

Completing a Jr./Teen Leadership Report in ORB for a project that you are only in a Leadership Role In

In 4-H, a member may serve in a leadership role (Jr./Teen Leader) for a project that they are not participating in (such as Beginner 4-H etc.). If the Jr. or Teen Leader is using the 4-H Online Record Book to complete his/her record book, the following procedure needs to be followed:

1. Enroll in the project in 4honline.com. Make sure that you list your volunteer role as “Jr. or Teen Leader”. When the system updates (usually about 15 minutes later). The project will show up in your ORB portal under “projects”.
2. Log into ORB and proceed to the action center and complete the pre & post JTLR for that project as appropriate and submit each one. (Submitting the pre and post JTLR will give you a 1 point credit on your star ranking).
3. Once both parts are complete, click on the “Project” tab and choose the project from the drop down menu
4. Once in the project, click the radial button that says, “Leadership Development Report”. This should bring up your Jr./Teen Leader Report for the project.
5. Once the report is open, click the “View as PDF/Print” button towards the top left side of the report and save it to your computer (You will need to manually add this report when you print out your entire record book).
6. Insert printed copy into Printed out Record Book (We are suggesting that the Leadership Development Reports are placed behind all of the APR's and label "Section 4B).

IMPORTANT NOTE:

DO NOT SUBMIT THE ANNUAL PROJECT REPORT FOR THIS PROJECT IN YOUR ORB ACCOUNT.