



Louisiana 4-H Master Volunteer

Applicant Portfolio



*Louisiana 4-H
Master Volunteer Program
Applicant Portfolio*

**Louisiana 4-H Master Volunteer
Achievement in Continuing Education (ACE)**

The Louisiana 4-H Master Volunteer Achievement in Continuing Education (ACE) program is designed to assist volunteers in the development of specialized skills as 4-H volunteers by participating in quality training experiences, processing learning experiences, conducting service activities/projects, and developing a Master Volunteer ACE portfolio.

Program objectives include:

1. Improve volunteer feelings of self confidence and influence in the organization;
2. Increase the quality of program delivery for 4-H members in Louisiana;
3. Build a base of committed volunteers to increase program capacity; and
4. Develop an infrastructure to expand exponentially the reach of 4-H youth development in Louisiana.

The Louisiana 4-H Master Volunteer ACE program follows these general guidelines:

- Candidates must have at least one year of 4-H volunteer experience as of December 1 of the current year and must be at least 18 years of age.
- Recognition for achievement will be presented at the annual 4-H Volunteer Leaders' Conference.
- Workshops/service activities included in portfolio must have been completed within two calendar years of the date submitted.
- Each component of the portfolio must be completed and submitted as one document at any time during the program year. However, judging will be done in January and/or July. The portfolio will be re-submitted as each level is added to the original. It will be returned at the annual volunteer leader conference.
- Participation in state level master volunteer training weekends is not required but may be helpful in getting established with the program.
- Those attending state master volunteer training conference will receive a large, three-ring binder for their materials. Those not attending that training meeting will be responsible for providing their own binder for their portfolios.
- Printed materials will be available on-line or may be obtained from a local Extension office or the State 4-H Office upon request.

Developing A Louisiana 4-H Master Volunteer ACE Portfolio Overview

- Section 1 Transcript and Personal Data Form**
A standardized form to be completed and inserted in this section will include general information about the individual completing the process.
- Section 2 Statement of Philosophy of Youth Development**
Guidelines are provided to assist the volunteer in developing a statement of not more than 250 words (about one page of typed text) outlining the individual's personal philosophy on youth development.
- Section 3 Core Components**
This section will include the reflection work sheets (one per workshop) and other evidence of participation in training sessions, seminars, workshops, and other educational opportunities addressing the core requirements for each level of achievement.
- Section 4 Elective Credits**
This section will include the reflection work sheets and other evidence of participation in training sessions, seminars, workshops, and other educational opportunities addressing the required elective credit hours for each level of achievement.
- Section 5 Service Activities**
This section will include service report forms to document service to 4-H at each level of achievement.
- Section 6 Self Expression**
This section will provide an opportunity for the volunteer to present additional information utilizing creative media. This might include: scrapbook type entries with photos and captions, artwork or creative writing. This section would be an opportunity for those who are more creative to present their information more personally. Guidelines are provided detailing limits on numbers of pages, etc.

Louisiana 4-H Master Volunteer ACE

Section 1

Transcript and Personal Data Form

This section is comprised of the candidate’s application form. It will be updated for each level as materials are submitted to insure records are accurate. In addition, a transmittal form will be completed for each level outlining the candidate’s activities and serving as a table of contents for that specific level of achievement.

Louisiana 4-H Master Volunteer ACE

Transmittal Form

Level of Application

- Bronze Master Volunteer ACE
- Silver Master Volunteer ACE
- Gold Master Volunteer ACE
- Emerald Master Volunteer ACE
- Emerald Master Volunteer ACE Renewal

Core Components Completion (for current level of application)

Date Completed

_____ **Bronze**
 _____ Fundamentals of 4-H
 _____ Risk Management 1: Creating A Safe Environment
 _____ Essential Elements of Youth Development
 _____ Development Stages

_____ **Silver**
 _____ Teaching & Delivery Methods
 _____ Risk Management II: Controlling Risk and Managing Liabilities
 _____ Service Learning

