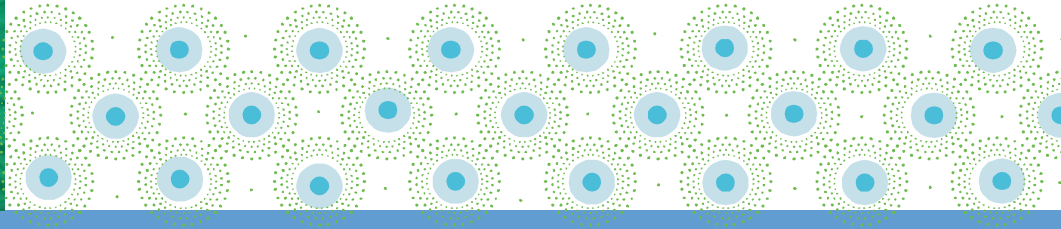




UF | **IFAS Extension**
UNIVERSITY of FLORIDA



Connecting the DOTS: *Florida Portfolio Process*

Who is eligible?

- National Events can be applied for when a youth is 14 years old and up.
- Once you win a trip you can not apply again for the same trip.
- Graduating seniors (only) are eligible for state 4-H scholarships, with the exception of Horse.
- Some scholarships are available for freshman and sophomores in college.

*See current scholarship summary for details

National Trips

- National 4-H Congress is held each November in Atlanta, Georgia. Florida can support up to ten (10) youth delegates to attend.
- National 4-H Conference is held each March in Washington, D.C. Florida can support up to four (4) youth delegates to attend.

Important Award Trip Notes

- Candidates will be asked to note their award trip preference in their portfolio. Although youth will only be awarded one trip in a 4-H year, they are encouraged to apply for the un-awarded trip the following year.

Florida 4-H Scholarships

- Alden Hilliker
- CALS SHARE
- Chuck and Linda Syfrett
- Dallas C. Osborne
- Dr. Freddie Johnson
- Florida Cattlemen's Association
- Fred and Mabel Barber
- Horseman of the Year
- Jared Padgett
- Nettie Ruth Brown
- Platt Memorial
- Ruth Milton FYCS
- T.G. Williamson
- Terry Floyd
- Thomas Greenawalt

*See the [Florida 4-H Scholarship Summary](#) for all requirements.

Important Scholarship Notes

- Florida 4-H Scholarship candidates are encouraged to apply for *any* applicable scholarships, but will only be awarded a maximum of 3.
 - The Presidential Scholarship is excluded from this award cap.

How can I apply?

- Learn about the Florida 4-H Portfolio System.
- Participate in as many county, district and state 4-H projects, programs and events as possible.
- Document your involvement in 4-H!!!

Portfolio Resources

What you will need to get started:

- Past 4-H Project Books or Project Reports
- Florida 4-H Portfolio and Cover Page
- What Are My Skills worksheet
- www.florida4h.org

Application

- Starting from this day forth, document all of your 4-H participation!!!
- NO section should be left blank!!!
- Do not add additional pages.
- Include the most pertinent 4-H experiences in the portfolio.

Questions to this Point???

- Let's review the parts application.



Application Steps

1. Fill out the Senior Portfolio and Cover Page in the available Word or PDF document, while working on the additional application requirements (Resume, Narrative, etc.)
 - Remember to save it in a safe location and after every edit
 - Use the provided [Portfolio Example PDF](#) for formatting examples
2. Have your parent, mentor, leader, and/or 4-H Agent review over your application to give it any pointers or edits
 - Please consult with your local Extension Office to see if they have a specific deadline for this
3. Go to your school and retrieve a transcript, it does not have to be an official “sealed” transcript
4. Have two Candidate Reference Forms, one filled out by your county agent and one from a school counselor, academic advisor, or employer
 - Please have them submit it directly to the contact information listed on the form
5. Access the online Portfolio and Cover Page web applications and submit all pertinent information by copying and pasting it directly in.
 - Make sure to double check that no words are cut off or left out.
6. Have everything submitted by 4:00 PM on June 1st
 - The page does not save information and cannot support multiple submissions so please do not submit until you have everything completed and finalized
 - **NO LATE SUBMISSIONS WILL BE ACCEPTED**

