

4-H Project Leader - Project Worksheet - Step 1. - Who is in the Project



Leader(s): _____

Club: _____ Project: _____
 Meeting Location: _____

Jr/Teen Leader: _____

Project Meetings - dates and attendance

Project Member List			# → Date	1	2	3	4	5	6	7	8	9	10	11	12	# Attended	% Attended
Member's Name	Phone	Age / Grade															
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	

Step 2. - Setting Project Goals

A GOAL is deciding what you want to do and learn in a 4-H project

A GOAL is having a road map. It helps you decide how to get to where you want to go.

Goals have three parts that allow us to measure and check our progress. They are:

The Action - How are you going to do something

The Result - What are you going to do

The Timetable - When you are going to do it

Shown below is a worksheet that can help you set your 4-H Project goals. You can either look at in on your computer screen or print this page and write your goals on paper.

Goal	Action	Result	Timetable
Ex.	I want to train	My 4-H beef heifer to lead	before county fair time
Ex.	I want to make	three nutritious snack	by the June meeting

Step 3. - List of Meeting Topics and Skills

Then using the above Goals, outline your meeting topics below. Each meeting should have at least one **Project Skill** and one **Life Skill** highlighted to be developed.

Project Skills relate to the subject of the project and the Life Skill is related to how we can help the members to grow and become a capable adult.

The Targeting Life Skills model lists skills that we can choose to help our members.



Step 5. - 4-H PROJECT EVALUATION

THANK YOU! Your contribution to youth as a project leader is what makes 4-H what it is. Thank you for your commitment to serving youth and the 4-H club program.

This evaluation is a tool to help us continue to improve the quality and effectiveness of our service to youth. When your project is completed, please meet with two or three members, a junior/teen leader, and another adult to reflect on the following questions.

Club: _____ Project: _____ Year _____ Number of project meetings held: _____

1. What in the project did you feel was the highlight of the experience?

2. Were the goals of the project met? Yes _____ No _____

Why or why not? _____

3. Were the planned topics covered? Yes _____ No _____

Why or why not? _____

4. Did the members have opportunities to participate in (please check those that apply):

Judging _____

Demonstrations _____

Presentations _____

Discussions _____

5. Were record books completed? Yes _____ No _____

6. What methods were used to present project information (please check those that apply)?

Tour(s) _____

Guest Speaker(s) _____

Video(s) _____

Hands on Experiences _____

7. Did all members attend at least half of the meetings? Yes _____ No _____

Additional comments: _____