_____ **Gold**
 _____ Leadership Basics
 _____ Youth/Adult Partnerships
 _____ People Skills

_____ **Emerald**
 _____ Advanced Leadership Studies
 _____ Marketing 4-H
 _____ Diversity & Inclusion

Elective Credits (minimum of 10 contact hours per level)

Date Completed	Title of Presentation or Workshop	# of hours
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Louisiana 4-H Master Volunteer ACE
Transmittal Form (Continued)**

Service Activities/Teaching Experiences (as specified for identified level)

Date Completed	Service Activity Completed (Includes Teaching)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Self Expression (maximum of 10 pages)

Page Number	Title/Summary of Page contents
Page 1	_____
Page 2	_____
Page 3	_____
Page 4	_____
Page 5	_____
Page 6	_____
Page 7	_____
Page 8	_____
Page 9	_____
Page 10	_____

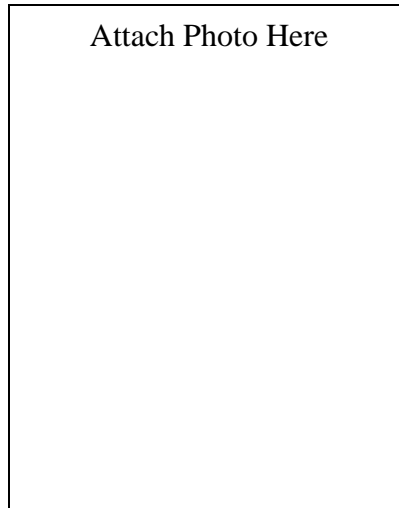
The materials presented within this portfolio represent my own work. Information is accurate and complete to the best of my knowledge.

Signature of _____ Date _____
Candidate _____

My signature is indicative that the individual submitting this portfolio is an official volunteer in this parish 4-H program and that I am aware of this person's participation in the 4-H Master Volunteer ACE Program.

Signature of 4-H/Extension Agent _____ Date _____

**Louisiana 4-H Master Volunteer ACE
Personal Data**



Name _____

Address _____

City, _____ State, _____ Zip _____

Telephone (day) _____ - _____ - _____ E-Mail (if applicable) _____

Parish _____ Region _____

Number of Years in 4-H Volunteer Work _____

Upon completion of any workshop/seminar, please include the reflection work sheet in your portfolio submission materials. This section may also include a copy of the program from the session, a training agenda for the sessions attended, or a page or two of the session handouts used in the training, but these items are optional.

Louisiana 4-H Master Volunteer ACE Philosophy Statement

Section 2

Writing a personal philosophy statement is basically articulating your beliefs or finding a way to express your belief to others. This process can be helpful in providing clarity and direction as you continue to develop as a 4-H youth development volunteer. Traditionally, philosophies explore the meaning of truth and knowledge. Your statement, to be meaningful, should be relatively free of “jargon,” while utilizing appropriate or accepted vocabulary and concepts. Philosophy statements are generally written in an active voice and use clear and logical ideas to support the statements.

One way to begin to write your personal philosophy statement is to complete a series of sentences, then to further develop the thought by adding the “why” for each statement. This will provide a basis for the narrative statement that will be built from your personal beliefs and values.

Starters for the sentences might be:

- I believe that working with young people is important because.....
- The roles of volunteers in community organizations like 4-H should be.....
- My role as a 4-H volunteer should be...
- I value the role young people play in....
- I believe that young people learn best when...

These are just general ideas to help you get started. You might also think about the following questions in beginning to write your philosophy statement.

- ◆ In the grand scheme of things, what difference does it make whether volunteers work with youth?
- ◆ What is the significance of creating an environment for positive youth development?
- ◆ What would the impact be of not having 4-H opportunities in my community?
- ◆ Does it matter if an ethic of community service is instilled in young people?
- ◆ Does participating in non-formal learning really impact youth as they grow into adulthood?

