

Teen leader portfolio

Your portfolio must include:

- a cover page
- An essay/ story
- a resume (of your teen leader activities, extra curricular activities, awards , work experience and references.)
- a letter from the leader that you worked or planned your activities with.
- a photo album of your project with written explanations of the photos. (Pictures of you helping others, building your project, etc.)
- Letters of thanks, recommendation, or service that pertains to your project. (optional)

In addition to your portfolio which will be due on June^{22th} at the extension office, you must sign up for an interview at fair to complete your teen leader project.

The idea behind teen leader is to get you ready to go into the workforce with experience making a portfolio and having experience with interviews.

If you have any question about completing your teen leadership project please feel free to contact Jean Burk, Teen Leadership Superintendent, at 517-663-6959.

4-H Teen Leader Portfolio Cover Page

Name:

Club:

Address:

E-Mail:

4-H Age as of January 1st 2012:

Number of years as a 4-H teen leader:

4-H club leader, 4-H adviser and other people who helped me with my leadership development:

Teen Leadership Story.

Consider this an essay about your teen leader experience. The essay must be between one and a half to four pages, typed, 12 font, single spaced. Tell of the activities that you participated in, projects you worked on and what you learned in the process. Some ideas to get you started or to help you along :

- How have you used what you learned in being a teen leader outside of your 4-H club, with other clubs, or at the community, county, state, or national level?
- What did you learn from your experience as a teen leader?
- Describe your most challenging leadership experience.
- What suggestions do you have for improving the 4-H program and how would you implement them?
- What could you do in the future to improve your leadership skills?
- What are some things You would like to do or learn in connection with the leadership skills you have developed that didn't happen this year?
- Will you participate in the 4-H teen leadership again next year?
- Describe the leadership activities that you did with your club this year(such as being a club officer, etc.) How did this experience develop your leadership skills?
- Have you met the goals that you and your mentor had for your teen leadership project?
- Who are some of the people or groups affected by my leadership work?
- What has been an example of a time when I really handled something well?

Teen Leadership Resume Template

My Name

My Address

My Telephone Number

My E-Mail Address/My Web Site Address

4-H Teen Leadership Objective

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

My 4-H Club Experiences

Date

List any of the most important experiences you've had with 4-H clubs and put down the dates of those experiences. Make a list using bullet points that tells more about the experience if needed.

Example:

4-H Teen Club

October 2000-October 2002

- Mentored younger 4-H youth through a reading program
- Committed two hours of community service per week

My Teen Leadership Experiences

Date

List important leadership roles you have taken in your teen years. Did you serve on any 4-H committees? Did you help plan an event? List any important leadership roles, both in and outside of 4-H if applicable.

Example:

4-H Teen Club Secretary

October 2001-October 2002

School Board Teen Member

January 2002-May 2002

My Teen Leader Activities

Date

List the specific activities you carried out for your 4-H Teen Leadership development or for your teen leadership project if applicable. Provide bullet points stating the skills you learned from those activities.

Example:

4-H Photography Club Youth Mentor

October 2005-May 2006

- Assessed needed resources for children
- Developed and carried out a lesson plan

My Honors and Awards

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

Example:

4-H Teen Award

October 2003

4-H Communication Days Award

February 2004

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.