



Michigan 4-H Member's Personal Portfolio

INSTRUCTIONS AND GUIDE FOR
4-H MEMBERS AND LEADERS



Michigan 4-H Member's Personal Portfolio

Contents

About the Michigan 4-H Member's Personal Portfolio ...	1
How to Use the Michigan 4-H Member's Personal Portfolio.....	2
Your 4-H Career	3
Targeting Life Skills	4
Information to Help You Get Started	5
Michigan 4-H Guiding Principles for Positive Youth Development.....	6
Jump-Start Your Future: Record Your 4-H History.....	7
Snapshot of My 4-H Year	9
Snapshot of My 4-H Goals.....	13
Snapshot of My 4-H Education	14
Snapshot of My 4-H Achievements.....	15
Snapshot of My 4-H Community Service	16
Snapshot of My 4-H Network.....	17
Snapshot of My 4-H Participation.....	18
My 4-H Club or Group and Committee Pages.....	19
My 4-H Network Pages.....	23
My 4-H Project Pages	25
My 4-H Education Pages	27
My 4-H Activity Pages	29
My 4-H Event Pages.....	31
My 4-H Community Service Pages.....	33
My 4-H Leadership Pages.....	35
My 4-H Educational Contest Pages.....	37
My 4-H Year in Review: 9- to 11-Year-Olds.....	39
My 4-H Year in Review: 12- to 14-Year-Olds.....	41
My 4-H Year in Review: 15- to 19-Year-Olds.....	43

Acknowledgments

- ▶ Betty Jo Krosnicki, Extension Educator, Michigan State University Extension
- ▶ Kendra Moyses, Extension Educator, Michigan State University Extension
- ▶ Michelle Neff, Extension Educator, Michigan State University Extension
- ▶ Beverly Przystas, Extension Educator, Michigan State University Extension

This bulletin was produced in 2016 by ANR Creative Services for MSU Extension. Minor updates were made in 2022.

MICHIGAN STATE UNIVERSITY | Extension

Michigan 4-H Member's Personal Portfolio: Instructions and Guide for 4-H Members and Leaders ©2022 by Michigan State University Board of Trustees. 4-H and Cooperative Extension System groups and other nonprofit educational groups may print up to 10 hard copies of this material for noncommercial, educational use, provided that attribution is given to Michigan State University. All other rights reserved.

MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status. Issued in furtherance of MSU Extension work, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Quentin Tyler, Director, MSU Extension, East Lansing, MI 48824. This information is for educational purposes only. Reference to commercial products or trade names does not imply endorsement by MSU Extension or bias against those not mentioned. The 4-H Name and Emblem have special protections from Congress, protected by code 18 USC 707. 9R-1P-WEB-12:2022-PA/BH WCAG 2.0.



About the Michigan 4-H Member's Personal Portfolio

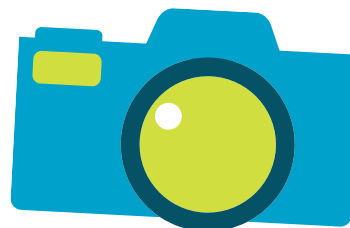
The *Michigan 4-H Member's Personal Portfolio* is designed to help 4-H members keep track of all of the things they've done and learned in 4-H over the course of their 4-H careers. We encourage you to use it at your own pace and complete as many pages as possible (but don't worry, you're not required to complete every page every year).

Plan to add to your portfolio every year you're in 4-H so you can capture your progress in learning, developing, and setting and achieving your goals. Complete a new copy of each page each year or for each 4-H experience in which you participate. If you keep a copy of the pages that you complete each year, you'll wind up with a cumulative portfolio of your 4-H career.

You'll see suggestions throughout the portfolio that will guide you to pages for specific types of activities or events. These pages will allow you to capture more detailed information.

Note to 4-H Volunteers & Event Organizers

Consider supplying copies of the appropriate pages of this portfolio at each 4-H meeting, activity or event so that the participants can record what they did and learned and whom they worked with or met at the event. Doing so at the event will increase the accuracy and completeness of the information and will help them develop good recordkeeping habits.





How to Use the Michigan 4-H Member's Personal Portfolio

Purchase or download a copy of the *Michigan 4-H Member's Personal Portfolio*. The document is designed so that you can complete a copy of each individual section separately. You need use only the pages that pertain to your experience. Complete the pages in the fillable PDF format and save it electronically, or print it out, complete it by hand and store it in a safe location.

All 4-H members should have a record of their 4-H experiences, but it's understandable that you may have a different level of interest in recordkeeping than other members.

Complete "Snapshot of My 4-H Year" on page 9 at the beginning of your experience for the year. Then update it throughout the year. The snapshot also includes checklists to keep track of your 4-H projects, events, activities and core values as well as a section to record your future goals.

Then, advance to the next engagement level by completing the snapshot pages related to your 4-H experiences. *These pages capture basic information about what you did. These are one-page snapshots including:*

- ▶ Snapshot of My 4-H Goals
- ▶ Snapshot of My 4-H Education
- ▶ Snapshot of My 4-H Achievements
- ▶ Snapshot of My 4-H Community Service
- ▶ Snapshot of My 4-H Network
- ▶ Snapshot of My 4-H Participation

Next, record in-depth, detailed information about what you experienced and learned as well as skills you have developed from your 4-H experiences in the "My 4-H" pages. Complete as many or as few pages as you wish from each section. The pages marked with an asterisk (*) have boxes near the top headed "Before You Start." Be sure to fill in the information in those boxes *before* you participate in the 4-H experience you'll write about on that page. You can answer the rest of the questions after the activity. These documents include:

- ▶ My 4-H Club or Group and Committee Pages
- ▶ My 4-H Network Pages
- ▶ My 4-H Project Pages*
- ▶ My 4-H Education Pages*
- ▶ My 4-H Activity Pages*
- ▶ My 4-H Event Pages*
- ▶ My 4-H Community Service Pages
- ▶ My 4-H Leadership Pages*
- ▶ MY 4-H Educational Contest Pages*