Instructions: In 250 words or less (one typed page maximum), discuss your personal philosophy statement of positive youth development. You may stop short of that limit, but please do not exceed the one-page limit. The information provided here is intended to help you get started as you reflect on your statement. Your final statement may or may not include these specific questions or sentence beginnings. Make it your statement to reflect your personality and belief system.

NOTE: Philosophy statements must be legible written in ink or typed in standard 12-point type.

Louisiana 4-H Master Volunteer ACE Core Components

Section 3

Upon completion of the workshop/seminar, a reflection work sheet should be prepared for inclusion in the portfolio submission materials. This section should include a copy of the program from the session, a training agenda for the sessions attended, or a page or two of the session handouts used in the training.

Bronze

Fundamentals of 4-H

- Brief History of 4-H/
- Connecting 4-H to Cooperative Extension/Land Grant University
- 4-H Basics (colors, pledge, motto)
- Organizational Structure (volunteers, staff, district/state staff, etc.)
- Experiential Learning Model
- Policy/Building Relationships

Risk Management I: Creating Safe Environments (formerly Overnight Chaperone Training)

- Creating a Positive Environment
- Dealing with Discipline
- Understanding Child and Adult Protection
- Putting Health and Safety First
- Managing Crisis Situations
- Testing Your Knowledge with Jeopardy

Essential Elements of Youth Development

- Essential Elements of Youth Development

Developmental Stages

- Characteristics of children at various ages
- Planning age appropriate activities
- Age-appropriate ways of including youth in planning
- Understanding Ages & Stages of Youth Development

Silver

Teaching & Delivery Methods

- Appreciation for a variety of learning styles
- Impact of personal learning style on teaching style
- Strategies for facilitating/teaching with respect to varied learning styles
- Various types of outreach methods – traditional vs. non-traditional

Risk Management II: Controlling Risk and Managing Liabilities

- Risk Management Terms
- The Importance of Risk Management
- Risk Management Categories
- Risk Management Model
- Ways to Manage Risk

Service-Learning

- Experiential learning models
- Life skill Development
- Define service-learning
- Understanding the various components of the service-learning cycle
- Explaining the benefits of service-learning

Gold**Leadership Basics**

- Defining Leadership
- Understanding personal leadership style on teaching style
- Assessing characteristics of “good” leaders
- Ethical Decision Making

Youth/Adult Partnerships

- Origins of the ladder of participation
- Developing a shared vision or objectives for the project
- Clear and Frequent Communication
- Understanding clear expectations and roles
- Planning and designing a project together

People Skills

- Communication
- Interpersonal Skills
- Teamwork
- Flexibility

Emerald**Supervising an Impact**

- Wise use of power in leadership situations
- Leadership in change situations
- Communicating and leading situations
- Thinking big and taking risks as a leader
- Conducting Assessment/Goal Setting

Marketing 4-H

- Thinking about public relations
- Creating a message for others
- Approaching the media (print and visual)

Diversity and Inclusion

- Valuing unique contributions of individuals
- Recognizing similarities among individuals
- Identifying strategies to help others develop tolerance and understanding
- Resources to help with accommodation and engagement.

Louisiana Master Volunteer ACE Core Components Training Contents

In the Louisiana 4-H Master Volunteer ACE program, the following workshops/seminars are required for successful completion of the identified level. Note that the core workshops may be offered as sessions at the Volunteer Leaders Conference or as workshops/seminars at district or parish leader association meetings, as sessions at statewide Master Volunteer ACE training events, or by scheduling them in your parish or district through Extension staff and/or volunteers knowledgeable in the subject. While length of instruction may vary for each topic, it is understood that none of the topics may be properly introduced in less than one hour, and that various presenters may spend considerably more time to insure that the materials are covered appropriately. A list of the items that must be covered as a minimum is available for presenters.

