

# JR. LIVESTOCK RECORD BOOKS & 4-H PORTFOLIO TRAINING

SANPETE COUNTY 4-H 2020

EXTENSION   
UtahStateUniversity.

INSPIRE KIDS TO DO

---

# JUNIOR LIVESTOCK RECORD BOOKS

---

---


Are **REQUIRED** to complete  
your project and receive  
your sale check.

- Download from the website & edit the downloaded copy if using the fillable version.
- Complete all lines.
- Make sure you are putting age and Age Group as of September 1<sup>st</sup> LAST YEAR
- Make sure that you get all of your signatures. When you complete your record book, print it off, sign it, have your parent sign it, leader signs it and scan it and email it to Brandi or bring a copy into the office. We will make sure that the final signature is on it.
- Make sure you save your copy on your computer or print an extra one.
- I will probably mark up your turned in copy for future reference.

SANPETE COUNTY JUNIOR LIVESTOCK  
RECORD BOOK

YEAR: \_\_\_\_\_

Important: Download onto computer and edit that copy and save.  
Your work will not save if you edit the online copy.



Name: \_\_\_\_\_

Age at beginning of the 4-H year (Sept. 1) you are reporting \_\_\_\_\_

4-H Age Group:  JUNIOR(8-10)  INTERMEDIATE(11-13)  SENIOR(14-18)

4-H Club or FFA Chapter \_\_\_\_\_

4-H Project Area: Animals: Large Livestock

Species Exhibited (check all that apply):

BEEF  SHEEP  SWINE  GOATS

Name of Livestock Project Leader: \_\_\_\_\_

Year(s) enrolled in 4-H: \_\_\_\_\_ Year(s) enrolled in this project: \_\_\_\_\_

|                                 |            |
|---------------------------------|------------|
| Member's Signature _____        | Date _____ |
| Parent's Signature _____        | Date _____ |
| Leader's Signature _____        | Date _____ |
| Extension Agent Signature _____ | Date _____ |

• Note: Record book will only be accepted if all information is included and it has all required signatures.

- Be thorough with your time. Make sure you count service projects, weigh-in, barn set-up, etc.
- For the production summary, make sure you figure your weight and feed from the same date. If you just figure your weight from weigh-in but your feed amount from the 1<sup>st</sup> of May, your numbers will be off.
- In your equipment inventory, list your supplies that you use year to year like clippers, fitting stand, grooming equipment, feeders, etc. It is ok for you to lump your supplies into categories.
- Figure income and expenses. If you owned your lamb, still list it. Just put “owned” in the cost box.

#### SIZE AND SCOPE

In this section, you will record what you have invested into your project in both time and money. Make sure that you include the time that you spent at the show and sale. If you are the producer of your show animal, put “own” in the Animal Purchase box. In the Equipment in Inventory section, list the equipment that you use for your project that you will retain from year to year and its current value.

| Hours Spent                            |       | Income                          |            |
|--|-------|---------------------------------|------------|
| Description                            | Hours |                                 | Amount     |
| Attending 4-H Club Meetings/Activities |       | Sale Price                      |            |
| Feeding                                |       | Ribbon Premium Money            |            |
| Grooming                               |       | Boosts                          |            |
| Training to Lead                       |       | Other Income                    |            |
| Other                                  |       | Total Income                    |            |
| Total Hours Spent                      |       |                                 |            |
| Production Summary                     |       | Expenses                        |            |
| Description                            |       | Description                     | Total Cost |
| A. Beginning Weight                    |       | Animal Purchase Expenses        |            |
| B. Beginning Date                      |       | Feed Expenses 1                 |            |
| C. Ending Weight                       |       | Feed Expenses 2                 |            |
| D. Ending Date                         |       | Feed Expenses 3                 |            |
| E. Total Weight Gained = C - A         |       | Equipment Expenses              |            |
| F. Number of days on feed = D - B      |       | Health Expenses                 |            |
| Average Daily Gain = E / F             |       | Other Expenses                  |            |
| G. Total pounds of feed                |       | Total Expenses                  |            |
| Pounds gained per pound of feed = E/G  |       | Profit/Loss                     |            |
| Equipment in Inventory                 | Value | = Total Income - Total Expenses |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |
|  |       |                                 |            |