"My 4-H Year in Review" is provided for three age groups (9–11, 12–14 and 15–19). Complete these pages under the appropriate age group at the end of each 4-H year to reflect on your accomplishments and set future goals. These pages include:

- ▶ My 4-H Year in Review: 9- to 11-Year-Olds
- ▶ My 4-H Year in Review: 12- to 14-Year-Olds
- ▶ My 4-H Year in Review: 15- to 19-Year-Olds





Your 4-H Career

Your 4-H career will involve a variety of experiences and activities. It may include the following aspects:

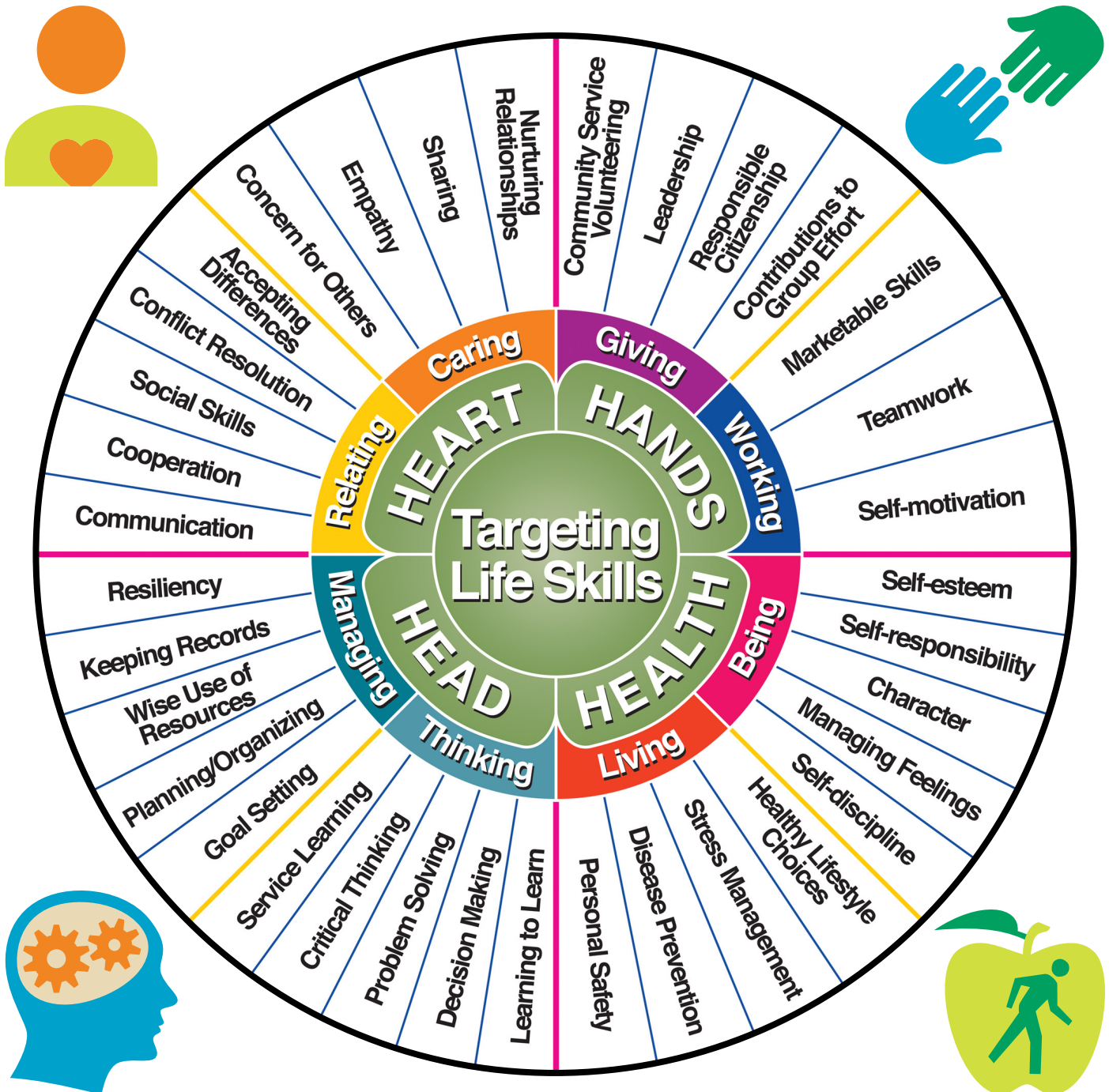


4-H members can gain skills through every experience they have in 4-H – whether a formal or an informal learning opportunity. Because of the skills you gain through 4-H, you will be better prepared for your future.



Targeting Life Skills

Your *Michigan 4-H Member's Personal Portfolio* is an excellent place to record what experiences you have had in 4-H as well as what you have learned through them. Some pages will reference the life skills you have gained through your experience; please refer to the following Iowa State University Extension and Outreach Targeting Life Skills Model to learn more about life skills and their 4-H connection. 4-H members develop these important life skills through participation in 4-H.



Source: Copyright, Iowa State University Extension and Outreach; P. Hendricks. 1996. Used with permission.



Information to Help You Get Started



As you compile your *Michigan 4-H Member's Personal Portfolio*, keep these questions in mind.

Answering these questions will help you relate your 4-H experiences and projects to the positive outcomes identified by Michigan 4-H.

