**Rio Arriba 4-H Portfolio**

**Completion Instructions**

Congratulations on your decision to compile a Rio Arriba County 4-H Portfolio!

There are several awards you may receive by submitting a 4-H Portfolio.

They are: Outstanding Novice, Outstanding Junior, Outstanding Senior, Leadership, Citizenship, and Achievement Award.

Other rewards are: (1) You have a record of your 4-H work in one compact piece that can be used for other scholarship and award applications, and (2) you have a completed resume of your 4-H and leadership experiences.

The Rio Arriba County 4-H Portfolio is due **September 30th** each year and must be **in** **the Rio Arriba Cooperative Extension Office by that date**. While compiling your 4-H Portfolio, please note the following: do not use plastic sheet protectors, ensure all texted us readable, use copies of ribbons and certificate, ensure all pages and photos are securely, and the most recent project records are in front of section.

**The portfolio must include the following sections and be assembled in this order:**

**Cover** – All Novice and Junior 4-H member portfolios must be submitted in the approved green 4-H Record Book Cover. Senior 4-H members may utilize a Green 3-ring binder (*Clear-View Binder preferred*) and Cover Page in place of green 4-H Record Book Cover.

**Cover Page** – 3x5 or 4x6 photo of 4-Her with Name, County and Age centered beneath photo *(Example page layout given with this packet)*.

**Table of Contents** – One-page listing sections *(Example sections: Personal Profile, 4-H Resume, 4-H Leadership Profile, Baking I Project, Woodworking II, Rabbit III*) included in portfolio.

**Personal Profile** – Form containing demographic information for the member (*Standard form provided with this packet*).

**4-H Resume Format** *(Optional for Novice and Junior members; Required for Senior members***)** – No more than three (3) double-spaced, typed pages in the following resume format. Below are descriptions and expectations for the section:

***Name***

***Address***

***City, State & Zip***

***Objective:*** *Fill in a one-sentence objective when you create a resume for a particular position or specific purpose. For the 4-H portfolio, your objective will be: To highlight the skills gained through my experiences in the (insert the name of your project(s)) project and other related 4-H experiences.*

***Skills:*** *Think about your 4-H project experiences, including leadership and citizenship. List up to four of your strongest skills. Under each skill, identify the experiences that have helped you develop those skills. Keep your description brief (one or two sentences). Refer to the 4-H Life Skills wheel available on the State 4-H Website, 4-H Leader Handbook, or by request from the County Extension Office.*

***Education:*** *List your academic major or area of strongest interest. List name of school, city, state,*

*date you received or expect your diploma and the dates attended.*

**4-H Resume Format *(cont.)***

***4-H Accomplishments: (include the date in years for each item [ex: 2016-17)***

*List the 4-H clubs in which you were active and how many years in each.*

* *List the major events and activities you attended (e.g., County Leadership Training, State 4-H Conference, state fairs, Citizenship Washington Focus).*
* *List any 4-H awards you received (Outstanding Novice, Community Service Scholarship, etc.).*
* *List examples of your community service projects, along with a short explanation.*

***Leadership roles:*** *List the leadership roles you have held in 4-H, school, church, clubs, community organizations, etc., include dates*

***Employers:*** *(optional) If you have been employed or have been in a non-paid work situation, list your employers here. Begin with your most recent job. Include the employer, city, state, and dates (month/year) you were employed and a brief description of your responsibilities. Include work that you do at home (e.g., specific chores such as preparing meals, mowing lawns, serving on the hay crew for farm).*

**Leadership Profile** – Comprehensive listing of leadership experiences over the 4-H career (*form provided with this packet)*.

* Place an asterisk (\*) in the appropriate column for leadership experiences that relate to one or more of the major projects in the project profiles section.
* Year may be listed as the current year of the event (example: 2017) or as the 4-H Year (example: 2018-2019).
* Level refers to the level at which the leadership took place. Use the following codes:
  + L – Club
  + C – County
  + S – State
  + N – National
  + I - International

**Citizenship/Community Service/Service Learning Profile** – Comprehensive listing of citizenship experiences over the 4-H career (*form provided with this packet*).

