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# 4-H ALBERTA PROJECT LEADER PLANNING **Guidebook**

Learn **To Do** By Doing

## 4-H Pledge

I pledge  
My Head to clearer thinking,  
My Heart to greater loyalty,  
My Hands to larger service,  
My Health to better living,  
For my club, my community, my  
country, and my world.

## 4-H Alberta Vision

Empowered and connected  
communities built by youth.

## 4-H Motto

Learn To Do By Doing

## 4-H Alberta Mission

Inspires, mentors, and  
empowers youth to  
create positive change  
in communities through  
effective leadership.

## 4-H Alberta Values and Principles

- ✿ **Thinking** – honesty, integrity, and innovation
- ✿ **Loyalty** – respectful representatives of 4-H
- ✿ **Service** – accountable stewardship
- ✿ **Living** – continual growth and achievement

## 4-H Alberta Strategic Priorities

- GROWTH
- INNOVATIVE PROGRAMMING
- LEGACY
- BUSINESS EXCELLENCE

## References

4-H Alberta Website:  
[www.4hab.com](http://www.4hab.com)

4-H Alberta Reference Guide

# 4-H Alberta Project Planning Guidebook for the 4-H Project Leader



## Welcome, 4-H Project Leader!

This 4-H Project Planning Guidebook is designed to support 4-H Project Leaders in learning how to plan, prepare, implement, and evaluate 4-H Projects for a successful 4-H year.



### Purpose of this guidebook:

1. *Provide basic information about 4-H Projects;*
2. *Assist 4-H Project Leaders to plan their project activities.*

If you require more information about 4-H Alberta projects or resources, reach out to the 4-H Alberta Programs Team at [programs@4hab.com](mailto:programs@4hab.com) or visit [www.4hab.com](http://www.4hab.com).

4-H Alberta procedures and guidelines can be found in the 4-H Alberta Reference Guide or refer to the 4-H Canada Volunteer Leader Guide on [www.4hab.com](http://www.4hab.com).

### Workbook Sheets:

- 4-H Project Leader Checklist
- 4-H Project Information
- Year at a Glance
- Project Lesson Planning Template
- Design Your Own Evaluation/Feedback Form

## In this guide you will find:

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# Role of a 4-H Project Leader

A Project Leader's duties:

- *Assist the General Leader in ordering the correct project materials.*
- *Host project meetings to help develop members' project skills. This may include designing and teaching lessons or supervising and arranging for experts/clinicians to lead lessons.*
- *Support and encourage members in completing project work and record books.*
- *Work with the General Leader and designated committee(s) to plan the achievement event to showcase 4-H Projects.*
- *Be aware of interclub, district, or regional activities, shows, and achievement event requirements.*
- *Help members prepare for their achievement event.*

The General, Assistant, and Project Leaders make up the Adult Advisory Committee, which works collaboratively with the executive 4-H members throughout the year.

## What Is a 4-H Project?

A 4-H Project is:

- *planned work in an area of interest to the 4-H member guided by a volunteer 4-H Project Leader.*
- *aimed at attainable and measurable objectives.*
- *summarized by some form of record keeping.*
- *planned work with goals that would be showcased at an Achievement Day.*
- *experiential, hands-on learning for both members and leaders.*

As a 4-H Project Leader, you have the opportunity to embrace the 4-H motto, Learn To Do By Doing, and the 4-H Pledge. You can show your creative side by thinking outside the box (with field trips, fun days, community engagement, etc.), planning ahead, and designing a fun, progressive program with hands-on learning.



The 4-H Pledge is a great way to stay focused on 4-H:

**Head to clearer thinking,  
Heart to greater loyalty,  
Hands to larger service,  
Health to better living.**



# Project Standards

As a Project Leader, become familiar with 4-H Project Standards, which can be found on [www.4hab.com](http://www.4hab.com). Project standards help guide 4-H members and leaders as they advance their projects for completion or competition.

Projects such as Beef, Equine, Sheep, and SALT have 4-H Alberta Project Standards. If the project you are leading does not have written standards provided by 4-H Alberta, this is an opportunity for you and your members to be creative and adapt as you go. If your project does not have an official standard, keep in mind that you are still required to follow 4-H Alberta guidelines and procedures when representing 4-H as a Project Leader. (See 4-H Alberta Reference Guide.)

