



Sandoval County 4-H Portfolio

Steve M. Lucero

4-H Agriculture
Agent

Nicole Lujan

Home Economist/4-H
Agent





WHY?

4-Hers Learn To:

- Plan and organize their work
- Evaluate economic growth
- Budget their project and other financial needs
- Improve their written communication skills
- Pay attention to detail, follow instructions, and meet deadlines.
- Make decisions
- Set priorities
- Appreciate the life skills they are developing
- Understand the value of keeping records

Bonus

4-Hers experience satisfaction and progress, they gain in **self-esteem** and **self-confidence**...this makes it **FUN!!**



Roadblocks

- Wait too late to start
- Can't find necessary materials
- Didn't take or keep photos
- Didn't attend training

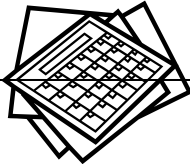




Getting Started

Record keeping should be done throughout the year. If you wait until the last minute you may forget some of the most important activities and opportunities you participated in!

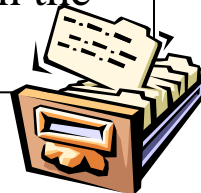
Calendar Method:



Keep a calendar in a handy location (such as on the refrigerator) and every time you do something related to 4-H, school, church or other, write it down! At the end of each month place the calendar in a safe place until time to complete your portfolio.

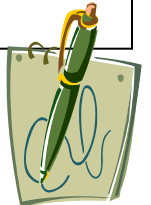
Index Box Method:

Get a 3 by 5-inch card box, index cards and dividers. Label each divider as one of the sections on the report form. Each time you do something, write it on an index card and file in the appropriate section.



Binder or Spiral Method:

Grab an old school binder or notebook and organize each of your activities by type of activity or by date. This is an easy way to start until you get the hang of record keeping.





Contents



The County 4-H Portfolio should include the following sections and be assembled in this order:

Cover- All portfolios must be submitted in the approved 4-H Portfolio cover provided by the Extension Office.

Cover Page- 3X5 or 4X6 photo of 4-Her with Name, County and Age centered beneath photo.

Table of Contents- one page listing sections included in portfolio.

Personal Profile- form containing information for the member.

4-H Resume- Senior members only.

Leadership Profile- comprehensive listing of leadership experiences over the 4-H career (form provided).



Contents



Citizenship/Community Service Profile- comprehensive listing of citizenship experiences over the 4-H career (form provided).

Project Profiles- a member must include a completed project record form for each project they are enrolled in for the current year. Tabs labeled with the project name should be used to identify each separate project. For each separate project, members are allowed one page of project photos to be placed at the end of that project profile.

Other 4-H Project Profiles

4-H Story

Additional 4-H Photos and Supplemental Materials- no more than 3 pages total. May include photos with captions, news clippings, letters, certificates, etc. No layering- use front side only. Do not use plastic sheet protectors. These 3 pages are in addition to the photos included with your project profiles.



