UNIVERSITY OF MARYLAND EXTENSION

WASHINGTON COUNTY
4-H SENIOR RESUME AND PORTFOLIO GUIDE SHEET
Senior (14 – 18) 4-H Members (as of January 1)

All members enrolled in 4-H are expected to complete a 4-H Record Book. This document is meant to develop writing and reflection skills, as well as record keeping, in order to demonstrate what you learned and how you grew through your involvement in 4-H during the program year(s). Record Books are used to determine individual recognition for our yearly Achievement Night and as a **qualification to exhibit at the Washington County Ag Expo and Fair.**

A SENIOR MAY CHOOSE TO COMPLETE A SENIOR PORTFOLIO FOR THE NATIONAL 4-H CONFERENCE (at the National 4-H Center in Chevy Chase, MD) OR FOR OTHER STATE LEADERSHIP TRIPS (these include National 4-H Congress in Atlanta, GA, West Virginia Older Members Conference, Virginia 4-H Congress and Camp Miniwanca – National Leadership Conference in Shelby, MI).
Please go to the University of Maryland 4-H Youth Development website for further details:
https://extension.umd.edu/programs/4-h-youth-development/program-areas/youth-and-adult-leadership

The trip application and senior portfolio are due to the county 4-H office by December 15 for all State Leadership Trips.

THE SUBMISSION OF THE SENIOR PORTFOLIO FOR THESE TRIPS CAN REPLACE THE SUBMISSION OF YOUR SENIOR RECORD BOOK OR SENIOR RESUME RECORD BOOK.

General Record Book Information:
❖ Submit records for a one year period - January 1 through December 31.
❖ All members, regardless if they have exhibited a project, should submit the following record books sections:
  o Title Page, RESUME (in place of Summary Record), and Senior Essay.
❖ All information should be printed neatly in black or blue ink or typed.
❖ Check all records for completeness and accuracy.

Record Book Sections and Assembly:
Structural Items:
  o 4-H Record Book Cover
    • These covers are available at the University of Maryland Extension Office for $3.00.
  o Labeled Dividers for each of the following sections:
    • 4-H Resume
    • 4-H Senior Essay
    • 4-H Project Records
      ▪ A tab or divider is needed for each project record.

> **NOTE:** The first year a member completes a senior resume and essay all project record requirements are waived!!!

The complete 4-H Record Book must include:
  o *Individual Title Page*
    • First sheet in your Record Book
    • Include a current photo (school pictures work best)

- Name
- 4-H Year: January 1 through December 31
- 4-H Age: Check age range based on your age as of January 1
  Junior (8-10)   Intermediate (11-13)   Senior (14-18)
- Years in 4-H: How many years you have been in 4-H
     Starting as a Junior or above; please do not include years as a Clover
- Followed by a labeled tab or divider for the 4-H Resume.

o *4-H Resume*
  - The resume is an accumulation of what you have done throughout your 4-H career (start with most recent information at the beginning of your document and continue listing information backward in time).
  - Judging is based on Citizenship, Leadership, and Life Skills.
  - You may view an example of a resume and the scoresheet on the Washington County 4-H website: https://extension.umd.edu/locations/washington-county/local-4-h-youth-education/4-h-forms

  Format
  - Personal Information
    o Name and Address (required)
    o Club and county (optional)
  - Objective
    o Provide 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
    o Summarize your leadership activities, citizenship activities, and life skills acquired.
    o Be explicit and include duties performed and numbers (# of hours, people worked with or helped, # of items created, etc.), 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
    o Include name of school attending and anticipated graduation date.
    o Also, list most meaningful participation in school activities (leadership and honors).
  - Employment (Optional)
    o List any work experience.
  - Personal Information

- o Include information on family, hobbies, school, and community organizations. (Especially those that contribute to your objective and information in your resume.)
  - Followed by a labeled tab or divider for the Senior Essay
- o ***4-H Senior Essay***
  - **Must follow current year essay theme (posted in October). Structure the essay with an introduction, body and conclusion.**
    <u>Format:</u>
  - 1 – 2 pages typed (no more than 2 pages)
  - Double spaced
  - 12 point font
  - Times New Roman
  - 1 inch margins

- o ***4-H Project Record(s)***
  - Each project must be completed on a separate Project Record form.
  - A labeled tab or divider is needed for each Project Record form.
    <u>*Completed Project:*</u>
    - o Carried the project for the current year in 4-HOnline
    - o Exhibited/Showed the project
    - o Provided a form of Communication about your project
    - o Completely fill out the Project Record form
  - All information included on these forms should be specific to the individual project.
  - Fill out the correct form for your Project
    - o All project forms are available online:
      https://extension.umd.edu/locations/washington-county/local-4-h-youth-education/4-h-forms

<u>*Types of Project Records:*</u>
<u>Animal Science Project Records</u>
  - Market Livestock Record
    - o *Beef/Dairy Steer, Market Goat, Market Swine, Market Sheep*
  - Large Animal Breeding Record
    - o *Beef Breeding, Goat - Meat & Dairy Breeding, Horse Breeding, Sheep Breeding, Swine Breeding, Dairy Breeding*
  - Horse & Pony Record
  - Rabbit & Cavy
  - Poultry
    - o *Poultry Breeding, Market Poultry, Egg Production*
  - Dog
  - Small Pet
    - o *Cat, Gerbil, Hamster, Reptile, etc.*
  - Camelid (Alpaca & Llama)

<u>General Record</u>
  - Use this form for projects that do not have a specialized record form
    - o *Crafts, Food & Nutrition, Photography, Gardening/Horticulture, etc.*
  - Please refer to the "4-H Projects and Their Corresponding Record Book Forms" document.

