



4-H Ontario

[www.4-hontario.ca](http://www.4-hontario.ca)

## 4-H ONTARIO PROJECT



## Youth Director Project

### PROJECT MANUAL

**The 4-H Pledge**

I pledge my Head to clearer thinking,  
my Heart to greater loyalty,  
my Hands to larger service and  
my Health to better living  
for my club, my community and my country.

**The 4-H Motto**

Learn To Do By Doing

**4-H Grace**

We thank Thee Lord for blessings great  
On this our own fair land  
Teach us to serve Thee joyfully  
With Head, Heart, Health and Hands

**4-H Ontario Provincial Office**

111 Main Street  
Rockwood, ON N0B 2K0  
toll free: 1-877-410-6748  
telephone: 519-856-0992  
fax: 519-856-0515  
email: [inquiries@4-hontario.ca](mailto:inquiries@4-hontario.ca)  
web: [4-HOntario.ca](http://4-HOntario.ca)

**Project Resource Information:**

Written by: Elizabeth Johnston, 4-H Ontario

Edited by: Cassandra Chornoboy, 4-H Member, Wellington  
Kim Hooey, 4-H Member, Bruce  
Valerie Stone, 4-H Member, Brant

Layout by: Kristen Clancy, Red Pencil Design

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4-H Ontario grants permission to 4-H Volunteers to photocopy this 4-H project resource for use in their local 4-H program.

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# Welcome to 4-H Ontario's 'Youth Director Project!'

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The Youth Director Project offers senior 4-H Members an opportunity to develop skills through the practice of leadership with the guidance of their local 4-H Association and in particular, a 4-H Association Director/Mentor. This experience is designed to provide Members with the opportunity to learn more about meeting structure, parliamentary procedure and the operation of the 4-H organization at the Association level. Members who complete the project requirements to the satisfaction of the assigned 4-H Association Director/Mentor will receive credit a 4-H Youth Director credit.

## Objectives

The objectives of the 4-H Youth Director Project are to give senior 4-H Members an opportunity to:

1. Put leadership into action at the Association level.
2. Further develop communication, interpersonal and organizational skills.
3. Prepare to take on other leadership roles.
4. Work collaboratively with 4-H Volunteers to set goals, teach skills, evaluate activities and programs and develop Association action plans.
5. Communicate with 4-H Volunteers and Members to find out what their expectations are from the Association.
6. Actively represent 4-H in your community.
7. Be a valuable resource to the 4-H program.

## Requirements

In order to complete the 4-H Youth Director Project the following requirements must be met:

1. Be at least 18 years old and no more than 21 years old prior to January 1<sup>st</sup> of the current calendar year.

2. Participate in a New Volunteer Orientation Training session, a Volunteer Symposium, both offered by 4-H Ontario Volunteer Support Coordinators or participate in Provincial Leadership Camp (PLC), Future Leaders' In Action (FLIA) or Ignite Leadership. This training must be renewed every two years.
3. Participate in at least 2/3 of the Association's meeting time.
4. Complete the project requirements to satisfaction of the assigned 4-H Association Director/Mentor in a timely fashion.
5. Participate in discussions at Association meetings and bring a youth perspective to the table. Share your concerns and ideas. Listen to what others at the Association meeting have to say.
6. Plan, organize and executive a youth forum.
7. Complete the Activity Record Sheets in this Project Book. This section has been designed to record your progress. It must be signed by an Association Board Member for final approval to receive completion for this project.
8. Take a leadership role in the Association by completing one of the following:
  - a. Take an active part in the planning of the Achievement Program and participate by chairing, leading activities, introducing or thanking speakers, etc.
  - b. Take an active part in the planning of an event such as a Judging Competition, New Member/Membership Drive Event, Field Trip, Fund-raisers (eg. Car Wash) and participate by chairing, getting supplies, emceeing, leading activities, thanking volunteers, etc.
  - c. Prepare an exhibit for the Achievement Program, a local fair or event or an organization's meeting.
  - d. A project approved by the assigned 4-H Association Director/Mentor.
9. Attend your Association's Annual General Meeting.

