



TIPS FOR COMPLETING A CECIL COUNTY 4-H SENIOR PORTFOLIO

4-H

records are a written description of your achievements in the 4-H and community. They document the knowledge and skills that have been learned; they also record your experiences in leadership, citizenship and community service. Even though they may seem like a waste of time now, the record keeping will become important when you become an adult as records are essential for any adult to be successful. Also, as you become older it is nice to look at what you have accomplished and how you grew to be a proficient citizen.

There are several requirements for completing a Cecil County 4-H Portfolio that include the following components:

- **Sturdy Cover**
- **Cecil County 4-H Record Book Cover Page (Form)**
- **Maryland 4-H Application for Out-Of-State Trips (Form)**
- **Table of Contents (4-H'er Develops)**
- **Resume (4-H'er Develops)**
- **4-H Essay (4-H'er Develops)**
- **Cecil County 4-H Project Record(s) (Form)**
- **4-H Photographs-Optional (4-H'er Develops)**



Seniors members (ages 14-18) have the option to do a portfolio or record book, but only portfolios will be submitted to the state level for the 4-Her to be considered as a delegation member on one of five major trips. The five major trips include National 4-H Congress (one youth from each county with the possibility of additional delegate), National 4-H Conference (up to 9 youth), Virginia Members Congress (2 youth), West Virginia Older Member Conference (2 youth) and Camp Miniwanca Leadership Conference (2 youth). A 4-Her is limited to two major trips during his/her 4-H career and no more than one major trip per calendar year. Please note a 4-Her can attend each trip only once during their 4-H career. Cecil County can send a maximum of 10 4-Hers Essays and Resumes on for state competition.

Youth who want to be considered for National 4-H Conference must submit their essay, resume and cover sheet by October 2, 2009. Selected youth can choose to be interviewed on November 10, 2009 at the Maryland 4-H Center, College Park or November 22, 2009 at the Volunteer and Teen Forum, Ocean City. Youth who want to be considered for National 4-H Congress, Virginia Members Congress, West Virginia Older Members Conference and Camp Miniwanca Leadership Conference must submit their essay, resume and cover sheet by January 4, 2010. Selected youth will also be interviewed at the state level in February at one of three locations. The dates to choose from are February 6, 2010-Queen Anne's County Extension Office, Centreville (inclement weather date 2/20), February 9, 2010-Maryland 4-H Center, College Park (inclement weather date 2/23) and February 13, 2010-Carroll County Ag Center, Westminster (inclement weather date 2/28). Project Records and additional materials are only judged on the county level.

Below are the guidelines for State Level Scoring:

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|--------------|-------------------|
| • Resume | 40 points |
| • Essay | 20 points |
| • Interview | 40 points |
| TOTAL | 100 points |

The Cover Page, Application and Project Record forms are available in paper form from the Maryland Cooperative Extension, Cecil County Office or a club leader. Forms are also available online at: <http://cecil.umd.edu>. Click on the "4-H Youth Development" link; once on the 4-H Youth Development page, click on the "Cecil County 4-H Record Keeping Information" link. You can open up the forms in Microsoft Word and type in the forms and save them onto your computer. Remember to save the forms by different names (i.e. 2009 Cover Page, Swine Project Record). If you need to add a new row, simply put the cursor just beyond the outside end of the last row and hit enter.

If you have any questions contact the Maryland Cooperative Extension, Cecil County at 410-996-5280 or E-mail April Hall Barczewski at adhall@umd.edu. Following are some helpful hints and tips for completing the various components of your 4-H Senior Portfolio.

Sturdy Cover (You can use the same cover year after year)

The standard 4-H cover is recommended, but not required. It is 8 ½" x 11" and is available from the 4-H Office for \$2.00 each. If you do not purchase the 4-H cover you can use a sturdy report cover or folder with tabs. Three-ring binders are not encouraged because they are too bulky. All information should be securely fastened in the cover.

Cecil County 4-H Record Book Cover Page (Replaced Annually)

The 4-H Record Book Cover Page is to be completed by all 4-H members. This form is to be replaced each year the 4-H Record Book is completed. The cover page contains personal information, club membership information, 4-H goals, business meeting participation, club member and leader's signatures, and leader comments. After you finish your Record Book it must be reviewed by your club leader for accuracy and completeness. The leader is also asked to fill in comments before it is turned into the Extension Office. It is a good rule to give your Record Book to your club leader at least one week prior to the due date. Remember if you wait until the last minute you might not be able to locate your club leader for a signature. Also, remember to be courteous to your leader because it is not fair to them if you wait until last minute to get in touch with them.

