



[Torrance County Portfolio]



WHY?

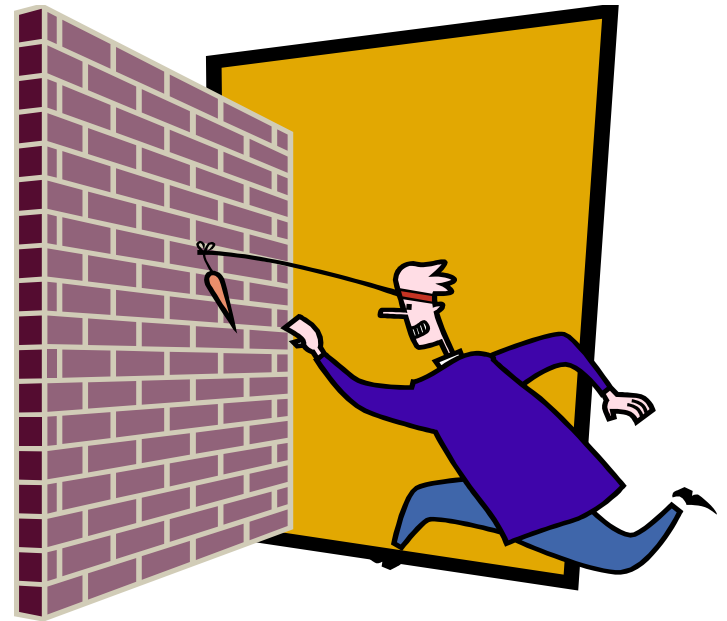
- **4-Hers Learn To:**

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



Barriers

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





How to Begin

- 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!





Methods

- **Calendar Method**

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

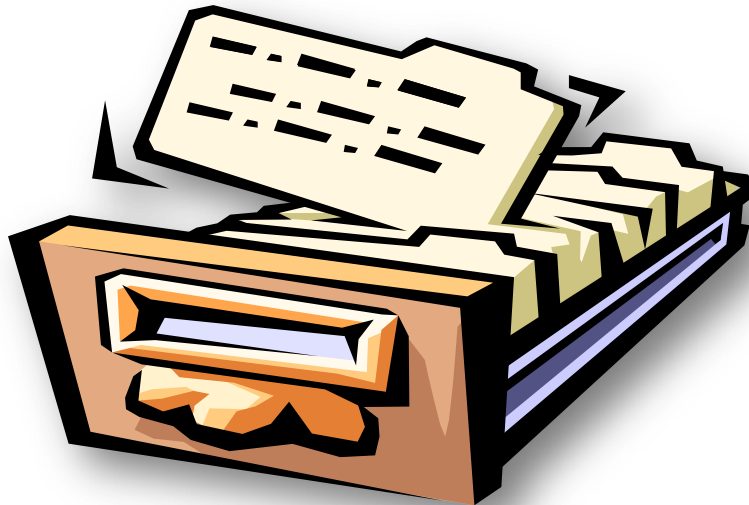




Methods

- **Index Box Method**

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

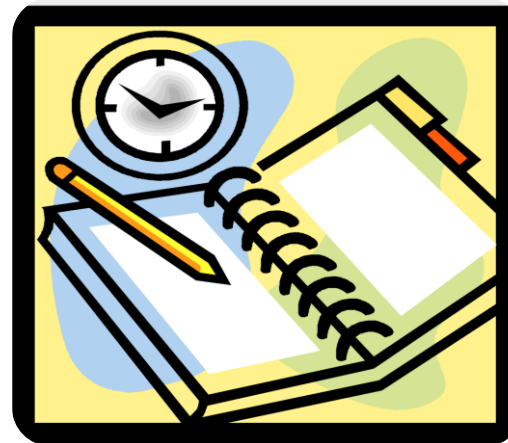




Methods

- **Binder or Spiral**

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





Portfolio Assembly

- The County 4-H Portfolio should include the following SECTIONS and be assembled in this order:
 - Cover- all portfolios must contain the approved 4-H Portfolio provided by the Extension Office.
 - Cover Page- 3X5 or 4X6 photo of the 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.



Portfolio Assembly

- Leadership Profile- comprehensive listing of leadership experiences over the 4-H career. (form provided)
- Citizenship/Community Service Profile- comprehensive experiences over the 4-H career (form provided).
- Project Profiles- a member must include a completed project record form for each project they selected for the current year. If the member has numerous projects, tabs should be used to separate each project. Projects photos are allotted a single page only to be placed at the end of the specific project.



Portfolio Assembly

- 4-H Story
- Additional 4-H Photos and Supplemental Materials- no more than 3 pages total. May include photos with captions, news clippings, 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.



Writing Your 4-H 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. Capture the readers attention!
- 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.



Writing Your 4-H Story

- Part III- Tell what you learned from working with other youth, Include relevant life skills 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





Writing Your 4-H Story

- Part IV- Tell how you have demonstrated leadership in 4-H or in other activities you participate in. Tell about your communication skills, and 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

- Take photos from the beginning! They should reflect growth, development and involvement in your 4-H project. Use action photos, such as doing learning and teaching others, and especially having FUN in 4-H. Use photos to show your projects, leadership, community service and other 4-H related activities.
- Three Pages of Photos- Novice, Junior, Senior
- Five pages of photos or drawings- Cloverbuds



Tips to Creating a Great Portfolio

- Be Neat- print or word process. Watch spelling and punctuation.
- Use Clean Record Sheets
- Read Directions Carefully
- Quality is *MORE* important than quantity
- Pictures are worth a thousand words- make sure to have captions for each photo
- Use Rubber Cement or Adhesive squares to attach photos and news clippings
- Look Back at past 4-H Newsletters



The End Result

- I. Cover Page
- II. Table of Contents
- III. Personal Profile
- IV. 4-H Resume
- V. Leadership Profile
- VI. Citizenship/Community Service Profile
- VII. 4-H Story
- IX. Additional 4-H Photos and Supplemental Materials





DEADLINES

- County Portfolios are due **November 8th**, the portfolio **MUST** be in the Extension Office on that date by **5pm**.
- State 4-H Portfolios are due **June 25th** each year. The portfolio must be in **the State 4-H Office** by **that date**.