- ▶ How has this project helped you develop character?
- ▶ Which life skills have you learned through this project?
- ▶ How does this project relate to science, engineering or technology?
- ▶ What expenses have you had with this project?
- ▶ Name a career opportunity that could be related to this project.
- ▶ When have you demonstrated leadership through your project?
- ▶ In what ways have you served as a mentor to other members in your project area?
- ▶ How do people in other states or countries relate to your project?
- ▶ Name one way you have used your project to improve your communication skills.
- ▶ Is there an opportunity to engage in community service through your project?
- ▶ How is this project related to health, nutrition or safety?
- ▶ How did your 4-H club or group practice the Michigan 4-H Guiding Principles for Positive Youth Development through this project? (Review the principles in this document on page 6.)
- ▶ What activities helped you learn the best in this project area?

Answering these questions will help you understand how learning in one 4-H project area can lead to learning experiences across many other project areas.

- ▶ What is your favorite 4-H project?
- ▶ Have you ever thought about the science behind your project? How does it work? Why does it happen?
- ▶ Have you taken a leadership role in an activity related to your project area?
- ▶ Have you done a community service project related to your project area?
- ▶ How do other people around the world relate to this project area?
- ▶ How does your project area contribute toward a healthy lifestyle? Have you learned about safety related to your project?
- ▶ Do you keep records for your project? Is there a marketing aspect to your project? Do you keep track of finances related to your project?
- ▶ What careers are related to your project?
- ▶ Have you written about your project? Have you presented about your project to others?



So What Is a 4-H Project Anyway?

A 4-H project is the total experience that comes from having been involved in 4-H learning. It includes the planning, the field trips, the recordkeeping, the hands-on doing, and most of all, the interaction between you, your fellow 4-H'ers and any adults who work together in a 4-H project.

A 4-H experience is any activity that contributes to the learning in 4-H or around the project area. Examples include experiences such as 4-H club or group meetings, project meetings, field trips, guest speakers, camps, workshops or trainings.

A 4-H exhibit is something you put on public display (such as at a fair) to show your involvement in a project. It should be a relatively small part of the total 4-H perspective.



Michigan 4-H Guiding Principles for Positive Youth Development

The purpose of the Michigan 4-H Guiding Principles for Positive Youth Development is to provide direction for Michigan State University Extension 4-H Youth Development's learning materials, program planning, implementation, evaluation and priority setting so that 4-H'ers get the skills and opportunities they need for positive growth and development from their 4-H experience.

1. Youth develop positive relationships with adults and peers.
2. Youth are physically and emotionally safe.
3. Youth are actively engaged in their own development.
4. Youth are considered participants rather than recipients in the learning process.
5. Youth develop skills that help them succeed.
6. Youth recognize, understand, and appreciate multiculturalism.
7. Youth grow and contribute as active citizens through service and leadership.

For more detailed information about the Michigan 4-H Guiding Principles, please visit <https://www.canr.msu.edu/uploads/236/67146/4-HGuidingPrinciples.pdf>

The 4-H Pledge

I pledge . . .

My **HEAD** to clearer thinking,

My **HEART** to greater loyalty,

My **HANDS** to larger service,

My **HEALTH** to better living,

For my club, my community, my country, and my world.



The 4-H Motto

To make the best better



Jump-Start Your Future: Record Your 4-H History

How Can Recordkeeping Help You Plan Your 4-H Future?

The *Michigan 4-H Member's Personal Portfolio* can be a great tool to help guide you through your 4-H career. It allows you to look back over your years in 4-H to see what progress you have made in a specific project area in the past and make decisions about your future 4-H goals. By recording your experiences each year and reviewing your project evolution, you may find methods of completing your project work that are more efficient or cost effective that you can use in your next project. You will also be able to track your skill level, growth and set goals for future training needs.



In addition to the personal portfolio, you can use project record books such as the *Michigan 4-H Animal Market Project Record Book* to track more detailed information such as cost of production in livestock or the time and resources needed to complete a project.

As a 4-H member, you may find it beneficial to keep a personal record of your 4-H experiences. A 4-H personal portfolio can be useful to you for planning your 4-H career. It also allows you to document your development and accomplishments during your time in 4-H. Additionally, when shared with parents and volunteer leaders, it can help them guide you through decision-making experiences.

Recordkeeping ensures that you have accurate documentation of your experiences and the skills you have learned through 4-H. Completed records will allow you to easily recall information in the future when completing applications for jobs, scholarships or awards. Recordkeeping also allows you to track how your interests, goals and responsibilities have changed over your 4-H career. You'll have fun in the future remembering your 4-H activities and sharing them with others.

You can record your 4-H history in a number of ways. Complete this *Michigan 4-H Member's Personal Portfolio*. Fill it out with pencil or pen, or you can complete the fill-in-the-blank PDF on your computer and print it out. Either way you choose, store it in a 3-ring binder to view your growth over the course of your 4-H career. Expand your records by including other media such as photos, videos, project reports, ribbons and other memorabilia to create a collection of resources that portrays your entire 4-H experience.





When to Use Your 4-H Personal Portfolio

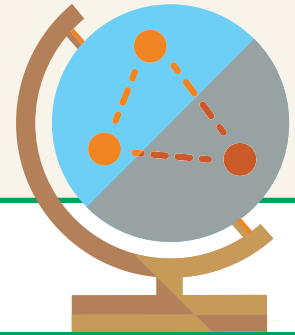
- ▶ School portfolio
- ▶ Award applications
- ▶ Scholarship applications
- ▶ Job applications
- ▶ Résumés
- ▶ Fair recordkeeping entry
- ▶ Future goal-making
- ▶ Project area tracking



Information to Include in Your 4-H Personal Portfolio

Consider including some or all of the following information in your 4-H portfolio. Of course, you may want to include other information, too, and that's fine! This is *your* 4-H portfolio, and you get to choose what to include in it.