- **Knowledge is things that you “know”. Like, “I learned about the digestive system in pigs.”**
- **Skills are things that you “do”. Like, “I learned how to set up my lamb for the judge.”**
- **You should have at least three items in each list.**
- **In the activities section, list ONLY 4-H or FFA Activities.**
  - Club Meetings and practices
  - Camps and Clinics (Parasite Clinic, JYC, etc.)
  - Weigh-in, livestock show, barn set-up
  - Parades
  - Family Fun Nights
  - Fundraisers
  - Portfolio Workshops

**Knowledge and Skills**

- In this section, you will record what you have learned this year. Remember, knowledge is information that you learned and skills are things that you learned to “do”.

Knowledge Learned

|  |
|--|
|  |
|  |
|  |
|  |
|  |

Skills Learned

|  |
|--|
|  |
|  |
|  |
|  |
|  |

**Activities** – List the 4-H Activities (online, club, chapter, county & state) that you were involved in.

| Dates | Description of Activity |
|-------|-------------------------|
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |
|       |                         |

- **List any awards you earned this year. Showmanship, test, market. Put your ribbon color in the place/award box.**
- **List community service projects. Did your club pick up trash? Did you help on the wash rack project? Make sure this is only service that you have done in a 4-H capacity.**
- **Leadership is more than just holding a position. Leading pledges, displaying a promotional poster at the show, riding on the 4-H float, and mentoring others are leadership opportunities too. If you attended a retreat or camp and learned leadership skills, count it.**

**Awards** – List the 4-H Awards that you won relating to your livestock project

| Date | Contest<br><small>(i.e. Sanpete County Junior Livestock Show)</small> | Project Entered<br><small>(i.e. Market Lamb Showmanship)</small> | Place and/or Award | Value of Premiums If any |
|------|---|--|--------------------|--------------------------|
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |
|      |   |  |                    |                          |

**4-H Community Service** – List the service (club, chapter, county & state) that you did.

| Dates | Description of Activity | Hours |
|-------|-------------------------|-------|
|       |                         |       |
|       |                         |       |
|       |                         |       |
|       |                         |       |
|       |                         |       |

**Leadership** – List any leadership role (club, chapter, county & state) that you served in. Include any time you led the pledges, rode on a 4-H Float, mentored youth, etc.

| Dates | Leadership Role | Responsibilities |
|-------|-----------------|------------------|
|       |                 |                  |
|       |                 |                  |
|       |                 |                  |
|       |                 |                  |
|       |                 |                  |

- **Get a list of vaccinations from your producer. List those on the Animal Health Record.**
- **If you deworm your animal (and you should) list that here also.**

- **In the “Other Activities” section, list all of the other things that you are involved in outside of 4-H. Dance, soccer, girls camp, family trips, etc. That all goes here.**

**Animal Health Record**— List all medications that you administered to your animal including vaccinations and de-wormer. Don't forget about the little things like infected ear tags or cuts.

| Date | Tag# | Condition Treated | Estimated Weight | Treatment Given | Person Giving Treatment | Instructed Withdrawal Days and Restrictions | Date Withdrawal Completed | Results |
|------|------|-------------------|------------------|-----------------|-------------------------|---|---------------------------|---------|
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |
|      |      |                   |                  |                 |                         |   |                           |         |

**Other Activities and Achievements** – List the activities that you were involved in this year outside of your livestock project and 4-H. Include sports, school, family and church activities here.

| Dates | Description of Activity or Achievement |
|-------|--|
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |
|       |  |



- **Here's your chance to get creative. Tell about yourself, your project, your 4-H experiences, what you have learned this year, how you have grown. What went well for you? What didn't? Did you make new friends? What was the best part of the Junior Livestock Show?**
  
- **In the "Looking Ahead" section, take a second and set some goals for next year. What will you do different in the future? What have you learned this year that will help you as you grow in the 4-H program?**

**My Story** – Tell about yourself, your hobbies and your project. What are some things you learned this year? How did you improve? What are some good memories that you made?