* Place an asterisk (\*) in the appropriate column for citizenship experiences that relate to one or more of the major projects in the project profiles section.
* Year may be listed as the current year of the event (example: 2017) or as the 4-H Year (example: 2016-2017). Be consistent.
* Your Involvement refers to your role in the service project. Use the following codes:
  + Y - Did Yourself
  + M – Member of a Group
  + G – Gave Primary Leadership

**Project Profiles -** A member may include up to three separate project profiles. Put the most recent year’s records in the front of this section. Include record forms which have been completed to track project efforts throughout the member’s 4-H career. Handwritten records, as originally prepared by the member, are best. Typed copies will not increase a judging score. Tabs labeled with the project name should be used to identify each separate project profile. For each of the three projects, members are allowed one page of project photos to be placed at the end of that project profile. All photos must

be captioned.

**Other 4-H Projects Profile Section a and b** – comprehensive listing of project experiences not included in the project profile section. Member must document at least one but not more than five additional projects over the 4-H career (form provided).

**4-H Story** – the 4-H Story may be submitted in the following format.

*Written:* maximum of 6 double spaced pages with at least 1 inch margins in a 12-point font that is easily readable. Remember, the 4-H Story is reflective of the current year of submission.

*Video:* No longer than five minutes. Submitted on USB, DVD or file sharing software. Digital Media: Such as PowerPoint or MovieMaker file submitted on USB, DVD or file sharing software. No longer than 5 minutes.

All six parts listed below must be included in your 4-H Story:

* *Part I - Introduce yourself. Include your age, interests, and when and why you joined 4-H.*
* *Part II - Tell/show how you used the life skills and knowledge from your 4-H experience in your daily life. Include major learning experiences, special interests and unusual situations that you encountered.*
* *Part III - Tell what you learned from working with other youth. Include relevant life skills that you learned or improved. Use the Targeting Life Skills Wheel to provide examples, and try to include at least one life skill from each quadrant.*
* *Part IV - Tell how you have demonstrated leadership in 4-H or in other activities you participate in. Tell about your communication skills, how you prefer to make decisions, how you manage resources, how you like to work with groups.*
* *Part V - Describe the community service projects you have worked on. Describe any citizenship programs or activities you have participated in.*
* *Part VI - Describe how your 4-H experience has contributed to “who you are” at the present time. Describe how 4-H participation influenced your school and career goals. Tell about your plans for the future and the career you might like to pursue*

**Additional 4-H Photos and Support Materials** – no more than 3 pages total; all pages must be 8 1/2 x 11” and may be plain or printed –may include photos with captions, news clippings, letters, certificates, etc. No layering – use front side only and don’t attach any item thicker than 1/8 inch. Do not use plastic sheet protectors. Digital and scanned photos are acceptable, but remember they will be compared to professionally printed photos so quality is important. These three pages are in addition to the photos included with your project profiles.

**Your 4-H Portfolio will be evaluated based on the following:**

| **Scored Items** | **Possible Points** |
| --- | --- |
| **4-H Resume:** All sections complete highlighting skills gained in 4-H | **10** |
| **Leadership:** Assumed Leadership appropriate for age level throughout 4-H career; Shared skills and knowledge with other 4-H’ers | **20** |
| **Citizenship/Service:** Involved in service projects appropriate for age level throughout 4-H career | **15** |
| **Major Project Records:** Goals clearly stated; Growth in depth of learning, challenged self; Growth in size and scope; Increased knowledge through activities | **40** |
| **Other Project Information** | **5** |
| **4-H Story/Stories** | **5** |
| **4-H Photos/Support Materials** | **5** |
| **Total Score** | **100** |

