



IDAHO 4-H LEADERSHIP PORTFOLIO



University of Idaho
Extension

Acknowledgments

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Sources and references for this portfolio have included:

4-H Teen Leadership, Michigan State University Extension, Michigan State University

Learning to Lead, Montana 4-H Center for Youth Development, Montana State University

Putting the Pieces Together, Texas 4-H Leadership Project Team, Texas A & M AgriLife Extension

YELL Louder Than Ever Before!, University of Wisconsin – Extension, University of Wisconsin

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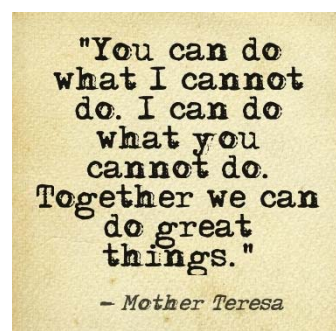
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Idaho 4-H Leadership Portfolio

The Idaho 4-H Leadership Portfolio is an electronically formatted manual to be used by Idaho 4-H members who are enrolled in the 4-H Leadership project. The manual is used in conjunction with the National 4-H Leadership curriculum, Leadership Road Trip, Where are You Going? (OH 4-H 375), <http://www.4-hmall.org/Product/bus-cit-leadership/Leadership-Road-Trip-Where-Are-You-Going.aspx> and can be used in the electronic format or as a Word document. The project is available to anyone ages 8-18 regardless of their level of leadership activity. Project completion is accomplished by youth working in partnership with an adult Leadership Mentor while engaging in one or more activities in their club or community. County, district, state, national and international leadership activities are encouraged but are not required to successfully complete the project. 4-H members are encouraged to utilize the listed resources to learn more about developing their own leadership style and improving their leadership skills.

Leadership Mentor

Adult mentors play an important role in the success of youth involved in leadership projects. Leadership Mentors should be willing to advise, encourage, listen to and support the youth leader. This partnership will determine what leadership activities are chosen and confirm they are well planned, completed, evaluated and reported. More information about this role is found on page 2-3 of Leadership Road Trip, Where are You Going? (OH 4-H 375).



Additional Resources

4-H Teen Leadership, Michigan State University Extension

http://msue.anr.msu.edu/uploads/234/41592/teen_leader/Teen_Leader_Resource.pdf

Learning to Lead, Montana State University Extension

https://store.msuextension.org/products/4-h-learning-to-lead_5330.aspx

Putting the Pieces Together, Texas A&M Agrilife Extension

<http://www.agrilifebookstore.org/Putting-the-Pieces-Together-p/e4-h-11-1.htm>

YELL Louder than Ever Before, University of Wisconsin Extension

<http://buffalo.uwex.edu/files/2010/08/YELL-Leadership-Curriculum1.pdf>

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Project Requirements

In order to fulfill an Idaho 4-H Leadership project the following must be completed:

- Attend the majority of scheduled 4-H club meetings
- Give an oral presentation/demonstration related to this project
- In the Leadership Road Trip Manual 4-H 375:
STEP 1 - complete at least three of the twelve project activities; complete Rest Stop activities if the Project Area Section is finished
STEP 2 – complete at least one learning experience (these can be recorded in the Leadership Portfolio)
STEP 3 – complete at least one leadership/citizenship activity (these can be recorded in the Leadership Portfolio)
STEP 4 – Write a brief assessment of your personal growth because of these leadership opportunities
- Complete the Idaho 4-H Leadership Portfolio #82316 including Leadership Road Map activities and all other Leadership Opportunities you have completed
- Complete the 4-H Project Record Book #91950
- Complete the 4-H Involvement Report #91910
- Exhibit the project in a public place
- Exhibit must include the Leadership Road Trip Manual 4-H 375, with completed activities, a notebook or scrap book of your leadership activities including the 4-H Leadership Portfolio #82316, 4-H Record Book #91950, 4-H Involvement Report #91910, your Leadership Training Record and Leadership Resume

Annual Project Exhibits

Most fair exhibits will include project judging, including additional materials, and preferably a personal interview between the judge and the 4-H youth. Since the Idaho 4-H Leadership Portfolio is designed to be an aggregate of all leaderships activities over several years the size of the portfolio may become difficult to display or confusing to judge. 4-H members should work closely with their local county 4-H Professionals about their county requirements. Here are some suggested minimum exhibit guidelines (if approved locally) for annual exhibition.