**Looking Ahead** – How will you use what you learned this year? What will you do differently? What are you excited about for next year?

---

**4-H Portfolios are the combination of  
a resume & cover letter.**

**The are not required for livestock but  
are eligible for prizing.**

---

# Why 4-H Portfolios?

- The following 4-H opportunities require a 4-H Portfolio to be submitted. Youth should start developing these materials early in the Junior age 4-H experience to be prepared for the future.
- STATE & REGIONAL LEADERSHIP ROLES
- NATIONAL 4-H CONFERENCE
- COUNTY AWARDS NIGHTS AND PORTFOLIO CONTESTS
- 4-H STATE AMBASSADOR
- STATE PORTFOLIO CONTEST
- 4-H SCHOLARSHIPS

# 4-H Resume

- The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments.
- The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, and community service.
- Each year, applicants will need to update their information, maintaining the most pertinent information over time.
- Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant.
- **Applicants should include contact information, county, school grade, and year in 4-H. Maximum 2 pages.**

**A RESUME IS A CHANCE TO EXPRESS INDIVIDUALITY...  
MAKE IT UNIQUE!**

Resumes are the summary of an individual's knowledge, skills, experience, and accomplishments. In Utah 4-H, we score those competencies in the following sections:

**4-H PROJECT INVOLVEMENT**

Summarize 4-H projects by including facts such as: the amount of time/effort contributed, how many years of involvement, knowledge/skills gained, etc.

**4-H ACTIVITIES & EXPERIENCES**

Show that you are active in the 4-H program and your community as a whole. Show age appropriate involvement in different activities. Explain activities and experiences in detail. "4-H" should be used in descriptions where appropriate.

**4-H AWARDS & RECOGNITION**

Include any contests and awards you have completed. Awards should show age appropriate progression.

**4-H LEADERSHIP EXPERIENCE**

Give a clear picture of the responsibilities and duties in each leadership role. Show age appropriate progression.

**4-H COMMUNITY SERVICE**

Explain 4-H community service activities you were involved in. Give a clear picture about what was accomplished.

**NON 4-H EXPERIENCES**

Explain accomplishments, experiences, activities, and service outside of 4-H involvement.

**BE SURE TO...**

**CLEARLY DEFINE 4-H VS NON 4-H CONTENT  
FOLLOW THE RUBRIC REQUIREMENTS  
INCLUDE THE ESSENTIALS**

**ESSENTIALS:**

**FULL NAME**

**CONTACT INFORMATION**

**YEARS IN 4-H**

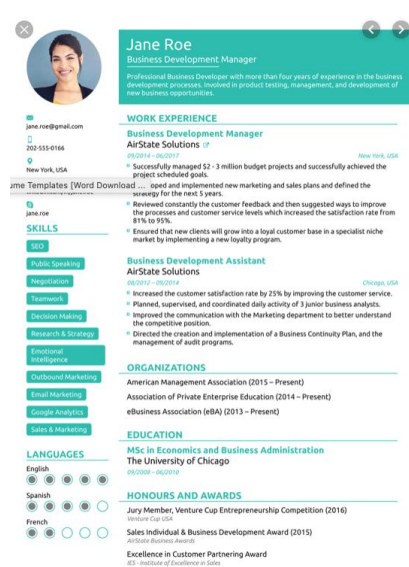
**4-H COUNTY**

**4-H AGE DIVISION**

**(JUNIOR, INTERMEDIATE, SENIOR)**

# Sample 4-H Resume

**Chris Clover**  
Intermediate 4-H Member, Cache County  
4900 Old Main Hill  
Logan, UT 84322



## 4-H Project Involvement

- 2016 – 2019 4-H Horse Club Member, Lucky Clovers
  - o Meetings occurred once per week for 2 hours
  - o Learned the basics of Horsemanship and Speed Events
  - o Managed annual budget
    - Hay (\$7.00/bale x 150 = \$1,050.00)
    - Show Attire (\$150.00)
    - New Tack (\$220.00)
- 2017 – 2018 Raised Sheep for County Fair, Lucky Clovers Sheep Club
  - o Learned current livestock market prices; purchased sheep for \$515.00 sold for \$1250.00
  - o Worked with community to seek buyers
  - o Purchased hay (\$7.00/bale x 2 sheep = \$320.00)
  - o Worked 53 hours
  - o Profited \$735.00 on two sheep