4 Sections to the Awards Portfolio

1. Florida 4-H Portfolio & An Awards Cover Page (10-12 point font)
2. Resume (1 page, 10-12 point font)
3. Narrative (2 to 3 page, 10-12 point font double spaced)
4. Letters of Recommendation: (1 from Agent, 1 from an employer, school counselor, instructor or academic advisor)

6 Sections to the Scholarship Portfolio

1. Florida 4-H Portfolio & An Scholarship Cover Page (10-12 point font)
2. Resume (1 page, 10-12 point font)
3. Narrative (2 to 3 pages, 10-12 point font double spaced)
4. Letters of Recommendation: (1 from Agent, 1 from an employer, school counselor, instructor or academic advisor)
5. **Transcripts: (high school/college grades)**
 - Can be unofficial
6. **Statement on financial need.**
 - Required only for scholarships based on financial need.

*Horse Scholarships require current year's horse record book (i.e. Osborne & Horseman of the Year)

Let's Complete an Application!

Start with the Portfolio and Cover Page



Florida 4-H Portfolio

- Section 1: Major Project Summary
 - Project Goals
 - Major Project Accomplishments
 - Project Activities
- Section 2: Cumulative 4-H Experiences
 - Project Accomplishments
 - 4-H Awards and Honors
 - 4-H Activities, Experiences, and Events
 - 4-H Leadership
 - Citizenship and Community Service

Florida 4-H Portfolio

- Section 3: Experiences in Other Organizations
 - Experiences in other organizations, hobbies, and special interests.

List in order of importance your most meaningful experiences in school, church, and community organizations.

- Resume
- Narrative
- 2 Reference Forms

Project Accomplishment Examples

Good

Years Enrolled	4-H Project Area	Major Accomplishments
2002-2006	BEEF	Showed 10 heifers and 5 steers at 15 shows; exhibited grand, reserve grand and first place animals (12); member of 8 clubs, 4 county and 1 state livestock judging team

Even Better

Years Enrolled	4-H Project Area	Major Accomplishments
2002-2006	BEEF	Began with one project heifer at age 9 and now have a herd of 15 cows. Annual calf sale profits have provided me with \$3550 in savings for my education.

Awards and Honors

- Group awards in categories showing significant improvement whenever possible. The categories of awards might include trips, trophies, ribbons, county medals, etc.
- List the most important awards and those most relevant to the other information you have included in your awards application.

Year	Award Honor	Award Description	Level
98-02	Trips	Won trips to state and national judging events	S(5)N(2)
98-02	Trophies	23 trophies in 4-H Livestock shows including 4 grand and 9 reserve grand champion	C(12)S(3) A(10)

Activities, Experiences, and Events

- List experiences by year(s), combining information where possible
- Items should reflect participation in demonstrations, talks, workshops, clinics, judging events, field trips or other learning experiences.

Year	Project Competitions/Exhibits	Your Involvement	Level
03-06	Exhibits	Created and exhibited 15 photo exhibits (C), and 2 poster art (D, S) exhibits	C,D,S
Year	Presentations/Demonstrations	Your Involvement	Level
02-06	Demonstrations	Created and presented 5 county, 5 district, and 3 state demos	C, D, S
Year	Other 4-H Events and Activities	Your Involvement	Level
05-06	Florida 4-H Legislature	Lobbyist	S

Offices and Leadership Examples

Year	Leadership Activity	Your Responsibilities	Level
01-06	Club officer and committee member	President, V.P, treasurer, recreation leader and telephone committee	(L)
04-06	State Executive Board	District Representative Congress Planning Committee	(S)
05-06	State Council Officer	Vice President	(S)

•Indicate at what level you participated: (L)Local, (C) County, (D) District, (S) State, (N) National or (I) International.

Citizenship and Community Service

- Remember, this category is to document what you do for others within your community...individually or as a group.
- HELPING others is the key...leadership for these events is good, also helping as a member is good, too!

