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## **New Mexico 4-H: Lincoln County Portfolio Instructions**

Adapted from Mindy Turner 4-H Youth Development Specialist, New Mexico State University’s NM 4-H State Portfolio

Completion Instructions (R-2018)

**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

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

* **Cover** – All portfolios must be submitted in a three ring binder of an appropriate size to hold the contents (thickness is not a determination of quality).
* **Cover Page** – The title “Lincoln County \_\_\_\_\_\_(year) 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 of the state format or year/projects included in the county compilation.
* **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 (Seniors Only)** – no more than 3 pages in the following resume format

***Name***

***Address***

**4-H Resume Format**

***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 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).*

**Format Options**

**DO NOT LEAVE ANY SECTION BLANK**

**Lincoln County 4-H Format – forms are available in a separate Word Doc.**

**Leadership Profile** – comprehensive listing of leadership experiences over the 4-H year (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.
* 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 year (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.
* 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 **A MAX** of up to five separate project profiles

* 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.
* Tabs labeled with the project name should be used to identify each separate project profile.
* For each of the 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 year (form provided).

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

All six parts listed below must be included:

* *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. 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.

**New Mexico 4-H Portfolio Forms**

**Record Keeping Forms**

The following forms are included with these instructions:

* New Mexico 4-H Portfolio Cover Sheet
* Table of Contents
* New Mexico 4-H Personal Profile

The following forms are available for your County Extension Office or online at aces.nmsu.edu/4h/forms:

* + Leadership Profile
  + Citizenship/Community Service Profile
  + Project Profile Summary
  + Other 4-H Projects and Activities Profile
* New Mexico 4-H Portfolio Score Sheet

**Lincoln County 4-H Portfolio**

Place

Photo

Here

**Name**

**County**

**Age**

**Lincoln County 4-H Portfolio**

**Table of Contents**

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

**New Mexico 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** | |  | | |
|  | | | |

**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 |