



Sandoval County 4-H Portfolio

Sandoval County 4-H Portfolio Completion Instructions

Congratulations on your decision to compile a County 4-H Portfolio.

The County 4-H Portfolio is due **October 15th** each year. The record book must be **in the County Extension Office by 4:00 PM on that date.**

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

1. **Cover** – All portfolios must be submitted in the approved 4-H Record Book Cover.
2. **Cover Page** – 3x5 or 4x6 photo of 4-Her with Name, County and Age centered beneath photo.
3. **Table of Contents** – One page listing sections included in portfolio.
4. **Personal Profile** – form containing demographic information for the member (form provided).
5. **4-H Resume (Senior Members Only)** – no more than 3 typed pages in the following resume format.

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).

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 Accomplishments:

- 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., State 4-H Conference, state fairs, Citizenship Washington Focus).
- List any 4-H awards you received.
- 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.

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).

- 6. Leadership Profile** – comprehensive listing of leadership experiences over the 4-H career (form provided).
- 7. Citizenship/Community Service Profile** – comprehensive listing of citizenship experiences over the 4-H career (form provided).
- 8. 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.
- 9. 4-H Story** – the 4-H Story maximum of 6 double spaced pages with at least 1 inch margins in a font that is easily readable.
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 your 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*
- 10. 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 expectable, 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.

PLACE PHOTO HERE

Table of Contents

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

SANDOVAL 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

First Name _____ Last Name _____

Home Address _____

Home Phone Number _____ Cell Phone Number _____

E-mail address _____

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)

High School: Grade _____ 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 _____ What career do you plan to follow? _____

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: (Local 4-H Leader) _____

Date _____ 20____ Signed: (County Extension Agent) _____