In order to request credit for participation in Core Training Seminars or Workshops, the following standards have been identified for course content. If the training covers these identified areas of instruction, the workshop or seminar may be counted as a core component.

Workshops may be taught by experienced volunteers and/or Extension professionals. Credit should not be requested for training participation by the class instructor. For example, if Mrs. Ima Volunteer needs credit for Fundamentals of 4-H, she must sit for someone else to teach the class, even if she has taught other volunteers this training topic previously. Then, for any other time that Mrs. Volunteer teaches the topic, she may claim service activity credit for teaching.

Louisiana 4-H Master Volunteer ACE

Elective Credits Section 4

In the Louisiana 4-H Master Volunteer ACE program, elective credits may be earned for any workshops and/or seminars related, either directly or indirectly, to youth development, volunteerism, leadership or 4-H. In an effort to assist those who might be planning training meetings, some elective ideas are provided for the various levels of achievement. In order to successfully achieve each level, a minimum of 10 contact hours of training must be completed. These workshops may be offered as sessions at the Annual Volunteer Leaders Conference, as workshops/seminars at district or parish leader association meetings, as sessions at statewide Master Volunteer ACE training events, or by scheduling them in your parish or district through Extension staff and/or volunteers knowledgeable in the subject.

Upon completion of the workshop/seminar, a reflection work sheet should be prepared for inclusion in the portfolio submission materials. This section may also include a copy of the program from the session, a training agenda for the sessions attended, or a page or two of the session handouts used in the training, but these items are optional.

Note that these are just ideas and they are not reflective of the wide array of topics that may be offered in a variety of settings to meet the required 10 hours of elective training.

Bronze (4 contact hours of training)

- Business/Social Etiquette
- Flag Etiquette
- Recruiting new members and/or volunteers
- 4-H Presentations
- Healthy Living
- Animal Science
- Horticulture
- Outdoor Skills

Silver (4 contact hours of training)

- Working with committees
- Officer roles and responsibilities
- Project Books/Cumulative Records
- Judging in 4-H
- Understanding the LA 4-H Volunteer Leader Association and its History

Gold (4 contact hours of training)

- Planning educational programs
- 4-H ARI program
- Project Specific Curriculum training
- Teambuilding

Emerald (4 contact hours of training)

Fundraising Fundamentals
Project Specific Curriculum training
LABO/International Exchange programs
Louisiana 4-H Master Volunteer ACE

Reflection Work Sheet

Title of Presentation _____ Date _____

Instructor _____

Circle one: Core Credit Elective Credit

Number of Contact Hours of Instruction (length of class/workshop) _____

What three new concepts or ideas will you take with you from this experience?

- 1.
- 2.
- 3.

How will you use what you learned in this session?

How was the presenter effective in leading this session?

What suggestions or recommendations would you make to improve this training?

Based on your experience in this session, what additional topics for training (related to this subject) are you interested in?

Louisiana 4-H Master Volunteer ACE
Service Activities
Section 5

In the Louisiana 4-H Master Volunteer ACE program, service activities must be completed to achieve recognition at each level. The program is designed to encourage participation in training activities that lead to involvement at every level of 4-H. Increasing from club and parish to district, state, regional, national and even international levels is possible for any adult volunteer through 4-H!! In order to successfully achieve each level, a minimum of 4 service activities for a total of 10 service hours must be completed. A service report form should be completed for each activity and included in the portfolio.

Note that these are just ideas and they are not reflective of the wide array of service activities that may be undertaken in a variety of settings to meet the program requirements.

