

# Suggested Timeline for Completing Your 4-H Portfolio Without Stress!

<b>Week 1 - March</b>	<b>Portfolio Application:</b> Section I – Major Project Summary IA – Project Goals
<b>Week 2 – March</b>	Check with school on how and when you can retrieve your transcripts (unofficial are allowed).  Decide on who you will be asking for a reference form from.
<b>Week 2 – March</b>	<b>Portfolio Application:</b> Section I – Major Project Summary IB & IC Major Project Accomplishments & Project Activities
<b>Week 3/4 - March</b>	Call your references to ask permission. If they agree, discuss with them what the form will be asking and then send it to them. Inform them that they need to mail in the letter directly by June 1 <sup>st</sup> . They do not have to return it to you as it should come directly from the source.
<b>Week 3/4 - March</b>	<b>Portfolio Application:</b> Section II - Cumulative 4-H Experiences Sections IIA, IIB, IIC, IID, IIE Project Accomplishment, List 4-H Awards and Honors, List your major 4-H activities, experiences and events, presentations/demonstrations, offices held and leadership experiences and list your citizenship and community service.
<b>Week 1 - April</b>	Did you ask for references yet? Don't wait too long...during May teachers, agents and others are busy with many requests; get your request in early!
<b>Week 1- April</b>	<b>Portfolio Application:</b> Make sure you're staying on top of retrieving your transcripts. Section III– Experiences in other organizations, hobbies, and special interests Portfolio Application Cover
<b>Week 2 – April</b>	Develop your RESUME – 1 page preferred and no more than 2 pages. Resume should illustrates your career skills and accomplishments and not be a repeat of your application
<b>Week 2– April</b>	<b>Portfolio Application:</b> Develop your RESUME and start an outline of your NARRATIVE

## Suggested Timeline for Completing Your 4-H Portfolio Without Stress!

<b>Week 3 /4– April</b>	Are you on task? What do you have yet to complete? Ask someone to edit your <i>application</i> for typos, spelling errors, and grammar errors.
<b>Week 3 /4– April</b>	<b>Portfolio Application:</b> Your RESUME and NARRATIVE STATEMENT should be completed by May 1. Make any edits to application. Ask someone to edit your resume and narrative for typos, spelling errors and grammar errors.
<b>Week 1/2 – May</b>	Finish your resume or narrative. Work through your checklist, verifying you have completed the various items required. Get all your material together and secure your signatures. Make any appointment – don't assume people are at home or the office.
<b>Week 1/2 - May</b>	<b>Portfolio Application:</b> <u>Proofread</u> again, the RESUME & NARRATIVE, make corrections, then ask someone to read it and assist with an edit. Remember to use good action verbs and refer to the Life Skills Wheel when talking about your accomplishments.  Make sure to follow up with your references to make sure that the form has been sent. You can also check the online document that updates what has been received by the State HQ to see if they've received your reference forms.
<b>Week 3 / 4 – May</b>	Coming to the end....you should be close to submitting it online. Has it been fully proofread and approved by your club leader or agent?
<b>Week 3 /4 – May</b>	<b>Portfolio Application:</b> PROOFREAD one more time  <b><i>Final week for edits</i></b> , make sure to submit online earlier rather than later to avoid any mishaps.
<b>June 1, 2017 deadline</b>	Please refer to the Portfolio webpage for the most up to date information: <a href="http://florida4h.org/youth /awards-and-recoanition/portfolio/">http://florida4h.org/youth /awards-and-recoanition/portfolio/</a>