.
3. Assist in the planning and carrying out of club activities such as health, safety recreation, citizenship and conservation.

4. Assist with money raising for Red Cross, Polio, etc.

### Junior Leaders can Assist With Exhibits at Fairs and Shows:

Among the things you can do are:

1. Encourage members to exhibit.
2. Visit homes of members and give suggestions in selection and preparing exhibits for the fair or show.
3. Supervise younger members with live-stock exhibits at fairs and shows.
4. Serve as Superintendent at county fair.

### Junior Leaders Have Jobs at Camps:

Assistance can be given in many activities, such as:

1. Leading recreation and group singing.
2. Teaching courses in personality, crafts, etc.
3. Conducting flag ceremonies.
4. Serving as a camp counselor.
5. Serving as a cabin leader.
6. Being responsible for vesper services.
7. Supervising swimming periods to insure greater safety.

### A Junior Leader Should Know That . . .

1. Each 4-H member moves through common stages of growing up, yet . . .
2. Each 4-H member is different. An explanation that fits one member does not necessarily fit all the others.
3. 4-H members need and welcome help from each other.
4. Each person's particular background of experience enters into his actions. It is the Junior Leaders task to study the clues and determine how best to help.
5. Your own background of experience is not adequate to judge the actions of other club members.

6. Physical growth varies in each person. Girls tend to mature from one and one-half to two years ahead of boys. As they grow into adolescence they frequently take over the initiative and leadership from boys in the local club. Girls can take on grown-up jobs earlier.

7. Boys and girls of approximately ten years of age are less interested in appearance of clothes and grooming; however, they are interested in adventure.

8. Boys and girls in the process of growing up from ten years to eighteen years have different interests. It is expressed in (a) project work, (b) taking part in the local meetings, (c) in 4-H club activities and (d) a change in interest from the "gang" stage to small groups.

9. 4-H members want to be recognized for work well done. They want to be accepted, be a part of the group and given a chance to participate. 4-H members individually need to be made to feel that they have made a contribution that is essential to the success of the group.

10. It is a natural step toward maturity for teen-age boys and girls to struggle for independence from adults. **Yet they need to cooperate with them.**

11. Club members ten to thirteen years of age have a shorter span of attention and their interests change rapidly as compared to older members.

A Junior Leader assisting young members at a 4-H County camp.

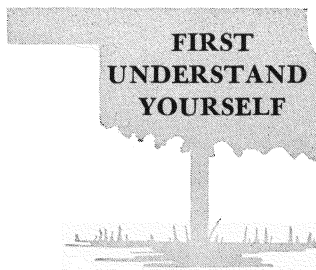


12. The development of the project, though important, is not so important as the development of the individual.

## Guideposts For Junior Leadership

The 4-H Junior Leadership project needs careful planning. It requires a different kind of planning than a project in poultry, home improvement or any other 4-H project. The Junior Leader works closely with adult leaders. The adult leader can help determine what should be included in different years of Junior Leadership work.

The progress in Junior Leadership is measured in part by a feeling of achievement and growth made by the members assisted. Junior Leadership is not measured by articles made, crop yields, or animals owned. You will encounter success and disappointments in Junior Leadership work. This is to be expected.



**Realize Your Limitations—Be Willing to Make Improvement**

You are aware that no 4-H member is perfect. You, like others, will have to continually work to develop the traits of character that are needed. This is not easy. Nothing worth very much can be obtained without effort.

You need to acquire sufficient insight into yourself to know what you would like to alter and improve.

This will require patience and persistence. One will need to be self-critical in bringing about any change.



**Words of Praise and Encouragement are Basic Human Needs**

You as a Junior Leader will need to recognize that each individual has certain abilities. Your task is to find out what these abilities are and then help to develop them.

You as a leader will want to give every 4-H member an opportunity to develop his interests and use his talents. Participation in recreation, group discussions and regular club meetings may afford opportunities for members to demonstrate talents.

Junior Leaders need to be generous in recognition of work well done by 4-H members. Likewise, one of the member's basic needs is to be given approval for work accomplished. Leaders will find through experience that some members are more dependent than others upon recognition and approval. Nothing seems harder than being overlooked.