- ▶ 4-H goals
- ▶ 4-H projects
- ▶ 4-H activities and events
- ▶ Communications activities
- ▶ Citizenship and community service
- ▶ Leadership activities
- ▶ Achievements, honors and recognition
- ▶ Participation calendar



Additional Items to Include

- ▶ Photographs of your projects and activities
- ▶ Newspaper clippings
- ▶ Certificates
- ▶ Audio or video tapes of accomplishments
- ▶ Written work
- ▶ Ribbons
- ▶ Evaluations
- ▶ Letters
- ▶ Completed award forms
- ▶ Record books from projects
- ▶ Anything else that will enable you to demonstrate your accomplishments





Snapshot of My 4-H Year

All 4-H members ages 9 to 19 should complete this section each year. Fill it out at the beginning of the 4-H club year; review and update at the end of the club year (or more often as events occur). Record the events, projects, and club or group activities in which you participated. Print out a blank copy and start again next year.

Members are strongly encouraged to complete detailed pages for their project, events and club activities to add to their personal portfolio.



Member Name: _____
 4-H Year: _____ 4-H Age: _____
 Years in 4-H: _____

My 4-H Clubs or Groups

List the 4-H clubs or groups in which you are enrolled as a member this year.

My Goals

List your top three personal or 4-H goals for this 4-H project year.

1. _____
 2. _____
 3. _____

SMART Goals

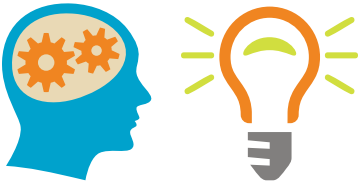
When you're writing your goals for your 4-H project year, be sure to be SMART! SMART goals are:

- ▶ **Specific**
- ▶ **Measurable**
- ▶ **Attainable**
- ▶ **Relevant/Realistic**
- ▶ **Timely**

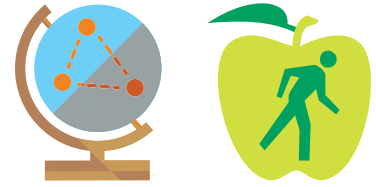
You can find out more about SMART goals on the Michigan 4-H website at 4h.msue.msu.edu.



Be sure to identify goals for each project or activity on the "My 4-H Project Pages" on page 25.



My 4-H Projects



Put an “X” in the box for each of the projects that you participated in during this 4-H year. Participation can include club or group, county, state or national level learning experiences. You may or may not choose to enter an exhibit for every project you have had a learning experience in at the fair – fair is not a requirement for participation in a project area. Be sure to complete a copy of the “My 4-H Project Pages” (on page 25) for each of your projects.

Citizenship

Civic Engagement

- Citizenship & Civic Engagement
- Global & Cultural Education

Community/Volunteer Service

- Community Service
- Service Learning

Leadership & Personal Development

- Business & Entrepreneurship
- Career Exploration & Workforce Preparation
- College & Independent Living Readiness
- Financial Literacy
- Leadership Skills Development
- Leisure Education
- Life Skills & Character Education

Communications & Expressive Arts

- Arts & Crafts
- Communications
- Two-Dimensional Art (Photography, Drawing, Painting)

Healthy Living

- Food & Nutrition
- Health & Fitness
- Safety

Science

Ag in the Classroom

- Ag in the Classroom

Animal Science

- Alpacas/Llamas
- Animal Evaluation/Judging
- Beef
- Birds & Poultry
- Cats
- Dairy Cattle
- Dairy Market (Feeders/Steers)
- Dogs
- Emus & Ostriches
- Goats
- Horseless Horse Projects
- Horses & Ponies
- Oxen
- Proud Equestrian Program
- Rabbits & Cavies
- Sheep
- Small Animals, Pocket Pets, Lab Animals
- Swine

Biological Science

- Aquatic Science
- Biological Science
- Entomology & Bees
- Meat & Food Science
- Plant Science
- Poultry Science & Embryology
- Veterinary Science

Consumer & Family Science

- Child Development, Childcare
- Clothing & Textiles

Environmental & Earth Science

- Environmental Resource Management
- Environmental Science & Natural Resources
- Outdoor Education/Recreation
- Shooting Sports
- Soils & Soil Conservation
- Wildlife & Fisheries

Physical Science

- Physical Sciences

Plant Science

- Agronomy
- Horticulture

Technology & Engineering

- Aerospace
- Computer & Digital Technology
- Engines & Transportation
- GPS/GIS
- Mechanical Sciences
- Robotics

Other

- _____
- _____
- _____
- _____
- _____

My 4-H Events

Put an "X" in the box for each of the 4-H events that you participated in during this 4-H year. Participation can include club or group, county, state, national or international learning experiences. Be sure to complete a copy of the "My 4-H Event Pages" (on page 31) for events that you attended.



My Workshops and Other Training Events

- Animal Evaluation/Judging
- Arts
- Beef, Sheep, Swine, Goats
- Careers & Entrepreneurship
- Companion Animal
- Dairy
- Enviromental & Outdoor Education
- Global & Cultural Education
- Healthy Living
- Horse
- Leadership, Citizenship, Service
- Mentoring
- Plant Science
- Poultry, Rabbits, Cavy
- Proud Equestrian Program
- Science, Technology, Engineering, Math
- Shooting Sports
- Veterinary Science
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

My National 4-H Events

- Citizenship Washington Focus
- 4-H National Congress
- National 4-H Conference
- National 4-H Dairy Conference
- Wonders of Washington
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

My 4-H Exchanges

- China Art Exchange
- County Exchange
- International Exchange/Hosting
- State to State Exchange
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

My State and Local 4-H Events, Camps and Opportunities

- County 4-H Camp
- 4-H Animal & Veterinary Science Camp
- 4-H Capitol Experience
- 4-H Exploration Days
- 4-H Great Lakes & Natural Resources Camp
- 4-H Michigan Milk Producers Association Milk Marketing Tour
- 4-H Renewable Energy Camp
- World Food Prize Youth Institute
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

Other 4-H Opportunities

- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

My 4-H Educational Contests

- Fair (County, State, Regional) – please specify: _____
- Michigan 4-H State Awards Program
- Michigan 4-H Mark of Excellence Program
- Spring or Fall Achievement Event
- State 4-H Dairy Days
- State 4-H Dog Show
- State 4-H Equine Educational Contest
- State 4-H Goat Show
- State 4-H Horse Show
- State 4-H Livestock Judging Contest
- State 4-H Meats Judging Contest
- State 4-H Rabbit and Cavy Show
- State 4-H Shooting Sports Tournament
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____

My 4-H Activities

Put an “X” in the box for each of the 4-H activities that you participated in during this 4-H year. Participation can include club or group, county, state, national or international learning experiences. Be sure to complete a copy of the “My 4-H Activity Pages” on page 29 for activities that you completed.