Project standards guide the operation of 4-H Projects for consistency among clubs across the province.

4-H Alberta Provincial Volunteer Advisory Committees review and guide the updates to 4-H Project Standards.

4-H members and leaders must be aware that clubs, districts, and regions may have additional rules or standards above the 4-H Alberta Project Standards. For more information, contact your 4-H district or region's council or committees, or see your 4-H club's constitution.



## 4-H Member Requirements

As a 4-H Project Leader, you mentor and guide 4-H members as they complete their project. Club constitutions and 4-H Project Standards guide the requirements for each project. As a Project Leader, you guide members through three of the five Member Requirements (70% Participation, Record Book, Achievement Day). 4-H Alberta requires 4-H members to complete the five Member Requirements throughout each year.

- 1.** *Communication Activity*
- 2.** *Community Service*
- 3.** *70% Participation*
- 4.** *Record Book*
- 5.** *Achievement Day*

# Project Resources

## **Record Books**

Members are required to complete a record book/insert for every project.

## **4-H Project Resource Manuals, Activities, Lesson Plans**

4-H Alberta offers over 100 resources developed over the years by volunteer committees, writers, industry specialists, and staff.

There is not an official way to work through the material provided in these project resources. They serve only as guides for what you can build, create, or teach your 4-H members. 4-H Project Leaders do not have to be an expert in the project subject matter. 4-H Project Leaders organize (arrange resources if needed), plan, and ensure members are participating in the activities in the safest way possible.

For more help with 4-H Project planning, see the Project Lesson Planning Template.

## **Where to Find Resources**

- **Download Resources:** Visit [www.4hab.com](http://www.4hab.com). Check back often for updates to free resources you can download from the 4-H website.
- **Print Resources:** General Leaders and Club Registrars can order printed resources for projects. At the time of registration, order resources at no cost through the Club Supply tab on the online registration system.
- **Other 4-H Resources:**
  - **Fellow 4-H Leaders, Members, and Alumni.** *Networking is a great tool to find new ideas. Watch for 4-H Alberta leader training events happening in your area.*
  - **[www.4-h-learns.org](http://www.4-h-learns.org).** *On this site maintained by 4-H Canada, you can view and download resources from across Canada and the world at no cost.*
  - **Community Resources.** *There may be resourceful people in your community who are willing to share their expertise and knowledge with local 4-H members.*
  - **Community Organizations.** *Partner with community groups (youth or service groups), camps, or libraries for learning sessions to add to your project learning and exploration.*
  - **Online Resources.** *Find fun and interesting ideas online for how to get creative with your projects. Be sure to use safe and reputable online resources that are of interest to 4-H members.*

# What Are Record Books?

Record books are available for every project in 4-H Alberta. They are a living document in which you record your project expenses, project activities, club activities, and thoughts about your year. Record books are available in a hard copy, or are downloadable or fillable on the website, [www.4hab.com](http://www.4hab.com).

You can find more information about record books in the 4-H Alberta Reference Guide.



## How to Select a Project

With so many projects available, selection can be a difficult decision. Members, together with their parents and leaders, should discuss the following:

- **Member's Interests.** Has the 4-H member chosen a project because they are interested, or because a friend is taking it?
- **Abilities.** A project should teach the member something new. It should be chosen so the member can develop new skills and increase knowledge. The project should be challenging, but not out of reach.
- **Resources.** Does the member have access to the necessary equipment and resources, such as an animal, land, or special tools? Are these available for the duration of the project? Also consider money and space requirements.
- **Location and Time.** Can the chosen project be carried out where the member lives and in the available amount of time? Serious thought should be given to this by members who live away from home to attend school. There is no set number of hours that a project needs to take, however, the goals should be attained.
- **Project Requirements** specify that the member, not the parents, is responsible for completing the project.
- **The Family.** Does the chosen project fit the family and is it interesting to both the family and club members? (Families support by making sure the members have the tools and can attend project activities.)
- **Special Requirements.** Check each project to determine the minimum age required, prerequisites, additional insurance requirements, etc.
- **Exploring 4-H Projects.** If your club members want to learn about what 4-H has to offer, try out different projects or topics. You can make that your 4-H Project!
- **Creative or Self-Determined Projects.** THE SKY'S THE LIMIT! If members have a great idea that they are passionate about, this is their chance to choose their own adventure. They set their own pace and make their project come to life!
- **Clever Kids.** Clever Kids have their own leader and activity plan. They can explore the projects the club offers and are required to follow **Clever Kids Requirements**.