## My 4-H Junior Leadership for County Recognition, 19—

Name \_\_\_\_\_ Club \_\_\_\_\_ County \_\_\_\_\_

Suggested Job in Junior Leadership	Plan <sup>1</sup>	Accomplishments for the Year <sup>2</sup>
A. Job in Local Club		<i>Example:</i> Secured 5 new members—E
1. Secured new members and interested former members.		
2. Worked on committee with adults in planning local club program.		
3. Explained project requirements to new members.		
4. Informed parents of project requirements of members.		
5. Visited homes and helped members with projects.		
6. Assisted members in completing project reports and keeping a record book.		
7. Assisted younger members with developing and giving of demonstration and 4-H Talks.		
8. Assisted with parliamentary procedure at club meetings.		
9. Taught members fundamentals of judging, organization and giving reasons.		
10. Assisted club in securing and maintaining material for library such as bulletins, catalogues, books, letters, report blanks, etc.		
11. Served as a project leader.		
B. Job in Activities		
1. Assisted with tour in selected projects.		
2. Assisted local leader with the planning and carrying out of: club picnic, club tour, district 4-H events, Share the Fun, Local Club party, Special program for parents, 4-H ach. Day, 4-H Sun.		
3. Assisted in the planning and carrying out of club activities such as: health, safety, recreation, citizenship, and conservation.		
4. Assisted with money raising for Red Cross, Polio, etc.		
C. Jobs Associated with County Rally.		
1. Served as chairman of speech or demonstration section.		
2. Assisted with Appropriate Dress or Health Program where Club members require physical examinations.		
3. Trained Club members who plan to give Individual or Team Demonstration at County Rally.		
4. Trained Club members who plan to give 4-H Talk at County Rally.		

Cut Here for Use as a Report

<sup>1</sup> Check job you plan to carry out for the year.  
<sup>2</sup> Briefly state accomplishments. You may rate yourself E—excellent, G—Good, F—Fair.  
 Circle words that apply under different points  
 Example: A-7, circle demonstration or 4-H Talk or both.

Suggested Job in Junior Leadership	Plan	Accomplishments for the Year
D. Jobs with Exhibits at Fairs & Shows 1. Encouraged members to exhibit.		
2. Visited homes of members and gave suggestions in selection and preparing animals for exhibit.		
3. Supervised younger members with live-stock exhibits at fairs and shows.		
4. Served as Superintendent at County Fair.		
E. Jobs at Camps 1. Leader in recreation, group singing, club and county.		
2. Taught courses at camp, personality, crafts, etc.		
3. Conducted flag ceremonies.		
4. Served as camp counselor.		
5. Special assignments consisting of----- -----		
F. Others 1. Served as Discussion leader, local, county, or state.		
2. Assisted with religious service, local, county, state.		
3. Attended and participated in planning meetings, local, county and state.		
4. Assisted in the development of a long time program with individual members and encouraged them to establish a goal on a year to year basis.		
5. Served on County 4-H Council.		
6. Directed Recreation in local club.		
7. Assisted with county wide "Fun Night."		

# Evaluation of My Personal Development

## As A Junior Leader

After serving as a Junior Leader for 1 2 3 4 5 6 years,\* I have rated myself as follows:

	Excellent	Good	Fair
Organization and planning ability			
Tact and Humor			
Patience			
Judgment			
Thoroughness			
Sincerity			
Enthusiasm			
Standard of sportsmanship			
Understanding			
Vision			
Friendliness			
Unselfishness			
Honesty			
Courtesy			
Willingness to cooperate			
Willingness to abide by the decision of others			

\* Circle year that applies. A Junior Leader may wish to have the adult leader evaluate the personal development of the Junior Leader

# Progress Report in Junior Leadership

Technique in Securing Member Participation: -----

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Outstanding Accomplishments of My 4-H Club: -----

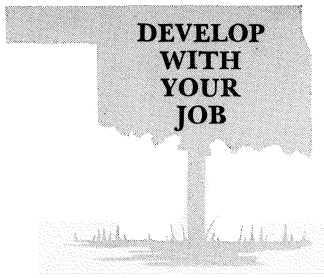
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My Most Difficult Jobs in Junior Leadership Work: -----

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What I Gained From My Years Experience in Junior Leadership Work: -----

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**Learning is a  
Continuous Process**

**J**unior Leadership offers unlimited opportunities. Start with a few simple jobs. Gain confidence in yourself and demonstrate that you can do something well. You not only will need to increase your knowledge in different 4-H projects, but you will be a student of teaching methods.

Rapid changes are taking place in the fields of agriculture and home economics, along with the developing of new techniques of working with people. A Junior Leader who has understanding of the job and is willing to take greater responsibilities will find that the many lessons learned will be helpful throughout life.

You as a Junior Leader will need to attend training meetings, study project manuals and published material on leadership and share experiences with other leaders.