## How to Use This Manual

This Reference is presented in two sections:

### **Section 1 – Information, Tips and Hints for being an effective Director at the 4-H Association Level**

This section needs to only be printed once and kept as a resource guide. Provides the background information needed to be able to understand and participate in Association Meetings. This section covers Agendas, Parliamentary Procedure, Elections, Event and Activity Planning and Effective Committees.

### **Section 2 – Activity Record Sheets**

This section is to be printed and completed for each year a 4-H Member participates in the Youth Director project. The Activity Record Sheets provide Youth Directors with a permanent record of learning opportunities, activities completed, challenges and accomplishments. As well, this section features a Youth Leadership Resume Template to record accomplishments not only from this Youth Director Project, but from all Youth Leadership opportunities. This Activity Records Book will be a valuable source of feedback for youth as they go forward with further Leadership opportunities.

# Introduction

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The most effective way of learning for a Youth Director is to “LEARN TO DO BY DOING.” As a Youth Director, your role is to “DO” by participating in board discussions and activities with your 4-H Association.

Remember, leadership is not just doing things for the group. It is helping the group decide what needs to be done and how.

To complete a Youth Director Project, you are required to attend 4-H Association meetings and participate in discussions by bring a youth perspective. In order to do this, youth directors will need to learn how the Association functions, which responsibilities each committee has within the board, the executive structure of the Association and the role of each board director as well as knowing how Parliamentary Procedure works.

Once you know how the Association works, you are ready to take on responsibilities on the Association board yourself! Consider any one (or more) of the suggestions listed in the requirements list. And be creative! If you have an idea for a new activity or event for your Association that isn't listed, bring this idea to a board meeting. Because the Association is in your local area, you and your Association know best as to what works well in your area.

If one of your ideas isn't picked up on right away by the board, don't be discouraged. Careful event planning can sometimes take time and a lot of discussion before a desired end result is reached that everyone is happy with. Many heads (with many ideas) is always better than one!

# Sample Agenda for a Meeting

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*(This may vary between 4-H Associations)*

## Call to Order

- Roll Call
- Reading of the Minutes
- Approval of the Minutes
- Treasurer's Report
- Correspondence
- Reports from Executive Members
  - 4-H Association Representative to 4-H Ontario
  - Membership Coordinator
  - Youth Director
- Old Business (also sometimes called Business Arising from the Minutes)
  - Awards Night Report
  - Poinsettia Fundraiser
- New Business
  - Membership Drive Skating Party
  - 4-H Ontario Conference & Annual Meeting
  - Judging Competition
  - Car Wash Fundraiser
  - Go for the Gold Competition
- Next Meeting – date, time, location
- Adjournment

# Parliamentary Procedure

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Parliamentary decision making is governed by a set of rules and procedures called Robert's Rules of Order. These rules provide for courtesy and respect for each member and bring order to the meeting.

## Call to Order

This occurs at the beginning of the meeting, once quorum has been attained. Quorum is the number of board directors that need to be present and will be determined by what is outlined in the Association's constitution.

## Motions

Business is conducted at meetings by voting on proposals put forward by members. These proposals are called motions. Any person who is eligible to vote at a meeting may make a motion. Depending on the type of motion, another member is usually needed to second the motion. Motions are then discussed and voted upon.

The motion is a very important key to having good meetings. Motions are a way of introducing topics for discussion and allowing each member to speak and vote.

### Steps in Making a Motion:

1. Address the chairperson (i.e. raise your hand).
2. Wait for the chairperson to acknowledge you.
3. Make the motion: "I move that..."
4. Another person seconds the motion: "I second the motion."
5. Chairperson states the motion.
6. Chairperson calls for discussion of the motion.
7. Chairperson restates the motion.
8. Chairperson calls the vote: "All in favour? Opposed?"
9. Chairperson announces the result of the vote: "Motion carried" or "Motion defeated."



A motion cannot be discussed or voted upon until someone seconds the motion. If a motion is not seconded, it is declared by the Chairperson to be lost without a vote.

## Amendments

A motion may be amended by a subsequent motion. If the mover and seconder of the original motion consent to the amendment, the amendment is deemed “friendly” and it does not require a seconder and is not subject to debate or a vote.