## 4-H Activities & Experiences

- 2017 Attended Intermediate 4-H Camp, State Level; Price, Utah
- 2017 Attended Lucky Clovers 4-H Club Community BBQ, County Level; Logan, Utah
- 2018 Attended Northern Region Teen Leaders Conference, Regional Level; Salt Lake City, Utah
- 2018 Attended 4-H University, State Level; Logan, Utah

## 4-H Awards & Recognition

- 2018 Won Showmanship Reserve Champion, Cache County Livestock Show
- 2017 Won Overall Judged Events, Cache County Horse Shows
- 2016 Won Top Individual Test Score, Cache County Horse Show

## 4-H Leadership Experience

- 2019 Cache County Junior Ambassador
- 2018 Joined Cache County Teen Council; facilitated six meetings
- 2017 Lucky Clovers 4-H Club Secretary
- 2016 Lucky Clovers 4-H Club Pledge Leader

## 4-H Community Service

- 2017 Painted fairgrounds bleachers with Lucky Clovers 4-H Club, Cache County
- 2018 Organized blanket making event with Teen Council, Salt Lake County
- 2019 Planned canned food drive during Thanksgiving, Cache County

## Non 4-H Experiences

- 2017 Earned fishing, swimming, and sewing Boy Scout Merit Badges
- 2018 Served as youth leader in church calling
- 2019 Won Region 5 Zone 3 Soccer Championship

# Ages and Stages

Youth of all ages should be involved in the portfolio program. As youth progress through 4-H, and as they mature, progression should be reflected in their portfolio. Through the 4-H program and portfolio process, it is important to understand what is expected for the certain ages of our 4-H youth. Portfolios can help to enhance characteristics common to 4-H youth at each development level.

## JUNIORS

### (3RD - 5TH GRADE)

Youth at this age need to have small successes celebrated. Portfolios allow for our adult volunteers to praise, work with, and honor youth for their accomplishments. Portfolios also allow a junior aged youth to self-reflect on the year and view themselves as becoming independent.

## INTERMEDIATES

### (6TH - 8TH GRADE)

As youth become more independent at this age, it is important for them to reflect upon and celebrate their own successes. Portfolios allow them the opportunity to focus on personal achievement, service, and leadership. At this stage in their life, intermediate aged youth want know how they can improve for the better. Portfolios allow for goal setting and comparison needed for achievement.

## SENIORS

### (9TH - 12TH GRADE)

Senior aged youth are at a point in their life where many important choices are right in front of them. Portfolios allow them to reflect upon past experiences and outcomes to aide in their future planning. Seniors are also able to further understand personal independence and identity as they review their 4-H past experiences throughout their portfolio.





# Levi M. Reber

HC 64 Box 21128 Axtell, UT 84621  
Phone: 435.633.3592 | Email: rebers6@gmail.com

Sanpete County  
Senior Division  
9 Years in 4-H

## 4-H Project Involvement

- **2012 - Present - Large Animal Livestock**
  - **Market Lambs** - Sanpete County Junior Livestock Show
    - Knowledge of anutrition, showmanship and fitting, and responsible health practices
  - **Breeding Sheep** - Suffolk/Hamshire Cross Breeding Flock
    - Responsible for health and breeding records, vaccination and deworming schedules, management of income and expenditures, and safe lambing practices
  - **Market Swine** - Sanpete County Junior Livestock Show
    - Experience with feeding techniques and healthy husbandry
- **2013 - Present - Gardening**
  - Successfully grown many garden crops such as; melons, pumpkins, corn, peppers, tomatoes, sunflowers, squash, beets and potatoes
  - Experience with drip irrigation systems and garden plastic to conserve water
  - Safe and proper use of pesticides and farm equipment
- **2017 - Present - STEM/Maker - Metal Art**
  - Proficient in the use of MIG and Arc welders
  - Knowledge of welding safety, weld joints, metals and metal working tools