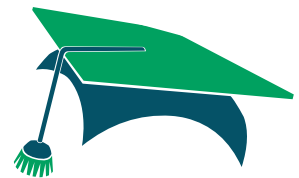
- County 4-H Awards/Recognition program
- County 4-H Councils/Committee Meetings
- 4-H Afterschool program
- 4-H sponsored activities
- Fundraising
 - Tractor Supply Company (TSC) Paper Clover Campaign
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____
- National 4-H Science Experiment
- National 4-H Week
- Team-building 4-H activities
- Other (please specify): _____
- Other (please specify): _____
- Other (please specify): _____



4-H Core Values

Put an “X” in the box for each of the 4-H experiences that you participated in during this 4-H year. Participation can include club or group, county, state, national or international learning experiences. Be sure to complete a copy of the appropriate pages for each of these activities that you completed.

- Community service
- Educational trainings (field trips, clinics, workshops, trainings)
- 4-H club or group
- Teen leadership



My Future

Record your future goals and aspirations in this section.

My education and career goals are to:

1. _____

2. _____

3. _____

A goal that I would like to accomplish this year is:

A goal that I would like to accomplish in 5 years is:

If I could change one thing about the world, it would be:



Snapshot of My 4-H Goals

Setting goals is the next step in planning your future. Think about what you would like to learn and accomplish – not just what you want to do or win – during the upcoming 4-H year. At the end of the 4-H year, evaluate your progress by reviewing these goals. Complete a copy of the “My 4-H Project Pages” on page 25 for each project in which you are enrolled.



Personal Goals

Personal goal: _____

What I want to learn or do related to this goal this year:

Personal goal: _____

What I want to learn or do related to this goal this year:

Project Area Goals

Project area: _____

What I want to learn or do in this project area this year:

Project area: _____

What I want to learn or do in this project area this year:

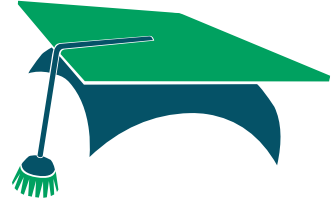
Project area: _____

What I want to learn or do in this project area this year:



Snapshot of My 4-H Education

4-H offers youth ages 5 to 19 countless hands-on learning opportunities in a wide variety of project areas. Use this page to record all learning experiences you have had in 4-H. These can include learning individually, in a project meeting, club or group meeting or in county, regional, state or national events. You could include things such as field trips, guest speakers, demonstrations, job shadowing, reading, practicing or countless other learning techniques. Be sure to include these educational experiences on your "My 4-H Project Pages" on page 25.



Educational activity: _____

Date of activity: _____

Location of activity: _____

People who taught me: _____

What I learned: _____

Educational activity: _____

Date of activity: _____

Location of activity: _____

People who taught me: _____

What I learned: _____

Educational activity: _____

Date of activity: _____

Location of activity: _____

People who taught me: _____

What I learned: _____

Educational activity: _____

Date of activity: _____

Location of activity: _____

People who taught me: _____

What I learned: _____



Snapshot of My 4-H Achievements

4-H offers members many opportunities to be recognized for their outstanding accomplishments and rich learning experiences. Use this page to record awards, honors and recognitions that you have received. Include a list of your entries in fairs, spring achievement and other educational contests as well as applications for club, county, or state awards or scholarships. Be sure to include these educational experiences on the "My 4-H Project Pages" on page 25. List the educational contests (fair, spring achievement, expos, shows or other educational contests) you have entered this year, the items you exhibited at each and the results.



Educational contest: _____

Date: _____

Award earned: _____

Related project, program or activity: _____

Award sponsor or venue: _____

Educational contest: _____

Date: _____

Award earned: _____

Related project, program or activity: _____

Award sponsor or venue: _____

Educational contest: _____

Date: _____

Award earned: _____

Related project, program or activity: _____

Award sponsor or venue: _____

Educational contest: _____

Date: _____

Award earned: _____

Related project, program or activity: _____

Award sponsor or venue: _____



Snapshot of My 4-H Community Service

Community service activities are those things you do alone or with others within your community to help someone who is unable to accomplish the necessary task alone. Complete a copy of the "My 4-H Community Service Pages" on page 33 for each event.



Community Service Project or Activity:

Date of activity: _____

Location of activity: _____

People involved: _____

Community Service Project or Activity:

Date of activity: _____

Location of activity: _____

People involved: _____

Community Service Project or Activity:

Date of activity: _____

Location of activity: _____

People involved: _____

Community Service Project or Activity:

Date of activity: _____

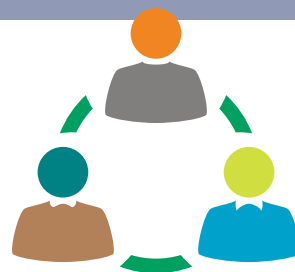
Location of activity: _____

People involved: _____



Snapshot of My 4-H Network

Who have you met through your 4-H experience? 4-H is an opportunity for youth to build positive relationships with caring adults and their peers. Use this page to record the names of the people you have met through any of your 4-H experiences. These can include other members in your club or group; members from other clubs or groups, counties, states, or nations; your leaders; mentors; project instructors or staff.