If an amendment is not deemed friendly, it does require a seconder. Such a motion must then be debated and voted upon before the debate resumes on the original motion.

## Motions which take Precedence

A motion cannot be made while another motion is already on the floor being debated. However, certain types of motions can take precedence over a ‘normal’ motion.

1. **Motion to Amend** (refer to above information)
2. **Motion to Table** – This is a motion to defer further debate on the motion until a future date. The motion requires a seconder and is debatable only as to how long the motion is to be tabled.
3. **Motion to Refer** – This motion is similar to ‘Motion to Table’ except that the motion is deferred until advice can be sought from another body.
4. **Motion to Call the Question** (also sometimes called ‘Call to Question’) – This is a motion to stop debate and proceed to vote on the main motion. If there is an objection to this motion, the motion requires a seconder and must pass by a two-thirds vote. The motion is not debatable.
5. **Motion to Reconsider** – This a motion to re-open debate on a motion that has already been voted on earlier in the same meeting. This motion requires a seconder.
6. **Motion to Adjourn** – This is a motion to end the meeting. It requires a seconder and is not debatable.

## Points

There are several special motions called “Points” that have priority over all other motions or discussion. Points are considered serious enough that a speaker may be interrupted by another individual who wished to make a Point. Points do not require a seconder.

7. **Point of Order** – An individual may raise a point of order if they feel that the business of the meeting is proceeding incorrectly. The Speaker (Chair) must acknowledge the person who raised the point of order and either agree or disagree with the point of order. An individual may also use Point of Order if they need clarification on a specific ruling.
8. **Point of Privilege** – Individuals may raise a Point of Privilege if they feel that their rights as members of the Association have been violated. This Point may also be used if an individual is unable to participate in the discussion due to a situation such as they can't hear the speaker or they are unclear on matter of procedure.
9. **Point of Information** – This Point is used to ASK for information that you feel is essential to your understanding of the debate. It may not be used to GIVE information.
10. **Challenge to the Speaker (Chair)** – This Point is used when an individual disagrees with the Speaker's ruling. The person Challenging the Speaker (Chair) must state why he or she disagrees with the ruling. The Speaker (Chair) may then give then give the reasoning behind the ruling. A vote is then taken to uphold (or deny) the speaker's ruling.

## Voting

Voting on motions normally requires a simple majority. Voting is normally done by a show of hands but can also be done by secret ballot, by saying *yea* or *nay* or by having people stand when voting. Anyone eligible to vote has the right to demand a vote by roll call and can ask for a recorded vote.

Voting by secret ballot normally only occurs when there is an election to fill a required position(s) on the Association Board but does not have to occur this way.

The Speaker (Chair) does not vote unless there is a tie vote. In the case of a tie, the Speaker (Chair) casts the deciding vote.

## **Parliamentary Procedure Rules to Keep in Mind!**

1. Only one member speaks at a time after being recognized by the Chairperson.
2. There can only be one motion before the group at a time.
3. If a motion is amended, vote on the amendment before voting on the original motion. Then, vote on the original motion as amended.
4. A motion to adjourn is a “privileged motion” which means that it cannot be discussed. It requires a majority vote to pass.

## **Elections**

Elections are generally chaired by a ‘scrutineer.’ This person is usually someone who does not sit on the Association Board and who does not have any personal ties to anyone that may be elected to an executive position.

### **Procedure:**

1. All positions are declared vacant by the scrutineer, who indicates this by saying “I’d like to declare all positions vacant.”
2. The group decides on the method of voting (i.e. show of hands, ballot, standing).
3. The scrutineer accepts nominations from members for each position being filled. Nominations do not require a seconder. Nominations are closed by motion or declaration by the scrutineer after asking 3 times if there are any more nominations.
4. Each member nominated is asked if he/she will stand for the position. Names of members who decline are crossed off.
5. Voting takes place by selected method and majority rules (i.e. member with most votes).

6. Announce the name of the successful member. Offer congratulations and thank all others that ran for the position.
7. If ballots are used, a motion to destroy the ballots is required and voted on.

