4-H VOLUNTEER INFORMATION SERIES

Nebraska 4-H Youth Development

The Nebraska 4-H Career Portfolio

Part I

Getting Started

Encouragement from 4-H leaders and parents is vital when it comes to record keeping. Encourage each youth to have a **4-H notebook** for the purpose of keeping all 4-H information and records together including pictures, award sheets, etc. to make reporting easier.

Why keep records? Records:

- **Monitor growth.**
- **Help identify and keep track of skills.**
- **Make progress more visible.**
- **Teach organizational and planning skills.**
- **Provide awareness of knowledge gained.**
- **Serve as motivation toward excellence.**
- **Provide basis for awards and rewards.**

The **Nebraska 4-H Career Portfolio** is the record of a member's 4-H career. By completing the portfolio each year, a member has a complete record of activities that can prove valuable for: **documenting 4-H experiences**, **award applications**, **scholarship applications, college entry, building resumes, and applying for jobs.**

Where can you get the Nebraska 4-H Career Portfolio?

- **The Nebraska State 4-H website www.4h.unl.edu**
- **The Extension Office** – has a master CD that can be copied as well as hard copies. The Career Portfolio is compatible with Word and Open Office Software. Download Open Office Software from **http://openoffice.org** free of charge or from the CD.

How do you encourage use of the portfolio?

- **Involve parents as well as members when presenting the portfolio.**
- **Introduce the portfolio early in the year.**
- **Set aside meeting time to explain the purpose and how it can be used.**
- **Stress the importance of turning in the completed record at the end of the year.**
- **Provide an incentive for members to complete the portfolio.**

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

Extension is a Division of the Institute of Agriculture and Natural Resources at the University of Nebraska–Lincoln cooperating with the Counties and the United States Department of Agriculture.

The 4-H Youth Development program abides with the nondiscrimination policies of the University of Nebraska–Lincoln and the United States Department of Agriculture.