



4-H VOLUNTEER INFORMATION SERIES

N e b r a s k a 4 - H Y o u t h D e v e l o p m e n t

The Nebraska 4-H Career Portfolio

Part II

Award Winning Applications

In completing the Career Portfolio, 4-H'ers gain valuable skills and attitudes: leadership, communication, character building, decision-making, self-confidence and more. Whether applying for a county, state, district or national award or just completing the portfolio for personal growth and satisfaction, these tips can help with completing it.

Tips for a successful portfolio:

- **Read instructions and examples before starting.**
The pre-printed tab dividers (4-H 9000 available for purchase) as well as the Portfolio contain this information.
- **Think in terms of the eight curriculum areas.**
- **Enter data in chronological order, past years to current year.**
- **Items should be entered only one time in the Portfolio.**
- **Use the form "What Have You Been Up To?" to record monthly activities.** By recording activities on a monthly basis, you will have the information needed when you are ready to enter it in the Portfolio. Doing this as a part of the **monthly meeting** helps members to remember to record their activities.
- **Be honest and accurate.** Do not exaggerate facts or include irrelevant information.
- **Information should be complete.** Include all phases of the project including steps, costs, and outcomes.
- **Make copies!** If typing or writing the Portfolio, make a file copy. If using the computer, save a copy on the hard drive or disk, and print a file copy.
- **Take pictures during the year of projects and activities.**
In some clubs the historian or reporter takes pictures at meetings and activities and shares those pictures with involved members. Having a disposable camera designated for 4-H activities also helps capture special moments.
- **Don't forget to include the support materials.** You may have up to **four pages of photos** and up to **two additional pages of other support materials** related to 4-H curriculum above and beyond general recognition. Examples might be NAYI leadership recognition, a proclamation from the mayor for leading a community project, etc.
- **Sign and date.** The 4-H member, the leader and the parent/guardian need to sign the Portfolio and submit it to the Extension office for a staff signature.

Adapted from: *The Awards and Rewards of a Nebraska 4-H Career portfolio.* Esau. UNL Extension 4-H.