***Rio Arriba 4-H Portfolio – Cover Page Example***

PLACE PHOTO HERE

**NAME**

**COUNTY**

**AGE**

**Table of Contents**

1. **Cover Page**
2. **Table of Contents**
3. **Personal Profile**
4. **4-H Resume**
5. **Leadership Profile**
6. **Citizenship/Community Service/Service Learning Profile**
7. **Project Profiles**
   1. **List projects included in order**
8. **Other 4-H Project Profile**
9. **4-H Story**
10. **Additional 4-H Photos and Supplemental Materials**

**THE RIO ARRIBA COUNTY 4-H PERSONAL PROFILE**

County Year Number of years in 4-H

Male Female Race/Ethnic Code (1) White (2) Afro-American (3) Native American

(4) Hispanic (5) Asian (6) Other

Name of project(s) reported in Project Profile Section

Currently participating in project(s)? Yes No

Name Name you want used in publicity

Home Address

Home Phone Number

Date of Birth Age as of January 1, this year

Name of parent(s) or guardian(s)

Number of brother(s) Number of sister(s)

Name of your 4-H club or group Number of Members

Name and address of school you will attend on October 1, this year:

*(Complete all statements that apply)*

What career do you plan to follow? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Grade High School Date of graduation:

If not in high school, highest grade completed College: # of years Major

Trade or Technical school: Course of study

Not attending school: Occupation

**STATEMENT BY 4-H MEMBER**

I personally have prepared this Portfolio and certify that it accurately reflects my work.

Date 20 Signature of member

**APPROVAL OF THIS REPORT**

We have reviewed this portfolio and believe it to be correct:

Date 20 Signed: (Parent or Guardian)

Date 20 Signed: (4-H Club Leader)

**4-H LEADERSHIP PROFILE**

List all leadership activities in your 4-H career. Identify the things you have done in 4-H where you planned,

organized, or gave direction, either with others or individually. Leadership includes elected/appointed positions

as well as experiences as a junior and/or teen leader and other volunteer leadership roles you have performed at

4-H activities (camps, achievement shows, workshops, judging events, tours, field trips, fairs, and others).

Use action words, indicating your role. Examples: **Conducted, Organized,** and **Strengthened.**

Use as many pages as needed.

Level refers to the level at which the leadership took place.

Use the following codes: L – Club; C – County; S – State; N – National; I - International

| **\*** | **Year** | **Level** | **Leadership Role** | Responsibility |
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**CITIZENSHIP/COMMUNITY SERVICE PROFILE**

List in chronological order your citizenship/community service experiences (begin with first year in 4-H).

Include things that contribute to the welfare of your club or group members, other individuals, or community and indicate how many people benefited from what you did. Use as many pages as needed.

List only the information called for under each heading.

The heading **Your Involvement** asks for a specific designation: (Y) Performed yourself; (G) Gave primary leadership to a group; (M) Was a member of a group.

| \* | **Year** | Kind ofActivity | **Knowledge & Skills** | **Your Involvement** |
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**OTHER 4-H PROJECTS AND ACTIVITIES PROFILE**

**PART A. Significant Experiences**

List significant experiences in chronological order that indicate your participation in other 4-H projects and activities, beginning with your first year in 4-H. **Year:** Year of activity. **Level:** C-County, D-District, S-State,

N-National, I-International. **Goal:** Specific goals for this project. **Knowledge and Skills:** Factsand abilities gained in pursuit of this goal. **Accomplishment:** The end accomplishments for each specific goal.

Remember an accomplishment does not necessarily mean you have positive end results.

(DO NOT REPEAT items listed elsewhere.) Use as many pages as necessary.

| **Year** | **Level** | **Goal** | **Knowledge & Skills** | **Accomplishment** |
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**PART B. Participation**

List your participation in demonstrations, talks, exhibits, radio and television appearances, newspaper articles written,

tours, workshops, camps, judging events, field trips or other learning experiences in other 4-H projects and activities.

List activity/project area and DO NOT REPEAT items listed elsewhere. Use as many pages as necessary.

| **Year** | **Level** | Activity/Project Area | **Knowledge & Skills** |
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