All Project Records include:

Goals and Achievements, Lessons Learned, Improvements for Next Year
- "What goals did you set for your project this year and **did you achieve** them?"
  - List the goals that you set for the specific project and explain if you achieved or did not achieve these goals. It is okay if you did not achieve each goal.
  - See "Examples of 4-H Project Goals" document.
- "What were **two** things you learned from completing this project this year?"
- "What is **one** thing you would like to improve or do differently with your project next year?

Life Skills
- Select the "Life Skill" from Head, Heart, Hand and Health from the Life Skills Wheel.
  - For example:
    - Head: Goal Setting
    - Heart: Concern for others
    - Hands: Teamwork
    - Health: Managing Feelings
- Write "What I learned as a result of using this skill."
  - For Example:
    - Head: Goal Setting: I learned to first set a goal for my project so I had an idea of how to complete my project.
- See "4-H Life Skills Wheel Help Sheet" for ideas on what life skills are suggested for Junior and Intermediate members.

Project Activities
- Activities listed should be about the specific project only.
- Can include: Animal Husbandry Quality Assurance (this can be from a previous year if it is for the same animal species), workshops, guest speakers at club meetings (if it directly pertains to your project), skillathon, judging, etc.

Project Communications
- All communications listed should be about the specific project only.
- Forms of acceptable communications are: speeches, demonstrations, and illustrated talks at the club or county level (that pertain directly to your project); conference judging at Ag Expo (for home arts entries), interviews during the Fashion Revue contest, official talks about your project during the Fair Tours at Ag Expo.

Project Exhibits
- Exhibits/Shows/Classes listed should be about the specific project only.
- Include only one class/entry per line, per animal/project

Animal Project Records

Table 1: Information on Project Animal
- Complete ALL sections in this table.
- For Market Projects: remember to keep copies of your weigh-in paperwork for animal tag numbers, weigh-in date, and beginning weights.
- For Market, Breeding, other Production Projects:
  - Purchase Cost/Value: write what you paid for the project animal OR if it was gifted to you, write the current market value for that animal. Call Ashley or Amanda if you need assistance locating current market values.
  - End Value: Price sold for at Ag Expo, price sold privately, or estimated market value at time of death/loss.

Expenses
- Feed Expenses, Health and Veterinary Expenses, All other Expenses
  - Keep receipts throughout the year.
  - Calculate feed cost per animal if buying in bulk or market value of feed if produced on farm
  - Calculate the cost of a single health exam if completed as a group herd check.

Income
- Sale of Animal, Offspring, or Products produced by animal (ie. milk, wool, eggs), All other Income (premiums)

General Project Records

Expenses
- Include costs of all supplies purchased for the project. If supplies were gifted, please include an estimated value of the supplies.

Income
- Include premiums from exhibiting/showing at Ag Expo.

Financial Summary
- Both the Animal Science Project Records and General Project Records
- Transfer and add all income tables together to get "Total Income (A)"
- Transfer and add all expense tables together to get "Total Expenses (B)"
- Take the "Total Expenses (B)" – "Total Income (A)" = Total (Profit or Loss) of your project

- **If a table does not apply to your project write "N/A" (not applicable)**
- **Make sure ALL information is filled-in and complete, financial numbers, animal information/tag numbers match throughout**

o *Supplemental Information (Optional)*
You may **choose** to include the following items at the end of your book to give your 4-H Record Book a more complete picture of your 4-H work. You may include **up to 3 pages**, front and back, of supplemental information. These may include:
- **Project Pictures** – Current pictures of you working with your project/projects throughout the year. You MUST provide captions/descriptions and dates that help explain what is happening in the pictures.
- **4-H News Clippings** – These news clippings should highlight your activities and achievements in 4-H throughout the current year. It could be a picture and/or article where your name is mentioned. Underline your name.
- **4-H Letters** - Letters written to you thanking and/or congratulating you for a job well done in 4-H. You may include up to three letters as single entry in the supplemental section of your book.

  Do NOT Include
  - 4-H Project Manuals
  - 4-H Ribbons
  - 4-H Certificates
  - 4-H Event Programs
  - 4-H Premium Receipts
  - Loose Items

Please remember, achievement awards are based on completed projects. A completed project is one where you have carried the project for the current year in 4-HOnline, exhibited/showed the project, provided a form of communication about your project, and completely fill out the Project Record Form.