A list of available projects can be found under Projects on [www.4hab.com](http://www.4hab.com).

# Experiential and Hands-on Learning

4-H Projects are an opportunity for experiential, hands-on learning. 4-H members can Learn To Do By Doing, by engaging in hands-on experiences, reflecting on what they've learned, and then applying those skills and knowledge in the future. Through this learning model, members are better able to use their experiences to learn and grow.

For more information, refer to the *4-H Canada Volunteer Leader Guide*.

**Drawing from experiential education models, here is a three-step cycle to guide you in your role as a volunteer 4-H Project Leader:**

## DO

This is an experience you create or an activity you do with your members. Be sure to involve members in activity planning so they are eager to participate.

Demonstrate the skill or explain the goals of the activity, including any risks and how to avoid them.

Let the members dive in! Observe their experiences and let them Learn To Do By Doing.



## REFLECT

This is the pause after the activity to think about the experience, make connections, and identify learning moments.

Reflection can be individual and private, discussed as a group, or done in partners.

Ask open-ended questions to guide the reflection process. Quick tip: Closed-ended questions encourage short, quick, factual answers.

Open-ended questions encourage full, meaningful discussion and answers using a member's own knowledge, experience, and/or feelings.

## APPLY

This is an effort to apply new skills and knowledge toward future experiences and real-life situations.

Ask members, "What about the next time?" to encourage them to identify what is important about what they learned, and how they can apply it in the future.

Ask members, "How would this work in another situation?" to encourage them to think about how to transfer some of their new skills and knowledge to future events.

Have members practice their new skills and report back. Try an experience that builds off the previous one, and encourage members to share their new skills with family and community members.

**In practice, this means:** Do an activity, Reflect on the activity, and Apply the lessons learned from this activity to the next time your club does a similar activity.



# Leadership Development Pillars



## Community Engagement & Communications

- Junior Leadership
- Adopt a Grandparent
- Judging
- Public Speaking
- Events and Entertaining
- Paintballing
- Street Buskers
- Babysitting
- Creative Writing



## Science & Technology

- Welding
- Small Engines
- Engineering
- Veterinary Science
- Farm Tractor/Machinery
- Rocketry
- Bicycle
- Geocaching
- Astronomy



## The Environment & Healthy Living

- Outdoor Living
- Creative Arts
- Leather Craft
- Sewing
- Photography
- Woodworking and Carving
- Cake Decorating
- Bird Watching
- Archery



## Sustainable Agriculture & Food Security

### Animal and Livestock Projects:

- Horse
- Beef
- Sheep
- Goat
- Rabbit
- Canine, and more!
- Field Crops
- Aquaculture
- Gardening
- Beekeeping
- Fishing

# Positive Youth Development

Positive youth development (PYD) is an international research-based approach to youth development that considers young people as assets and partners in the community, not as problems who need solving. PYD does not focus on one single activity or program, but rather is a general approach and philosophy incorporated into all 4-H programming in Canada. Using the 4-H Canada Positive Youth Development Formula, we are building responsible, caring, and contributing young people who are empowered to be successful through our supportive structure.



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 **RESPONSIBLE, CARING, CONTRIBUTING LEADERS**

# Principles of Experiential, Hands-on Learning

- Model the way by setting a positive example about what you are teaching and your members will be interested and motivated to learn.
- Act the way that your 4-H members should be acting at all times. From communicating with guests, parents, and other members to demonstrating safe practices with animals. There are numerous opportunities to show members how to act appropriately. Be a good example others will remember!
- Members are individuals with different interests, learning abilities, values, and motives. They all need to feel good about themselves. Give recognition for work done. Make time to give members feedback. Be encouraging, and help members see how close they are to achieving their goal.
- Prepare for project activities and clearly communicate expectations prior to and during the project work.
- Share with your members what you hope to achieve at the end of each project. Have a goal in mind for all activities and discussions. If you are optimistic and excited, your members will be too!
- Demonstrate and have members follow as soon as possible by “doing.” Vary your teaching methods (visual, auditory, kinesthetic). Involve members whenever possible. Break down the steps, be patient, and repeat if necessary.
- Make learning fun. Each time you meet, add in a social activity for a chance for members to meet and be active.
- Establish a feeling of trust. Don’t be afraid to make mistakes. Members should feel free to make mistakes too. They will learn that it’s normal to make mistakes.
- 4-H Project Leaders can develop a three-year learning plan. This will help keep the project work progressive.
  - *Progressive programming helps members gain an in-depth understanding of concepts through visual and effective learning techniques, which stay with the children for the rest of their lives. To achieve this, break down skills and steps, and ensure expectations do not exceed the age or skill of the member.*
  - *As 4-H members grow through 4-H, it is important that each club year is fresh, fun, and rewarding for members and leaders. As a Project Leader, you can design a club-level project plan that keeps members interested and assists with progressive learning as they get older.*





