



New Mexico 4-H Portfolio Completion Instructions

Congratulations on your decision to compile a State 4-H Portfolio. There are two outstanding awards you may receive by submitting a State 4-H Portfolio. They are:

- An all-expense paid trip to the National 4-H Congress in Atlanta, Georgia, beginning Thanksgiving evening through the following Tuesday afternoon.

Other rewards are: (1) You have a record of your 4-H work in one compact piece that can be used for other scholarship and award applications, and (2) you have a completed resume of your 4-H and leadership experiences.

The State 4-H Portfolio is due **June 15th** each year and must be **in the State 4-H Office by that date**. If you are applying for a Foundation Scholarship, the due date for the scholarship form is also June 15th.

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

Cover – All portfolios must be submitted in the approved 4-H Record Book Cover.

Cover Page – 3x5 or 4x6 photo of 4-Her with Name, County and Age centered beneath photo.

Table of Contents – One page listing sections included in portfolio.

Personal Profile – form containing demographic information for the member (form provided).

4-H Resume – 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). 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: 2014-15])

- 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).

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).
- 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

Project Profiles – a member may include up to three separate project profiles. 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. 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 that is easily readable.

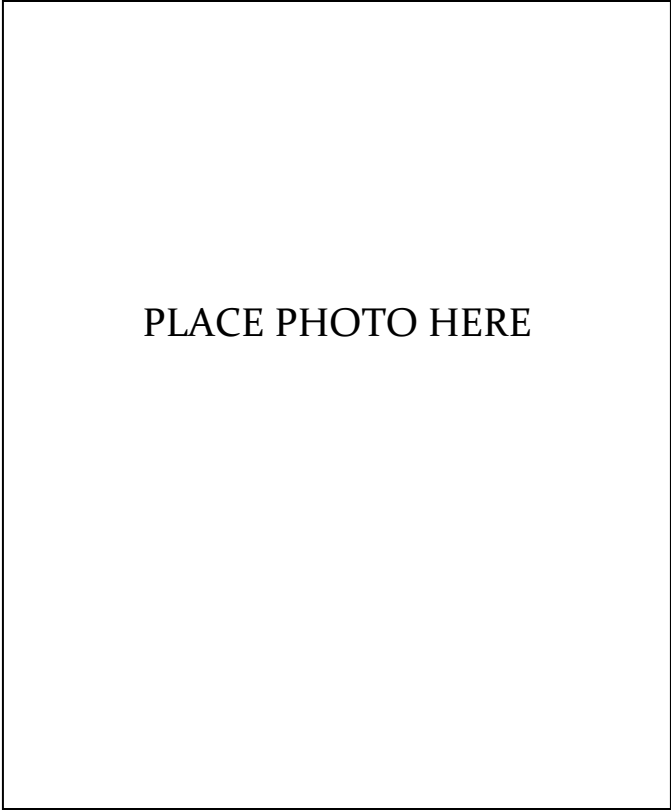
Video: No longer than five minutes. Submitted on VHS or DVD

Digital Media: Such as PowerPoint or MovieMaker file submitted on a DVD. 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.



NAME
COUNTY
AGE



Table of Contents

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



THE NEW MEXICO 4-H PERSONAL PROFILE

County _____ Year _____ Number of years in 4-H _____

Male _____ Female _____ Race/Ethnic Code _____ (1) White (2) Afro-American (3) Native American
(4) Hispanic (5) Asian (6) Other

Name of project(s) reported in Project Profile Section _____

Currently participating in project(s)? Yes _____ No _____

Name _____ Name you want used in publicity _____

Home Address _____

Home Phone Number _____ Social Security Number _____

Date of Birth _____ Age as of January 1, this year _____

Name of parent(s) or guardian(s) _____

Number of brother(s) _____ Number of sister(s) _____

Name of your 4-H club or group _____ Number of Members _____

Name and address of school you will attend on October 1, this year: _____

(Complete all statements that apply)

High School: Grade _____ Date of graduation: _____

If not in high school, highest grade completed _____ College: # of years _____ Major _____

Trade or Technical school: Course of study _____

Not attending school: Occupation _____ What career do you plan to follow? _____

STATEMENT BY 4-H MEMBER

I personally have prepared this Portfolio and certify that it accurately reflects my work.

Date _____ 20 _____ Signature of member _____

APPROVAL OF THIS REPORT

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

Date _____ 20 _____ Signed: (Parent or Guardian) _____

Date _____ 20 _____ Signed: (Local 4-H Leader) _____



Date _____ 20 _____ Signed: (County Extension Agent) _____



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



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.

Year	Level	Goal	Knowledge & Skills	Accomplishment



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