

**CERTIFICATION TRAINING OUTLINE FOR MENTORS OF NEW KINGS  
COUNTY 4-H PROJECT LEADERS**

**A. PROCEDURES FOR MENTORS**

1. Become familiar with the by-laws of the new leaders' club
2. Contact new leader as soon as possible
3. Offer assistance in getting started with project
4. Reinforce the importance of holding meetings
5. Encourage leaders to plan activities that will contribute to the development of leadership, citizenship and life skills among the members
6. Offer suggestions for planning and implementing successful projects and meetings
7. Call the new leaders at least three times a year to offer support and encouragement;
8. Answer questions about the county 4-H program as needed.

**B. TOPICS TO COVER WITH NEW LEADERS**

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|------------------------------------|-------------------------------------|
| 1. Enrollment                      | 3. Project Meetings                 |
| 2. Project Planning                | a. Who plans and leaders projects   |
| a. Communication with families     | b. Things to consider when planning |
| b. Goal setting                    | a project meeting                   |
| c. Project Completion Requirements | 4. Safety                           |
| d. Scheduling Meetings             | 5. Record Keeping                   |
| e. Money                           | 6. Events                           |
| f. Housing of livestock by leader  |                                     |

**C. POLICIES**

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|-----------------------|----------------------|-----------------|
| 1. Child Protection   | 4. Medical Treatment | 7. Club By-Laws |
| 2. Uniforms           | 5. Primary Members   | 8. Event Rules  |
| 3. Age for Enrollment | 6. County Policies   |                 |

**D. PHILOSOPHY & GOALS OF 4-H**

1. 4-H Message – “4-H is a community of young people across America who are learning leadership, citizenship and life skills.”
2. 4-H must promote the “Essential Elements” of a positive youth development program.
  - We must always ask ourselves, “Does what we are doing promote a sense of Belonging, Mastery, Independence and Generosity.
3. Learn by Doing
  - a. Experiential Education
  - b. Allow youth to “do” things
  - c. Process what they are learning

**E. RESOURCES**

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|--|---|
| 1. 4-H Project Leaders' Digest           | 9. Kings County 4-H website                     |
| 2. 4-H Project Leader's Organization Kit | 10. State 4-H website                           |
| 3. Kings County 4-H Calendar             | 11. Code of Conduct/Responsibilities and Rights |
| 4. 4-H Experience                        | 12. Primary Member policy                       |
| 5. Kings County 4-H Library List         | 13. 4-H Fair Book and entries                   |
| 6. Kings County 4-H publications List    | 14. Kings County 4-H Youth Talk                 |
| 7. UC ANR online catalog                 |   |
| 8. UCCE office and staff                 |   |

## **Contents of 4-H Project Leader Mentor Certification Binder**

1. Power Point Slides for Mentor Certification
2. 4-H Project Leaders' Digest
3. 4-H Project Leader's Organization Kit
4. Description of mentor duties and responsibilities
5. Sample 4-H Club By-laws
6. Primary Member policy
7. Personal Worksheet for 4-H Project Leaders
8. Request to take 4-H Project from a Leader in Another Club
9. MOU for Housing Livestock
10. 4-H Experience
11. Child Safety Information for 4-H Volunteers
12. 4-H Personal Development Form
13. 4-H Personal Development Supplement form
14. Annual 4-H Project Form
15. Youth Talk
16. Volunteer Code of Conduct & Rights and Responsibilities
17. Medical Treatment & Release Forms
18. ANR Insurance Coverage
19. California 4-H Accident/Sickness Coverage
20. Kings County 4-H Publications List
21. Kings County 4-H Library List
22. Kings County 4-H Calendar