



4-H CAREER PORTFOLIO TIPS & HINTS

**CLAIM YOUR COUNTY FAIR PREMIUM MONEY AND/OR
MARKET LIVESTOCK PREMIUM AUCTION MONEY BY
SEPTEMBER 16TH!**

STEPS TO COMPLETING THE 4-H CAREER PORTFOLIO TO CLAIM YOUR COUNTY FAIR PREMIUM OR AUCTION MONEY

New 4-H Members:

1. **4-H CAREER PORTFOLIO: (4-H 9000) - Available at:** <https://4h.unl.edu/awards-recognition/career-portfolio> then click "Download Career Portfolio Templates" on the ride side under "Resources" and click NE4H9000 - Word version not PDF. Once downloaded save to your computer.
2. This will download the file onto your computer, then save the file on your computer under each 4-H'ers name. Ex: Katie's Career Profile. Save again with new name for another member of your family.
3. Use the Career Portfolio to record the 4-H activities, projects, along with church/community/school involvement of your child. Each year you will simply add to the PORTFOLIO file, save and print for turning in.
4. You will not have information in all sections of the Career Portfolio, only in those areas in which you have projects or activities. **DO NOT DELETE** sections as you may enroll in new projects in the future and will need those sections to record your learning and experiences.
5. All 4-H'ers must complete a 4-H Story **EACH** year. Use the page that is titled "4-H Curriculum Story" to tell us your 4-H story for each year. No minimum or maximum length. We want to know what you have learned, experienced, share your trials/successes for the current year, plans for next year, etc.
6. Supporting Information pages are **OPTIONAL**. Here you could add photos, certificates received, etc.
7. Print the **ENTIRE** document. Sign the application page. Have your parent and leader sign and bring to the Extension Office by the deadline!

Returning 4-H Members:

1. **DO NOT BEGIN A NEW CAREER PORTFOLIO EACH YEAR!** Find your existing Career Portfolio file.
2. Simply add the information for the new year in each section of the Career Portfolio that pertains to your projects. Be sure to save!
3. Type your 4-H story for the current year.
4. Include supporting material such as pictures if you would like to do so. Supporting material is **OPTIONAL!**
5. Print the **ENTIRE** document. Sign the application page. Have your parent and leader sign and bring to the Extension Office by the deadline!

HELPFUL HINTS FOR ALL!

- Use the examples in each section to help you.
- When you are at the bottom on the last blank cell in the table, hit the tab key to add more blank rows.
- Be sure to include something specific that you learned in each of **YOUR** project areas.
- Show a progression in your learning from year to year. New skills or experiences you have gained.
- Don't forget your citizenship experiences. Roadside trash pick-up, nursing home visits, food donations, etc.
- Include a **CURRENT** year 4-H story.
- **REMOVE** previous year's story. You should only include the current year.
- You do not need to complete the Curriculum Form. This is for District Award applications **ONLY!**
- Portfolio covers will be provided to 1st year members turning in Portfolios. Other members may purchase covers from our office.
- Tab pages may also be purchased to separate each section.
- A hand-written version is available to non computer users. Ask us for a copy.



TURN YOUR 4-H CAREER PORTFOLIO INTO AN AWARD APPLICATION

AWARD APPLICATION DUE—SEPTEMBER 16TH!

FOLLOW THE STEPS LISTED BELOW FOR YOUTH WHO HAVE BEEN ENROLLED IN 4-H AT LEAST TWO YEARS AND IN THE PROJECT AREA(S) FOR AT LEAST TWO YEARS!

The difference between a Career Portfolio and an Award Portfolio is detail! LOTS OF DETAIL!

Returning 4-H Members: (2 years or more in project)

1. DO NOT BEGIN A NEW CAREER PORTFOLIO EACH YEAR! Find your existing Career Portfolio file.
2. Simply add the information for the new year in each section of the Career Portfolio. You will want to be very detailed in your learning and experiences. Ex: Livestock projects, include feed expense data, livestock health experiences, vaccination information. The more you know and document about your projects will help with the award application.

Describe progression with your project area(s) - from your very first year in the project to where you are now. List all learning, positive or negative experiences and what you have learned from these or how judges comments have helped you become better in your project areas.

3. Type your 4-H curriculum story. This is much more detailed than a general 4-H story. Follow the story format in the story example page to include an Introduction, Describe your growth in your curriculum/project area(s), list other 4-H projects and experiences, document leadership/citizenship related to your curriculum/project area(s), and a conclusion.

Story needs to be written in first person format. Avoid gimmicks such as a calf telling your story.

Check for spelling and grammatical errors. Eric would be happy to review your story and offer tips to improve it.

The more information you provide, the better the award selection committee will learn about you and your award area for which you are applying.

4. Include supporting material such as pictures if you would like to do so. Supporting material is **OPTIONAL!**
5. Print the ENTIRE document. Sign the application page. Have your parent and leader sign and bring to the Extension Office by the deadline!
6. Complete the award application in this newsletter and put inside front cover of your Career Portfolio.

HELPFUL HINTS

- When you are at the bottom on the last blank cell in the table, hit the tab key to add more blank rows.
- Be sure to include something specific that you learned in each of YOUR project areas.
- Show a progression in your learning from year to year. New skills or experiences you have gained.
- Don't forget your citizenship experiences. Roadside trash pick-up, nursing home visits, food donations, etc.
- Include a **CURRENT** curriculum area story. Follow the story format noted in the Career Portfolio.
- **REMOVE** previous year's story. You should only include the curriculum story.
- Include supporting material. Photos to support your curriculum area which show you active learning in your area. Ex. Sewing your dress, washing or clipping your calf, giving a vaccination, baking bread, etc.

Maximum of 4 photo pages. Include photo captions. Two additional pages may be included with certificates or other documentation to support your award area. No news clippings!
- Tab pages may also be purchased to separate each section.
- Portfolio Covers may be purchased from our office.
- Complete the enclosed awards application and include inside the front cover of your Career Portfolio. Be sure to sign the form and get your parents and leaders signatures.