



# Nevada County 4-H *Leadership* Proficiency Program



## *LEVEL I – EXPLORER*

**NAME:** \_\_\_\_\_

**CLUB:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

*PRIMARY MEMBERS ARE NOT ELIBIGLE TO PARTICIPATE IN PROFICIENCY PROGRAMS.*

1. Demonstrate parliamentary procedure for making a motion and voting on it.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

2. Explain the following terms.

- Leadership \_\_\_\_\_
- Democracy \_\_\_\_\_
- Roll call \_\_\_\_\_
- Decision-making \_\_\_\_\_
- Public speaking \_\_\_\_\_
- communication \_\_\_\_\_

3. Assist in hosting and serving refreshments at a 4-H activity.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

4. Participate in a club or project committee and report what your role was to your leader.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

5. Represent 4-H by assisting with a fund raising project.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

6. Help a new member learn the 4-H pledge.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

7. Invite a new member to a project or club meeting.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

8. Help plan the club/group program for the year.

\_\_\_\_\_ *Project leader's signature* \_\_\_\_\_ *date*

9. Demonstrate how to greet others, good telephone habits, how to make introductions, give directions, give positive feedback, say please and thank you.

\_\_\_\_\_  
*Project leader's signature*                      *date*

10. Prepare and give a talk about a 4-H activity at a club or project meeting.

*Subject:* \_\_\_\_\_

\_\_\_\_\_  
*Project leader's signature*                      *date*

11. Create a poster that teaches something to someone else.

\_\_\_\_\_  
*Project leader's signature*                      *date*

12. List at least five decisions you made from the time you awakened until noon. Identify which ones you had to think about and which ones were quick decisions. Were these “good”, “bad” or “didn’t matter” decisions? Share your information with your leader or group.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

13. Keep a portfolio of what you are doing or learning in this project. Submit these records covering at least one project year to your leader for review.

\_\_\_\_\_  
*Project leader's signature*                      *date*

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 and when.

\_\_\_\_\_  
*Project leader's signature*                      *date*

15. Describe the parts of a meeting and the role/responsibilities of the key officers.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Congratulations!**  
**You have completed Level I of the Leadership  
Proficiency Program.**

Name \_\_\_\_\_ Age \_\_\_\_\_

Club \_\_\_\_\_

Project \_\_\_\_\_

Project Leader's \_\_\_\_\_  
Printed Name Signature

Date \_\_\_\_\_

County Coordinator's \_\_\_\_\_  
Printed Name Signature

Date \_\_\_\_\_