- The Leadership Road Trip Manual 4-H 375, and current year's completed activities
- Current year's Idaho 4-H Leadership Portfolio #82316 Leadership Opportunities
- Leadership Training Record (included in the Portfolio) with current year's attendance
- Leadership Resume (included in the Portfolio), this document may contain information from several years as the resume develops
- Current year's 4-H Project Record Book #91950 and 4-H Involvement Report #91910

Notes to Leadership Mentors

The purpose of the Idaho 4-H Leadership project is to encourage youth to grow their leadership skills, record the planning, implementation and evaluation of their activities, and recognize their contribution to their communities. The youth's personal growth is always more important than the ribbon or award they might receive for project completion. This project is designed to be used for any age of youth who participate in leadership activities. The number, and detail, of Leadership Opportunity pages completed will be reflective of the youth's leadership experience and skill. Youth are encouraged to set goals and complete an action plan for each opportunity but the detail included will vary with the youth and opportunity.

Information included in Leadership Road Trip, *Where are You Going?* (OH 4-H 375) will be useful for youth to identify their individual leadership style and assess their personal growth. *Please note activity requirements for completion of the Idaho 4-H Leadership Project are less than those listed as Ohio requirements on page 4 of the manual.* Step 2 Learning Experiences and Step 3 Leadership/Citizenship Activities can be recorded on a Leadership Opportunity page in the Portfolio for project completion. If the youth has any other leadership activities during the current year they can also be reported on the appropriate Leadership Opportunity pages.

Some specific guidelines for Leadership Mentors include:

- Help the youth select the leadership opportunity they want to complete by determining club or community needs, availability of resources and personal skill levels.
- Together with the youth, develop goals and an action plan for the leadership activity.
- Help the youth with the setup and formatting of documents. Hand written, typed or electronic formats are all acceptable for Leadership Opportunity pages.
- Support the youth's completion of the leadership opportunity.
- Help youth evaluate the progress made or impact of the leadership opportunity
- Review and sign the Leadership Opportunity worksheets in the 4-H Leadership Portfolio.
- Additional Notes to the Project Helper are located on pages 2-3 in the Leadership Road Trip Manual.

A Note About Goal Setting

This project requires members to complete both the Idaho 4-H Leadership Portfolio #82316 and the 4-H Project Record Book #91950. Here are a few suggestions to avoid duplication of goals:

- Goals included in the Portfolio #82316 are specific to the Leadership Opportunity.
 - For example, a goal for Working with Individual Members might be to meet with the individual and their family to establish a working schedule.
 - For example, a goal for 4-H Ambassador might be to write three newsletter articles for your local county 4-H newsletter.
- Goals include in the Record Book #91950 are for the overall Leadership Project.
 - For example, a goal for the Leadership Project might be to complete at least three Leadership Opportunities this year.
 - Another example of a goal for the Leadership Project might be to attend at least two Leadership Trainings this year.

Leadership Opportunity Evaluation

An evaluation should be completed at the end of each leadership opportunity. Some questions to consider include:

- What went well?
- What did not go so well?
- Who or what was impacted or changed by your leadership?
- What would you change or do different?
- What did you learn?

By reflecting about what they learned, and with feedback from their Leadership Mentor, youth will learn how to accomplish future goals.

Evaluations can be completed simply by asking participants what they did or learned at the event, a short questionnaire, or more formal evaluations conducted with Survey Monkey or other assessment tools.

It is important for youth to recognize and thank those who helped with their successful event. No matter how big or small the effort it adds to the development of youth leaders and should be acknowledged.

How the 4-H Leadership Portfolio Works

This document is available in two versions. A protected Word document, which you can complete by downloading and entering your information into the document. A PDF version is available for those that would like to complete this document by printing it off and handwriting information into the appropriate pages. It is acceptable for youth to use the Leadership Opportunity pages as “working documents” as the opportunity is developed and completed.

If you are completing this portfolio as a Word document: certain pages of this document are protected (1-8, 39, 42). The remainder of this document is designed to allow you to edit and add pages.

- Save the Leadership Portfolio with a name that you will remember example Sam’s 4-H Portfolio
- Open the file and try clicking on page 1, your mouse will not be able to click in any section of the page. Notice that you can click anywhere on page 9.
- In order for standard formatting/editing functions to work in Word you will need to be in an unprotected portion of the document. From there you can insert pages, enter in content etc.
- For fields that already have lines by clicking the Underline function or Ctrl + U, you will be able to keep the underlining without adding extra space

REMEMBER - you need to have multiple pages if you are doing the opportunity more than once. For example, if you have three Working with Individual Members opportunities, then you will need to copy that section multiple times.