## 4-H Activities & Experiences

- 2019 • National 4-H Congress in Atlanta, GA, Utah Delegate; *National Level*
- 2019 / 2018 • Utah 4-H TLT, Logan, UT; *State Level*
- 2019 - 2012 • Sanpete County Junior Livestock Show; *County Level*
- 2019 • Utah 4-H State Contests, Logan, UT; *State Level*
- 2019 / 2018 • Intermountain Livestock Judges Training, UT; *Multi-State Level*
- 2019 / 2018 • Utah 4-H Southern Region Teen Retreat, Bryce Canyon, UT; *Region Level*
- 2019 / 2017 • Utah State 4-H Portfolio Contest; *State Level*
- 2019 • Utah State 4-H Teen Winter Retreat, Aspen Grove, UT; *State Level*
- 2017 • 4-H Regional Shooting Sports Competition, Kanab, UT; *Region Level*
- 2017 / 2016 • i4-H, Price, UT; *State Level*
- 2016 • Southern Idaho Livestock Judging Camp, Twin Falls, ID; *Multi-State Level*
- 2015 / 2014 • 4-H JYC, Snow College, Ephraim, UT; *State Level*
- 2015 • National 4-H Week Bake and Take; *Club Level*
- 2013 • Sanpete County Portfolio Workshop; *County Level*
- 2012 • Utah 4-H Centennial Celebration, Logan, UT; *State Level*

## 4-H Awards & Recognition

- 2019 • 1st place Senior 4-H Portfolio, *SCJLA Portfolio Contest*
- 2019 • Sweepstakes Rosette on Anaheim Peppers; *Sanpete County Fair*
- 2019 • Welded Roping Dummy - Selected for State Fair, *Sanpete County Fair*
- 2019 • 1st place Senior Livestock Test in all four species, *SCJLA Show*
- 2019 • 4th place team at Utah 4-H State Contests, *Utah 4-H State Contests*
- 2019 • Selected for National 4-H Congress, *Utah 4-H State Congress Contest*
- 2019 • 2nd High Individual in Judging, *Intermountain Livestock Judges Training*
- 2018 • 1st place Livestock Judging, *SCJLA Judging Contest*
- 2018 • 1st place Senior Swine and Goat Tests, *SCJLA Show*
- 2018 • Sweepstakes - watermelon and sheep feeder, *Sanpete County Fair*
- 2017 • 1st place Intermediate Livestock Judging, *SCJLA Show*
- 2017 • Star Class Market Swine, *SCJLA Show*
- 2016 • 1st Place Overall Novice Judging, *Southern Idaho Livestock Judging Camp*
- 2015 • Star Class Market Swine(2), *SCJLA Show*
- 2014 • 1st place Junior Portfolio, *SCJLA 4-H Portfolio Contest*
- 2013 • 1st place Junior Portfolio, *SCJLA 4-H Portfolio Contest*
- 2012 • State Fair Ribbon - Bouncing Egg Science Project, *Sanpete County Fair*

## 4-H Leadership Experience

- 2017 - Present • Utah 4-H Southern Region Ambassador
- 2016 - Present • Kickin' R 4-H Club President
- 2018 • Seed Workshop Presenter, Utah Farm Bureau Ag Day
- 2017 • Sanpete Sharp Shooters 4-H Club President
- 2016 • 4-H Family Fun Night Presenter
- 2013-2015 • Junior Livestock Ambassador, SCJLA
- 2012-2014 • Kickin' R 4-H Club Office

