



The Holt/Boyd County and Nebraska 4-H Recognition Program begins with you as a 4-H youth doing your best to record and highlight your accomplishments throughout the 4-H year.

The 4-H Career Portfolio is an organized presentation of what has been learned and accomplished in 4-H. 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 record book.

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

If you have any questions, please contact the Holt County Extension Office at 402-336-2760 or Boyd County Extension Office at 402-775-2491.

### 1. Cover

Use an Acco-type fastener (a stiff 8 ½ x 11 inch binder). These covers can be purchased at the Extension Office.

### 2. Tab Dividers

Use divider tabs to separate 4-H Career Portfolio sections. It is recommended to use the pre-printed tab dividers available from the Extension Office.

### 3. 4-H Awards Application

Complete the top section (including your name, address, club, 4-H age (age prior to January 1<sup>st</sup> of the current year), birth date, grade, and years in 4-H – including your Clover Kid years). On this form indicate the curriculum area(s) and/or project(s) in which you want to be considered for county project medals. All state award applicants must become 15-19 during the calendar year in which the incentive is actually received. The last year of 4-H eligibility is the calendar year the member becomes 19. Remember to sign and date the application and collect the other appropriate signatures (parent/guardian and 4-H leader).

### 4. 4-H Career Portfolio

- The 4-H Career Portfolio has been designed to be compatible with Word and Open Office software. You can download the information (such as detailed directions for completing each form and section) from the Nebraska 4-H website at: <http://4h.unl.edu/careerportfolio>
- The 4-H Career Portfolio must be typed in True Type Font, Times New Roman, 12-point with 1" margins on all sides. The Portfolio must be printed in landscape format.
- A system should be used to indicate the materials related to the curriculum area in which the book is being submitted (i.e. use of symbols or colored dots, highlighting via computer or marker, etc.).
- DO NOT include the direction sheets in your completed Career Portfolio.

### 5. The 4-H Curriculum Story

The 4-H Curriculum Story is an essay of your 4-H experiences. It should emphasize personal growth and development, and experiences in leadership and community service. It should be typed, double-spaced, on one side of 11" x 8 ½" paper, with 1" margins. Stories should be typed using True Type Font, Times New Roman, 12-point font. There is a six page maximum limit (per story), but stories do not have to be six pages in length. For each area you are applying for an award, you will need to include a separate curriculum story specific to that area and/or project. 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**

Include your: age, personal interests, parents and family members, place of residence, school, when and why you joined 4-H, why 4-H is important to you, etc.

### **Part 2 – Describe Your Growth in Your Specific Curriculum Area**

This will be the curriculum area(s) and/or project(s) you are applying for awards. You will need to describe why the area was chosen; what have been major learning experiences; what was learned that was not known before – new knowledge and skills; 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 – 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 – 4-H Leadership/Community Service**

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; most important offices held; committee assignments accepted; what has been learned from working with and/or sharing knowledge with others.

### **Part 5 – Conclusion**

This is a summary of the impact of 4-H on you. Describe how 4-H participation has helped you develop personally and professionally, for example self-confidence, school/career goals and use of leisure time, share your future goals and discuss the career you want to pursue and why.

### **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, loveable, grateful, patriotic.

## **6. Project and Activity Photographs**

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. “Action” photos provide more impressive documentation of 4-H activities, but you may also include honors and recognition received. Project and Activity Photographs is a composite of all the years in your 4-H career, not just the current year. Digital and color copies of personal photos may be submitted in the place of actual photos. **A maximum of four pages of photographs is allowed per Career Portfolio (NOT four pages per area).**

Pictures should be securely mounted on 11” x 8 ½” paper, one side only, using rubber cement with a brief caption explaining the picture. These should be descriptive captions, not “cute”. Identify the event, year, and/or your role. Photos may be trimmed, 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 newspapers, magazines, newsletters, etc.

## **7. Supporting Materials**

Up to two additional pages of supporting materials other than photos may be submitted. Materials should relate specifically to 4-H. Items must fit on 11” x 8 ½” landscaped page. **DO NOT** include letters of recommendation.