

# SANTA FE COUNTY 4-H PORTFOLIO

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4-H Ag Agent



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4-H Home Economist

# Why Should I Complete a 4-H Portfolio?

## 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

## *Bonus*

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

# Contents

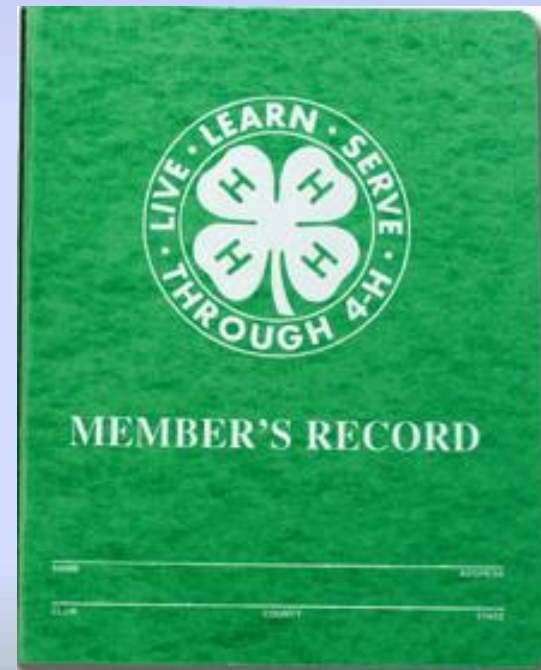
The County 4-H Portfolio should include the following sections and be assembled in this order:

- **Cover**
- **Table of Contents**
- **Cover Page**
- **Personal Profile**
- **4-H Resume- Senior members only.**
- **Leadership Profile**
- **Citizenship/Community Service**
- **Other 4-H Activities Profiles**
- **Project Profiles**
- **4-H Story**
- **Additional 4-H Photos and Supplemental Materials**



# Cover and Dividers

- Green 4-H cardboard cover preferred, no loose-leaf binder of any kind.
- Should be neat, easy to read and un-smeared. Dividers should be easy to read & should clearly mark each section.
- 5 Points



# Table of Contents

- One page listing the sections included in your portfolio .
- Under Project Profiles be sure to list which projects you've included in your portfolio for judging.



# Table of Contents

- I. Cover Page
- II. Table of Contents
- III. Personal Profile
- IV. 4-H Resume (required for senior 4-H'ers only)
- V. Leadership Profile
- VI. Citizenship/Community Service Profile
- VII. Other 4-H Activities Profile
- VIII. Project Profiles
  - I. Project Title:
  - II. Project Title:
  - III. Project Title:
- IX. 4-H Story
- X. Additional 4-H Photos and Supplemental Materials

# Cover Page and Individual Photo

- Mount a black & white or color photo of yourself to a page.
- 3x5 or 4x6
- Print name, county and age
- 5 Points



# Individual Photo



Christopher William Turner  
Santa Fe County  
4 Years Old



# Personal Profile

- Form containing demographic information for the member (form provided).
- Member should complete this form in its entirety. Pencil, pen or typed is acceptable. 4-H Resume must be included by senior age members. If not, deduct 5 points.
- 10 points



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) \_\_\_\_\_

# Resume

*This is required for senior 4-H members, optional for novice and junior members.*

No more than 3 typed pages in the following resume format:

*Name*

*Address*

*City, State & Zip*

- *Objective:*
- *Skills:*
- *Education:*
- *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:*
- *Employers: (optional)*



# Leadership Profile

- Comprehensive listing of leadership experiences over the 4-H career (form provided)
- Examples include:
  - ✓ Club/county officer
  - ✓ Camp counselor,
  - ✓ Attending a leadership event (SLR, YGA)
  - ✓ Serving on a committee
  - ✓ Attending Senior Fun Night
- 10 points



#### 4-H LEADERSHIP PROFILE

List in chronological order your leadership activities (begin with first year in 4-H). 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). Level: C-County, D-District, S-State, N-National, I-International. 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

- Comprehensive listing of citizenship experiences over the 4-H career (form provided)
- Examples include:
  - ✓ County Fair clean-up
  - ✓ Trash Pick Up
  - ✓ Serving food at the local shelter
- 10 points



### 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 Activities Profile

- Comprehensive list of significant experiences that indicate participation in other 4-H projects and activities. Do not repeat items that have been listed elsewhere.