Maryland 4-H Application for Out-Of-State Trips (Replaced Annually)

The Maryland 4-H Application for Out-Of-State Trips Form is to be completed by Senior 4-H members who want to be considered for a major 4-H trip that he/she is interested in attending. The 4-H major trips include: National 4-H Congress, National 4-H Conference, West Virginia Older Member Conference and Camp Miniwanca Leadership Conference. This form is to be replaced each year the 4-H Portfolio is completed.

Table of Contents (4-H Member Makes Their Own)

The table of contents lists all forms/categories included in the Record Book. Make sure the table of contents lists each project record form that is included. (i.e. Market Swine Project Record, Gardening Project Record, etc.) Marked section/tab dividers make it easier to maneuver through the Record Book.

The Resume (4-H Member Makes Their Own)

Helpful Hints

- The Resume is an accumulation of what you have done throughout your 4-H career (start with most recent and go to oldest).
- Judging based on Citizenship, Leadership, and Life Skills.
- Length – no more than three pages
- Single spaced
- Margins – no less than 1 inch
- Font Size – no less than 12 point
- Font Type - Times New Roman
- Use bulleting, not paragraphs.
- Must be typed.

The Format

- Personal Information
 - Name and Address (required)
 - Club and county (optional)
- Objective
 - Fill in a one-sentence objective when you create a resume for a particular purpose. Your objective is best expressed in the fewest words possible, while still being clear and explicit.
- Skills and Accomplishments
 - Summarize your leadership activities, citizenship activities, and life skills acquired. Be explicit and use duties and numbers, where appropriate.
 - Citizenship – indicate significant citizenship efforts and impacts.
 - Leadership – indicate major leadership roles and impacts.
 - Life Skills – indicate special achievements; focus on knowledge and skill gained through 4-H involvement. Some life skills include:
 - Managing-keeping records, wise use of resources, planning/organizing
 - Thinking-problem solving, critical thinking, decision making, learning to learn
 - Living-disease prevention, personal safety
 - Being-self responsibility, self discipline, character
 - Working-teamwork, self motivation, contribution to group effort
 - Giving-community service, leadership
 - Caring-sharing, empathy, concern for others
 - Relating-communication, cooperation, social skills, accepting differences.

(Targeting Life Skills Model, Hendricks, 1996)

- Education
 - Include name of school attending and anticipated graduation date. Also, list most meaningful participation in school activities (leadership and honors).
- Employment (Optional)
 - List any work experience.
- Personal Information
 - Include information on family, hobbies, group affiliations, and church. (Especially those that contribute to your objective and information in your resume.)

Essay Question (4-H Member Makes Their Own)

- The Essay Question replaces the 4-H Story.
- Essay topic for Record Book is determined each year.
- Essay theme for 2010 Trips: **“What are the three most important life skills you have developed through 4-H involvement and why?”**
 - Length – no more than two pages
 - Double spaced
 - Margins – no less than 1 inch
 - Font Size – no less than 12 pt.
 - Font Type - Times New Roman
- For some life skills suggestions, please refer to the Targeting Life Skills Model at <http://www.extension.iastate.edu/4h/lifeskills/previewwheel.html>
- Check carefully for spelling and grammar errors.
- Must be typed.

Cecil County 4-H Project Record(s)

4-H Projects are designed so you, as 4-H members, can progress at your own pace through various learning experiences. Project records help you list everything you've done in your 4-H project during the current 4-H year. To complete a project one should do a communication activity, an exhibit and complete the project record. These tips will help you complete the 4-H Project Record. Remember to complete one for each project area that you carry.

There are three different project records:

- Non-Animal Record
- Animal Project Record for Breeding and Companion Animals
- Market Animal Record

The **Non-Animal Record** should to be used for non-animal projects such as public speaking, gardening, crafts, sewing, small engines, bicycle, shooting sports, veterinary science, etc. It should not be used for any animal project record.

The **Animal Project Record** should be used for Breeding and Companion Animal projects including cats, dogs, horses, poultry, rabbits, small pets, breeding beef, dairy cattle, dairy goats, breeding meat goats, breeding sheep, and breeding swine projects. (If you own both market and breeding animals in the same project area (i.e. sheep: own market lambs and breeding sheep, you need to fill out the entire 4-H Animal Project Record). Make sure that you include your project exhibits and finances for both breeding and market projects in the Animal Project Record.

