New Mexico 4-H: State Portfolio Instructions

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Why Keep 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

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.

Completing Your State 4-H Portfolio

Congratulations on your decision to compile a State 4-H Portfolio. Portfolio is another word for a record book that covers your entire career in 4-H, as opposed to only one year. 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 the National 4-H Congress in Atlanta, Georgia, beginning Thanksgiving evening through the following Tuesday afternoon. Delegates may be asked to pay a portion of the fees associated with this trip dependent upon funding. This opportunity is available to Senior 4-H members (age 13 and in the 8th grade – age 18). There is no minimum number of years you have to have been a member or submitted a county record book. Books are evaluated based on growth in the timeframe submitted.

The State 4-H Portfolio is due **in January at Senior Leadership Retreat – contact your County Extension Office to find out their deadline for submission.** All books must be submitted with the approval of the County Extension Office and all appropriate signatures.

Formats for New Mexico 4-H Portfolio

Portfolios may be submitted in one of two formats:

- State 4-H Format
- County Compilation

Read carefully and review the records you have to determine which format is right for you. Portfolios may be typed or handwritten by the member.

The portfolio must include the following sections – REGARDLESS OF WHICH FORMAT YOU CHOOSE – and be assembled in this order:

- **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). DO NOT use page protectors!

- **Cover Page** – The title "New Mexico 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** – no more than 3 pages in the following resume format.

4-H 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). Refer to the 4-H Life Skills wheel available on the 4-H Website or by request from your 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 Format (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).*

Format Options

From this point on, members may choose the State 4-H Format or the County Compilation to complete their portfolio.

State 4-H Format – forms are available in a separate Word Doc.

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

State 4-H Format (cont.)

Project Profiles - a member may include up to three separate project profiles in one of two ways.

1. Put the most recent year's records in the front of this section. Include record forms which have been completed to track project efforts throughout the member's 4-H career. Handwritten records, as originally prepared by the member, are best. Typed copies will not increase a judging score. If you are missing a year, do not try to recreate records you do not have. Make a note in its place that the record for that year was lost, destroyed, not completed, etc.

   OR

2. Use this form ONLY if you do not have original records from previous years to showcase your projects. Use a separate summary sheet for each of your major projects – you must have one project, but no more than three in this section. Complete section A and section B for each project, adding pages as necessary.

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. Member must document at least one but not more than five additional projects over the 4-H career (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.

County Compilation Format

A member may choose to submit their county record books as originally completed by year with up to three projects in each year – projects should remain consistent across the years (if you only have one project to include, that is acceptable.) **DO NOT** submit more than three projects. Judges will be looking at how you have grown in a project over time, if you do not have a project that you have done for your entire 4-H career, choose a current project that you have shown significant growth in and include those records for the years you participated.

If you are missing a year, do not try to recreate records you do not have. Make a note under that year's tab that the records for that year were lost, destroyed, not completed, etc.

Put the most recent year's records in the front of this section. Handwritten records, as originally prepared by the member, are best. Typed copies will not increase a judging score. Tabs labeled with the year should be used to identify each separate county record book. All sections of the record book should be included, ex: leadership, community service, etc. The only exception would be if you had more than three or different projects from your chosen three – the extra project records will need to be removed.

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 from your County Extension Office:

- State 4-H Format Portfolio Forms
    - Leadership Profile
    - Citizenship/Community Service Profile
    - Project Profile Summary A & B – you will only use this form if you do not have original records/project sheets.
    - Other 4-H Projects and Activities Profile A & B
- New Mexico 4-H Portfolio Score Sheet

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NMSU and the U.S. Department of Agriculture cooperating.

New Mexico 4-H Portfolio

Place
Photo
Here

Name
County
Age

New Mexico 4-H Portfolio
Table of Contents

I. Cover Page
II. Table of Contents
III. Personal Profile
IV. 4-H Resume
V. State 4-H Format
   a. Leadership Profile
   b. Citizenship/Community Service Profile
   c. Project Profiles
      i. List projects included in order
      ii.
      iii.
   d. Other 4-H Project Profile
VI. 4-H Story
VII. Additional 4-H Photos and Supplemental Materials

OR

V. County Compilation
   a. _____ County Record Book Year
   b. _____ County Record Book Year
   c. _____ County Record Book Year
   And so on….

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 _____

Projects included in Portfolio (no more than three) _____

_____

_____

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