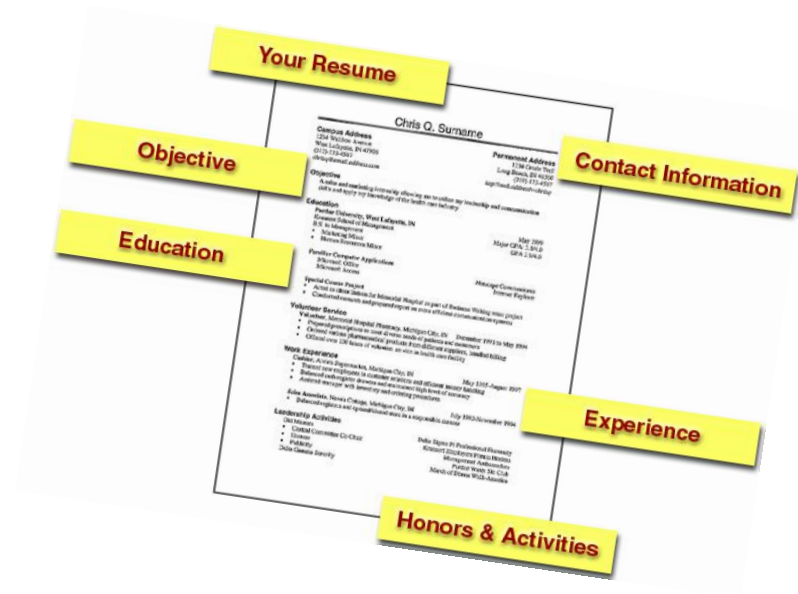
Year	Community Service/Citizenship Activity	Your Responsibilities	Level
05-06	Trails 4-H Club Community Pride Project	Coordinated project, completed Community Pride application and report.	(G)

Resume

- Resume: describes the skills, knowledge and abilities you have gained through 4-H.
- Research examples online and use your resources to assist you
- The resume should reflect a “business” style format
- This section should describe just how awesome you are.
- Reference “What are My Skills Worksheet”

Resume

- Objective
- Skills and Accomplishments
- Education
- Employers



Narrative (2 pages) should answer 5 questions:

How have you benefited from 4-H?

What skills have you learned in 4-H? How will they benefit you in the future?

Select an experience in which you were a part of a group and explain your contributions to that effort.

Narrative

should answer 5 questions:


How will you share your experiences in 4-H?

What impact will you be able to make as a result of your 4-H experience?

DO NOT re-state everything from the application. This should provide the reader how 4-H has helped you in such a way that the reader has an overall view of your 4-H experience and development.

2 Reference Forms

- One from your county 4-H agent
- One from a school counselor, academic adviser, instructor, or employer
- Must be submitted to the State 4-H Headquarters by the submission deadline



**Awards and Rec Portfolio System
Candidate Reference Form**

If you have a youth in your county that is applying for an Award Trip or Scholarship, you need to submit the "Candidate Referral Form" along with their application packet. A 4-H youth cannot apply for an Award Trip or Scholarship position without your recommendation.

Please send this form directly to Travis Shepard through any of the following methods. All Applications must be IN the State 4-H Headquarters no later than 4:30 p.m. on June 1. No late applications will be accepted.

Fed-Ex/UPS	USPS	Email	Fax
2142 Shealy Drive Gainesville, FL 32608	PO Box 110225 Gainesville, FL 32611	tshepard@ufl.edu	352-294-3544

Name of Candidate:	County of Candidate:
Name of Reference:	E-mail of Reference:

Thank you for assisting with this effort. We very much appreciate your help in learning more about the suitability and abilities of this officer candidate. Your comments will be confidential and will not specifically be shared with the 4-H member. It is your decision as to whether or not you give a copy of these remarks to the candidate.

I do not recommend this 4-H member for an Awards and Rec Scholarship or Trip Opportunity
(Please do not fill the rest of this form out.)

Please rank the nominee based on your knowledge of their abilities in the following areas (Scale 1 skill not apparent/poor, 2= very little experience/below average, 3= some experience or potential/ average, 4= very experienced/ above average, 5 = master/ exceptional, N/K no knowledge/ have had little interaction.)

Leadership Skills	1	2	3	4	5	N/K
Organizational Skills	1	2	3	4	5	N/K
Self-Motivation	1	2	3	4	5	N/K
Follow Through	1	2	3	4	5	N/K
Team Work	1	2	3	4	5	N/K
Maturity	1	2	3	4	5	N/K
Cooperativeness	1	2	3	4	5	N/K
Sensitivity toward others	1	2	3	4	5	N/K
Energy And Enthusiasm	1	2	3	4	5	N/K
Confidence	1	2	3	4	5	N/K
Ability to Handle Emergencies/ Stress	1	2	3	4	5	N/K
Self-Discipline	1	2	3	4	5	N/K
Accepting Advice and Guidance	1	2	3	4	5	N/K
Participate in a 4-H Club	1	2	3	4	5	N/K
Participate in County Council	1	2	3	4	5	N/K
Participate in District Council	1	2	3	4	5	N/K

Comments?