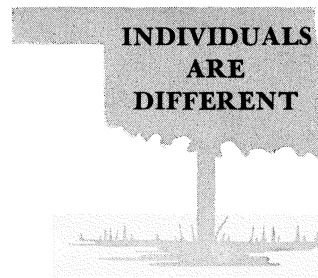
Don't be disappointed if you as a leader do not always know the answers. Your job is to know where to find the answers.

Your development as a Junior Leader will increase as you learn to see the other person through his own eyes and through his own inner feelings.

**Y**ou as a Junior Leader cannot think of any two 4-H members, even a pair of identical twins, as exactly alike in all respects.

4-H members are all different in the way they react to circumstances and in the way they think about things. No two have exactly the same heredity and no two people grow up in exactly the same environment. Heredity definitely affects size and appearance.

You may ask, "How does environment effect individual members?" The 4-H member who has worked closely with his father on a livestock farm has the opportunity to learn practical lessons in livestock production. The girl who associates with a mother skilled in making clothes has, through experience, some advantages.



**People Do Not Think  
and Act the Same**

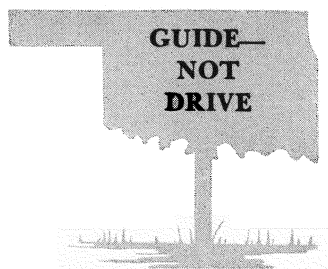
Those members that may be timid, bashful or express themselves in many other ways give you as a Junior Leader a challenge. It is your job to determine why they act as they do.

**Don't make the mistake of judging other individuals by your own particular background of experience.**

When you as a Junior Leader can forget yourself and learn to see through the eyes of the other person, progress can be made in individual development of members. You will gain in prestige among fellow members.

**J**ust because you are a Junior Leader does not entitle you to "Boss" people or do everything for them.

Rather, it means thinking with the members so that they may arrive at common goals based on their decisions. Your satisfaction will come from the growth and development of the members.



**A Leader is Not a Boss**

A leader in the democratic process leads when, and as far as the members want or are willing to go. Rather than "notify" your club it will participate in the County Share-the-Fun Program, appoint a committee and give its members helpful guidance so that they may make the decision. This becomes a club program and not a program of the Junior Leader.

A leader helps start things, then steps aside to watch, think, and guide when necessary.

**Y**ou as a Junior Leader will need to realize that when there is a warm personal feeling between members of the club they have a better chance to learn new attitudes and understandings.

Each member of the group needs to be made to feel that he is valuable and worthy of recognition and that members need each individual's contributions.

You as a Junior Leader need to be greatly concerned about increasing the knowledge, developing the skills and improving the attitudes of the entire club membership.



**Cooperation as a way of Learning is Superior to Competition**

In your role as a Junior Leader you will continue to think how to use different tools to motivate members. 4-H Club programs offer awards to motivate members in different programs.

You as a Junior Leader should continually strive to use such programs to stimulate superior achievement and to bring satisfaction to those participating. When the competitive spirit is created to the extent that jealousy, disappointment or ill-feeling exists, you as a Junior Leader need to encourage a change in the emphasis of that program. The challenge is yours to continually emphasize that those things learned in the process of competing for awards are far greater than the awards themselves.

**Y**our "success" as a Junior Leader will depend on the cooperation received from the members, adult leaders and parents. You are just a member of this team; however, your responsibility is to help keep all groups pulling together for common goals.

The cooperation of the parents is essential. Home situations frequently influence the interest of the members. When you as a Junior Leader understand the home situation you can better understand how to counsel with the member. Words of praise give encouragement.



**Cooperation Between  
Parents and Adult  
Leaders is Essential**

You as a Junior Leader are not to take over the entire club. You are a member of the team along with the adult leader. When the adult and Junior Leader plan the work together at the beginning of the year and work together throughout the year, greater cooperation can be expected from the member, parents, school, and community.

### **Junior Leader's Place In A Safety Program**

Up to now this handbook has described the general functions of a Junior Leader. You may be wondering just how you as a Junior Leader can help with specific projects or programs.

Listed below are some of the ways a Junior Leader can help in a Safety Program. By studying the suggestions, you will better understand how Junior Leaders can contribute to any number of club projects.

1. Work with your local leader and club officers in outlining the general plan in the 4-H Safety Program.
2. Secure all available reference material. Then present the plan for the safety program to the members for suggestions and adoption.
3. Place in your 4-H library bound copies of all available material on 4-H Safety. Among the sources of information would be National Committee on Boys and Girls Club Work, insurance companies, oil companies,

farm organizations, Highway Patrol, tractor companies, electric companies and the State Safety Council. Your County Extension Office can give you further information.

