

**September 2016**  
**From the 4-H Youth Development Advisor, Steven Worker**

**Seven Things Every 4-H Project Leader Should Do**

Thank you for serving as a 4-H project leader! Your time and efforts have helped our youth grow into successful adults. I was asked for advice at a recent meeting on helping new project leaders. I offer a list of seven things I think every project leader should do to ensure a high quality experience for 4-H members.

**7. Make a PLAN at the beginning of the year.**

Plan the number of meetings and list the learning goals for the project (what do you hope members get out of the project). Plan generally what concept or topic to cover at each meeting. Share this plan to your 4-H Club Leader!

**6. COMMUNICATE regularly with your 4-H Community Club Leader.**

Send brief status reports, ask questions, and keep your 4-H Community Club Leader in the loop!

**5. Make sure meetings are SAFE.**

Review Clover Safe Notes before each meeting. There are 98 notes, so you know there is at least one that relates. (<http://ucanr.edu/cloversafe/>) Safety includes *emotional safety*, so help make sure youth feel safe, have a sense of trust, and everyone treats each other respectfully.

**4. Provide moments for members to REFLECT: *What did you learn, how did you feel, what did you improve, and how did you help others?***

Reflection is so important and so easily overlooked. Reflection time could be a group discussion circle at the end of each meeting. Or individual reflection where you provide 5 minutes for youth to complete their Annual Project Report form (keep these in a file) or invite youth to complete the clover reflection page; find at <http://ucanr.edu/clovertool>

**3. Provide opportunities for members to SPEAK about their project.**

4-H promotes public speaking! Give members a chance to speak about what they are doing and learning at 4-H Club meetings, to friends, at the 4-H Presentation Day, or any other venue.

**2. Ensure members will MAKE, raise, grow, build, create, or produce something tangible, something real, by the end of the project.**

4-H emphasizes hands-on learning. Make sure youth will produce something that they can show and share with others. You know the “things made, raised, grown, or improved” isn’t on the Annual Project Report form for nothing! There is something members can make that relates to every single 4-H project.

**1. Find places for members to EXHIBIT what they made or raised in the project.**

Every member should exhibit what they made, raised, grew, or created in the project. This can be at the Fair, at a library, at a family night, really anywhere!