# Evaluation

Throughout the year as a Project Leader, check in with your members to find out how their project is progressing. This can be done at project activities through observation or conversations. As a Project Leader, consider all the feedback you receive throughout the year and adjust accordingly so that the project can meet members' needs. Note any feedback that could be implemented in the next club year. Communicate with 4-H members if the plan is being adjusted based on the feedback.

At the end of the year, evaluate what members learned and how to improve for the future. Provide the evaluation/feedback form in a timely manner to allow time to consider the feedback as the club prepares for the next club year. Design your own evaluation/feedback form by using suggested questions on the evaluation worksheet.





# 4-H Project Leader Checklist



## 4-H PROJECT LEADER:

- Become elected, screened, and complete leader training (Youth Safety and Commit to Kids).
- Be sure to have enough trained leaders and screened volunteers to support project activities. (See 4-H Alberta Reference Guide.)
- Communicate with club leadership to determine overall club goals for the year and number of members for the project you are leading.
- Become familiar with 4-H Alberta Project Standards.
- Become familiar with 4-H Alberta Reference Guide.



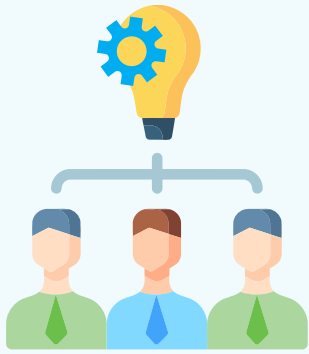
## 4-H MEMBER INVOLVEMENT:

- Gain feedback from members on what they want to learn or participate in.
- Use 4-H Project Information to set project goals with members.
- Develop a project work calendar.
- What does your 4-H club's Achievement Day look like? How will your project be showcased?
- Determine how much time is needed to fulfill the project work.
- Set a budget and present to the club for approval.
- Plan, prepare, implement, and evaluate the project.
- Ensure that you make decisions with 4-H members, not for them.



## 4-H PROJECT LEADER SUPPORT:

- Work with your club's General Leader or Registrar to order project resources from 4-H Alberta.
- Seek resources (hard copy, digital, or human/community) to assist with project delivery.
- Communicate often with 4-H families and leaders.



# 4-H Project Information

*For Members and Leaders*



CANADA  
4-H Alberta

**4-H Club Name** \_\_\_\_\_

**Project Title** \_\_\_\_\_

**Project Leader(s) and Contact Info** \_\_\_\_\_

## Project Timeframe:

What is the duration of this project?  
When does it start and finish?

Start Date: \_\_\_\_\_

Activity Dates: \_\_\_\_\_

Achievement Day: \_\_\_\_\_

Club Wrap-Up: \_\_\_\_\_

## Skills to Learn (PYD)

- |  |   |
|--|---|
| <input type="checkbox"/> Positive Values | <input type="checkbox"/> Leadership Development       |
| <input type="checkbox"/> Responsibility  | <input type="checkbox"/> Planning and Decision Making |
| <input type="checkbox"/> Skill Mastery   | <input type="checkbox"/> Sense of Purpose             |

## Project Description:

Imagine you are describing this project to 4-H members at the first organizational meeting of the year. What will you tell 4-H members this project is about? What will 4-H members learn and do? Why will 4-H members be excited about the project you are planning?

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## Project Scope & Sequence:

What is the progression of this project? What are the project's major milestones or achievements? What meetings are required to achieve the goals of this project? In what order will these meetings occur and when will they happen?

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## Leadership Development Pillar

- Community Engagement & Communications
- Environment & Healthy Living
- Science & Technology
- Sustainable Agriculture & Food Security

## Project Goals and Objectives:

What will members know and/or achieve by participating in this project?