4. Suggested club activities in safety:
  - a. Make plans and carry on a study of the most serious hazards of the community. Each club member's experience can help in determining hazards that need immediate attention. Examples are "blind" corners, fire hazards, and the storing of insecticides and other poisons.
  - b. An accident reporting system could be established where all accidents occurring in the community would be reported for one year. Discussion periods could be held at 4-H meetings explaining how each accident could have been prevented.
  - c. Newspaper clippings could be collected for a given area of accidents under the following groupings: 1. falls of persons 2. machines 3. animals 4. motor vehicles. 5. handling objects 6. hand tools 7. stepping on or striking against objects 8. falling or flying objects and 9. burns or shock. These clippings could be posted on bulletin boards.
  - d. Develop plans and participate in each of the following: 1. Spring clean-up 2. National Farm Safety Week 3. Fire Prevention Week 4. Public meetings, exhibits, demonstrations, radio and T.V. appearances.
  - e. Plan a year's program of safety exhibits. These exhibits should relate to important hazards in the community. It is suggested that these exhibits be seasonal, for example, canning safety could be stressed during canning season, and safety with fire arms could be featured during the hunting season.

- f. Plan a course of instruction in safe automobile and tractor driving. The Highway Patrol would be willing to assist. Many helpful suggestions on tractor safety are given in the tractor manuals of the 4-H Tractor Program.
5. A Junior Leader in Safety may want to suggest things for individuals to do in safety, such as:
    - a. Make an accident and fire hazard study of their farm and have a listing of the important hazards found and what was done to correct them.
    - b. Keep a record of all accidents that occurred on the farm or in the home for a given period and include a statement of how each accident could have been prevented.
    - c. Participate in a driver's program in tractor and automobile, and learn how to prevent accidents.
    - d. Select one or more of the general hazards on the farm or in the home and carry out a year's program of improvement of each. Example: Safety with the tractor; repair electric appliances or cords.

A similar procedure could be followed in other projects or activities such as health, recreation, citizenship and conservation.

### What 4-H Club Members Want

1. **To Express Themselves.** Club members like to feel that they have a part in making decisions in the club, and they like to represent the club in different activities. Too much dictation on the part of the adult leader, parents, or Junior Leader can retard the development of individual members.

2. **To Have New Experiences.** This is an effective way to learn. Naturally some members need encouragement and counseling from both the Junior Leader and the adult leaders.

3. **To Demonstrate Ability.** Club members that grow in club work want to do many of the things done by older members. They have observed that older members who have completed projects and have participated in community activities have been recognized for their achievements.

4. **To Own Something for Themselves.** This is a basic requirement of 4-H Club work. 4-H Club work has gained prestige throughout the years because it requires the individual to carry out project work in the home or on the farm. Project work gives security and stability to the 4-H Club movement.

5. **To Work and Play Together.** Club members of similar age want to be together in work and play. Boys and girls of club age want and need periods for recreation. There is a need for Junior and Senior clubs if the maximum of leadership, participation and cooperation is to be received.

6. **To Be Recognized.** This helps the member to better understand his accomplishments. It challenges the individual to compete with his own accomplishments and to have greater pride in improving skills.

A Junior Leader giving a first aid demonstration to other 4-H members at County camp.





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## PLEDGE TO THE FLAG

"I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

## 4-H CITIZENSHIP PLEDGE

We individually and collectively, pledge our efforts from day to day to fight for the ideals of this Nation.

We will never allow tyranny and injustice to become enthroned in this, our country, through indifference to our duties as citizens.