## 4-H Community Service

- 2019 • Taught Poultry Production to school children; *4-H National Congress*
- 2019 • Barn improvement project; *Sanpete County Fairgrounds*
- 2019 • Letters to servicemen; *Southern Region Retreat*
- 2019 • Gathered comfort items; *Sanpete County Children's Justice Center*
- 2018 • Cleaned up litter; *United We March Event, Gunnison, UT*
- 2018 • Worked at the Fun on the Farm; *Sanpete County Fair*
- 2018 • Renumber all Grandstand Seating; *Sanpete County Fairgrounds*
- 2017 • Folded Veteran Flags; *Centerfield City Cemetery*
- 2016 • Installed new signs on buildings; *Sanpete County Fairgrounds*
- 2016 • Dinner server; *Sanpete County Fair Benefit Dinner and Auction*
- 2015 • Town Park clean-up; *Axtell Post Office Park*
- 2014 • Barex Dairy "Milk Float"; *Sanpete County Fair Parade*

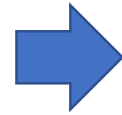
## Non-4-H Experiences

- 2017 - Present • Team Captain; *Gunnison Valley High school Swim Team*
- 2017 - Present • Chapter Sentinel; *Gunnison Valley FFA Chapter*
- 2018 - Present • Certified Lifeguard; *Gunnison City Swimming Pool*
- 2019 • Received Bronze, Gold and Silver Palms; *Boy Scouts of America*
- 2019 • Attended National FFA Convention; *Indianapolis, IN*
- 2019 • Spear fishing trip; *Baja Mexico*
- 2019 • Attended Tulare Farm Show; *Gunnison Valley FFA Chapter*
- 2018 • Received Eagle Scout Rank; *Boy Scouts of America Troop 573*

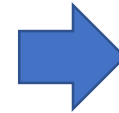


# TECHNICAL WRITING IS A SKILL

- I have raised Market Lambs for 3 years now. I am responsible for feeding, walking, grooming and fitting my lambs. I have learned to measure my lambs grain, use clippers correctly, and exercise my lamb. This year I spent \$385 dollars on my project and made \$650 dollars at the sale. I made \$265 profit.



- 2017-2020 – Market Lambs
  - Sanpete County Junior Livestock Show and Sale
  - Knowledge of feeding, fitting and general care
  - Expenses for 2020
    - Lamb \$200
    - Feed \$100
    - Tag fees \$ 10
    - Supplies \$ 90
  - Income for 2020
    - Sale Price \$600
    - Boost \$ 50
  - Total Profit 2020
    - \$265



- 2017-2020 – Market Lambs - SCJLA
  - Knowledge of nutrition, showmanship, fitting and responsible health practices
  - Total Profit 2020 - \$265

# 4-H Cover Letter

- The cover letter should be a narrative to accompany the resume.
- When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application.
- Each application must have the outlined responsibilities posted.
- Rubrics should be tailored to specific responsibilities/objectives.
- Maximum 1 page.

# Cover Letter Objectives

## COVER LETTER OBJECTIVES

PLEASE CAREFULLY REVIEW OBJECTIVES BEFORE WRITING A COVER LETTER AS THEY ARE SUBJECT TO CHANGE.

### GENERAL STATE & REGIONAL EVENT LEADERSHIP ROLES

- Explain your 4-H leadership experience.
- Why do you want to be a \_\_\_\_\_ leader?
- What has been your involvement with this event in the past?
- What do you hope to learn from this leadership role?

### UTAH 4-H HORSE PROJECT COVER LETTER OBJECTIVES

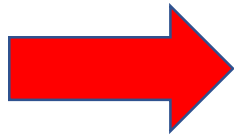
- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved.
- Describe your 4-H leadership experiences and how you have grown as a person.
- Provide details on the impacts of 4-H community service and how these experiences have affected your community.
- Explain how your involvement in the Utah 4-H horse project has impacted your life and challenged you to grow and push yourself outside of your comfort zone.

