

PROJECT LEADER PLANNING SHEET

FIRST: What is the project?

Refer to your current “4-H Project Areas” list. See which listed code/project name your project will fit into. For example, if you are going to make dream catchers, you could include the story on the meaning of dream catchers and/or suggest each member do some research on the origin of a dream catcher, then the project would be “AC” *Cultural Education*. To be counted as a project you must meet at least 3 times or for a total of 6 to 8 hours.

SECOND: Set your goal.

Present an overview of the project to the membership and have them sign up. Include what skill they will learn, times, dates, and location of the project meetings; as well as, materials needed and any additional cost they will incur and the goal for the project.

THIRD: Present the project.

1. **Be prepared.** Information on all project areas is available through your MSUE Office. Some materials may have to be ordered so allow time for this. Do you need another leader or teen leader to assist?
2. **Set the Stage.** Is there enough space, tables, lighting, etc. to do the project? Do you have all the materials needed to have a successful project? Copies of handouts may be obtained by providing a camera-ready copy to the 4-H secretary one week prior to the needed date.
3. **Accomplish your goal.** Success begins with organization. Explain what the goal of the project is, and go through step by step instructions to accomplish that goal. Remember that children learn in different ways. Be sure that all are following and understanding the directions. Leaders need to “sit on your hands” so that you are not doing the project for the child. Remember that high self-esteem is achieved by their accomplishments, not yours. Make the experience a positive one- have fun!!
4. **Evaluate your project.** How enjoyable was it for the children? (Ask them.) For you? Did each person involved reach his or her goal? How could you make it better for next time? Write down your ideas and ask the children for their ideas.

Note: “Your Personal Guide to Making a Plan and Carrying It Out” (4H1501) is an excellent publication for the Project Leader to use and/or have available for each 4-H member at the start of the project.