Completion Instructions (R-2018)

## **New Mexico 4-H: Sandoval Portfolio Instructions**

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**Why Keep Records?**

4-H’ers 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.

4-H’ers Keep Records to:

* + Measure Progress in their project(s)
  + Identify expenses and financial gains or losses of their project
  + Document all 4-H activities and experiences year by year
  + Evaluate project growth over the years
  + Refer to when filling out applications for out-of-county educational events
  + Serve as a guide when applying for local 4-H awards and scholarships
  + Assist in completing employment and/or college application forms
  + Help when writing resumes for college and/or employment

**Completing Your 4-H Portfolio**

Congratulations on your decision to compile a 4-H Portfolio. Portfolio is another word for a record book that covers your year in 4-H. Not only will you have a comprehensive record of your 4-H activities and gain the valuable skills mentioned above, you have an opportunity to compete for a sponsored trip to Senior Leadership Retreat or Youth Get Away. This opportunity is available to Novice, Junior, & Senior 4-H members. There is no minimum number of years you have to have been a member. Books are evaluated based on growth, leadership, citizenship, community service and ability to follow instructions.

The County 4-H Portfolio is due **October 15th each year.** All books must be submitted with the appropriate signatures.

**Format for Sandoval County 4-H Portfolio**

Read carefully and review the records. Portfolios may be typed or handwritten by the member.

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

* **Cover** – All portfolios must be submitted in a green 4-H portfolio cover. Available from the extension office or for purchase at shop4-h.org DO NOT use page protectors!
* **Cover Page** – The title “Sandoval 4-H Portfolio” centered at the top, a 3x5 or 4x6 photo of 4-H’er with Name, County and Age centered beneath photo.
* **Table of Contents** – One-page listing sections included in portfolio, including projects in the project profile.
* **Personal Profile** – form containing demographic information for the member (form provided) and signatures of the member, parent, leader and agent certifying it is accurate and the work of the member.
* **4-H Resume** – no more than 3 pages in the following resume format. (senior 4-H members only)

**4-H Resume**

***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 4-H Website or by request from you 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 (cont)**

***4-H Accomplishments: (include the date in years for each item [ex: 2017-18])***

* *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).*

**4-H Profile Forms**

**4-H Profile Forms**

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

* 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: 2013) or as the 4-H Year (example: 2012-2013). Be consistent.
* 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 Profile** – comprehensive listing of citizenship experiences over the 4-H career (form provided).

* 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: 2013) or as the 4-H Year (example: 2012-2013). 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

**4-H Profile Forms (cont.)**

**Project Profiles -** a member may include up to three separate project profiles. **DO NOT** submit more than three projects. Choose the projects that you have best records of and/or can show the most growth.

1. Include record forms which have been completed to track project efforts throughout the member’s 4-H year. Handwritten records, as originally prepared by the member, are best. Typed copies will not increase a judging score.
2. 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. (form provided).

**4-H Story** – the 4-H Story may be submitted in one of the following formats.

*Written:* maximum of 6 double spaced pages with at least 1 inch margins in a 12-point font or handwritten to be easily read.

*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 no matter which format you choose:

* *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.

**Sandoval 4-H Portfolio Forms**

**Record Keeping Forms**

The following forms are included with these instructions:

* Sandoval 4-H Portfolio Cover Sheet
* Table of Contents
* Sandoval 4-H Personal Profile
* Sandoval 4-H Profile Forms
  + Leadership Profile
  + Citizenship/Community Service Profile
  + Other 4-H Projects and Activities Profile A & B

**Sandoval 4-H Portfolio**

Place

Photo

Here

**Name**

**Sandoval County**

**Age**

**Sandoval 4-H Portfolio**

**Table of Contents**

1. **Cover Page**
2. **Table of Contents**
3. **Personal Profile**
4. **4-H Resume (seniors 4-H members only)**
5. **4-H Profile Forms**
   1. **Leadership Profile**
   2. **Citizenship/Community Service Profile**
   3. **Project Profiles**
      1. **(**List projects included in order**)**
   4. **Other 4-H Project Profile**
6. **4-H Story**
7. **Additional 4-H Photos and Supplemental Materials**

**Sandoval 4-H Portfolio Personal Profile**

| **Current 4-H Year** |  | | | |
| --- | --- | --- | --- | --- |
| **Member Name** |  | | | |
| **4-H County** |  | | | |
| **Mailing Address** |  | | | |
| **Phone Number** |  | | | |
| **Email Address** |  | | | |
| **Date of Birth** |  | | | |
| **School Grade** |  | | | |
| **Name of Parent(s) or Guardian(s)** | | |  | |
| **Name of 4-H Club** | | |  | |
| **Number of Years in 4-H** | |  | | |
| **Projects included in Portfolio (no more than three)** | | | |  |
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**Statement by 4-H Member**

I certify that the information included in this Portfolio is true, accurate and completed by me within the current 4-H year.

|  |  |
| --- | --- |
| Member Signature | Date |

**Approval of Portfolio**

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

|  |  |
| --- | --- |
| Parent/Guardian Signature | Date |

|  |  |
| --- | --- |
| Local 4-H Leader Signature | Date |

|  |  |
| --- | --- |
| County Extension Agent Signature | Date |



**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 of Activity** | **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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