Contact:

Name: _____

Where we met: _____

Contact information: _____

Contact:

Name: _____

Where we met: _____

Contact information: _____

Contact:

Name: _____

Where we met: _____

Contact information: _____

Contact:

Name: _____

Where we met: _____

Contact information: _____

Contact:

Name: _____

Where we met: _____

Contact information: _____



Snapshot of My 4-H Participation

Recording your 4-H activities on a calendar is a great way to keep track of what you have done in 4-H. Use this calendar to record project and club or group meetings you have attended and activities, events or any other 4-H opportunities you have participated in.



Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Month: _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



My 4-H Club or Group and Committee Pages

Please complete this “My 4-H Club or Group and Committee Pages” section for any clubs or committees you have participated in this year. Add additional pages as needed.

4-H club or group name: _____

Officers

President: _____

Secretary: _____

Treasurer: _____

Vice-president: _____

Historian: _____

Other officer (please specify): _____

Other officer (please specify): _____

Other officer (please specify): _____

Volunteer Leaders

Club or group volunteer leaders: _____

Project volunteer leaders: _____

Teen leaders: _____

Other volunteers (please specify): _____

Other volunteers (please specify): _____

Other volunteers (please specify): _____



Meetings

Record the main activities of your club or group this year — include business meetings, project work at meetings, special programs, activities, events, community service, fundraising, field trips or guests. If you have a leadership role in your club or group be sure to complete the “My 4-H Leadership Pages” on page 35 and indicate if you had a leadership role in helping plan any of the meetings or educational activities.



September

Meeting date: _____

Type of meeting: _____

My leadership role: _____

October

Meeting date: _____

Type of meeting: _____

My leadership role: _____

November

Meeting date: _____

Type of meeting: _____

My leadership role: _____

December

Meeting date: _____

Type of meeting: _____

My leadership role: _____

January

Meeting date: _____

Type of meeting: _____

My leadership role: _____

February

Meeting date: _____

Type of meeting: _____

My leadership role: _____

March

Meeting date: _____

Type of meeting: _____

My leadership role: _____

April

Meeting date: _____

Type of meeting: _____

My leadership role: _____

May

Meeting date: _____

Type of meeting: _____

My leadership role: _____

June

Meeting date: _____

Type of meeting: _____

My leadership role: _____

July

Meeting date: _____

Type of meeting: _____

My leadership role: _____

August

Meeting date: _____

Type of meeting: _____

My leadership role: _____

What I Learned

Please describe what you have learned in each of the following areas from your 4-H club or group experience:

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the National 4-H mission mandates (citizenship, healthy living and science):

My 4-H club or group's goals for the year:

How we accomplished these goals:

The benefits to me of belonging to a 4-H club or group:

What I enjoy most about my 4-H club or group involvement:

What was most challenging about working in my 4-H club or group:

How I can improve it:

My responsibilities in my 4-H club or group:

Personal Record Enhancements

They say a picture is worth 1000 words - tell your 4-H story through media that will help you remember and share your experiences. Insert pages with photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Network Pages

Describe what you like about meeting new people: _____

Describe how you get to know new people you meet:

Describe how you grow relationships with people in your network:

People I Know Through 4-H

Contact's name	How we met	Contact information

List the personal qualities that are important to you in maintaining friendships:

List at least one person you would like to meet in the future, and explain why:



What I Learned

Please describe what you have learned in each of the following areas from your networking experience in 4-H:

About communication:

About life skills:

About leadership:

About myself:

How this networking experience addressed the National 4-H mission mandates (citizenship, healthy living and science):

The challenges you had in meeting new people and the ways you overcame them:

The benefits of building positive relationships with peers and adults in 4-H:

The way to show someone you care about them:

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Insert pages with photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Project Pages

Please complete a separate "My 4-H Project Pages" section for each project you have participated in this year. Add additional pages as needed.

Project: _____ **Leader(s):** _____



Find out more about 4-H project opportunities:
<http://4h.msue.msu.edu/programs>

Before You Start

My goals for this project during this 4-H year:

I want to learn:

I want to do, see, experience:

My 4-H Project

4-H learning experiences (meetings, events, etc.):

People who helped me learn:

What I learned about this project (content knowledge, skills):

What I made or did:

Project Expenses

Date	Description of Expense	Amount
		\$
TOTAL		\$

Recognition

I received these recognitions and awards for this project:

I created an exhibit for these venues/events (fair, spring achievement, etc.):

A 4-H project is the total experience that comes from having been involved in 4-H learning.

A 4-H experience is any activity that contributes to the learning in 4-H or around the project area.

A 4-H exhibit is what you put on public display (such as at a fair) to show involvement in a project.

What I Have Learned

Please describe what you have learned in each of the following areas from your 4-H project:

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the National 4-H mission mandates (citizenship, healthy living and science):

What I enjoyed most about this project: _____

What I enjoyed least about this project: _____

What I will do differently in the future: _____

My future goals for this project: _____

My favorite project memory this year: _____

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Insert pages with photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Education Pages



Please complete a separate "My 4-H Education Pages" section for each training, clinic, workshop or field trip learning opportunity.

Training or clinic attended:

Date:

Location:

Before You Start

What I hope to gain from this experience:

The questions I want to ask about this topic before the event:

The educational experience I participated in:

What I learned through this educational experience:

The people who led or taught this educational experience:

New questions I have about the topic after attending this educational experience:

How I can learn more about this topic in the future:

What I taught or will teach others about this topic:



Related Projects

Specific projects this event relates to:

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the National 4-H mission mandates (citizenship, healthy living and science):

What I enjoyed most about this experience:

What I enjoyed least about this experience:

What I will do differently in the future:

My favorite memory of this experience:

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Insert pages with photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Activity Pages

Please complete a separate "My 4-H Activity Pages" section for each activity you participate in each year.



