



BE BOLD. Shape the Future.
**College of Agricultural, Consumer
and Environmental Sciences**
Cooperative Extension Service
Extension 4-H Youth Development

NM 4-H Portfolio Instructions

Completion Instructions (R-2023)

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

4-H'ers Learn to:

- ✓ Plan and organize their work
- ✓ Evaluate economic growth
- ✓ Budget their project and other financial needs
- ✓ Organize materials into a professional presentation
- ✓ 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

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 4-H career, as opposed to a single year. Not only will you have a comprehensive record of your 4-H activities and gain the valuable skills mentioned above, but you will also be eligible to compete for year-end county and state level awards. Cloverbud members are encouraged to submit a Record Book each year for practice only and are not eligible for awards. However, Cloverbud members will be recognized at the awards banquet in December. All Portfolios are due in the county Extension office on October 13, 2023.

Senior 4-H members are eligible to submit their Portfolios for state awards, which include the opportunity to be selected for a paid trip to the National 4-H Congress in Atlanta, Georgia. All senior age members are encouraged to participate, regardless of time in 4-H, as Portfolios are evaluated based on growth in the timeframe submitted. Judging takes place in January at Senior Leadership Retreat (SLR).

Los Alamos county Novice, Junior, and Senior 4-H members use the State 4-H Format outlined here to complete their Portfolio.

Cloverbud members use the template provided by the county Extension office and compiled in a green pocket folder with brads to complete their Record Book.

The Portfolio must include the following sections in this order:

1. **Cover** – Compile the Portfolio pages in a green Member Record folder provided by the Extension office or in a standard three ring binder if contents do not fit in the folder provided. ****DO NOT** use page protectors.
2. **Cover Page** – Use the template on page 6 of this document with and include a 3x5 or 4x6 photo of the 4-H member with Name, County and Age centered beneath photo.
3. **Table of Contents Page** – A one-page list of all sections included in the Portfolio. Use the template on page 7. Include all sections even if you don't have content to hold a place for future years.
4. **Personal Profile Page** – Contains the member's demographic information and signatures required for submission. Use the form provided on page 8.
The member, parent, and club leader will sign to verify the Portfolio is the original work of the member and the Portfolio is complete. The agent will not sign until the Portfolio is complete and all signatures are obtained. ****Keep in mind the Portfolio will be scored by a panel of judges outside of our county and used to determine the year-end awards.**
5. **4-H Resume** – An abbreviated compilation of the member's accomplishments over the 4-H career; no more than 3 pages. Use the format on page 3.
6. **Profile Pages Section** - forms are included in the packet and can be found at:
<https://nm4h.nmsu.edu/policies/forms.html> under New Mexico 4-H Portfolio forms.
 - a. Leadership Profile
 - b. Citizenship Profile
7. **Project Profile Section** – Include up to 3 projects you wish to highlight over the 4-H career.
 - a. Project 1 record sheet and one page of photos
 - b. Project 2 record sheet and one page of photos
 - c. Project 3 record sheet and one page of photos
8. **Other Projects and Activities Profile (Parts A & B)** – A comprehensive listing of project experiences not included in the Project Profile Section. Members should include at least one but not more than five additional projects over the 4-H career. Include one page of photos for each project.
9. **4-H Story** – A narrative of the events and experiences of the member's 4-H year. See instructions on page 5.
10. **Additional Photos and Supplemental Materials** – a compilation of photos, news clippings, letters, certificates, or other pertinent materials. Must be presented in a neat and professional manner using no more than **three** 8 ½ x 11" plain or printed pages and not more than 1/8" thick. **DO NOT** use sheet protectors. These pages are in addition to the photos included in the project profile section.

4-H Resume Format

Name
Address
City, State & Zip

Objective: A single sentence that explains the specific purpose of the resume. For example, your objective may 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) and 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 provided on page 9 in this packet.

Education: List your level of education (grade in school) and indicate your area of interest (senior members). List the name of your school, city, state, and date you expect to graduate.

