

4-H CAREER PORTFOLIO APPLICATION GUIDELINES

Application Deadline: Due **November 1** to the Dodge County Extension office.

Required Materials:

The following materials are required in the 4-H Career Portfolio should be assembled in the order listed.

Organizing your 4-H Career Portfolio:

1. COVER

Use a standard Acco-type fastener in a stiff 8 ½ x 11 inch binder. Do not use a loose-leaf ring binder. They may be purchased from the Dodge County Extension office.

2. NEBRASKA 4-H GENERAL INFORMATION AND RECOGNITION APPLICATION FORM

3. DODGE COUNTY AWARDS APPLICATION

4. 4-H CAREER PORTFOLIO - a composite of all projects/activities participated in throughout the individual's 4-H career.

- The 4-H Career Portfolio has been designed for use with Microsoft Word or Open Office. It is not required to be typed.
- Additional pages may be added to the form as indicated.
- Individuals may use computer word processing equipment to facilitate record keeping.
- Information should be printed in the same format as the various sections in "4-H Career Portfolio". However, the information does not have to be printed onto the actual form. Use font True Times New Roman 12 point.

5. THE 4-H CURRICULUM STORY

Guidelines: A maximum of six pages on one side, double spaced with one inch margins, True Type Font Times New Roman 12 point.

Part 1: Introduction

Introduce yourself, you may wish to include information about your family and personal interest. Tell when and why you joined 4-H, etc. You may want to tell why 4-H is important to you.

Part 2: Describe Your Growth in Your Major Project Area - the project area in which you are applying for an award.

Relate some of the experiences you have had while completing your 4-H project(s). Share how 4-H and your project helped you learn new knowledge and skills. You may want to include some things you tried successfully or unsuccessfully.

Part 3: Other 4-H Projects and Experiences

Share highlights of other 4-H projects, activities, or experiences not mentioned in part 2, include any major learning experiences, items of special interest, and/or unusual situations you encountered.

Part 4: Leadership /Community Service related to Part 2 of the story.

Explain how 4-H has helped you become a better leader and citizen. How 4-H has increased your interest and participation in community affairs, and what you have learned from team efforts.

Part 5: Conclusion - summary of the impact of 4-H on you.

Describe how 4-H participation has helped you to feel good about yourself, influenced your personal goals, and impacted your use of leisure time. Tell about your future plans and the career you want to pursue.

6. SUPPORT MATERIALS:

Support Materials: Total of 6 pages - All materials must fit within the confines of an 8 ½ " by 11" piece of paper.

Includes:

- maximum of 4 pages of photos and
- 2 optional pages of other 4-H supporting materials (photos are not permitted)
- newspaper articles and clippings may not be used

These materials must provide documentation to support your 4-H portfolio story. Do not include specific project record books or year-end stories.

Photographs may be used to illustrate highlights of the project/curriculum area.

Photographs depicting special practices followed, year-to-year progress, or leadership activities provide excellent documentation of growth.

NOTE:

1. Four picture pages with photos are securely mounted on 8 ½ x 11 inch paper on one side only with a brief caption explaining the picture. These should be descriptive, not "cute" captions. They might identify event, year, and/or your role.
2. Provide "Action" photos to document 4-H activities.
3. Color photocopies, and/or digital photos are acceptable and may be submitted in place of actual photos. (Photocopies of newspaper print pictures are not acceptable.)

DO NOT write on front of a photo.

DO NOT shingle pictures (where one photo must be lifted to see another). Photos may be trimmed, but be careful not to confuse information being shared with a collage effect.

DO NOT include news clippings or photographs taken from newspapers, magazines newsletters, etc.

DO NOT use plastic cover sheets or sleeves on portfolio pages including support material pages.