

# Kalamazoo County 4-H

## Leadership and Community Development Project Guidelines

**Project Leader / Superintendents: N/A**

**Project Social Media: N/A**

### Project Objectives & Life Skills\*

- 4-H members will learn the skills to become leaders in their everyday lives
- 4-H members will learn to work together for a common goal
- **Head**
  - Record keeping
  - Planning/organizing
  - Goal setting
  - Critical thinking
- **Heart**
  - Nurturing relationships
  - Sharing
  - Social Skills
  - Communication
- **Hands**
  - Community service volunteering
  - Leadership
  - Responsible Citizenship
  - Teamwork
- **Health**
  - Self-responsibility
  - Self-discipline
  - Character
  - Stress management

*\*note these life skills are just some examples of what 4-H members will learn in this project*

#### **Additional Resources:**

[Kalamazoo County 4-H Club Ambassador](#)  
[Kalamazoo County 4-H Teen Leader](#)  
[Kalamazoo County 4-H Member Record Book](#)  
[Kalamazoo County Youth Executive Board Resources](#)

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# **Leadership and Community Development**

## **Guidelines:**

### **Section G – Leadership**

- Junior Leader (9-12 years old)
  - Junior leaders will
    - Work with younger members as a leader-helper in a project area or community club.
    - Develop self-confidence by assuming a new role in a group.
  - Junior Leaders should be
    - Helping to plan and carry out different activities in the project area or community club.
    - Pass on learned skills to other members, especially new members to the group
    - Make new friends and develop a good feeling about a job well done.
  - For the junior leader exhibit it can be a notebook (cumulative), 3-D educational exhibit, poster or other display showing leadership activities and what skills they learned through being a junior leader in their project or community club.
- Teen Leader (13-19 years old)
  - Teen leaders will
    - Acquire skills and understanding in working with groups
    - Learn to recognize the personal worth of everyone
    - Develop broad concepts of leadership for all age levels
    - Develop confidence in assuming a new role in a group and leading group activities/meetings
    - Realizing the importance of involvement as a means of developing leadership in others
  - Teen leaders should be
    - Leading the planning of project group/community club meetings/events/activities
    - Leading project group/community club meetings
    - Helping junior leaders to become better leaders in their project area/community club
    - Serving on a county committee or belonging to the Teen Leaders Council.
  - The exhibit is to show an outgrowth of the 4-H teen leader's learning experience in the leadership project. Exhibits may include anything to show something learned, experienced or accomplished. Exhibits can be a notebook (cumulative), 3-D educational exhibit, poster or other display.
- Member Record Book (8-11 years old and 12-19 years old)
  - Member record books are optional but are a great way of tracking the years of being in 4-H, awards received, and a reference of life skills learned through the years.
  - Exhibit should be a cumulative notebook of the years that the 4-H'er has been in 4-H
  - Member record books can be found at the link below
    - <https://www.canr.msu.edu/kalamazoo/uploads/2024%204H%20Member%20Recordbook.pdf>

### **Section H – Integrated Project**

- Can be done as an individual or group exhibit. Group exhibits can be any 4-H team or group other than community clubs.
- A learning experience that combines two or more project areas into one exhibit. Creativity is encouraged. Member(s) must show knowledge in each area presented.
- Goal cards must accompany the project (Goal cards can be found on the last page of this document).
- Exhibits can be a poster, notebook, 3-D Exhibit, exhibit of articles or an educational display other than the above (no larger than 3' x 3').

### **Section I – Independent Study**

- Any area of study that has not been listed above in the fair book can be entered into this category.
- Exhibits can be a poster, notebook, 3-D exhibit, exhibit of articles or any other education display.

## Section J –Group Exhibits

- Open to any 4H team or group other than community clubs.
- A fun way to exhibit what you have learned on field trips, clinics, during a community service activity, etc.
- Exhibits can be a 3-D exhibit, photo display, articles made by group or team (total exhibit size not to exceed 3' X 3').

