



University of Maine Cooperative Extension MAINE 4-H PORTFOLIO

Your Maine 4-H Portfolio is a cumulative summary of your efforts in 4-H projects and life skills development. This includes your goals, what you learned and what you achieved during your 4-H career. The 4-H Portfolio is required for members ages 12 and older who are applying for state, regional and national recognition in the 4-H program.

Name: _____

Date of Birth: _____ Years in 4-H (include this year): _____

Address: _____

_____ Zip Code: _____

Phone: _____ E-mail (optional): _____

County in which you are a 4-H member: _____

Check which applies: Club Group Independent Member

Check off the following items as you complete your Maine 4-H Portfolio

Pages 1, 2, 3 and 4

4-H Story

Format submitted for your story: Written Video Audio Visual

4-H Resume (14 and up)

Evidence (Document what you learned and achieved. *Examples: project completion certificates, ribbons, certificates of awards, letters of reference, newspaper articles. Please organize these in a binder, folder or other suitable format.*)

Signature of 4-H Member _____ Date: _____

Club 4-H Leader/ Advisor _____ Date: _____

County 4-H Educator _____ Date: _____

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4-H PROJECTS

Please list all completed 4-H records by project. List these records in order, starting with the current year and working back to your first year in 4-H. Use extra pages as needed.

Year Completed	4-H Record Completed
2001 2000	<i>Computer Level II</i> <i>Beef Level III</i>

