



NM 4-H Portfolios

Completion Instructions (R-2018)

New Mexico 4-H: Santa Fe County

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 4-H Portfolio

Congratulations on your decision to compile a 4-H Portfolio. Portfolio is another word for a record book that covers your year in 4-H. It will give you a comprehensive record of your 4-H activities and help you gain the valuable skills, like the ones mentioned above. Books are evaluated based on growth, leadership, citizenship, community service and ability to follow instructions.

The County 4-H Portfolio is due **the third Monday in October each year**. All books must be submitted with the appropriate signatures.