

PROJECT LEADER AGREEMENT

CLUB: _____

DATE: _____

NAME: _____

PROJECT: _____

I plan to hold _____ project meetings beginning on _____ and completing the
(number) (date)
project by _____ .
(date)

DATES & TIMES OF MEETINGS

September _____ January _____ May _____

October _____ February _____ June _____

November _____ March _____ July _____

December _____ April _____ August _____

TOPICS TO BE COVERED:

SKILLS TO BE TAUGHT:

SUPPORTING ACTIVITIES (i.e., field trips, field days, events, speakers, etc.)

SIGNATURES: _____

Project Leader

Community Leader

RESPONSIBILITIES OF SOLANO COUNTY 4-H PROJECT LEADERS

1. Leaders must 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. This written plan (form is on the back) is due to your community club leader by **September 30th**. The community club leader will submit the original to the UCCE office, keep one copy and return one copy to the project leader.
2. All new leaders and those returning leaders who have had a break in service of a year or more must have orientation training, live scan fingerprinting and be covered by the University Liability Insurance Program before they are permitted to function as a volunteer leader in 4-H. Until leaders have attended orientation **and** their fingerprints have cleared they **may not** hold project meetings or work with 4-H members. Fingerprinting must be done within 30 days after completing orientation.
3. Project leaders must insure that the ratio of members to leaders does not exceed 10 members per 1 leader. Two appointed volunteers, or one appointed volunteer plus another adult or staff, (at least one of the two must be a minimum of 21 years of age) are required for all programs, events, meetings, activities. One-on-one activities between adults and youth are not permitted.
4. Leaders should have at least one project meeting with their project members and their parent/guardian by **October 15th** (unless they are still waiting for their fingerprints to clear). Inform the group of what is expected and the **specific date** that the project will start.
5. Solano County 4-H policy states that to qualify as a 4-H project, project groups are to have a **minimum** of five (5) separate project meetings with at **least** ten (10) hours of instruction.
6. 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.
7. Leaders are not to plan project meetings/activities that conflict with scheduled club and county events.
8. Keep community leaders and parents aware of meeting dates and events relating to your project.
9. Only currently enrolled 4-H members may attend 4-H project meetings and activities.
10. 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. Keep members & parents aware of entry due dates for all events.
11. Keep accurate, written attendance records.
12. Attend community meetings when possible.
13. Encourage parents to be involved not only in helping members with projects but also supporting club functions including fund raisers.
14. Encourage members to set attainable, measurable objectives and assist them in developing their own goals for project work, according to their abilities. Help members plan and organize their project work. Encourage members who are older and have been in the project for a few years to help younger members.
15. Give recognition for progress to encourage continued improvement.
16. Talk with parents of members who need extra help or who have problems working with other members. Keep community leaders informed of any problems.
17. Delegate authentic leadership roles to junior and teen leaders.