### UTAH 4-H JUNIOR LIVESTOCK COVER LETTER OBJECTIVES

- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved
- Describe your 4-H leadership experiences and how you have grown as a person
- Provide details on the impacts of 4-H community service and how these experiences have affected your community
- Explain how your involvement in the Utah 4-H junior livestock project has impacted your life and challenged you to grow and push yourself outside of your comfort zone

### UTAH 4-H STATE TURKEY SHOW COVER LETTER OBJECTIVES

- Summarize your project for the current year and specifically outline the skills you have developed, knowledge you have gained, and goals you have achieved
- Describe your 4-H leadership experiences and how you have grown as a person
- Provide details on the impacts of 4-H community service and how these experiences have affected your community
- Explain how your involvement in the Utah 4-H State Turkey project has impacted your life and challenged you to grow and push yourself outside of your comfort zone



EXTENSION   
UtahStateUniversity.

Chris Clover  
4900 Old Main Hill  
Logan, Utah 84322

Clover County 4-H Office  
123 Green Street  
Salt Lake City, UT 84115

September 1, 2019

To Whom It May Concern:

I have experienced a tremendous amount of growth during my second year as an Intermediate 4-H member in Clover County. Throughout my experience in the Lucky Clovers 4-H Club, I have learned more about meeting personal goals, and keeping lasting commitments. My club leader worked with each of us at the beginning of the 4-H season to set goals related to our projects. By setting personal benchmarks, I've developed my horsemanship skills including riding one-handed, and working on lope-off departures. Maintaining consistent attendance to club meetings has taught me to plan ahead and given me experience in balancing multiple schedules.

Based on this year's involvement in 4-H, I have identified several goals for the future. I plan to seek more opportunities to work with knowledgeable adult mentors who can give me more education related to horsemanship. I am also aiming to continue working toward improving my soft-skills, including seeking leadership roles next year.

This year I have gained a new appreciation for my 4-H experience. Making connections with peers and mentors has helped me gain confidence outside of 4-H, and has taught me more about where I can personally improve in the future. I have truly appreciated all of the opportunities 4-H has given me this year, and I hope to share those with others.

4-H has provided many tools that will be essential in the future. I've learned about educational opportunities related to my 4-H project, made connections that will help guide big decisions in the future, and identified areas for self-improvement. Most importantly I've gained skills that will be used in all aspects of my life such as leadership, communication, and resiliency.

Sincerely,

Chris Clover

# Rubric

## 4-H PORTFOLIO RUBRIC

4-H Portfolios include the combination of a current resume and a cover letter.

### RESUME

The resume should represent a cumulative summary of the 4-H members background, skills, and accomplishments. The 4-H member should summarize their 4-H experience by highlighting their project involvement, activities, awards/recognitions, leadership experiences, community service, and non 4-H experiences. Each year, applicants will need to update their information, maintaining the most pertinent information over time. Content should be clearly identified as 4-H or non-4-H; style of resume and formatting are at the discretion of the applicant. Applicants should include contact information, county, school grade, and year in 4-H.

| CONTENT          | 4-H PROJECT INVOLVEMENT | 4-H ACTIVITIES & EXPERIENCES | 4-H AWARDS & RECOGNITION | 4-H LEADERSHIP EXPERIENCE | 4-H COMMUNITY SERVICE | NON 4-H EXPERIENCES | OVERALL FORMATTING PUNCTUATION GRAMMAR CONTACT INFO | TOTAL |
|------------------|-------------------------|------------------------------|--------------------------|---------------------------|-----------------------|---------------------|---|-------|
| POINTS           | /20                     | /20                          | /10                      | /20                       | /15                   | /5                  | /10   | /100  |
| JUDGE'S COMMENTS |                         |                              |                          |                           |                       |                     |   |       |

### COVER LETTER

The cover letter should be a narrative to accompany the resume. When applying for different 4-H contests, leadership roles, etc., the cover letter should be tailored to the requirements of the application. Each application must have the outlined responsibilities posted, similar to a job application. Rubric should be tailored to specific responsibilities/objectives.