## Section K –Community Club Displays

- Each community club is eligible to enter all classes in this section
- Notebooks should be neatly assembled.
- Officer notebooks should be easily identified by the community club and the specific officer.
- Items that may be contained in any or all books: Constitution and/or By-Laws, agendas, club member lists.
- President/Vice President Exhibit
  - The president/vice-president notebook is usually one book, called the President's Notebook.
  - Program activities and presentations planned by the vice-president should be captured as an agenda item and in the secretary's report, with photos and a brief description in the Historian Notebook.
  - The President's Notebook should contain all club meeting agendas, a list of all members as well as lists of the officers and committee members. Additional president's notes can be included.
  - There should be a copy of the club constitution and/or by-laws.
  - This file should be included in this binder for reference
    - [https://www.canr.msu.edu/leadership\\_citizenship/uploads/files/president.pdf](https://www.canr.msu.edu/leadership_citizenship/uploads/files/president.pdf)
- Secretary's Exhibit
  - The Secretary's Notebook should contain all club meeting agendas, minutes of all meetings, both regular and special, the member list with attendance record, and a record of correspondence.
  - Community Service approval and report forms may be included as well as fundraising summary reports.
  - This file should be included in this binder for reference
    - [https://www.canr.msu.edu/leadership\\_citizenship/uploads/files/secretary.pdf](https://www.canr.msu.edu/leadership_citizenship/uploads/files/secretary.pdf)
- Treasurer's Exhibit
  - The Treasurer's Notebook should contain all club meeting agendas, all treasurer reports with a record of all income and expenses, a member list with record of dues paid (if applicable) and the financial review report.
  - The notebook should contain fundraising applications and report forms and financial summary reports as required by the annual financial review.
  - The notebook submitted for the financial review may be included and will contain much of the above information.
  - This file should be included in this binder for reference
    - [https://www.canr.msu.edu/leadership\\_citizenship/uploads/files/treasurer.pdf](https://www.canr.msu.edu/leadership_citizenship/uploads/files/treasurer.pdf)
- Historian's Exhibit
  - The Historian's Notebook is a visual summary of the club's activity.
  - All photos should be accompanied by a brief description of the photo contents with a statement of the activity and purpose. Among those: a list and photo of the club officers for the current year, club meeting program presenters, club meeting activities including fundraising and community service events.
  - This file should be included in this binder for reference
    - <https://store.extension.iastate.edu/product/So-Youre-the-Club-Historian>

- Reporter's Exhibit
  - The Reporter's Notebook includes 4-H news articles that have been published during the year to inform the members and community of 4-H activities of the club.
    - Examples: special interest stories sent to the media, announcements of upcoming events or activities, invitations for recruitment of new members distributed in the community.
  - This file should be included in this binder for reference
    - [https://www.canr.msu.edu/leadership\\_citizenship/uploads/files/Reporter\\_1127.pdf](https://www.canr.msu.edu/leadership_citizenship/uploads/files/Reporter_1127.pdf)
- Community Service Poster/Display
  - At least one club member must be interviewed with this project. The exhibit should show the members actively participating in a community service project.
- 4-H Club Banners
  - New banners created during the current 4-H year by the community club members
  - Banners must be dropped off to the 4-H office in the 4-H Exhibit Barn on the day of still project judging to be hung up.
- 4-H Club Banners (previously displayed)
  - Banner created prior to this current 4-H year are able to be displayed at the fair
  - Banners must be dropped off to the 4-H office in the 4-H Exhibit Barn on the day of still project judging to be hung up.
- Club Display Booth (educational or promotional)
  - No Larger than 6' wide and 6' deep
  - At least one 4-H member needs to be present on the day of judging when display is dropped off for judging
- Decorated Litter Barrel (club only)
  - Barrels will be donated to the Fairgrounds unless return is requested.
  - At least one 4-H club member must be present for judging when the barrel is brought in.
  - Club supplies their own barrel for this project.
- Club Planters
  - At least one club member must be interviewed for this project.
  - The interview will explore planter preparation, plant selection, care prior to fair, and creativity

## Project Goal Cards

Name: \_\_\_\_\_ 4-H Age: \_\_\_\_\_ Club: \_\_\_\_\_

Project Subject: \_\_\_\_\_

What are you hoping to learn from this project?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

What are you hoping to accomplish from this project?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

What did you learn from completing this project?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

What was an unexpected outcome or information found out during this project?

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_