4-H Leadership Opportunity Instructions

Follow these guidelines:

- For each opportunity record information in the correct form, i.e. Working with Individual Members, County Committee, Serve as a State Officer, etc.
- List a name for the opportunity record the date started and the date completed
- List the name of your Leadership Mentor for this opportunity
- Work with your Leadership Mentor to develop S.M.A.R.T goals for the opportunity (*Please refer to Chapter 7 of “Learning to Lead” from Montana State University*). Develop a plan of action to complete your goals.
- Write a narrative that describes the who, what, how and where of your leadership. This is where you can explain what you learned and how you developed additional leadership skills. List the amount of time you invested in this opportunity
- Discuss how you evaluated your Leadership Opportunity. Write about your successes and failures and tell what you might do differently. Report the “so what” of your leadership, who was impacted, how was your community effected, etc.
- Document your completion by you and your Leadership Mentor signing and dating the form

Leadership Opportunity: Working with Individual Members

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Help select project and acquire project materials
- Help members work through the project
- Help teach a project activity of lesson
- Help member prepare a demonstration
- Help member with project record keeping
- Help member prepare project exhibit

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Working with Project Groups

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Recruit youth for participation in project
- Assist with teaching project activities and lessons
- Assist members to plan and prepare demonstrations
- Assist members in keeping project records
- Assist club in planning for 4-H exhibits
- Plan a recognition event for club members, parents and other 4-H friends

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunities: Working with Club Leadership

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Promote 4-H within community
- Recruit youth and adults to participate in 4-H
- Assist with officer's plan
- Assist club in organizing and carrying out fundraising
- Assist club in planning for 4-H exhibits
- Plan a recognition event for club members, parents and other 4-H friends

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Serving as a Club Officer

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Note: Youth serving as club officers should review the Club Documents located on the UI 4-H Youth Development webpage, <http://www.uidaho.edu/extension/4h/documents-records>. These include the Plan of Meetings, Parliamentary Procedure information, Officer Handbooks and other important information to help prepare youth to serve as effective club officers.

Suggested activities:

- Attend officer's training or workshop
- Fulfill duties of elected/appointed position
- Help promote 4-H in community

Required activities:

- Complete any additional county required record books, i.e. Secretary #91607; 4-H Treasurer's Record, local county officer record books, etc.

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: 4-H Ambassador

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Attend Idaho 4-H Ambassador Summit
- Attend a District 4-H Ambassador Retreat in your area
- Follow the requirements, guidelines or suggestions from the leadership training attended

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Camp Counselor

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Attend any required trainings/planning sessions for camp counselors
- Recruit youth to attend camp
- Take a major responsibility for a camp activity
- Mentor a new counselor

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Event Planning

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on committee for specific event
- Assist with promotion for the event
- Develop a brochure or flyer for the event
- Assist with audio/visual needs at event
- Develop and administer event evaluation
- Introduce speakers and guests
- Secure sponsors for event
- Contact local media to promote event
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Teaching/Facilitating

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Research subject matter to use for teaching/facilitating event
- Develop a teaching/facilitation outline
- Develop a materials list or handouts
- Assist with recruiting participants to event
- Secure sponsors for event
- Contact local media to promote event
- Assist with evaluation of event
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Service Learning

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on a committee to develop the service learning event
- Recruit other youth and adults to participate
- Assess community to determine local needs
- Secure sponsors for event
- Contact local media to promote event
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: County Committee

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on committee to plan county event
- Secure sponsors for event
- Contact local media to promote event
- Complete other committee assignments as assigned
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: District Committee

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on committee to plan district-wide event
- Secure sponsors for event
- Contact local media to promote event
- Complete other committee assignments as assigned
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: State Teen Steering Committee

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on a state Steering Committee to plan state-wide event
- Secure sponsors for event
- Contact local media to promote event
- Complete other committee assignments as assigned
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: National Committee

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Serve on committee to plan national event
- Secure sponsors for event
- Contact local media to promote event
- Complete other committee assignments as assigned
- Thank sponsors and supporters

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: State 4-H Officer

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

- Complete all duties of the office you were elected to
- Attend all required events on the State Officer Event Calendar
- Serve on committees and other leadership opportunities as requested or needed
- Work with Idaho 4-H Teen Steering Committees to encourage more involvement in statewide teen events
- Attend National 4-H Conference in Washington D.C.

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Opportunity: Other

Name of event: _____

Date started: _____ Date completed: _____

Name of Leadership Mentor: _____

Suggested activities:

-
-
-
-

What are your goals for this Leadership Opportunity?

