



Walworth County 4-H Portfolio & Award Trip Interview Guidelines '18

The *Walworth County 4-H Portfolio* and *Award Trip Interview* will be used to select 4-H members for the 2019 leadership trips listed below. Members must have attended State 4-H Conference in Madison to be eligible to take part in these trips.

Scholarships for each of these trips may be requested from the Junior & Senior Leaders' Associations. Each Association may pay up to 1/3 of the total trip expenses. Delegates must formally request scholarships at a regular business meeting in order to be eligible for funding. Awardees must present a follow-up report to the Associations after their trip, and are expected to work at least one shift in the 4-H House of Pork Food Stand during the year awarded.

Citizenship Washington Focus – Youth have their choice of CWF week:

- **Saturday, June 15– Sunday, June 23, 2019**
- **Saturday, July 6 – Sunday, July 14, 2019**

Youth must be youth in grades 10-12 and a minimum age of 15 at the time of travel. The trip is to the National 4-H Center near Washington, DC. Delegates participate in simulations and workshops, serve on an event committee, tour sites in and around the nation's capital, and meet with their senators and representatives. Total cost for the trip is approximately \$1,400.00.

CWF participants enjoy:

- A behind-the-scenes look at our nation's capital and the chance to meet Members of Congress
- Motivational speakers, educational workshops, and assemblies that increase individual commitment to citizen involvement and build lifetime skills for success
- Activities that encourage new and lasting friendships
- Learning from an enthusiastic staff of young adults that work directly with them

National 4-H Congress – November 29-December 3, 2019

This is one of the most prestigious 4-H trips. Youth must be 4-H members in grades 10-12 at selection; minimum age of 15 (maximum age of 18 as of January 1 of travel year). Youth must be comfortable meeting new people, able to make sound decisions, and function independently of adult supervision. Travel to Atlanta, Georgia is by air. Total cost for the trip is approximately \$1,200.00.

During National 4-H Congress, you will:

- Attend assemblies and workshops
- Participate in discussion groups on today's issues
- Moderate a town hall meeting to share discussion results
- Participate in hands-on community service projects
- Learn how to work with others to help individuals and organizations in a community improve themselves
- Gain networking skills to help address community needs back home

National 4-H Conference – April 5-11, 2019

Walworth County may nominate one or more teens; final selection of the Wisconsin delegation (6-8 youth) is made at the state level. Youth selected must be outstanding leaders with strong communications, decision-making, and planning skills. The event is held at the National 4-H Center near Washington, DC. Youth must be 4-H members in grades 10-12 at selection; minimum age of 15 (maximum age 18 as of January 1 of the year of travel). Total cost for the trip is approximately \$1,300.00.

Provide an opportunity for 4-H members to:

- Engage 4-H youth in personal development experiences that will increase knowledge, resources, and skills
- Discuss topics affecting youth and 4-H programming nationwide
- Empower and mobilize 4-H youth to create positive social change in their communities in a meaningful and genuine way

Selection for the above trips and awards is based on a review of your accomplishments and experiences in 4-H projects and activities as presented by you in your 4-H Portfolio and Award Trip Interview. You will be evaluated on what you have learned and accomplished and the growth you have experienced through your membership, leadership, and participation.

To relay this information, pick out and combine things from throughout your 4-H experience and from projects that best communicate what you have done. Explain what the benefits have been to you and to those whom you have worked with in your 4-H career. *Portfolio Review* and *Award Trip Interviews* are both conducted by members of the 4-H Awards Committee.

Submission Deadline

For 2019 Trip Consideration, your completed portfolio is due in the Walworth County UW-Extension office **by 4:30 p.m. on November 5, 2018.**

Interviews will be scheduled for November 13th between 6:15 and 7:15 p.m. immediately following the portfolio submission deadline.

Questions?

Contact Debbie Burkman, 4-H Youth Development Educator
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TIPS FOR WRITING A MEANINGFUL 4-H PORTFOLIO

The 4-H Portfolio is a summary of your accomplishments in your 4-H career, showing how your 4-H experiences relate to your future plans. It is designed to help youth develop a professional document that will be useful in completing scholarship and award applications and college entrance forms. Your record book will be a valuable resource in creating your portfolio.

