



## Torrance County 4-H Portfolio

### Torrance County 4-H Portfolio Completion Instructions

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.

## **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.

*	Year	Level	Leadership Role	Responsibility

## 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

## **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:** Facts and 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.

<b>Year</b>	<b>Level</b>	<b>Goal</b>	<b>Knowledge &amp; Skills</b>	<b>Accomplishment</b>

## **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.

<b>Year</b>	<b>Level</b>	<b>Activity/Project Area</b>	<b>Knowledge &amp; Skills</b>