## **Planning for Events within your Association**

### **1. First Steps**

- Identify needs, interest and attitudes of youth within your Association
- Identify the characteristics of youth living within your Association (age, ethnic backgrounds, social and economic situations)
- Identify other youth-serving programs and organizations in your community. Avoid duplication of programs offered in your area.
- Determine program/activity priorities so that decisions can be made as to which programs and activities should continue to be offered and which new ones need to be developed.
- Present findings to the Association board for discussion (or this can be an exercise lead by the Youth Director with all Association board directors).
- Ensure that a variety of program opportunities are available to all youth.

### **2. Program/Activity Implementation**

- Develop sub-committees to proceed with planning for existing programs and activities.
- Develop a sub-committee to further investigate any ideas for new programs and activities and bring results back to the Association.
- After reviewing information on possible new programs and activities, decide as an Association which new projects will go forward and develop a sub-committee(s) to plan and implement the event(s).
- Recruit volunteers to help support the programs.
- Develop community partnerships (if applicable).

- Keep the committee motivated and excited about the upcoming program/activity.

### 3. Public Relations

- Inform 4-H Members about the benefits of participating in the 4-H programs that are offered.
- Serve an advocacy role with community leaders, government officials, business people, schools and/or the media and encourage their support of the 4-H Program.
- Inform youth not in the 4-H Program about the benefits of being a 4-H Member.

### 4. Program Evaluation

- Was the program or activity a success? Evaluate the program or activity to help plan for future years.
- Share evaluation results with others on your Association Board.

## Effective and Efficient Committees

A motivated committee is vital to assure the 4-H program remains effective and efficient. Effectiveness is doing the right thing. Efficiency is doing things right. Effectiveness means making the right choices that help fulfill the goals of the 4-H Program. Efficiency is carrying out the programs or activities to make the best use of human and financial resources.

### Effectiveness and efficiency is enhanced by:

- Meeting the needs of both the committee members and the 4-H Program.
- Clearly defining the goals of the committee and staying on track with these goals.
- Encouraging committee members to share equally in committee decisions. One person or a small group should not be allowed to control the

- committee in order to satisfy their own needs or a particular goal that they have in mind for the 4-H Program.

The size and make-up of the committee is important. A committee of one or two members does not offer a wide variety of opinions. Committees with many members though, can be overwhelming and can be too large for those who are quieter and don't feel comfortable participating in large groups. Four to five is a good number of members for a committee.

**Committee members must learn to:**

- Work in a group
- Listen to other opinions
- Articulate their own ideas
- Compromise
- Feel ownership



# Sources of Information & Ideas

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There are many sources of information and ideas which can be helpful to you as a 4-H Youth Director. Here are some of them:

## 4-H RESOURCES

The following can be found in the Additional Resources section of the 4-H Ontario website: [4-hontario.ca](http://4-hontario.ca)

- 4-H Fun Pack
- 4-H Song Book
- 4-H Youth Leader Manual (this manual)
- Group Games and Social Recreation
- Judging Toolkit
- Quality Equation Club Pack
- Step Into Our World

## ADDITIONAL 4-H RESOURCES

- 4-H Ontario Social Recreation Project is available in the Resources Section (under Sports, Drama and Dance) on the 4-H Ontario website.
- 4-H Volunteers Handbook. You will receive this when you attend the New Volunteer Orientation session in your area.

## LEADERSHIP FACT SHEETS

The following fact sheets are available through the Ontario Ministry of Agriculture, Food and Rural Affairs website at: [omafra.gov.on.ca/english/rural/facts/factshts.htm](http://omafra.gov.on.ca/english/rural/facts/factshts.htm) or by contacting OMAFRA at: **Toll Free: 1-877-424-1300; Local: (519) 826-4047; E-mail: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)**