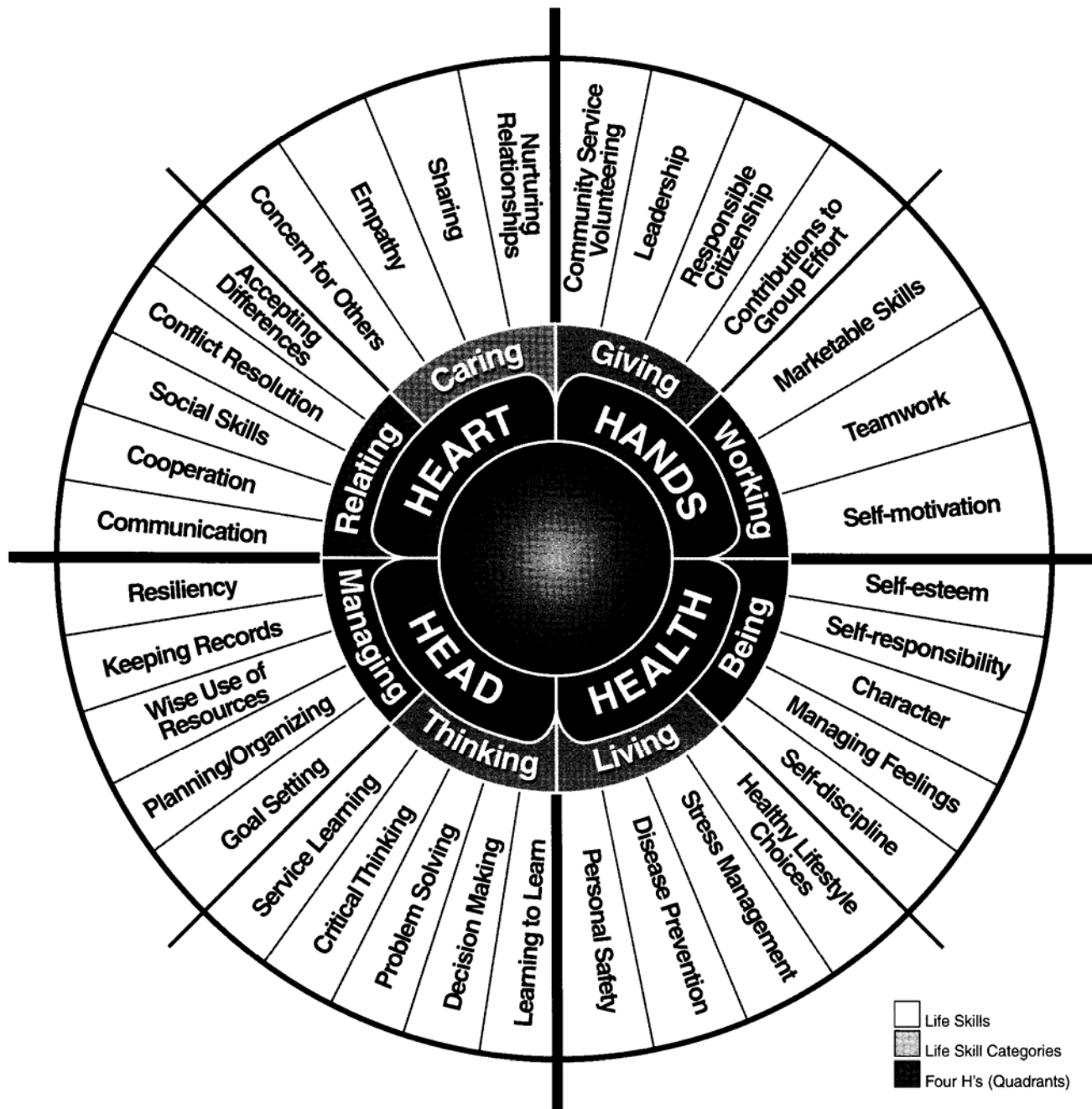
OTHER YOUTH ORGANIZATIONS AND ACTIVITIES

List your involvement in other youth organizations. Use extra pages as needed.

Year	Organization	Summarize What You Did
2001	<i>Junior Achievement</i>	<i>Organized a group of volunteers to help with summer activities at the Pledge Recreation Field.</i>

University of Maine Cooperative Extension
Maine 4-H Portfolio

Life Skills Used in 4-H



TM

With colored pencils or a highlighter, color in all of the life skills you used in the projects listed on page 2. This shows the life skills you gained during your 4-H career (all years).

OFFICE COPY: THIS INSERT WILL NOT BE RETURNED.

IF YOU WANT A COPY FOR YOUR RECORDS, PLEASE DUPLICATE IT.

For definitions and more information about life skills, see the definitions on pages 6-7.

LEADERSHIP/CITIZENSHIP/COMMUNITY SERVICE ACTIVITIES

List your activities in Leadership and Citizenship/Community Service, starting with the current year and working back to your first year in 4-H. Use extra pages as needed.

A. Leadership

Date	4-H Activity or Activity in Other Organizations
<i>Summer 2001 2000-Present</i>	<i>Organized a group of volunteers to help with summer activities at the Pledge Recreation Field President, Fantastic Farmers Beef Club</i>

B. Citizenship/Community Service

Date	4-H Activity or Activity in Other Organizations
<i>February 2001 1999-2000</i>	<i>Spoke to the County Executive Committee and the Cloverland County Commissioners about the work of 4-H Junior Achievement - summer recreation 4-H program</i>

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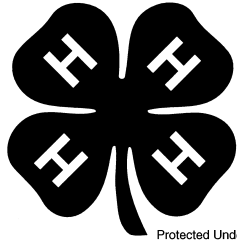
Your 4-H Story

Application may be submitted in one of the following formats.

- Written:** 2000 words or less, with or without photographs or drawings (no more than two pages of photos and drawings).
- Video:** No longer than five minutes.
- Audio:** No longer than five minutes, with or without photographs or drawings (no more than two pages of photos and drawings).
- Visual:** No more than four pages long. Must include some written descriptions.

*All six parts listed below must be included in your 4-H Story
no matter which format you choose.*

- 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. 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.



DEFINITIONS TO HELP YOU UNDERSTAND THE MEANING OF LIFE SKILLS

HEAD

Thinking: Learning to use your mind to form ideas and make decisions, to imagine, to examine carefully, to consider. Specific life skills that help you learn to think are:

Learning to Learn – acquiring, evaluating and using information

Decision Making – choosing among several alternatives

Problem Solving – clearly identifying a problem and a plan of action for solving that problem

Critical Thinking – thinking things over in one’s mind; deciding what to do

Service Learning – gaining skills and experience by actively participating in community activities

Managing: Learning to use resources wisely to accomplish a goal

Goal Setting – deciding on the end product or result; something toward which to work

Planning or Organizing – a method for doing something that has been thought of ahead of time

Wise Use of Resources – using sound judgment; not being wasteful; managing person finances

Resiliency – being able to deal with change; overcoming problems and difficulties

HEART

Relating: Learning to get along with other people

Communication – exchanging thoughts, ideas, information or messages in a way that is respectful
(Communication includes speaking and listening)

Cooperation – working or acting together toward a common purpose

Social Skills – showing respect and consideration for others

Conflict Resolution – finding and using ways to resolve differences between two or more persons;
getting along with others

Accepting Differences – accepting that differences are okay (examples: differences of opinion,
income, how you look)

Caring: Learning how to show understanding, kindness, concern and affection for others

Concern for Others – caring about and giving attention to the well-being of others

Empathy – being sensitive to another person’s situation and feelings

Sharing – having, using or doing together with another or others

Nurturing Relationships – providing care and attention to another person



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HANDS

Giving: Learning to provide, supply or make something happen

Community Service and Volunteering – giving one's time and effort to help; doing something that makes a difference in someone's life without expecting a reward