4-H Accomplishments: (include the date in years for each)

- List the 4-H clubs in which you were active and how many years in each.
- List the major local, state, and national events attended and activities you participated in (ex: State 4-H Conference, Youth Getaway, state fairs, Citizenship Washington Focus, etc.).
- List any 4-H awards you received.
- List your community service projects, along with a short explanation.

Leadership: List the leadership roles you have held in 4-H, school, church, clubs, and community organizations, etc. Include the date in years for each entry.

Employers: (optional) If you have been a paid employee or have worked in a non-paid work situation, list your employers here. Include the employer’s name, city, state, and dates (month/year) you were employed, and a brief description of your responsibilities. Include work that you do at home such as chores like preparing meals, mowing lawns, working in the barn, etc.

Tips for creating a good resume:

- List entries in descending order, beginning with the most recent.
- Use simple sentences with concise meaning.
- Keep formatting consistent; use the same font type, and size for basic text.
Add hierarchy or emphasis using **bold**, ALL CAPS, underline, or slightly larger font.
- Create interest or break up text using *italics*.
- Be consistent when entering dates (ex: 2022 – 2023 **or** 2022/2023 **or** 2023).
- Include all necessary punctuation.
- PROOFREAD to minimize grammar and spelling errors for a professional presentation!

Profile Pages Format

Leadership Profile – A comprehensive list of leadership experiences over the 4-H career.

- 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: 2023) or as the 4-H Year (example: 2022 – 2023). Be consistent.
- Some leadership activities may also be considered citizenship. Consider who benefits. If you or your group benefited, then it is leadership. If someone else benefits, then it is citizenship.
- Indicate which level the leadership took place using the following codes:
 - L – Club
 - C – County
 - S – State
 - N – National
 - I – International

Citizenship/Community Service Profile – A comprehensive list of citizenship experiences over the 4-H career.

- 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: 2022 – 2023). Be consistent.
- Indicate your role in the service project using the following codes:
 - Y – did it **Y**ourself
 - M – **M**ember of a group
 - G – **G**ave primary leadership or lead the project

Project Profile – A compilation of the project experience over the 4-H career. Members may highlight at least one, but not more than three separate project profiles.

- Completed record sheets should be placed behind a tabbed and labeled divider in descending order with the most recent year in front. Include one record sheet for each year of project participation to show growth over the member's 4-H career. Include one page of captioned photos pertinent to the project placed behind the project record sheet.
- Handwritten records originally prepared by the members are best. Typed copies will not necessarily improve a judging score.
- If a record sheet is missing, do not try to re-create a record. Instead, make a note in its place that the record for that year was lost, destroyed, not completed, etc., and fill out a Project Summary Sheet for the missing year(s). Complete sections A and section B for each project missing a record sheet, adding pages as needed.
- Members may use the template in Zsuites to complete their record sheets, then print, and add to the project profile section along with a page of photos.

***Portfolio pages may be typed or neatly handwritten by the member.*

4-H Story Format

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*

Forms

The following forms are included with these instructions:

1. Cover Sheet
2. Table of Contents
3. Personal Profile
4. Leadership Profile
5. Citizenship/Community Service Profile
6. Project Record Sheets
 - a. General Projects (all projects other than Foods, Animals, or SD)
 - b. Baking/Food Projects
 - c. Animal Projects
 - d. Self-Determined (SD)
7. Project Summary Form (for missing record sheets only)
8. Other Projects and Activities Profile (Part A & B)
9. Score Sheet
10. 4-H Life Skills wheel

Forms are available at the county Extension Office or online at:

<https://nm4h.nmsu.edu/policies/forms.html> under NM 4-H Portfolio forms.

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 in the order they appear in your book.
 - ii.
 - iii.
 - d. Other 4-H Project Profile
- VI. 4-H Story**
- VII. Additional 4-H Photos and Supplemental Materials**

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)

4-H Member Statement

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

New Mexico 4-H Life Skills Wheel



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