- A Quick Reference Guide for Facilitators (Order No. 95-073)
- Clear Writing (Order No. 07-049)
- Communications Planning for Organizations (Order No. 03-033)
- Conducting Elections (Order No. 96-015)
- Coping With Problem Behavior (Order No. 96-003)
- Creating Effective Agendas (Order No. 05-037)
- Effective Committees (Order No. 08-061)
- Effective Community Decision Making (Order No. 93-043)
- How You Can Be An Effective Leader (Order No. 94-081)
- Managing Issues: A Guide for Leaders of Rural Organizations (Order No. 93-019)
- Minutes Don't Just Happen (Order No. 96-019)
- Newsletters - Design & Production (Order No. 88-026)
- Organizations Assessing Their Needs (Order No. 89-127)
- Problem Solving (Order No. 94-079)
- Procedures For Meetings (Order No. 96-009)
- Program Planning for Organizations (Order No. 96-007)
- Promoting Your Organization's Activities (Order No. 96-021)
- Recruiting Volunteers (Order No. 96-005)
- Resolving Conflicts (Order No. 06-067)
- Roles and Responsibilities of Organization Directors (Order No. 96-013)
- So You've Been Asked to Speak... (Order No. 87-009)
- Social Marketing for Organizations (Order No. 92-097)
- Starting an Organization (Order No. 88-017)



- Successful Meetings (Order No. 05-035)
- Taking Your Organization's Pulse (Order No. 94-005)
- Tips for Workshop Leaders (Order No. 94-007)
- Understanding Change (Order No. 91-014)
- Volunteers: The Heart of Community Organizations (Order No. 96-017)
- Working With Volunteers (Order No. 87-012)

## **ADDITIONAL RESOURCES**

- You, your imagination and creativity!
- 4-H Association Directors, Club Leaders, Youth Directors and Volunteers
- Parents and friends
- People in positions of leadership in other organizations
- Local 4-H Association
- Websites for other 4-H organizations in Canada
- Workshops
- School
- Local Library

## **Additional References and Resources**

4-H Canada: [4-h-canada.ca](http://4-h-canada.ca)

Iowa State University 4-H Youth Development Program: [extension.iastate.edu/4h/](http://extension.iastate.edu/4h/)

Michigan State 4-H: [4h.msue.msu.edu/](http://4h.msue.msu.edu/)

Minnesota 4-H: [1.extension.umn.edu/youth/mn4-H/](http://1.extension.umn.edu/youth/mn4-H/)

University of California 4-H Youth Development Program: [ca4h.org/](http://ca4h.org/)

# Hints for Youth Directors

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(From other Youth Leaders)

- Remember the purpose of the 4-H program
- Don't forget to "Learn To Do By Doing"
- Participate in all aspects of the Association Board meetings
- Listen and learn from what others have to contribute to the meetings
- Make sure you have the time before you become a Youth Director
- Take the time to learn Parliamentary Procedure
- Be creative; use your imagination!
- Be patient
- Make things fun and have fun yourself!
- Get involved
- Be enthusiastic!
- Remember – you are a role model
- Keep a positive attitude
- Take the time to prepare
- Be organized
- Be yourself
- Don't be nervous
- Don't pretend to be an expert
- Everyone learns – you and the other Association Directors too!
- Expect the unexpected
- Don't be hard on yourself
- If you need help, ask for it.
- Use your common sense and good judgement
- Keep on the lookout for new ideas
- **Go for it!**

# ACTIVITY RECORD SHEETS

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*(To be handed in to your Club Leaders upon completion)*

## Activity Record Book Instructions

The Activity Book is a way to keep track of all the work you completed as a Youth Director for this project. As you complete the following pages keep the following thoughts in mind:

- Complete each step of this Record Book and meet with your assigned 4-H Association Director/Mentor to have each of the steps signed after completion. Meeting with your assigned 4-H Association Director/Mentor is an opportunity to get feedback about your work so you can make adjustments and improvements as you participate as an Association Youth Director.
- Be sure to include photos, newspaper articles and other personalized information about this project in your Activity Record Book. Use this Book as a reminder of what you have accomplished with your Youth Director Project.
- Each year you are a Youth Director, you will need to complete the Cover Page, Reflection Guide and Activity Records. Keep these together with your materials from previous Youth Director Projects.
- This Activity Book contains a Youth Leadership Resume outline. This is an optional tool that you may wish to use to keep track of all of your Leadership experiences not only with the 4-H program but with all youth Leadership opportunities you participate in. As you complete each Youth Director Project, update your Youth Leadership Resume that compiles information from all of your years that you've completed as a Youth Director. As a result, when you graduate from the 4-H Ontario program, you will have a history and description of all of the work and hours you have accumulated through your time in the 4-H program.
- You should be proud of your Activity Record Book. It's a wonderful reflection on what you have accomplished and a unique way to demonstrate your commitment to 4-H!

