 **DAWSON COUNTY 4-H CAREER PORTFOLIO**

 **REGULATIONS AND DIRECTIONS**

 **2018**

 **Due Date: October 8, 2018** **before 5:00 p.m.**

**4-H Awards Workshop: July 25, 7:00 p.m.**

The 4‑H Incentives and Awards Program begins with you as a 4‑H youth doing your best and recording your accomplishments.

The 4-H Career Portfolio Award Application is an organized presentation of what has been learned and accomplished in 4‑H. The 4-H Career Portfolio is a composite of all projects/activities participated in throughout the individual’s 4-H career. When accurately and carefully assem­bled, it is a useful tool for determining progress and personal growth. Careful planning and recording of facts and the selection of only the most important information is essential to preparing a neat, complete and organized applica­tion.

All 4-H youth must use the Nebraska 4-H Career Portfolio forms.

The following materials are required in the county 4‑H Career Portfolio application, and should be assembled in the order listed. Include all materials in one application book, even if applying for awards in more than one area. Note the penalizing criteria.

1. COVER

Use an Acco‑type fastener (a stiff 8½ x 11 inch binder). These covers can be purchased from the Extension office ($1.70 plus tax = $1.82). DO NOT USE a loose-leaf ring binder.

2. PRE-PRINTED TAB DIVIDERS

It is recommended to use the pre-printed tab dividers available from the Extension Office. ($3.00 plus tax = $3.21)

Behind the Support Materials tab divider include photographs, support materials and record sheets.

3. DAWSON COUNTY 4‑H ENTRY SHEET (Form 2‑2018)

Fill in your name, birthdate, including month, day and year; com­plete mailing address, city, zip, phone including area code, plus grade in school this fall and school name. Circle the project and activity areas in which you want to be considered by the Dawson County 4‑H Council. When applying for an incentive, the applicant must be enrolled in a related project for the current 4-H year therefore, only circle those areas. The 4‑H Council selects 4‑H'ers for project medals, trips and Dawson County nominees for state competition. Date and sign the entry form along with parent and 4‑H leader. Note: Remove last year's entry sheet. Be sure to complete the signature section. Signatures certify eligibility for the area of application. **DO NOT USE OR INCLUDE THE STATE ENTRY SHEETS 4H9000A & NE9000B.**

4. 4-H CAREER PORTFOLIO (NE4H9000)

All 4-H youth must use the Nebraska 4-H Career Portfolio. “4-H Career Portfolio” is a composite of all projects/activities participated in throughout the individual’s 4-H career.

* The 4-H Career Portfolio has been designed to be compatible with Word and Open Office Software. 4-H Members can download Open Office Software from http://openoffice.org free of charge or from the CD available at the Extension Office.
* Detailed instructions for each form and section can be found on the tab dividers or 4-H Career Portfolio CD available at the Extension Office. Instructions are also available for viewing via the Nebraska State 4-H Website: [www.4h.unl.edu](http://www.4h.unl.edu)
* The 4-H Career Portfolio must be typed in True Type Font, Times New Roman, 12 point font with 1" margins on all sides.
* Portfolio must be printed in landscape format.
* 4-H Career Portfolio does not need to be typed at county level, but is required for the state competition.
* Remember the CD is developed for the state competition and you **must follow the Dawson County Regulations and Directions for the county awards program**.

5. THE 4‑H STORY

The 4‑H Annual Story is an essay of your 4‑H experiences. It should emphasize personal growth and development, leadership and community service experien­ces. The 4‑H County Annual Story may be hand‑written or typed (double‑spaced) on one side of 8.5 x 11 inch paper. Six pages maximum. Stories DO NOT have to be six pages in length, but can be no more than six. There should be a 1.5 inch margin at the top of the first page and 1 inch at the top on second page and 1-inch side and bottom margin. If stories are typed, use True Type Font, Times New Roman, 12 point font. If story is computer generated, set up and print in landscape format 11 X 8.5.

Stories should be written in "first person". Gimmicks, such as a pet calf telling the story, or other "cutesy" themes should be avoided. While such a story may catch the attention of a selection committee, it is often difficult to follow, thereby detracting from, instead of strengthening the content. **BE SURE to check for spelling, grammar, punctuation and typographical errors.**

The following outline may help in the development of the story; however, do not identify these parts in your story.