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## Project Resources, Materials:

What resources or materials will leaders and members need to access to successfully work through this project's scope and sequence?

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## Community Expertise:

Who has knowledge and experience in this project area that can support members and leaders in their planning and learning?

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# Year at a Glance

As a 4-H Project Leader, you can capture club or project activities and checkpoints using this Year at a Glance worksheet. Share it with your club's leadership team and your members for transparent communication. Adjust the suggestions to work for your club, 4-H members, and the time of year. Your club can design your own yearly club plan.

## OCTOBER

(Club start-up, project selection, set goals)

## NOVEMBER

(Project activity, get to know your members, get supplies, learn safety, record book workshop)

## DECEMBER

(Social activity, community service, check in and review project goals, record books)

## JANUARY

(Communications workshops, project work and check in, record books)

## FEBRUARY

(Project work, judging workshop, record books, fundraiser)

## MARCH

(Project work, field trip, special guest, Achievement Day planning, record books)

## APRIL

(Project work, goal check in, Achievement Day prep, record books, register for summer programs)

## MAY

(Achievement Day, complete record books, celebrate success, showcase project, project evaluation/feedback)

## JUNE

(Project/club wrap-up, summer club activities)

## JULY

(Member fun, field trips, project work, 4-H Alberta summer programs!)

## AUGUST

(Project work, 4-H Alberta summer programs!)

## SEPTEMBER

(Club, project, member, and leader recruitment)

# Project Lesson Planning Template



CANADA  
4-H Alberta

Use this or a similar lesson plan template to prepare and track project progress and feedback. This one-page lesson plan will help with communication to members and their families and note future improvements for next time. Complete a lesson plan for each time you meet.

**Activity:**

**Date and Time:** (How long will the activity take?)

**Activity Outcome, Goals, or Skills Developed:** (What PYD developmental assets does this activity teach members?)

**Risks:** (As a Project Leader, minimize the risk of accident and ensure that members are safe)

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Identification, Likelihood, Consequence, Prevention, Management, and Treatment | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Facility   | <input type="checkbox"/> Weather   |
|   | <input type="checkbox"/> Other     |

**Leadership Development Pillars:** (Which pillar does this activity align with?)

- |  |  |
|--|--|
| <input type="checkbox"/> Community Engagement & Communications | <input type="checkbox"/> Science & Technology                    |
| <input type="checkbox"/> Environment & Healthy Living          | <input type="checkbox"/> Sustainable Agriculture & Food Security |

**Backup Activity:**

(What backup activity do you have planned in case the activity does not take the anticipated amount of time, or other circumstances change the original plan?)

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**Activity:**

(What is the lesson plan, timeframe, points to remember, schedule, etc.? Remember to include social and fun activities to the project activity and allow time to receive member feedback.)

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**Materials:**

(What supplies are needed? Who is bringing, setting up, checking equipment, etc.?)

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**Activity:**

(What is the cost of activity? Is the budget approved by club?) **Set Up, How To, Take Down**

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**Instructors & Supervision:**

(Who are the trained leaders and screened volunteers at the activity and who is supervising?)

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**Evaluation or Feedback:**

(Notes from the lesson to follow up on or use in the future.)

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# Design Your Own Evaluation/ Feedback Form



Use these examples to gather your feedback or evaluate your project.

Was this your first time completing the \_\_\_\_\_ project?

Were you able to meet your \_\_\_\_\_ project goals? If no, why not?

What was your favourite part about the \_\_\_\_\_ project? Why?

What was the least favourite part of the \_\_\_\_\_ project? Why?

Did you feel safe at project activities? Why or why not?

What skills did you learn while working on your project?

How did your project help you grow your leadership abilities?

What did you learn about planning and decision making while working on your project?

How did you take responsibility for working on your project this year?

Did you accomplish the goals and purpose of your project?

Did your project help you learn about the environment and healthy living, science and technology, sustainable agriculture and food security or community engagement and communications? If so, what did you learn?

What would you do differently the next time you complete this project?

Do you have suggestions for next year's learning sessions, activities, or projects?

Will you return to 4-H next year?

Will you participate in this \_\_\_\_\_ project again? If no, why not?

## Additional comments:

You may choose to add questions related to your program plan, including questions about specific activities, instructors, supplies, facilities, etc.

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