



Project Leader Agreement

Club: _____

Date: _____

Name: _____

Project: _____

I plan to hold _____ project meetings, beginning on _____ and completing the project by _____.

- Meetings will be: (check one) _____ virtual _____ in-person _____ both.

Dates and Times of Meetings:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Topics to be covered:

Skills to be taught:

Supporting Activities (i.e. field trips, field days, events, speakers, etc.):

Signatures: _____
Project Leader

Community Club Leader

Expectations:

1. 4-H Leaders must be certified (enrollment process complete) in order to hold project meetings. To see if you are a certified leader please contact the 4-H Office at 530-666-8703.
2. Leaders are to write a plan for their project meetings, including a brief description of the topics to be covered, the skills to be taught, and activities that are planned. We also want to know what supporting activities will be utilized. This written plan is due to your Community Club Leader prior to holding project meetings. The original will go to the Community Club Leader and one copy is to be kept by the Project Leader.
3. Project groups are to have a minimum of six (6) hours of instruction.
4. Project Leaders should encourage members to participate in related 4-H project events such as field days, Presentation Day, Project Skills Day, judging contests, local, county, and state fairs, etc.

Recommendations:

1. Project Leaders should assist members with the 4-H project report form or arrange for a Junior/Teen Leader to help members.
2. Leaders should have at least one meeting with their project group AND the parents. Let the group know what is expected and the specific date that the project will start.
3. It is helpful to both the Project Leader and the 4-H Club if the Project Leaders can attend the Community Club Meetings.
4. Project Leaders should hold their meetings on a regular and consistent basis that best fits their individual schedule and allows enough time to complete all the areas of your project plan. For example, a quarterly schedule of September through November or June through August; or once a month on the 2nd Tuesday; or every Wednesday after school, etc.

**Adapted from San Joaquin County 4-H/Solano County 4-H 8/89.*