**Record Book for 20** \_\_\_\_\_

Name: \_\_\_\_\_

Club Name: \_\_\_\_\_ Association: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Age as of January 1: \_\_\_\_\_ Number of Years in 4-H: \_\_\_\_\_

List the other 4-H projects you are currently involved in:

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4-H Club Leaders who helped me with my Leadership Development in this Project:

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Date of Association's Annual General Meeting (AGM):

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\_\_\_\_\_  
Regional Volunteer Support Coordinator's Signature:  
(to verify attendance at Association's AGM)

\_\_\_\_\_  
Date

# Youth Director Reflection Guide

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## Step 1: My 4-H Youth Director Plan

Why do I want to be a Youth Director with my 4-H Association?

What would I like to accomplish as a Youth Director?

What preparation will I need to do to reach my goals?

What specific skills do I already have that will help me with my leadership development?

How much time per week can I give to meet my goals?

What is my view of leadership?

Who is someone I know who is a leader and why are they are a leader?

Why is leadership important to a community?

Why is completing this reflection an important part of developing my leadership goals?

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Youth Director Signature

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Date

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Association Director/Mentor's Signature:

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Date

## Step 2: Youth Director Activity Record

*(Print a copy for each Program/Event you do or help with as a Youth Director with your Association)*

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Program or event: \_\_\_\_\_

Objectives (What will members gain or learn from this Program/Event):

Were you a part of a committee that organized this Program/Event? If so, what was role within the committee?

What preparation was needed for this Program/Event?

Describe how the Program/Event was carried out:

How did it go (success, improvements, pitfalls, etc.)? What would I do differently next time?

Association Director's Comments:

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Association Director/Mentor's Signature:

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Date





## Step 4: My 4-H Youth Director Progress

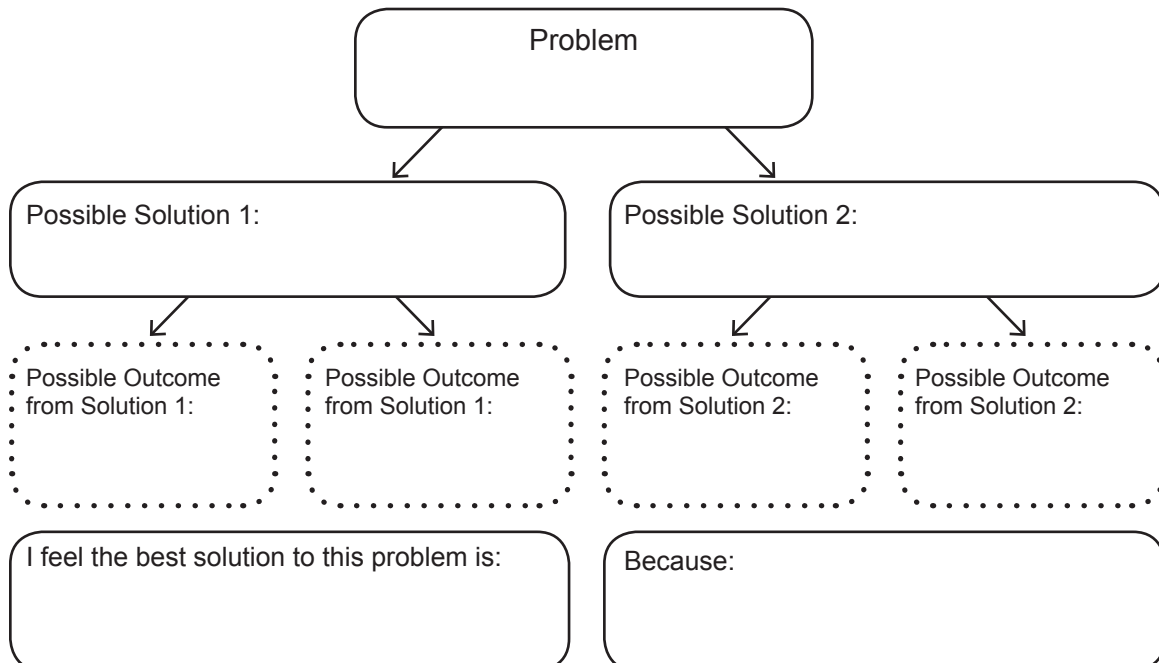
(To be completed after a minimum of attending two Association meetings and having organized/participated in at least one Program/Event as a Youth Director)

