

San Miguel County 4-H Portfolio Rules

4-H Portfolio Due Date

Portfolios must be completed and turned into the San Miguel County Extension Office the third Monday of October. NO EXCEPTIONS WILL BE MADE.

Judging

Each portfolio will be judged by at least two judges depending on how many project records are included in the book. There will be a score sheet for the general sections of the book, and a score sheet for the project records. (see score sheets below)

Portfolio Completion Form

All books turned in must have a San Miguel County Portfolio Completion form signed by the Organizational Leader of their club. The leader will only sign if the 4-H'er has met all requirements for club and county completion.

Portfolio Year

The leadership profile, citizenship profile and other project and activity profiles of your portfolio are cumulative. This means that you will add to these forms each year and resubmit with the additions in your record book. You may add additional pages as needed. Judges will be asked to only evaluate the work for that given 4-H program year. 4-H'ers are encouraged to maintain and keep all records and pictures for their entire career because this information must be included in state and national level portfolios.

Project Enrollment

Portfolios compete only in projects the 4-H'er is currently enrolled. These must be the current enrollments for the 4-H year (enrollment time period is October 1st to March 1st of the 4-H year). Example: The 4-H'er must be enrolled in the fibercraft project to be eligible for the Creative Arts project award.

Awards

Year Pins

The year completed in 4-H club work is the number of years a 4-H member has turned in a Portfolio. A member must complete record sheets for at least one project to receive a year pin.

San Miguel County Project Award Pins

A 4-H member must earn a minimum score of 50% on project records in order to receive a project pin.

Certificates

This certificate is given to every 4-H member who turns in a portfolio for the current 4-H year.

Outstanding Novice, Junior, and Senior

This award will be determined from the portfolios turned in for competition. The award is based on how well-rounded the 4-H'er is. For example, participation in activities on county, district and state levels; demonstrations and talks; community and 4-H service; 4-H and non-4-H leadership and volunteer leadership; 4-H, school, and community participation at exhibits, shows, fairs, tours, camps; awards received, etc. This award may be given only once to a 4-H'er in each age group category. The award will be decided on the day of judging by a consensus of all the judges involved.

Outstanding Novice, Junior and Senior Leadership and Service Award. This award will be determined from the portfolios turned in for competition. It will be decided on the day of judging by a consensus of all the judges involved.

Excellence in Project Work Award. There will be one award in each of the following project areas. Members will not be judged by age division and are eligible to receive these awards multiple times.

Excellence in Animal Science (includes all livestock, horse, rodeo, dog, cat, pet, and vet science)

Excellence in Natural Sciences (includes shooting sports, wildlife, gardening, and horticulture)

Excellence in Home Economics (includes all food projects, consumer education, and home management)

Excellence in Engineering Sciences (includes rocketry, welding, engines, electricity)

Excellence in Creative Arts (includes all fiber craft and arts and crafts)

Excellence in Personal Growth and Development (includes leadership, citizenship, cultural education, health sciences)

San Miguel County 4-H Portfolio Format

The record book should include the following sections and be assembled in this order:

1. **Cover** – All portfolios must be submitted in the approved 4-H Record Book Cover.
2. **Cover Page** – 3x5 or 4x6 photo of 4-Her with Name, County and Age centered beneath photo.
3. **Table of Contents** – One page listing sections included in portfolio.
4. **Personal Profile** – form containing demographic information for the member (form provided).
5. **4-H Resume** – no more than 3 typed pages in the following resume format.
This is required for senior 4-H members, optional for novice and junior members.

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).

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:

- *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).

6. **Leadership Profile** – comprehensive listing of leadership experiences over the 4-H career (form provided).
7. **Citizenship/Community Service Profile** – comprehensive listing of citizenship experiences over the 4-H career (form provided).
8. **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 (form provided).
9. **Project Profiles** – this section will consist of the project record forms provided to you with your project materials. Many project record forms are also available on at:
<http://aces.nmsu.edu/4h/projects/projectforms.html> .
 - 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 project submitted, members are allowed one page of project photos to be placed at the end of that project profile.
10. **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

All six parts listed below must be included in your 4-H Story:

- *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. Seniors- Use your 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*

11. **Additional 4-H Photos and Support Materials** – no more than 3 pages total; all pages must be 8 ½ x11 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.

PLACE PHOTO HERE

NAME
COUNTY
AGE

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
 - a. Project Title:
 - b. Project Title:
 - c. Project Title:
- 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 _____

Best Phone Number _____ Email Address _____

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 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.

[illegible]

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.

[illegible]

Significant Experiences and Participation

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. 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. List activity/project area and DO NOT REPEAT items listed elsewhere. Use as many pages as necessary.

[illegible]

San Miguel County Portfolio Score Sheet

General Section

Member Name _____ Date _____

Age Division: Novice Junior Senior

Category	Points and Comments
Cover and Dividers.....Possible Points – 5 Green 4-H cardboard cover is preferred. Cover should be neat and easy to read. Dividers should be easy to read and should clearly mark each section in the book. Table of Contents included.	
Cover Page/Individual Photo Possible Points - 5 A photo of the member should be mounted with to a page with rubber cement or photo corners. The photo should be a 3 X 5 or 4 X 6. Name, County, Age should be clearly printed or typed below the photo.	
Personal ProfilePossible Points -10 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.	
Leadership Profile Possible Points – 10 Comprehensive listing of leadership experience over the 4-H career (form provided). Older, more experienced members should be more evidence of leadership.	
Citizenship/Community Service Profile Possible Points –10 Comprehensive listing of citizenship/community experience over the 4-H career (form provided). Older, more experienced members should be more evidence of citizenship/community.	
Other 4-H Projects, Activities and Participation..Poss. Pt -5 Comprehensive list of significant experiences that indicate participation in other 4-H projects and activities. Older, more experienced members should indicate more learning experiences.	
4-H Story. Possible Points -15 This story should tell the member's experiences during the 4-H year. It should introduce member, highlight activities, projects, learning experiences and tell how they used the life skills and knowledge from 4-H experience in their daily life. Story should be no more than 6 double spaced pages with at least 1-inch margins.	
4-H Photos & Support Materials Possible Points - 5 Limit to no more than 3 pages (one side only). Pictures should be labeled with a caption, no layering or use of plastic sheet protectors. Members should include important letters from agents or leaders, programs from special events and any newspaper clippings that have their name on them.	

San Miguel County Portfolio Score Sheet

Project Section

Member Name _____ Project _____

Date _____

Age Division: Novice Junior Senior

Category	Points and Comments
Project Profiles Possible Points –20 Members should complete the record form from their 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. Members should divide each project with dividers that are clearly marked/ labeled.	
Project Pictures Possible Points - 10 Project pictures should be limited to no more than 1 page (one sided) for each project. Photography projects may add 10 pages. Place project pictures directly after each project record form. Pictures of ribbons may be used however do not include actual ribbons. Each picture should be labeled with a caption.	
Leadership, Citizenship, Possible Points -5 and Community Service This is not a formal section within the project records. These activities should be apparent throughout the project records. These activities can be illustrated in project stories, project goals, demonstrations, presentations, etc.	

San Miguel County Portfolio Completion

(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_____