The **Market Animal Record** should be used for market 4-H projects including meat goats, market dairy steers, market beef, market lambs, market broilers, market swine and market rabbit projects. (If you own both market and breeding animals in the same project area i.e.. sheep: own market lambs and breeding sheep, you need to fill out the animal information section of the 4-H Market Project Record and all other information is to be put on the 4-H Animal project record). Make sure that you include your project exhibits and finances for both breeding and market projects in the Animal Project Record.

Cecil County 4-H Project Record (Non-Animal)

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Project Exhibits: Exhibits include all fairs and shows your project has been entered that directly relate to the project record that you are completing. Fill in the date, exhibit (a description of the exhibit), location (where event held) and placing.

Project Activities: Activities include participating in judging, quiz bowl, skills events, workshops and class participation that directly relate to the project record that you are completing. Fill in the date, name of the activity/event and location.

Project Communications: Communications include demonstrations, visual presentations, talks, oral reasons in judging and herdsman-if you talk with the general public about your project. The communications should directly relate to the project record that you are completing.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of expense. Total up all the expenses and record the amount. Finally your income and expenses to figure out if you had a profit or loss in the project and record the amount.

Cecil County 4-H Animal Project Record (For Breeding and Companion Animals)

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Project Animal Information: Fill out the animal name, animal ID (tattoo, registration number or tag number) if applicable, birth date of the animal, sex of the animal, breed of the animal, If it was bred by you? (Yes or no), color and marking of the animal, estimated height and/or weight; and starting and ending date of the animal. (If you are continuing with the project note "continuing" instead of recording an ending date. You can use two lines to record the information for each animal.

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Project Communications: Communications include demonstrations, visual presentations, talks, oral reasons in judging and herdsman-if you talk with the general public about your project. The communications should directly relate to the project record that you are completing.

Management Records: Select one animal to be descriptive about and list their name.

Housing: Fill out the date, age of the selected animal, type of housing, length of time in the housing, bedding used and estimated cost per day.

Feeding: Fill out the date, age of the selected animal, type of feed/quantity fed/day, Length of Time fed in days and estimated cost per day.

Health and Veterinary: Fill out the date, vaccination/illness or problem, treatment, time period for treatment/problem and estimated cost.

Equipment, Supplies and Other: Fill out the date, explain the item and estimate the cost.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of expense. Total up all the expenses and record the amount. Finally your income and expenses to figure out if you had a profit or loss in the project and record the amount.

Cecil County 4-H Market Animal Project Record

Fill out the project area, when you started the project and when you ended the project. Fill out the project resources and manuals that helped you learn more about your project throughout the year. These resources can be books, manuals, websites, and even people like your mom, dad, sibling, or club leader.

Animal Information: Fill out the name of the animal, 4-H identification tag number, breed of the animal, sex of the animal, start date and weight of the animal, finish date and weight of the animal, starting cost, selling price and rate of gain of the animal. Rate of gain is calculated by taking the pounds gained and dividing it by the number of days from beginning to end. You can use two lines to record the information for each animal.

Project Exhibits: Exhibits include all fairs and shows your project has been entered that directly relate to the project record that you are completing. Fill in the date, exhibit (a description of the exhibit), location (where event held) and placing.

Project Activities: Activities include participating in judging, quiz bowl, skills events, workshops and class participation that directly relate to the project record that you are completing. Fill in the date, name of the activity/event and location.

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Equipment, Supplies and Other: Fill out the date, explain the item and estimate the cost.

Project Finances Income: Fill in the date, description of the income and the dollar amount of income. Total up all the income and record the amount.

Project Finances Expenses: Fill in the date, description of the expense and the dollar amount of expense. Total up all the expenses and record the amount. Finally your income and expenses to figure out if you had a profit or loss in the project and record the amount.

4-H Photographs (*4-Her Makes Their Own*)

The 4-H Photographs section is optional. Pictures should be used to illustrate highlights of your projects or activities. Please label each picture with a caption explaining what you are doing in the picture. You should not include photos of you at school, church on a family vacation, etc. You are limited to a maximum of six pages (3-4 is good) on 8 ½"x11" pages on one side only - not shingled. Secure pictures with rubber cement, not art corners or glue.

A Few Final Reminders

As 4-H members, it is important that the work that is reported is all yours!

Sectioned tab dividers give a neater appearance to your completed book and make it easier for the reviewer to examine.

Keep notes and records all year long – it's a much easier process that way!

In your Portfolio Do NOT Include:

- 4-H Project Manuals
- 4-H Ribbons
- 4-H Certificates
- 4-H Event Program
- 4-H Premium Receipts
- Loose Items

9/09

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