- Goal:

- Goal:

Plan of Action:

Project to Meet Goal	Specific Task	Date to be Completed	Resources Needed (people & materials)

Leadership Training

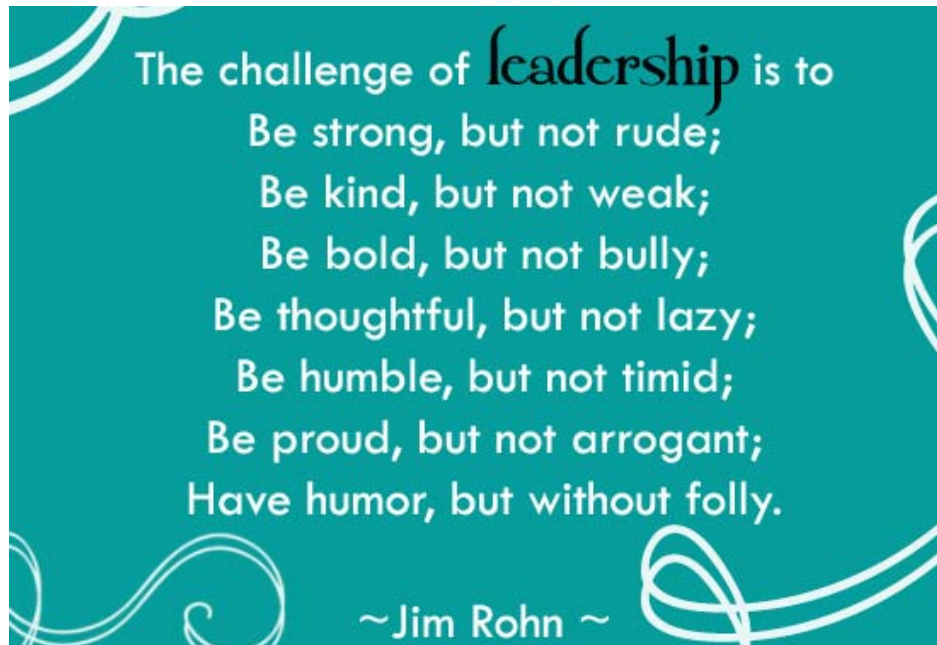
Youth are encouraged to attend leadership trainings offered in their local county, district, state or national events. The following section should be updated for each leadership training attended. Please add pages as needed.

Event Name: _____

Date: _____ Location: _____

Your role: _____

Please share what you did or learned at the leadership training. How will you use this information for your own personal growth or to complete a leadership opportunity for others?



Building a Leadership Resume

The Leadership Resume will reflect the work and experience of the youth as an emerging leader. This Leadership Resume template is provided to guide the youth and their Leadership Mentor through the process of recording important information and will help teach skills to develop a professional career resume when needed. Older youth may have received resume information from other sources or have already compiled a career resume. The Leadership Resume will allow youth to list all their contact information, leadership experiences, trainings and references in one document. The Leadership Resume should be updated each year and is required to be exhibited with the Idaho 4-H Leadership Portfolio to complete the Idaho leadership project. You should include your annual Leadership Resume each year to show your leadership skill development and scope of your project.

Before starting to build a resume of any kind youth and their Leadership Mentors should consider the following:

- Resumes reflect work and experience, not personality; it should be reflect professionalism
- Keep the resume to one page
- Never use more than one type of font, bigger fonts can be used for headings but the document needs to look consistent
- Descriptions of what youth do should be in past tense; i.e. taught, assisted, etc.
- Use bullets instead of paragraphs
- Use one-inch margins
- Avoid italics and underling
- Headers and contact information should be in a larger font
- Double check for spelling and grammar, the youth and their Leadership Mentor should review the document to make sure it reflects the youth's very best qualifications

**The more you inspire,
the more people
will inspire you**

Simon Sinek

Leadership Resume

Name

Address

Telephone Number

Mail Address/My Web Site Address

4-H Leadership Objective

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

4-H Leadership Opportunities

List the most important experiences you've had as a 4-H leader, include the dates. Make a list using bullet points that tells more about the experience if needed. List dates newest to oldest.

- | | |
|--|----------------------------|
| Clover County 4-H at the Library | October 2012-November 2012 |
| <ul style="list-style-type: none">• Mentored younger 4-H youth through a reading program• Committed two hours of community service per week | |
| 4-H Clover Club Secretary | October 2011-October 2012 |
| Clover County Youth Ambassador | November 2011-Present |
| 4-H Photography Club Youth Mentor | October 2011-May 2012 |
| <ul style="list-style-type: none">• Assessed needed resources for children• Developed and carried out a lesson plan | |

4-H Leadership Trainings

List the trainings you have attended to increase your leadership skills, include the dates. Make a list using bullet points that tells more about the experience if needed.

- | | |
|--|--------------|
| Idaho Leadership Retreat | October 2012 |
| <ul style="list-style-type: none">• Participated in sessions on developing leadership skills• Committed to helping my home county plan 4-H awards night | |

My Honors and Awards

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

- | | |
|------------------------------|---------------|
| 4-H Teen Award | October 2012 |
| 4-H Communication Days Award | February 2011 |

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.

Leadership Resume

4-H Leadership Objective

4-H Leadership Opportunities

4-H Leadership Trainings

My Honors and Awards

References