What are my responsibilities as a 4-H Youth Director?

What are some of the goals I have reached so far?

What challenges have I have experienced as a Youth Director?

What are some of the mistakes or problems that I have been having? How might some of these be resolved? If you run in to problems, try this to help you map out a solution:



Source: Michigan State 4-H

What are some of the skills I have gained so far and how will I use these skills in the future?

Write a brief report about your experiences as a Youth Director. Include the following in your report:

- Have I made a positive impact on the experience of a 4-H Member(s) and my 4-H Association?
- What has been an example of a time when I really handled something well?
- What have I learned so far about being a good leader and volunteer in an organization?

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Youth Director Signature

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Date

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Association Director/Mentor's Signature:

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Date

## Step 5: Celebration

Now that you have finished your Youth Director Project, it is important for you to look back and reflect on your accomplishments no matter how big or small they are. It's important to recognize these accomplishments, your growth as a director and leader, what you have learned and who helped you to get to where you are.

Ask the people you worked with throughout the project to write down some comments for you. Read and keep those comments as a record of your Youth Director Project.

## Step 6: My 4-H Youth Director Evaluation

The highlight of my Youth Director experience for this Project was....

What did I learn from my experience as a Youth Director? What went well? What didn't go as planned?

What did I learn about myself?

How have you/can you use what you've learned as a Youth Director in doing Youth activities outside of your 4-H Association?

Do you have any recommendations, suggestions or comments regarding this project or the 4-H Program in general?

Association Director/Mentor's Comments:

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Youth Director Signature

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Date

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Association Director/Mentor's Signature:

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Date



# Youth Leadership Resume Template

My Name

My Address

My Telephone Number

My E-mail Address/My Website Address

## 4-H Youth Leadership Objectives

*Tell about your goals in a few short sentences. What are the reasons you are interested in 4-H Youth Leadership?*

## My 4-H Club Experiences

*List any of the most important experiences you've had with 4-H Clubs and put down the dates of those experiences. Make a list using bullet points that tells more about the experience if needed.*

### Example:

4-H Community Club – Relay for Life March 2012 - June 2012

- Mentored younger 4-H Members on the importance of helping within the Community
- Committed 12 hours of walking to raise money for cancer research

## My Youth Leadership Experiences

*List important leadership roles you have taken in your senior 4-H years. Did you serve on any 4-H committees? Did you help to plan an event? Did you take on any extra responsibilities within your 4-H Clubs? List any important leadership roles, both in and outside of 4-H if applicable.*

### Example:

4-H Dairy Club President March 2012 - September 2012

High School Student Council President September 2012 - June 2013

4-H Ontario Ambassador February 2013 - February 2014

## My Youth Director Activities

*List the specific activities you carried out for your 4-H Youth Director Project or for any other Leadership activities you have completed while a 4-H Member. Provide bullet points stating the responsibilities you had with these activities.*

### Example:

4-H Youth Director – Nipissing 4-H Association                      January 2013 - December 2013

- Vice Chair of the Judging Night committee
- Emceed, introduced and thanked guest speakers at the Association's Awards Nigh
- Gave a presentation on Parliamentary Procedure to the Association Board

## My Honours and Awards

*List any honours or awards you may have received through school, 4-H or others and their dates.*

### Example:

4-H Association Top Member Award    November 2012

MVP, High School Senior Girls Basketball Team    June 2013

## Reference Contacts

*List names and contact information of people who helped you with developing your leadership skills and who would be willing to give a positive report of your work if needed. Think of people who have known you for a while that have witnessed your growth and know your strengths as a leader.*