

# UTAH 4-H



## Career Readiness Workshops



# ***HOW TO CREATE A COMPETITIVE PORTFOLIO*** For Senior 4-H Youth



# COMPETITIVE PORTFOLIOS

## Introduction

Portfolios are an important learning tool for youth, especially senior 4-Hers. They teach important organization and record keeping skills at a young age. Portfolios can also be used to apply for scholarships and are a great addition to resumes. Portfolios are continued year-to-year, allowing youth to track their progress and experiences through 4-H.

## Set Up

Have the signs with the portfolio sections taped in different areas on the wall. Make sure to leave enough room to tape activities beneath them.

## Portfolio Sections

**PROJECT REPORT FORM:** You will have one of these for each project that you are involved in. What have you learned from this 4-H project (knowledge and concepts that you understand)? What new skills have you learned (skills that you can physically apply)?

**EXPERIENCES & ACTIVITIES:** What 4-H activities have you done that are related to your 4-H projects/experience?

**ENTRIES, AWARDS, & RECOGNITIONS:** In what ways have you been recognized for your accomplishments in 4-H? What competitions have you entered your projects into?

**LEADERSHIP:** How have you been involved in 4-H activities in a leadership position? What did you do as a leader?

**COMMUNITY SERVICE:** How have you served others through your 4-H club or organization?

**NON 4-H EXPERIENCES:** What other activities, leadership positions, and community service projects have you been involved in outside of 4-H?

**MY 4-H STORY:** Write two pages about how all of your projects in 4-H have impacted you throughout this year. Include personal stories, experiences, and skills developed.

Everything should be neatly written or typed. All activities should show a progression in the project, with the youth becoming more involved in county, district, state, and even national events as they get older. Remember that some of these seniors may not have much experience because they are new members. Help them to find ways to be more involved in their county.

## Supplies

- Pens/pencils
- 4-H Alumni with completed portfolio
- 3-4 completed senior portfolios (can be from 4-H alumni or have the kids bring ones they are willing to share)
- Signs with the headings for each of the Portfolio sections (At end of document)
- Extra pieces of paper
- Tape

# ← Opening Activity

## 4-H Alumni:

Have a 4-H Alumni bring their 4-H Portfolio. Ask the alumni member to share their portfolio and some of its contents with the 4-H members. Share their project areas, community service activities, leadership, etc. Ask the Alumni member to share how 4-H and keeping a portfolio has impacted them.

Allow the youth to ask questions.

## Activity 1 →

### Step 1:

Divide the youth into smaller groups (5-7 per group). Hand each group a portfolio and ask them to look through each of the sections. Give them 10 minutes to look through the portfolio.

### Step 2:

Ask each group to be prepared to answer these questions:

1. What is your favorite part of this portfolio?
2. What is the most unique experience in this portfolio?
3. Does this portfolio show advancements in their involvement at county, regional, state, and national levels?
4. What did this 4-Her learn from their 4-H experiences?
5. What did you learn from looking through this portfolio?

## ← Activity 2

### Step 1:

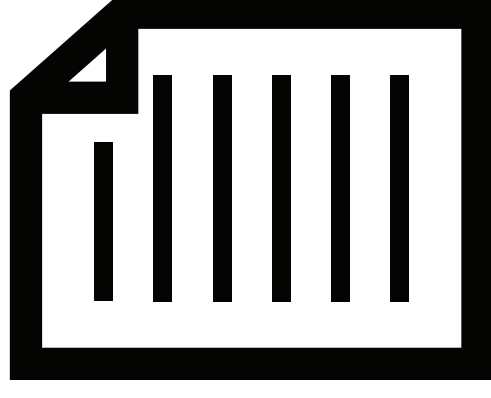
Hand each youth a piece of paper and pen/pencil. Ask them to each write one thing that would go into each section. Make sure that they completely, thoroughly, and correctly fill out the section. Once they have all written and taped something under each section, review these as a group. If there are any that are not filled out correctly, make sure to explain what it is missing.