Leadership – helping a group to reach its goals by showing or directing the way

Responsible Citizenship – being involved in one's town, state or country

Contributions to Group Efforts – sharing the responsibility of accomplishing the goal

Working: Learning physical or mental effort needed to accomplish something

Marketable Skills – developing the abilities to accomplish something

Teamwork – working together with at least one other person to accomplish all parts of a task

Self-motivation – being able to make the effort needed to carry out a task or a plan

HEALTH

Living: Learning to live freely without disease or injury; having a sound condition of body and mind

Healthy Lifestyle Choices – includes eating right, exercising regularly, getting enough rest, and resisting harmful activities (alcohol, drugs, smoking)

Stress Management – learning positive ways of managing stress

Disease Prevention – taking care of one's body and avoiding risky situations

Personal Safety – taking care to avoid danger, risk or harm; being cautious and careful in order to remain physically and emotionally safe

Being: Learning to be all that you can be; taking delight in who you are as a person

Self-esteem – taking pride in oneself, valuing oneself and understanding one's abilities

Self-responsibility – taking care of oneself and being accountable for one's behavior

Character – managing one's own emotions and being sensitive to others' feelings

Self-discipline – exercising self-control that is in line with what is right and wrong

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A Member of the University of Maine System

University of Maine Cooperative Extension
Maine 4-H Portfolio
(Required for ages 14 and up)

Resume Guidelines

I. Personal Information

- a. Name
- b. Street Address
- c. City, State, Zip

II. Objective

Create a one-sentence purpose for writing the resume.

Example: My objective is to participate in the 2002 National 4-H Conference, where I will have the opportunity to learn about the United States government and interact with teen 4-Hers from across the United States.

III. Skills and Accomplishments

Choose five of your strongest areas from the Life Skills Wheel. Under each skill list three to five ways you used this skill. Keep each explanation to one or two sentences.

Example: Leadership

As President of the Fantastic Farmers Club I was responsible for conducting the business meetings and making sure the meetings ran smoothly.

I taught a group of junior 4-Hers how to design a Web page.

IV. Education

List your strongest interest academically. Indicate what grade you are in, where you attend school and your grade point average (leave out the GPA if it's low and won't be your strong point). List PSAT and SAT exams.

V. 4-H Accomplishments

- a. List the 4-H clubs in which you were active and how many years in each. Also list youth clubs other than 4-H.
- b. List the major events and activities you attended (e.g., Easter States Exposition, state fairs, Citizenship Washington Focus).
- c. List the 4-H offices you held and the committees on which you served. Also list offices and committees in such outside areas as school clubs, other youth clubs, and associations or groups.
- d. List any county awards you received. Also note the fairs in which you received championships or first places (e.g., 1st place, Beef Showmanship, Eastern States, 2001). Also list awards received in areas outside of 4-H.
- e. List examples of your community service projects, along with a short explanation.

VI. Employment

If you held jobs after school or during the summer, list them by year starting with your current or most recent job.

Example: 2000 - Present

General Farm Work, MooMore Farm

Example: 1999 - Present

Computer Technician II, Pledge Weekly News

Include work that you do at home (e.g., specific chores such as preparing meals, mowing lawns, serving on the hay crew for farm).

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(Sample Resume, Format #1)

1 Clover Ave.
Pledge, Maine 04040

Phone 207-555-1212
Fax 207- 555-1212
E-mail cclover@fourleaf.com

CHRIS CLOVER

Objective To attend National 4-H Conference, 2002

Education 1998 – Present Pledge High School Pledge, Maine
College Prep Course

- Academic Achievement Pin
- National Physical Fitness Award
- Freshmen Basketball Team

Work Experience 2000 – Present MooMore Farm Pledge, Maine
General Farm Work

- Responsible for feeding, cleaning and bedding; prepare milk room and milk cattle; perform general care of the cattle.

1999 – Present Pledge Weekly News Pledge, Maine
Computer Technician II

- I help employees with all aspects of the computer, from showing them how to use their hardware to helping them design graphics for use in articles and ads.