(For Office Use Only)

Date Received: _____ Initials of Event Coordinator: _____

Thank You!

All programs and related activities sponsored for, or assisted by, UF/IFAS EXTENSION are open to all persons with non-discrimination with respect to race, creed, color, religion, disability, sex, sexual orientation, marital status, national origin, political opinions or affiliations.
The 4-H name and emblem are protected under 18 U.S.C. 707 Updated 05/2013

Submission Reminders

- Remember to complete your application in the provided Word/PDF documents
- Make sure you meet your County's portfolio deadline!
- When submitting your portfolio online, make sure to double check that no words or sentences were cut off
- Always remember to keep a copy for yourself!
- All submissions are due in the State Office by June 1st by 4:00pm.

Questions to this Point???

- Let's review the online submission process.



Online Submission

- There are up to three webpages you will need to submit your information through.
 - Step 1: Fill out and submit your Senior Portfolio through the below link
 - [4-H Senior Portfolio](#)
 - You will only need to do this **once**, even if you are applying for both a Scholarship and Award Trip
 - Step 2: Fill out and submit the applicable cover letter(s) to what you are applying for:
 - [Award Trip Cover Page](#)
 - [Scholarship Cover Page](#)
 - Step 3: Upon submission, you should receive an email or confirmation screen confirming your submission
 - Step 4: Make sure to check the Florida 4-H website for a [status update](#) that your application was received
 - Please allow at least 24 hours for the document to be updated
- You're done! Assuming your reference letters are received

Now What?

- To see what portfolio reviewers will be scoring you on, refer to the [Screening Rubric](#) that is on the 4-H Portfolio Webpage
- Make sure to submit your application by the deadline!
- Those getting an interview will be notified in mid to late June by mail.

Decision Process

1. Upon submission of your Portfolio, a committee will review your application and decide who they will extend an interview to.
2. Interviews will take place during the first day of 4-H University. There will only be one interview for all applicable scholarships and one interview for award trips (for a potential total of 2 interviews)
3. After your interview, your scores will be compiled and averages will then be ranked and awarded from the highest scoring candidate down.
4. Winners will be recognized at the 4-H University Awards Banquet.

To Qualify for an Interview/Scholarship/Award Trip

Applicants must score a 90 or above on their portfolio application to qualify for an interview at the State level. In order to qualify for an award trip or scholarship opportunity they must have at least a 90 combined score between their portfolio and interview scores.

Questions to this Point???

- Let's review the decision process and what comes after.



“Cashin’ N” the Scholarships

- Winner must submit the following to the State 4-H Headquarters:
 1. College Name, with contact name and address
 2. Official Enrollment Verification (Class Schedule or Transcript)
 3. 2 Copies of a Thank You Letter to Donor
 4. Social Security Number
 5. Student ID at the University

Scholarship Conditions

- Must be used within one (1) year from the date of the award.
 - In the event that the scholarship is not used within the year of limitation, the winner must present , in writing, a request for time extension from the 4-H Program Leader. Failure to do so will result in a forfeiture of the scholarship.
- Payment of the scholarship funds is to be made directly to the accredited college, university, or technical/trade school, *not* directly the to recipient.

Questions to this Point???

- Following this page is some important links for your submission/review prep



Important Links

- [Florida 4-H Portfolio Webpage](#)
- [Florida 4-H Award Trips Webpage](#)
- [Florida 4-H Scholarship Webpage](#)

- [Suggested Timeline for Completing Your 4-H Portfolio WITHOUT STRESS!](#)
- [Candidate Referral Form](#)
- [Scoresheet & Rubrics](#)
- [SMART Goals 4-H Portfolio Worksheet](#)
- [What Are My Skills? Worksheet](#)

Credits and Resources

UF/IFAS Extension Staff

- Daniel Meyers and Robert Strong
 - Past 4-H Youth Development Staff
- Travis Shepard
 - Statewide 4-H Event Coordinator
 - t.shepard@ufl.edu
- Georgene Bender
 - Regional Specialized 4-H Youth Agent III
 - gmbender@ufl.edu