Activity: _____

Date: _____ Location: _____

Before You Start

Why I wanted to participate in this experience:

A role I had in planning this activity:

My 4-H club or group's participation in this activity:

What I learned from this activity:

The skills I gained:

How I describe the activity:

How I would encourage other 4-H members to participate in this activity in the future:

Who I Met

4-H members:

Adults:

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the 4-H National mission mandates (citizenship, healthy living and science):

What I enjoyed most about this experience:

What I enjoyed least about this experience:

What I will do differently in the future:

My favorite memory of this experience?

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Insert pages of photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Event Pages

Please complete a separate "My 4-H Event Pages" section for each event you attend this year.

Name of event: _____

Date: _____ Location: _____

Before You Start

What I hope to gain from this experience:

Describe the event:

Who I Met

4-H members: _____

Adults: _____

What I Learned Through This Event

What I learned:

What I saw, did or experienced:

How I would encourage other 4-H members to do this:

Project Expenses

Date	Description of Expense	Amount
		\$
TOTAL		\$



Related Projects

Specific projects this event relates to:

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the 4-H National mission mandates (citizenship, healthy living and science):

What I enjoyed most about this experience:

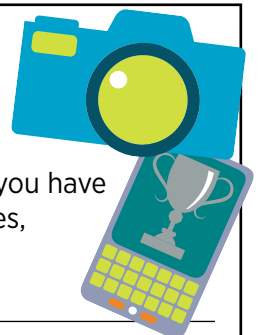
What I enjoyed least about this experience:

What I will do differently in the future:

My favorite memory of this experience:

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Insert pages of photos, news clippings, record books or reports from specific projects, drawings, stories or award applications. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Community Service Pages

Please complete a separate "My 4-H Community Service Pages" section for each project you have participated in this year.

Community Service Project: _____

How I decided what community service was needed:

What I did to plan my community service project: _____

What I did for the project: _____

People involved in the project (people who received service and people who provided service):

My specific roles in the project: _____

When the project took place: _____

Where the project took place: _____

New skills I may have learned to complete the project:

How completing the project made me feel:

How I celebrated my accomplishment: _____

How my community has been improved as a result of this effort:



Project Expenses		
Date	Description of Expense	Amount
		\$
TOTAL		\$

Find out more about community service at https://www.canr.msu.edu/community_service_learning/

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the 4-H National mission mandates (citizenship, healthy living and science):

What I enjoyed most about this project:

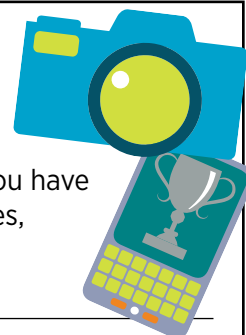
What I enjoyed least about this project:

What I will do differently in the future:

My favorite memory of this project:

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Attach photos, news clippings, record books or reports from specific projects, drawings, stories or award applications to this page. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Leadership Pages

Please complete a separate “My 4-H Leadership Pages” section each year.

Before You Start

My leadership development goals this year:

A person who is a good leader:

Qualities a good leader should have:



Preparing to Be a Leader

Training I have had this year to build my leadership skills:

Ways my leadership skills have improved this year:

Demonstrating Leadership

How I have demonstrated leadership this year:

Specific projects and activities that involved my leadership skills:

The experience I had completing my county's teen leadership project:



Find out more about 4-H leadership development programs: https://www.canr.msu.edu/leadership_citizenship/

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the 4-H National mission mandates (citizenship, healthy living and science):

What I enjoyed most about this experience:

What I enjoyed least about this experience:

What I will do differently in the future:

My favorite memory of this experience:

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Attach photos, news clippings, record books or reports from specific projects, drawings, stories or award applications to this page. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Educational Contest Pages

Please complete a separate "My 4-H Educational Contest Pages" section for each contest you have participated in this year.

Educational contest: _____

Before You Start

My goals for this contest during this 4-H year:

My Educational Contest Entries

Classes or categories I entered: _____

My exhibit or entry:

Method the contest was judged (Danish system or numerical placing):

Awards I received: _____

Judging

Questions the judge asked me:

Questions I had after receiving feedback on the project:

How this experience made me feel: _____

What makes me most proud about this experience:

Project Expenses

Date	Description of Expense	Amount
		\$
TOTAL		\$



Who I Met

4-H members:

Judges:

Leaders:



Related Projects

Specific projects this event relates to:

What I Have Learned

About communication:

About life skills:

About leadership:

About myself:

How this experience addressed the 4-H National mission mandates (citizenship, healthy living and science):

What I enjoyed most about this experience:

What I enjoyed least about this experience:

What I will do differently in the future:

My favorite memory of this experience?

Personal Record Enhancements

They say a picture is worth 1000 words – tell your 4-H story through media that will help you remember and share your experiences. Attach photos, news clippings, record books or reports from specific projects, drawings, stories or award applications to this page. If you have multimedia resources where you have shared your accomplishments such as digital badges, electronic portfolios, videos, photos or any other resource, include a link to them here.





My 4-H Year in Review: 9- to 11-Year-Olds



Check the box for each of the portfolio page sections you completed this year. If you completed more than one section for a category, indicate the number on the line following the category. For example, if you completed four, "My 4-H Project Pages," write "4." Review each of the pages you have completed this year before proceeding to the next activities.

- | | |
|---|---|
| <input type="checkbox"/> Snapshot of My 4-H Year _____ | <input type="checkbox"/> My 4-H Network Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Goals _____ | <input type="checkbox"/> My 4-H Project Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Education _____ | <input type="checkbox"/> My 4-H Education Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Achievements _____ | <input type="checkbox"/> My 4-H Activity Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Community Service _____ | <input type="checkbox"/> My 4-H Event Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Network _____ | <input type="checkbox"/> My 4-H Community Service Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Participation _____ | <input type="checkbox"/> My 4-H Leadership Pages _____ |
| <input type="checkbox"/> My 4-H Club or Group & Committee Pages _____ | <input type="checkbox"/> My 4-H Educational Contest Pages _____ |
| | <input type="checkbox"/> My 4-H Year in Review _____ |

Name the four H's. Then, next to each, describe what you have learned or mention skills you have developed related to each H during the past year.