| CONTENT          | OBJECTIVE 1: | OBJECTIVE 2: | OBJECTIVE 3: | OBJECTIVE 4: | OVERALL FORMATTING PUNCTUATION GRAMMAR | TOTAL |
|------------------|--------------|--------------|--------------|--------------|--|-------|
| POINTS           | /20          | /20          | /20          | /20          | /20                                    | /100  |
| JUDGE'S COMMENTS |              |              |              |              |  |       |

# Skills Learned!

- Record Keeping
  - 4-H Portfolios are a way to keep track of your experience, knowledge, and goals. To maintain an updated 4-H Portfolio, youth will need to keep records that are closely related to their projects. While record keeping tools won't be submitted for competitions or applications, they will be essential in gathering information that will be summarized in a resume and cover letter.
- Career Readiness
  - 4-H Portfolios are also a great way to develop skills that will prepare youth for future opportunities such as post-secondary education, scholarship applications, and job applications. Youth are allowed the flexibility to develop documents that are unique to their experience, while learning to include content that will emphasize their abilities.
- Goal Achievement
  - 4-H Portfolios are tools to be used by youth to reflect on what they have learned, and to help guide their future. Developing a resume and cover letter will help youth to see where they excel, and where they may improve their knowledge and experience.

# FAQ's

Q: There seems to be a lot of flexibility in the formatting. How do we know what to include?

A: We are hoping to see unique resumes! These should be tailored to highlight skills and accomplishments just like if youth were applying for a job. Check back to Slide 5 to be sure everything is included.

Q: How do we know what objectives to write about in the cover letter?

A: The cover letter objectives will be different each year for each application. Be sure to check with the contest administrators for current objectives.

Q: Should the cover letter answer the objectives in bullet points, or in paragraph form?

A: Cover letters are traditionally answered in paragraph form. We recommend that youth use this opportunity to learn how to answer specific questions, while improving their writing skills to create a “flow” through the document.

Q: Are we still doing 4-H Certificates of Achievement?

A: You are welcome to keep those for personal records, and we will give you an updated certificate if requested, but it is not required for any application or contest.

---

# QUESTIONS?

---

# DON'T FORGET TO THANK YOUR BUYERS!

# THAT IS ONE OF THE MOST IMPORTANT PARTS OF MAKING YOUR PROJECT SUCCESSFUL.

## The basic outline for your thank you note:

### – Greeting:

Dear Mr. and Mrs. Smith

### – Thank you:

Thank them for their generosity and support

- I want to thank you for buying my hog at the auction and for supporting the 4-H program.
- Thank you for purchasing the Grand Champion Rabbit trophy...
- I really appreciate your generosity in buying my goat. Thank you!

### – Information on what was learned during the animal project:

Tell them what you enjoyed learning

- I learned all about pig nutrition this year.
- This year I learned how to groom my goat all by myself.

### – How they grew as a person or what 4-H means to them

- 4-H has been so much fun because of the new friends I've met.
- I've had many opportunities to lead this year at 4-H meetings.
- 4-H has taught me about working hard this summer.

### – What they plan on doing with the money

- I plan to put the money from the sale of my hog into my college fund.
- I am going to use the money to buy a good breeding doe for my new herd.

### – Thanks

- Thanks again for buying my goat at auction!
- I really do appreciate your support!

### – Closing

- Thanks, Sincerely, Yours Truly

The diagram shows a rectangular envelope with a flap on the right side. In the top-left corner, there is a box containing the text: "Your Name", "Your Address", and "City, State Zip". In the bottom-right corner, there is a box containing the text: "Name of Person", "Address", and "City, State Zip".

Use your best handwriting

Notice that the address you are writing to beings on the bottom half of the envelope.

It is okay to lightly draw some straight lines with a pencil so your address doesn't slant and then erase it after the ink has dried. Make sure you have a good eraser before you try this.



**More info:**

---

# **Sanpete County 4-H Site**

**<https://extension.usu.edu/sanpete/4-H/index>**

**or**

**<https://utah4h.org/projects/leadership/portfolio/>**

---