

4-H Teen Leader Portfolio Instructions

The *4-H Teen Leader Portfolio* is a way to keep track of all the work you completed as a teen leader. It includes the following:

- o Cover page
- o 4-H Teen Leader Activity Chart
- o Teen Leadership Reflection Guide: Steps 1-3
- o Teen Leadership Resume Template

Keep in mind:

- o You can download and save this entire portfolio to your own computer or to a disk or other media to work on. Because you will be making revisions as you go, you may wish to save your updated files with a new name that indicates the date of revision (for example: *4-HPortfolio1-1-08.doc*).
- o Complete each step of this portfolio, and meet with your 4-H leader or advisor to have each of the steps signed after completion. Meeting with your advisor is an opportunity to get input about your work and gives the advisor a chance to see what you are doing!
- o You can think of this portfolio as an “organized scrapbook” which includes photos, newspaper clippings and other personalized information. It is strongly recommended that all documents in the *4-H Teen Leader Portfolio* be typed and that they look as professional as possible.
- o Every new year you are involved as a teen leader, you will need to complete a new cover page, activity chart and reflection guide. Keep together all materials from previous years. You will also create one *4-H Teen Leadership Resume* that compiles information from all years completed as a teen leader. Add any previous records up to the current year. As a result, when service as a 4-H teen leader is complete, you will have a history and representation of all the learning, work and hours you have accomplished through 4-H.
- o Use the many resources available to you, both in 4-H and in your community. There are more resources on the 4-H Teen Leadership Web site to help you. (Visit <http://web1.msue.msu.edu/cyf/youth/cls/teenlead-overview.html> for more information.) Explore your resources and make use of them. Don't forget to ask for help if you need it.

Your *4-H Teen Leader Portfolio* is something you can be proud of — a unique representation of you and your commitment to 4-H!

4-H Teen Leader Portfolio Cover Page

Name:

Club:

Address:

E-mail:

4-H Age as of January 1, 20____:

Number of Years as a 4-H Teen Leader:

4-H Club Leader, 4-H Advisor, other people who helped me with my leadership development:

4-H Teen Leader Activity Chart

Use this form to help you with your 4-H Teen Leader Resume. Add rows or columns to the chart as needed. This chart can help you keep track of all the activities you do while you are a teen leader. Do not record meetings and events where you were not involved in leadership development or in a leadership role.

Type of Activity (meeting, clinic, workshop, provided service)	Date of Activity (day, month, year)	Leadership Role/Assistance Provided	Number of 4-H Members Assisted	Number of Hours Dedicated

Teen Leader Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Teen Leadership Reflection Guide

Step 1: My 4-H Teen Leader Plan

Why do I want to serve as a 4-H teen leader this year?

What would I like to do in my club this year as a 4-H teen leader?

What preparation will I need to reach my goals?

What specific skills do I already have that will help me with my leadership development?

How much time per week can I give to meet my goals?

What is my view of leadership?

Who is someone I know who is a leader and why are they a leader?

Why is leadership important to a community?

Why is completing this reflection an important part of developing my leadership goals?

Teen Leader Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Teen Leadership Reflection Guide

Step 2: My 4-H Teen Leader Progress

What are my responsibilities as a 4-H teen leader?

What I am doing in this club year and/or in my project areas as a teen leader?

What are some of the goals I have reached so far?

What are some of the skills I have gained so far and how will I use these skills in the future?

How am I an example of a leader?

Write a story about your experiences as a 4-H teen leader. Include the following in your story:

- o Who are some of the people or groups affected by my leadership work?
- o What has been an example of a time when I really handled something well?

Teen Leader Signature:_____ **Date:**_____

Advisor Signature:_____ **Date:**_____

Teen Leadership Reflection Guide

Step 3: My 4-H Teen Leader Evaluation

How have I used what I've learned in doing teen leader activities outside of my 4-H club, with other clubs, or at the community, county, state or national level?

What did I learn from my experience as a teen leader?

Describe my most challenging leadership experience.

What suggestions do I have for improving the 4-H program?

What could I do in the future to improve my leadership skills?

What are some things I would like to do or learn in connection with the leadership skills I have developed that didn't happen this year? Will I participate in 4-H teen leadership next year?

Describe the two (or more) leadership activities that I did in my club this year (such as being a club officer). How did this experience develop my leadership skills?

Teen Leader Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Teen Leadership Resume Example

My Name
My Address
My Telephone Number
My E-Mail Address/My Web Site Address

4-H Teen Leadership Objective

Tell about your goals in a few short sentences. What are the reasons you are interested in 4-H Teen Leadership?

My 4-H Club Experiences

Date

List any of the most important experiences you've had with 4-H clubs and put down the dates of those experiences. Make a list using bullet points that tells more about the experience if needed.

Example:

4-H Teen Club October 2000-October 2002

- Mentored younger 4-H youth through a reading program
- Committed two hours of community service per week

My Teen Leadership Experiences

Date

List important leadership roles you have taken in your teen years. Did you serve on any 4-H committees? Did you help plan an event? List any important leadership roles, both in and outside of 4-H if applicable.

Example:

4-H Teen Club Secretary October 2001-October 2002
School Board Teen Member January 2002-May 2002

My Teen Leader Activities

Date

List the specific activities you carried out for your 4-H Teen Leadership development or for your teen leadership project if applicable. Provide bullet points stating the skills you learned from those activities.

Example:

4-H Photography Club Youth Mentor October 2005-May 2006

- Assessed needed resources for children
- Developed and carried out a lesson plan

My Honors and Awards

List any honors or awards you may have received through school, 4-H or others and their dates.

Example:

4-H Teen Award October 2003
4-H Communication Days Award February 2004

Reference Contacts

List names and contact information of people who helped you with your development and who would be willing to give a positive report of your work if needed. Think of people who witnessed your growth in leadership, and know about your strengths as a leader.