Bronze (*Total of 4 service activities for 10 service hours at the Club, Community, or Parish Focus, though higher levels of service are acceptable*)

- Serve as a club leader
- Serve as a parish committee member
- Serve as an officer in parish volunteer association
- Help plan parish 4-H event
- Serve as a coach for an ambassador
- Serve as a coach for a 4-H presentations participant
- Plan a club field trip and follow it through

Silver (*Total of 4 service activities for 10 service hours, with at least 2 from the Parish or District Focus, though higher levels of service are acceptable*)

- Chair a parish 4-H planning or event committee
- Chaperon parish 4-H delegation to an event
- Serve as an officer in parish or district volunteer associations
- Serve as a judge or evaluator for parish presentations
- Help plan a district event
- Attend and participate in district leader association meetings
- Take a delegation on an exchange trip
- Teach a summer programming workshop for the parish
- Serve as a 4-H advisory board member locally

Gold (*Total of 4 service activities for 10 service hours, with at least 2 from the District or State Focus, though higher levels of service are acceptable*)

- Serve as an officer in the district volunteer association
- Serve as a judge for project book or cumulative record evaluation
- Serve on a district committee
- Attend and participate in Volunteer Leader Conference
- Teach a workshop at district leader association event
- Attend 4-H Congress as a chaperon
- Coach a TRY team

Emerald (*Total of 4 service activities for 10 service hours, with at least 1 from State, Regional, National, or International Focus, at least 1 from district level and any combination of levels for the remaining 3*)

- Serve as a Board member or officer in the state leader association
- Run for a district or state office in the district or state leader association
- Attend Southern Region Leader Forum
- Teach a workshop at the Volunteer Leader Conference
- Teach a workshop at the Master Volunteer ACE training event
- Teach a workshop at the Southern Region Leader Forum
- Serve as a judge for Application/Resume/Interview evaluation (ARI)
- Serve as a chaperon to National Congress or National Conference
- Serve on a state committee (examples include curriculum, awards, etc.)
- Serve on a 4-H task force

The Louisiana 4-H Master Volunteer Achievement in Continuing Education (ACE) was adopted from the North Carolina 4-H Master Volunteer Achievement Continuing Education (ACE).

A State Partner in the Cooperative Extension System

The LSU Agricultural Center is a statewide campus of the LSU System and provides equal opportunities in programs and employment. Louisiana State University and A. & M. College, Louisiana parish governing bodies, Southern University, and United States Department of Agriculture cooperating.

**Louisiana 4-H Master Volunteer ACE
Service Activity Report Form**

Service Activity Reporting (Title or Assignment) _____

Level of Activity Focus (community, club, parish, etc) _____

Date(s) of Service Work _____

Hours of Service on this Activity/Project _____

Description of service activity:

What was the most enjoyable part of this service experience for you?

What was the least enjoyable or most surprising part of this service experience for you?

What would you do differently if given the opportunity to repeat this project or activity?

How will participating in this activity impact your work as a 4-H youth development volunteer?

To what other service/project goals do you aspire as a result of successfully completing this service activity?

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Self Expression Section 6

In the Louisiana 4-H Master Volunteer ACE portfolio, this section provides an opportunity for candidates to share the story of their 4-H involvement creatively. Candidates may choose to write an essay or story, share creative endeavors (poetry, artwork, etc.) or create a scrapbook utilizing photos and captions. Each entry should include some background on why that particular project or approach was added to the portfolio.

This section should be no more than 10 pages total. Candidates may display work on one side only or on front and back of pages (front side equals one page, back side equals one page). Candidates may utilize whatever creative options they have available for the completion of this section, but the materials must fit into the portfolio.

This would be an appropriate place to share an agenda from a meeting or event that the candidate was instrumental in planning or presenting, a handout from a training session that the candidate presented or a photo of the candidate preparing for or participating in service or training activities. Other ideas for this section include newspaper articles written by the candidate or about the candidate, materials created to recruit new 4-H members or volunteers, or a piece of artwork that is in some way related to youth development or 4-H.

It is important for this section to be about the candidate and his or her work, not focusing on his or her club members, but rather on the 4-H volunteer and his/her work. This is a time to share personal accomplishments and ideas about what makes volunteering with 4-H and young people important to this individual.

No recorded media (audio tapes, video tapes, etc.) should be submitted.