
My Leadership Portfolio Record Guide

Year 1

Year 2

Year 3

Your Leadership Picutre Here!

Name _____ Club _____

County _____ Address _____

Age _____ Years in 4-H _____ Date project completed _____



Step Up to Leadership

Project Requirements

A. My Leadership Portfolio Project Book

Select Project Mentor (page 2)

1. Mentor must initial and date achievement program (page 5).

Complete Planning Your Journey (page 4)

1. Leadership Goals
2. Leadership Project Highlights
3. Learning Experiences – complete at least three of these activities a year.
Ideas for meaningful leadership activities are found on page 34.

Achievement Program, Project Guidelines (page 5):

1. Do at least seven activities each year; at least three of which must be Step Out activities. The remainder can be optional or design-your-own activities.
2. Complete at least 21 activities within three years.
3. Have your mentor date and initial the activities as you complete them.

B. Oral Presentation

(Give a public speech, demonstration, or visual presentation related to this project.)

C. Complete Project Record Guide for *Step Up to Leadership*

Exhibit Requirements

1. A portfolio (could be a three-ring binder or other organizational file), which must contain the following:
 - a. My Leadership Portfolio Project Book
 - b. My Leadership Portfolio Record Guide
 - c. Other work associated with leadership project
2. Poster or display illustrating something you learned in this project year.

Leadership Goals

Planning Your Journey

Refer to page 4 of My Leadership Portfolio Project Book. What do you want to do and learn from in *Step Up to Leadership*? Answering this question will help you identify your personal goals for the year. Once you decide on a goal, then you need to plan a “to-do” list. If you report more than three goals, insert additional copies of this page as needed.

FOR EXAMPLE

Goal 1: Learn about different leadership styles

“to-do” list to reach the goal:

Plan of Action	Resources (People, phone numbers, books . . .)	Completion Date
<i>Read about famous leaders</i>	<i>Contact Ms. Sandy in the school library</i>	<i>January 2005</i>
<i>Visit community leaders</i>	<i>Call the mayor's office</i>	<i>March 2005</i>

Goal 1: _____

“to-do” list to reach the goal:

Plan of Action	Resources (People, phone numbers, books . . .)	Completion Date

Leadership Goals *(continued)*

Goal 2: _____

“to-do” list to reach the goal:

Plan of Action	Resources (People, phone numbers, books . . .)	Completion Date

Goal 3: _____

“to-do” list to reach the goal:

Plan of Action	Resources (People, phone numbers, books . . .)	Completion Date

Oral Presentation

Title: _____

What type of presentation did you do? (Check one)

Demonstration Illustrated Talk Public Speech

Date presented: _____ Location: _____

Type of Audience: _____ Number Present: _____

Materials Used (posters, animals, models, PowerPoint, etc.) _____

What was the content of the presentation? (Summary) _____

On a scale from 1 to 5, 1 being great and 5 being horrible,
how would you rate your presentation? _____

If you were to make any changes in your presentation, what would it be? _____

4-H Story

Write Your Story

As with any story, you should tell about things you did, experienced, or learned by participating in 4-H. Be sure to tell about important items not found in your other 4-H records.

You can use the following statements to help outline your story:

- a. Introduce yourself. Include why you joined 4-H and/or chose the project(s) that you did. (*Do*)
- b. Tell about things you enjoyed learning or doing. (*Experience*)
- c. Tell about results, difficulties, or challenges you had that may relate to your goals. (*Share*)
- d. Explain how you would improve your project(s) or 4-H year. (*Process*)
- e. Tell what you learned about yourself through your 4-H participation. (*Generalize*)
- f. Explain how you could use life skills and/or project skills you learned this year in other areas of your life. (*Apply*)

Length and Format Guidelines

Attach 4-H story. Seniors must have 1 to 8 pages.

How Did You Do?

Take a look at the goals you listed at the beginning of the year. How did you do? List your goals below. Using a scale from 1 to 5, rate how you feel you did on each goal. Also, give a short explanation of why you think you deserve the rating you gave yourself. If you reported more than three goals, insert additional copies of this page.

EXCELLENT	GOOD	FAIR	OK	POOR
1	2	3	4	5

Goal 1: _____

Rating: _____

Explanation: _____

Goal 2: _____

Rating: _____

Explanation: _____

Goal 3: _____

Rating: _____

Explanation: _____

Step Up to Leadership Score Sheet

A. My Leadership Portfolio Project Book _____

1. Do at least seven activities each year, at least three of which must be Step Out activities. The remainder can be optional or design-your-own activities. *(Each activity is worth 5 points for a total of 35 points.)*
2. Complete Planning Pages on 2, 4, and 5. *(Worth 5 points.)*

B. Complete Project Record Guide for *Step Up to Leadership* _____ *(Worth 5 points.)*

C. Exhibit Score *(Worth 20 points.)* _____

1. A portfolio with the following:
 - a. My Leadership Portfolio Project Book
 - b. My Leadership Portfolio Record Guide
 - c. Other work associated with leadership project
2. A poster or display illustrating something you learned in this project year.

D. Activity Record *(Worth 20 points.)* _____

TOTAL _____

Judge's Comments: _____

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, and marital or family status. Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Director, Cooperative Extension Service, West Virginia University.