Note: If you have a large group, you can have each youth only fill out 2-3 sections instead of each section.

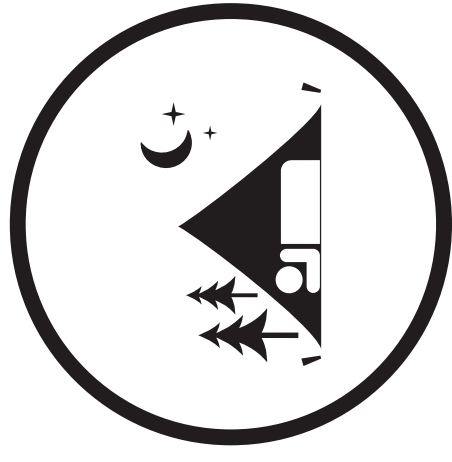
## Wrap Up →

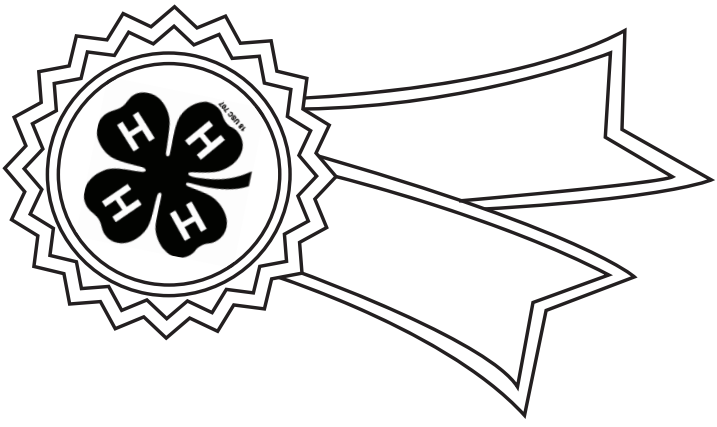
Review all of the information that has been learned. Share the benefits of creating a complete portfolio (scholarships, record keeping, etc). Explain that the skills learned apply to real-life situations and that record keeping is necessary as an adult when using money, filing taxes, going to college, and in their careers.

# SECTION 1: PROJECT REPORT FORM



# SECTION 2: EXPERIENCES & ACTIVITIES





# SECTION 3: ENTRIES, AWARDS & RECOGNITIONS

COMPETITIVE 4-H PORTFOLIOS

# SECTION 4: LEADERSHIP



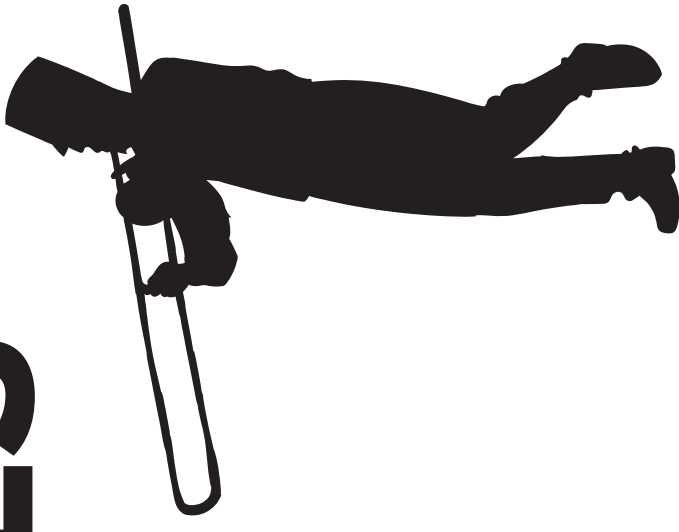
# SECTION 5: COMMUNITY SERVICE



**COMPETITIVE 4-H PORTFOLIOS**



# SECTION 6: NON 4-H EXPERIENCES



**COMPETITIVE 4-H PORTFOLIOS**

# SECTION 7: MY 4-H STORY



**COMPETITIVE 4-H PORTFOLIOS**