Georgia 4-H Master Mentors

Meeting Ideas

Thank you for agreeing to serve as a Master Mentor for 4-H Youth heading to State 4-H Congress. Your mentorship will not only allow these 4-H’ers the chance to prepare for the contest, but we hope that you will help them foster a relationship for positive change and potential connections as you sharpen their life skills for not only State 4-H Congress, but also future employment opportunities.

Prior to beginning your service as a Master Mentor, coordinate your plans with your local Extension Office and be sure you have completed appropriate volunteer forms and trainings.

Day 1: Getting Started
Prep: Coordinate with your local county Extension office to arrange a meeting time for you and the 4-H’er at a public place such as the County Extension Office. Ask the mentee to bring their project materials and plan to present. You’ll need a copy of the demonstration scorecard found at http://www.georgia4h.org/documents. You may also want to review Project Achievement resources at http://www.georgia4h.org/projectachievement.

Action Points:
- Meet the 4-H’er. Discuss your background in 4-H and your excitement to help them enhance their project for 4-H State Congress.
- Review the blank project scorecard together prior to the demonstration to insure you and the youth understand the judging criteria.
- Ask the 4-H’er to give their presentation. (Be sure you time it.)
- Make notes on the scorecard while the 4-H’er presents – What are they doing well? What do they need help with?
- Consult with the 4-H’er following the presentation. Making reference to the scorecard, discuss with the 4-H’er areas of strength and areas that they need improvement.
- Discuss action points. (In example - Do they need more research?, Do they need to enhance visuals?, Are their visuals too small?, Do they need to memorize and make better eye contact?, etc.)
- Tell student to begin thinking of their presentation and portfolio discussion attire. They will need professional dress for their interview.
- Arrange a time to meet again. Ask 4-H’er to bring all presentation materials to all practices.

Day 2: Practice Makes Perfect!
Prep: Remind 4-H’er of meeting time. Coordinate your plans with your local county Extension Office.

Action Points:
- Ask student about their time since last meeting. What have they worked on with their project? What help do they need?
- Ask the 4-H’er to present their project.
- Work together through any improvements needed.
- You may ask the 4-H’er to present again incorporating the new presentation improvements.
- Arrange a time to meet again. Discuss expectations for polishing their presentation. Ask 4-H’er to bring all presentation materials to all practices – including a copy of their portfolio.
Day 3: Practice for the Portfolio Discussion
Prep: Ask youth to bring a copy of their 4-H portfolio. You will need copies of the portfolio scorecard: http://www.georgia4h.org/documents

Action Points:
1. Tell of the importance of a positive first impression. (Possibly incorporate a story of one of your job interviews.)
2. Discuss interview etiquette (a firm hand shake, smile, eye contact).
3. Practice the portfolio discussion by asking the 4-H questions about items listed in their portfolio.
4. Discuss 4-H’ers areas of strengths and areas that need improvement.
5. Discuss what the 4-H’er will wear for their interview at State Congress.
6. Discuss plans for a dress rehearsal with the 4-H’er. The next meeting will be a chance to practice their presentation and portfolio discussion.

Day 4: Dress Rehearsal
Prep: Recruit an audience and guest interviewer for a dress rehearsal. (Consider local civic clubs, leaders, area specialists, colleagues, family, senior centers, etc.) Run copies of comment cards for your audience members.

Action:
• Introduce the audience to the 4-H’er and briefly explain the challenge of State 4-H Congress.
• Arrange for the 4-H’er to give their presentation for the audience.
• Follow up with the portfolio discussion with the guest interviewer. Ask 4-H’er to dress the part and bring all needed supplies for their presentation – just like at State Congress!
• Collect comment cards from the group members.
• Apart from the group, share appropriate feedback with the 4-H’er and discuss ways for improvement.
• Remind students to write thank you notes to their event donors for sponsoring their trip.

Optional: State Congress Well Wishes
Consider writing a motivational letter prior to the state contest in July to send the 4-H’er off with well wishes. Document how far they have come and how proud you are of them (if applicable). Give to your county agent to hand deliver prior to their demonstration at State Congress.

Consider going to State Congress for the 4-H’ers presentation. Be sure to coordinate with your local county Extension Office so they can include you in details regarding their project time.

Optional: State Congress Follow Up
Organize a reward activity (such as a company tour, job shadowing day, or ice cream reward). Discuss the highlights and disappointments from State Congress. Brainstorm with the 4-H’er how they can shift these disappointments into a positive experience next time. This may require planning additional portfolio activities or further researching their project in the future. Provide your suggestions for their continued improvement so they can make their best better for their next season – whether this is Project Achievement or for their next job interview.

Thank you for making a difference in the lives of our youth! If you are interested in serving as a Master Mentor again next season, please contact your local county Extension Office to let them know of your interest.