Part 1 ‑ Introduction of 4‑H'er. Include: age; personal interests; parents and family, members; place of residence; school; when and why you joined 4-H, etc. You may want to tell why 4-H is important to you.

Part 2 ‑ 4-H Project(s) information. Why it was chosen; what have been major learning experiences; what was learned that was not known before; how it has increased in scope; what things have been tried and found to be suc­cessful or not so successful; how was financing arranged, indicate profits, losses or savings; indicate special interests and unusual situations encountered.

Part 3 ‑ 4-H Contest/Activity information. Participation in 4-H contests, activities and experiences; what have been major le­ar­n­ing ex­pe­ri­en­ce­s; in­di­ca­te sp­e­ci­al interests and/or unusual situa­tions you encounter­ed.

Part 4 ‑ 4-H Leadership/Community Service. Most important offices held; committee assignments accepted; what has been learned from working with and/or sharing knowledge with others; explain how 4-H has helped you become a better leader and citizen; how 4‑H in­creased inter­est and par­ticipation in com­munity affairs; what was learned from team efforts.

Part 5 ‑ Describe 4‑H influence. Summary of the impact of 4-H on you. Describe how 4-H participation has helped you develop personally and professionally. Self‑confidence, school/career go­als and use of le­is­ure time, future career/project plans.

OTHER 4-H STORY HINTS

Include facts to make a story newsworthy or different from the "aver­age". Show how knowledge gained has been shared through presenta­tions, exhibits, etc., or by helping others such as the elderly, disabled or as a junior leader.

Key words help describe experiences, such as: responsible, patient, affec­tionate, determined, thoughtful, friendly, honest, creative, loyal, optimis­tic, poise, efficient, persistence, empathetic, self-­worth, humble, kind, daring, courageous, proud, secure, encourage, considerate, flexible, helpful, imaginative, kindness, mature, polite, realistic, lovable, grateful, patriot­ic.

6. 4-H PROJECT AND ACTIVITY PHOTOGRAPHS (must be on 11" X 8.5 landscaped page.)

Photographs may be used to illustrate the highlights of the project and activity. Photographs depicting special practices followed, year to year progress, or leadership activities provide excellent docu­mentation of your growth. (NOTE: four pages of photos will be allowed.) "Action" photos provide more impressive documentation of 4-H activities. May also include honors and recognition received, if necessary to complete four pages. Project and Activity Photographs is a composite of all the years in the individual's 4-H career, not just the current year.

Photos should be securely mounted on 11 X 8.5 inch paper, landscape, and one side only, with a brief caption explaining the picture. These should be descriptive and not “cute” captions. They might identify event, year, and/or your role. Four pages maximum per application (NOT 4 pages per area). Digital and color photocopies of personal photos may be submitted in place of actual photos.

Photos may be trimmed or cropped, but be careful not to confuse information being shared with a collage effect. DO NOT write on front of photo. DO NOT shingle pictures, (where one photo must be lifted to see another). DO NOT include news clippings or photographs taken from newspaper, magazines, ribbons earned, etc. Use rubber cement to secure actual photos to a page.

7. SUPPORTING MATERIALS

Up to 2 additional pages of supporting materials other than photos. Material **should relate specifically to 4-H**. Items must fit on

11" X 8.5 landscaped page. Do not include letters of recommendation. 4-H’ers in photography projects cannot include extra photo pages.

8. PROJECT RECORD SHEETS

Include all current (2018) record sheets. Then include two past year’s record sheets for each program/project area circled on 4-H Entry Sheet, Form 2-2018 in application. The current year's project sheet must be included to be eligible for that area. Photographs are only to be added to project record sheets when the record sheet asks for photographs. There are four revised project record sheets. You can pick up what you need at the Extension Office. Handwritten or computer generated project record sheets are acceptable.

9. PENALIZING CRITERIA FOR THE 4‑H APPLICATION

The 4‑H Council may not review 4‑H applications submitted, if:

a) 4‑H Entry Sheet (Form 2‑2018), with signatures of member, parent, and leader is not included.

b) The 4‑H story exceeds six pages.

c) Type size and format used do not comply with guidelines.

d) Project/activity photographs exceed a total of four pages.

e) Additional materials not requested are included in application, such as news articles, letters of recommendation, etc.

f) Plastic sheets are used on pages (includes pages with pic­tures). Pages are too hard to read.

g) Picture of self is in front of book.

h) 4-H Club Secretary book is included.

i) Too many record sheets are included and not the current years for the program area circled.

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