H: _____

H: _____

H: _____

H: _____





My 4-H Year in Review: 12- to 14-Year-Olds



Check the box for each of the portfolio page sections you completed this year. If you completed more than one section for a category, indicate the number on the line following the category. For example, if you completed four, "My 4-H Project Pages," write "4." Review each of the pages you have completed this year before proceeding to the next activities.

- | | |
|---|---|
| <input type="checkbox"/> Snapshot of My 4-H Year _____ | <input type="checkbox"/> My 4-H Network Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Goals _____ | <input type="checkbox"/> My 4-H Project Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Education _____ | <input type="checkbox"/> My 4-H Education Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Achievements _____ | <input type="checkbox"/> My 4-H Activity Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Community Service _____ | <input type="checkbox"/> My 4-H Event Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Network _____ | <input type="checkbox"/> My 4-H Community Service Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Participation _____ | <input type="checkbox"/> My 4-H Leadership Pages _____ |
| <input type="checkbox"/> My 4-H Club or Group & Committee Pages _____ | <input type="checkbox"/> My 4-H Educational Contest Pages _____ |
| | <input type="checkbox"/> My 4-H Year in Review _____ |

Write Your 4-H Story

Your 4-H story should tell what you have learned through 4-H and how your experiences have shaped you. It should communicate how 4-H has influenced your career plans and prepared you for the future. You can express how you have gained and used the core values of 4-H.

Your 4-H story should be one to three pages long. The following outline may help you develop your 4-H story. It is divided into parts simply to help you outline what you want to say about yourself. Do not identify these parts in your 4-H story.

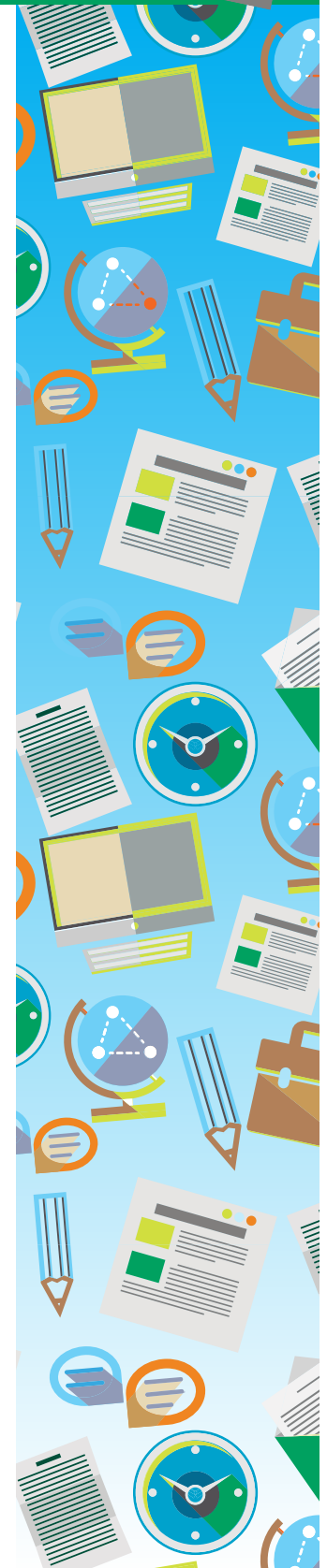
Part 1: Introduce yourself. Include your age and interests; Talk about your family. Tell where you live, where you go to school, and when and why you became involved in 4-H.

Part 2: Tell about the project area or areas in which you are enrolled. Write about how 4-H helped you learn things about this area you didn't know before and how your project grew in size and scope. Discuss some of your successes as well as failures in the project area.

Part 3: Highlight your other 4-H projects and activities, including major learning experiences, special interests and unusual situations you have encountered.

Part 4: 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 your team or group involvement and efforts.

Part 5: Describe how 4-H participation has had an impact on the way you feel about yourself. Tell how it has influenced your school and career goals, and your use of leisure time. Tell about your plans for the future and the career you want to pursue.





My 4-H Year in Review: 15- to 19-Year-Olds



Check the box for each of the portfolio page sections you completed this year. If you completed more than one section for a category, indicate the number on the line following the category. For example, if you completed four, "My 4-H Project Pages," write "4." Review each of the pages you have completed this year before proceeding to the next activities.

- | | |
|---|---|
| <input type="checkbox"/> Snapshot of My 4-H Year _____ | <input type="checkbox"/> My 4-H Network Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Goals _____ | <input type="checkbox"/> My 4-H Project Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Education _____ | <input type="checkbox"/> My 4-H Education Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Achievements _____ | <input type="checkbox"/> My 4-H Activity Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Community Service _____ | <input type="checkbox"/> My 4-H Event Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Network _____ | <input type="checkbox"/> My 4-H Community Service Pages _____ |
| <input type="checkbox"/> Snapshot of My 4-H Participation _____ | <input type="checkbox"/> My 4-H Leadership Pages _____ |
| <input type="checkbox"/> My 4-H Club or Group & Committee Pages _____ | <input type="checkbox"/> My 4-H Educational Contest Pages _____ |
| | <input type="checkbox"/> My 4-H Year in Review _____ |

Create Your Résumé

An entry-level job I would like to apply for:

A future career I am working toward:

1. Create a résumé for the entry-level job that you would like to apply for. Your résumé should include:
 - Contact information
 - Objective
 - Education
 - Volunteer and work experience
 - Relevant skills needed for the position
2. Ask a volunteer leader, staff member or other adult who knows you well to write a letter of recommendation for you.
3. Determine what skills, knowledge, education and training you will need to gain to reach your future career goal. Set increasingly more difficult goals to help you step up to achieve your future career goal.