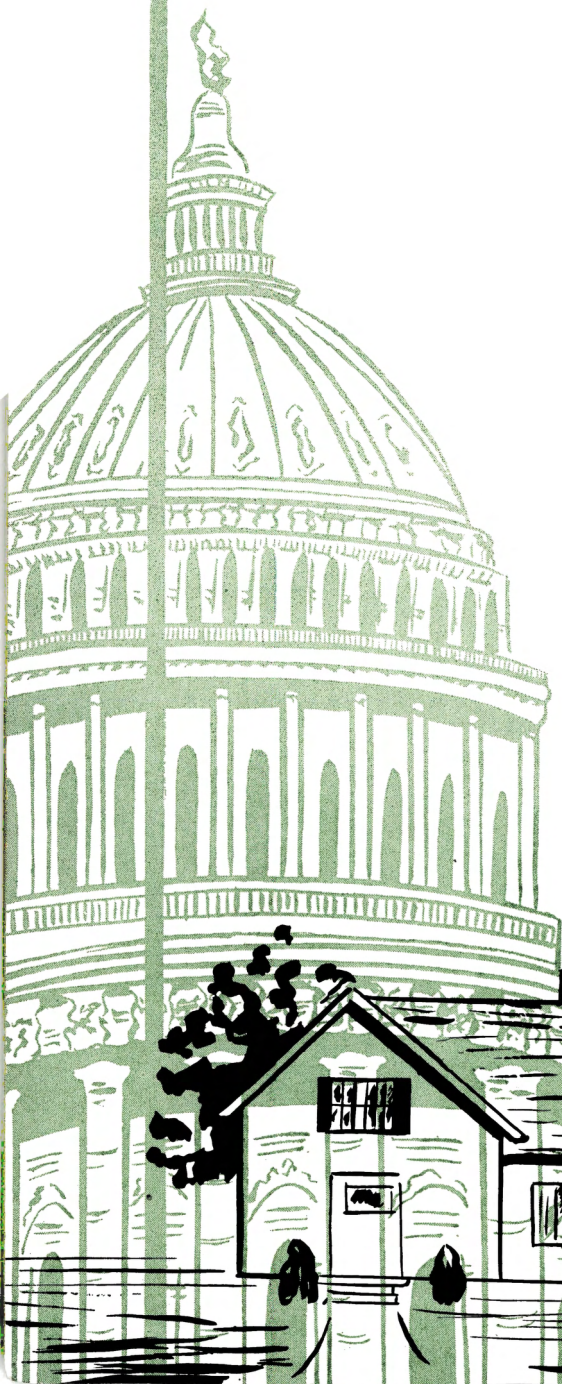
We will strive for intellectual honesty and exercise it through our power of franchise. We will obey laws of our land and endeavor increasingly to quicken the sense of public duty among our fellow men.

We will strive for individual improvement and for social betterment. We will devote our talents to the enrichment of our homes and our communities in relation to their material, social, and spiritual needs.

We will endeavor to transmit this Nation to posterity not merely as we found it, but freer, happier, and more beautiful than it was transmitted to us.

**THE 4-H MOTTO**  
To Make the Best  
Better

**4-H COLORS**  
Green and White



# THE NATIONAL 4-H CLUB CREED

I believe in 4-H Club work for the opportunity it will give me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to think, to plan, and to reason.

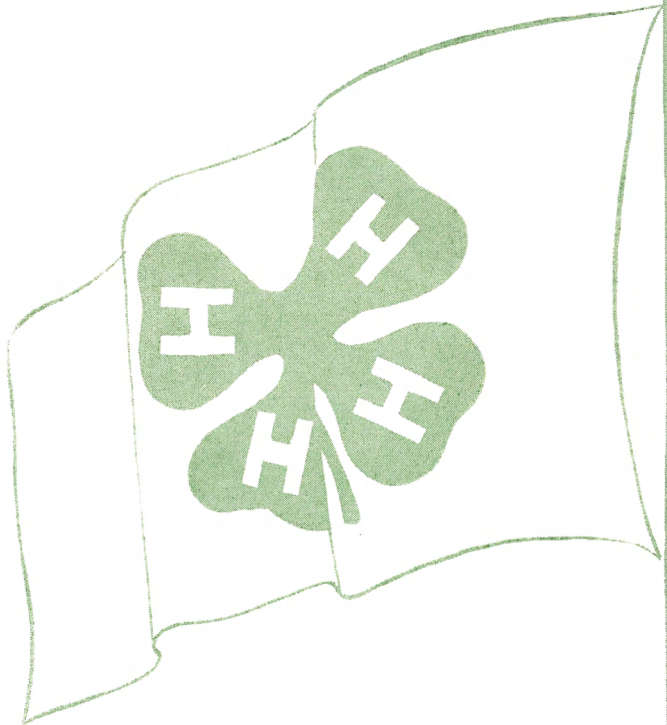
I believe in the training of my HEART for the nobleness it will give me to become kind, sympathetic, and true.

I believe in the training of my HANDS for the dignity it will give me to be helpful, useful, and skillful.

I believe in the training of my HEALTH for the strength it will give me to enjoy life, to resist disease, and work efficiently.

I believe in my country, my State, and my community, and in my responsibility for their development.

In all these things I believe, and I am willing to dedicate my efforts to their fulfillment.



## THE 4-H CLUB PLEDGE

### I PLEDGE:

My Head to clearer thinking  
My Heart to greater loyalty  
My Hands to larger service  
My Health to better living

For  
My Club  
My Community, and  
My Country.