4-H Clubs

- 1998 – Present Fantastic Farmers Beef Club
- 1997 – Present Computer Challenge 4-H Club
- 1995 – 1997 Reach for the Stars 4-H Club
- 1991 – Present 16 County Dairy Club
- 1990 – 1991 Independent Member

- 4-H Club Projects**
- 1998 – Present Beef Level II, III
 - 1997 – Present Computer Levels I, II
 - 1995 – 1997 Leadership Levels I, II, III
 - 1991 – Present Commodity Marketing – Dairy
 - 1990 – 1991 Shooting Sports
- 4-H Offices Held**
- 2000 – Present President, Fantastic Farmers Beef Club
 - 1998 – 1999 Vice President, Maine 4-H Teen Council
 - 1997 – 1999 Treasurer, Computer Challenge 4-H Club
- Awards Received**
- 2001 Citizenship Washington Focus (County Scholarship)
 - 2000 National 4-H Congress
 - County Pins: Lamp of Knowledge, Achievement, Community Service, Citizenship & Civic Education, Personal Development, Leadership, Computer (3), Visual Arts, Agriculture, Dairy, Consumer Education, Shooting Sports (2), Beef (3), Dairy (7), Judging
 - Membership Pins: 2 year, 5 year, 10 year
 - Trophies: Outstanding Sportsmanship (4), Fitting & Showmanship (23)
- Committees and Other Organizations**
- 2000 – 2001 Animal Science Committee: Beef
 - 1999 – 2000 4-H Web Page Team
 - 1999 – 2000 Eastern States Committee: Beef
 - 1998, 1999 Maine 4-H Beef Team
 - 1997 Maine 4-H Dairy Team: Judging
 - 1996 4-H Exchange with Arizona
 - 1993 – Present Junior Member, Hereford Association
 - 1992 – 1999 Generations Singing Group

(Sample Resume, Format #2)

CHRIS CLOVER
1 CLOVER AVENUE
PLEDGE, ME 04040

Telephone: 207-555-1212
E-mail: cclover@fourleaf.com

I am applying for the 2002 National 4-H Conference, where I will learn about the United States government and interact with teen 4-Hers from across the United States.

SKILLS AND ACCOMPLISHMENTS

Self-Responsibilities

- I strive to maintain a GPA of 92.5 while working and participating in 4-H.
- When I tell someone I'll help to do something, I take it very seriously. I make it a point to be on time and help with both hands.
- I bring a full string of cattle to three different fairs. I must watch them carefully to ensure their welfare.

Community Service Volunteering

- I helped design a Maine 4-H Web page.
- I helped coordinate a shooting sports safety workshop at my high school.
- I was a volunteer for the 4-H Foundation Open House for two years.
- I was the fitting instructor at our county beef fitting clinic for three years.

Concern for Others

- I help my mother prepare meals for my family and clean up after meals.
- I help neighboring farmers harvest their hay and store it for the winter. I do this freely and without expecting payment.
- I help the younger members of my club get their beef animals ready for show by giving them pointers on clipping and showmanship.

Planning/Organizing

- I review my computer resources before club meetings so I don't waste time when I work with younger members.
- When I bring a full string of animals to the fair, I manage my time wisely so I can fit the animals and prepare them for show.
- I schedule my time so I can participate actively in all three of my 4-H clubs.

Marketable Skills

- I prepared a promotional brochure to educate the public about the 4-H computer program.
- I developed and maintained a promotional booth about youth leadership at the University of Maine Day at the State Legislature and at several local fairs.
- I fit my own animals for show and also fit animals for numerous open showmen.

Education

- I completed my junior year at Pledge High School with a GPA of 92.5 in college preparatory classes.
- I took PSATs my sophomore year and SATs in my junior year.
- I want to major in Veterinary Medicine after I graduate from Pledge High School.

4-H Accomplishments

- I have been in 4-H for 10 years and currently belong to the Fantastic Farmers Beef Club, the Computer Challenge 4-H Club and the 16 County Dairy Club. I am a past member of the Reach for the Stars 4-H Club. I was also an independent member for one year.
- I attended Citizenship Washington Focus in 2001 and National 4-H Congress in 2000.
- I held the following offices during my 4-H career: president, one year, Fantastic Farmers Beef Club; vice president, one year, Maine 4-H Teen Council; treasurer, two years, Computer Challenge 4-H Club.
- I received county awards in achievement, community service (3), citizenship, leadership, computer (2), visual arts, beef (4), vet science, and tractor safety. I received the Cloverland County Sportsman Award and the Fourleaf Fair Senior Showman Award. My steer won Highly Commended status at the Fourleaf Fair.
- As part of my community service, I spoke to the Cloverland County Executive Committee and the Cloverland County Commissioners about the work of 4-H. I promoted the CWF trip to our Leaders' Association and at our County Awards Night.

Other Youth Organizations

- I have been a member of Junior Achievement for three years. This summer I organized a group of volunteers to help with activities at the Pledge Rec Field.

Employment

2000 – Present	General farm work, MooMore Farm
1999 – Present	Computer Technician II, Pledge Weekly News

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