4-H Story

Writing Your Story

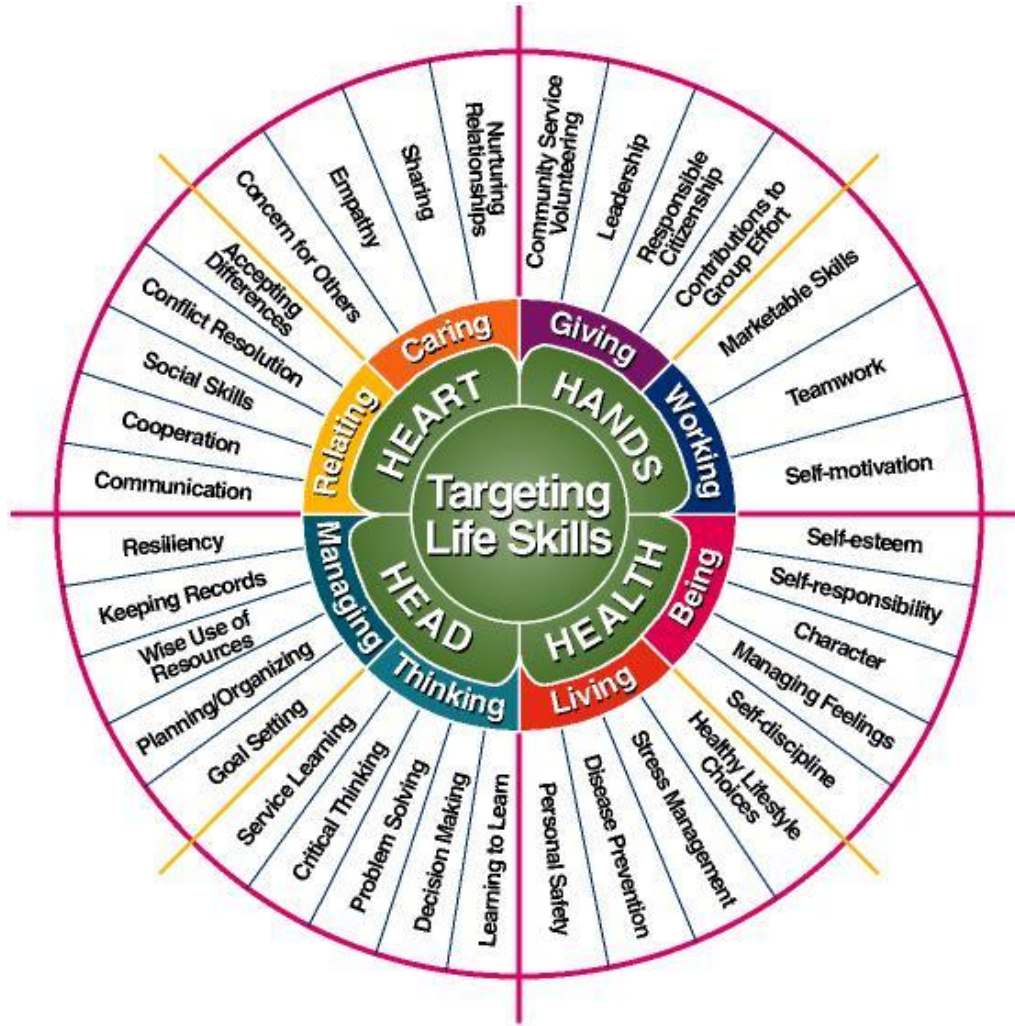
Part I - Introduce yourself- remember, people are reading your story that do not know you. *Include your age, interests, and when and why you joined 4-H.* You can always include an attention getting paragraph before your introduction- one suggestion is to use a funny 4-H incident.

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 your Targeting Life Skills Wheel to provide examples, and try to include at least one life skill from each quadrant.



4-H Life Skills





4-H Story

Writing Your Story

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.

Conclusion - Don't forget to end your story!



Photos



• ***Begin taking photos early!*** They should reflect growth, development, and involvement in your 4-H project. Use photos that show you ***doing things, learning and teaching others,*** and **especially *having FUN in 4-H.*** Use photos that show your ***projects, leadership, community service*** and ***other 4-H related activities.***

- Three pages of photos – Novice, Junior, Senior
- Photography projects may add 10 pages
- Five pages of photos or drawings - Cloverbuds

Tip

Waiting until the last minute and having to pose or create false photos is sometimes noticeable in your book, so start taking pictures early!



Make it GREAT

- Be neat – print or word process. Watch spelling and punctuation.
- Use clean record sheets; Extension Office will provide copies
- Read directions carefully
- Quality is more important than quantity
- Pictures are worth a thousand words – be sure to put captions under them
- Use rubber cement or adhesive squares to attach pictures and news clippings
- Look back at past 4-H newsletters



Putting It Together

When you have completed the various parts of the portfolio, you are ready to assemble it. The portfolio should be placed in the green “My 4-H Record” cover that is available at the Extension Office. Assemble in the following order:

- I. Cover page**
- II. Table of Contents**
- III. Personal Profile**
- IV. 4-H Resume**
- V. Leadership Profile**
- VI. Citizenship/Community Service Profile**
- VII. Project Profile**
- VIII. Other Project Profiles**
- IX. 4-H Story**
- X. Additional 4-H Photos and Supplemental Materials**





Deadlines



- County Portfolios are due **October 15** The portfolio must be **in the Extension Office on that date.**
- State 4-H Portfolios are due **June 25th** each year. The portfolio must be **in the State 4-H Office by that date.**





Sandoval County Cooperative Extension Service

P.O. Box 400

Bernalillo, NM 87004

(505)867-2582

800-678-1802

sandoval@nmsu.edu