1. This is your professional portfolio. Remember that appearance, accuracy, thoroughness, and grammatical correctness are a reflection of you. Make sure that reflection is a good one!
2. Be concise and understandable.
3. What you write should be clear to someone who does not know you, your involvement in 4-H, or what the 4-H program has to offer. Be careful with abbreviations, acronyms, or terms commonly known only to those who are familiar with the 4-H program.
4. Use font size of 11 or 12. Margins should be one inch on all sides.
5. Put your completed portfolio into a 3-ring binder or other appropriate folder.
6. Use words that say exactly what you mean or that describe what you have done. General words like “great” or “meaningful” do not help the reader understand what you actually did, learned, or accomplished.
7. Try to include examples that illustrate problem solving, communication skills, decision-making, and other skills you will use in your adult life.
8. Check your entire portfolio for spelling and grammatical errors. Spell check will not necessarily catch every mistake. It may be helpful to have at least two people proofread your final draft.
9. Check the due date for turning in your portfolio to avoid not being considered for awards because your portfolio was not received in time.
10. Use this sheet and other materials provided as guidelines as you complete your portfolio. Please do not include them in your completed portfolio.

4-H PORTFOLIO CONTENTS

SECTION 1: LETTER OF INTRODUCTION AND RÉSUMÉ

Letter of Introduction:

- Determine the award or trip for which you are applying.
- Write a one-page letter of introduction, telling about yourself and your 4-H work. Explain why you feel you should be selected to represent Walworth County 4-H on a national trip. Give examples to explain your statements.
- Limit your letter to three or four paragraphs, using current information about yourself.
- Use business letter format. Type and sign the letter.

Résumé:

- Create a one-page résumé that includes current facts about you. Organize it to best present your accomplishments as a 4-H member as well as achievements in school and your community.
- Include your name, address, and phone number.
- Include your objective (the trip you are applying for), accomplishments, education, experiences, and volunteer experiences.

SECTION 2: NARRATIVE REPORTS

Leadership Narrative:

One to two pages describing your leadership in the 4-H program. List examples that illustrate taking responsibility for planning, conducting, and evaluating events, programs, and activities. Include roles you have had at the club, county, state, and national level.

Project Narrative:

One to two pages telling about one or two projects of your choice. Include knowledge gained, skills learned, the size and scope of your project, experiences, leadership roles, and how the project work may relate to your career plans.

Educational and Career Plans Narrative:

One page story describing your educational and long range plans. Describe how 4-H has helped you in making these plans. Share the steps you have taken to explore this career field as 4-H member and/or experiences you have had outside of 4-H to learn more about this potential career field.

Letter of Recommendation:

Two letters of recommendation:

- One from someone who knows you through your 4-H work (general leader, project leader, etc.)
- One from someone outside the 4-H program (teacher, boss, or someone that you feel knows you well and whose input will strengthen your portfolio). Remember, no family members.

Letter of Thanks:

A letter from you to someone who has played an important role in your 4-H membership and activities. This could be a fellow member, leader, parent, or some other person you feel has especially helped you have a positive 4-H experience.

SECTION 3: ASSEMBLING YOUR PORTFOLIO

Listed below are the items your portfolio must include in order to be complete. Use a suitable folder or binder to exhibit your portfolio.

1. Front Cover Trip Check-list
(Available at [https://walworth.uwex.edu/4-you-development/scholarships/.](https://walworth.uwex.edu/4-you-development/scholarships/))
2. Letter of Introduction
3. Résumé (one page, if possible)
4. Leadership Narrative (one or two pages)
5. Project Narrative (one or two pages)
6. Educational and Career Plans Narrative (one page)
7. Two letters of Recommendation
8. Letter of Thanks

Optional Material you may want to include in your portfolio:

9. One to two pages illustrating your involvement in projects, activities, or events. You may include photos and newspaper articles.