

# LEADERSHIP

*Sonoma County 4-H*

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

## Guidelines for Project Proficiency Award

### Beginning

|  | <u>Date</u><br><u>Completed</u> | <u>Leader's</u><br><u>Initials</u> |
|--|---------------------------------|------------------------------------|
| 1. Demonstrate parliamentary procedure for making a motion and voting on it.   | _____                           | _____                              |
| 2. Explain these terms: leadership, democracy, roll call, decision, public speaking, and communication.  | _____                           | _____                              |
| 3. Assist in hosting and serving refreshments at a 4-H activity.   | _____                           | _____                              |
| 4. Participate on a Club or project committee and report what your role was to your Project Leader.  | _____                           | _____                              |
| 5. Help a new member learn the 4-H pledge.   | _____                           | _____                              |
| 6. Invite a new member to a project or 4-H Club meeting.   | _____                           | _____                              |
| 7. Help plan and implement a project or 4-H Club program.  | _____                           | _____                              |
| 8. Describe various ways to fund a project and implement one of them.  | _____                           | _____                              |
| 9. Invite someone to a 4-H event: introduce them, be sure they are included in any activities, send them a thank you note, and evaluate the process. What could you do better next time? | _____                           | _____                              |
| 10. Prepare and give a talk about a 4-H activity at a Club or Project meeting.   | _____                           | _____                              |
| 11. Create a poster that teaches something to someone else.  | _____                           | _____                              |
| 12. Describe a decision you have made and how you arrived at the answer.   | _____                           | _____                              |
| 13. Keep an ongoing notebook/record of what you are doing or learning in a project. Submit the notebook/record to your Project Leader for review.  | _____                           | _____                              |
| 14. Make a 'things to do' list and prioritize it. Select one item from the list and write a personal goal for it including what, how, when.  | _____                           | _____                              |
| 15. Describe the parts of a club meeting and the role/responsibilities of key officers.  | _____                           | _____                              |
| 16. Attend a County, Sectional, or State 4-H event.  | _____                           | _____                              |
| 17. Give a presentation on leadership at Presentation Day.   | _____                           | _____                              |

Project Leader's Signature of Completion: \_\_\_\_\_

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

Club Leader's Signature of Completion: \_\_\_\_\_

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