Examples Include:

- ✓ County Day Camp
- ✓ Contests
- ✓ Fairs
- ✓ Clinics

- 5 points





# Important!!!

The Leadership Profile, Citizenship/Community Service Profile/ and Other 4-H Activities Profile are cumulative through the member's years of 4-H. Previous years should be included to show progress as members grow. Items should be listed in chronological order starting with the member's 1<sup>st</sup> year in 4-H.

\*\*\*While past records are required to be included, only the current year's activities will be judged.



# Project Records

- Complete the record form from your project material packet.
- Do not write a separate story for each project unless it is required in the project record form.
- If the record form is in the project book, the book must be included in this section.
- 35 Points Per Project



# More About Project Records

- Every project record form is different. Follow the individual instructions for each project.
- Fully complete the record form to the best of your ability. Blank areas are NOT good.
- Divide each project with divider tabs that are clearly marked.



# Project Pictures

- Limit to no more than 1 page of photographs for each project. Place project pictures directly after each project record form.
- Pictures of ribbons may be used. Do not include actual ribbons. Label each picture.



# 4-H Story

May be hand-written or typed, maximum of 6 double spaced pages with at least 1 inch margins in a 12 or 14 point font that is easily readable. Suggested length of essays will be as follows:

- Novice: 1-2 pages
- Junior: 2-4 pages
- Senior: 3-5 pages

15 Points



# Writing Your 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- one suggestion is to use a funny 4-H incident.

**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.

# Writing Your Story

**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.

**Conclusion** - Don't forget to end your story!

# 4-H Photos/Supplemental Materials

- No more than 3 pages total; all pages must be 8 ½ x 11
- 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.
- These three pages are in addition to the photos included with your project profiles.
- 5 Points





# 4-H Pictures



County Commissioner  
Anaya and me at county  
camp



Showing my  
goat at State  
Fair



Working with my  
goat at livestock  
School

## PROGRAM

Welcome .....Julia Baca

Pledges

American.....Brandin Gunderson

4-H.....Aspen Baca

Invocation .....Devon DeAguero-Sanchez

Project and Member Awards .....Emma Cameron

Samantha Sanchez

Hayden Cummings

Cheyenne Ellis

Leader Awards .....Alena Roybal

Carli Russell

Justin Cummings

Home Economics

Achievement Awards .....Santa Fe County

EANM Club

Special Awards .....Christina Turner

Jacqueline Baca

Closing.....Kalie Gillespie

Dessert Reception

# Score Sheets

- Each record book will be judged by at least two different judges.
- There are two different score sheets used for each book.

*General Section Score Sheet*

*Project Section Score Sheet*

- Each project record sheet will be judged individually.



# Other Items To Include

**Santa Fe County**  
**Record Book Completion**  
(please include at beginning of book but do not bind)

Name \_\_\_\_\_

Club \_\_\_\_\_

Novice \_\_\_\_\_  
Junior \_\_\_\_\_  
Senior \_\_\_\_\_

This record book is recommended for judging in the following project areas:

Project	Score

Leader's Signature \_\_\_\_\_ Date \_\_\_\_\_

# Things to Remember

- ❖ Be Neat! Judges cannot give you a good score if they can't read your writing!
- ❖ Make sure your pages are securely fastened and cannot fall out!
- ❖ Get all the required signatures from your club leaders, project leaders, parents, etc.
- ❖ Highlight the important things that you want the judge to remember.
- ❖ Don't wait till the last minute!!!



# Santa Fe County 4-H Portfolio

Any Questions?



Good Luck!