

Name:

Class Period:

Life Skills Portfolio

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TOTAL: _____/150

PERSONAL DESCRIPTION

Consider each descriptive word list below. How does each apply to you? Write the descriptive word in the appropriate box. Use all the words. Use a dictionary.

1. Gutless
2. Determined
3. Class clown
4. Procrastinator
5. Religious
6. A loner
7. Hard working
8. Rebellious
9. Easily led
10. Inventive
11. Amiable
12. Curious
13. Reliable
14. Spontaneous
15. Obedient daughter/son
16. Energetic
17. Open minded
18. A leader
19. Honest
20. Truthful
21. Happy with life
22. Accepting of differences
23. Stubborn
24. Out spoken
25. Always late

So true!
Well, sort of . . .
Not me!

Gutless: lacking courage, fortitude, or determination

Determined: resolute, decided, settled, resolved

Procrastinator: one who puts off tasks or actions for another day (usually never finishing it)

Loner: a person who is or prefers to be alone, especially one who avoids the company of others

Rebellious: defying or resisting some established authority or tradition

Easily led: a follower, one who prefers to follow others instead of forging their own path

Inventive: characteristic of one who is creative, or invents new ideas

Amiable: having or showing pleasant, good-natured personal qualities; friendly, sociable

Curious: inquiring or interested

Reliable: quality in which a person is responsible, dependable, accurate, honest

Spontaneous: a person who tends to act upon sudden impulses

Open-Minded: having or showing a mind receptive to new ideas or arguments; unprejudiced, unbigoted; impartial

Stubborn: obstinate, fixed or set in their ways

Jane S. Doe

Objective

To gain experience in an entry-level customer service position by utilizing my skills in leadership, accomplishment and motivation.

Experience

July 2009 – present

Childcare

Orem, UT

Childcare

- Cared for multiple children in a variety of home, community and school settings with multiple families
- Responsibly carried out duties with zero complaints
- Consistently arrived on time and accomplished assigned childcare tasks (preparing meals, helping with homework, following directions)

2010-2012

Family, Career and Community Leaders of
America

Orem, UT

Chapter Officer and Member

- Coordinated community service projects as part of a team committee
- Collaborated with surrounding chapters to improve meetings and chapter goals
- Strengthened leadership ability as an elected-member of the club
- Delegated responsibilities and tasks within a group while overseeing the execution of these projects

2011-2012

Canyon View Junior High

Orem, UT

Peer Tutor

- Individually paired with a special-needs student
- Aided special-needs students with integration into regular education classrooms
- Coordinated tasks and needs of students with teachers and parents

Education

2010-present

Canyon View Junior High

Orem, UT

Junior High

- Specialize courses in Math, English and Science courses
- Completed a Utah skills certificate in Foods and Nutrition
- Planned and executed a free enterprise project with a positive profit result

Your Awesome Name

Objective

Experience

Date of Service

Company/School/Group

City, State

Job Title

- Use action verbs to briefly describe your contributions in this group/job/program
-
-

Date of Service

Company/School/Group

City, State

Job Title

-
-
-

Date of Service

Company/School/Group

City/State

Job Title

-
-
-

Education

Date of Attendance

School

City, State

Level of Education (junior high/high school)

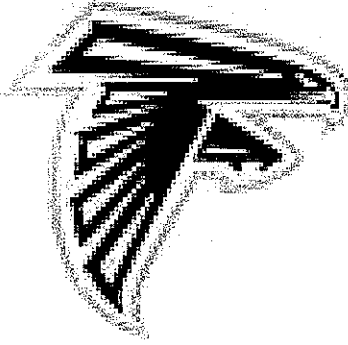
- List of relevant courses, classes or programs (certificates you earned)
-
-

REFERENCES

1. (Name):
 (Title):
 (Phone #):
 (Email):
 (Address):

2. (Name):
 (Title):
 (Phone #):
 (Email):
 (Address):

3. (Name):
 (Title):
 (Phone #):
 (Email):
 (Address):



Canyon View Junior High Free Enterprise Project

Name: _____

Description: Working with your kitchen groups, you will plan a Free Enterprise Experience from the forming of the plan, to the actual planning, execution and follow-up to your project.

Requirements:

Your business plan may or may not be foods-related. However, it must meet certain requirements:

- Able to execute the plan during both 1st and 2nd lunch on your specified sell day
 - Your sell day is _____
- Submit a formal write-up of your business plan (**due by _____**)
- Submit a purchase invoice as well as a request for advertising supplies (**due by _____**)
- Anything outside of the “normal” realm of reasonable purchases, as decided by Mrs. Milburn, will need to be provided from your kitchen members. **Otherwise, group members cannot just buy all of the supplies.**
- Evaluation and follow-up is thorough
- FULL PARTICIPATION from each team member

Some Ideas:

- A service business (cleaning, tutoring, car wash, decorating, etc)
- A product business (selling different food items or other product)
- NPO—non profit organization (talk to Mrs. Milburn if you are interested in this...a RECYCLING program instituted at CVJH would be excellent, for example!)

POINTS BREAKDOWN

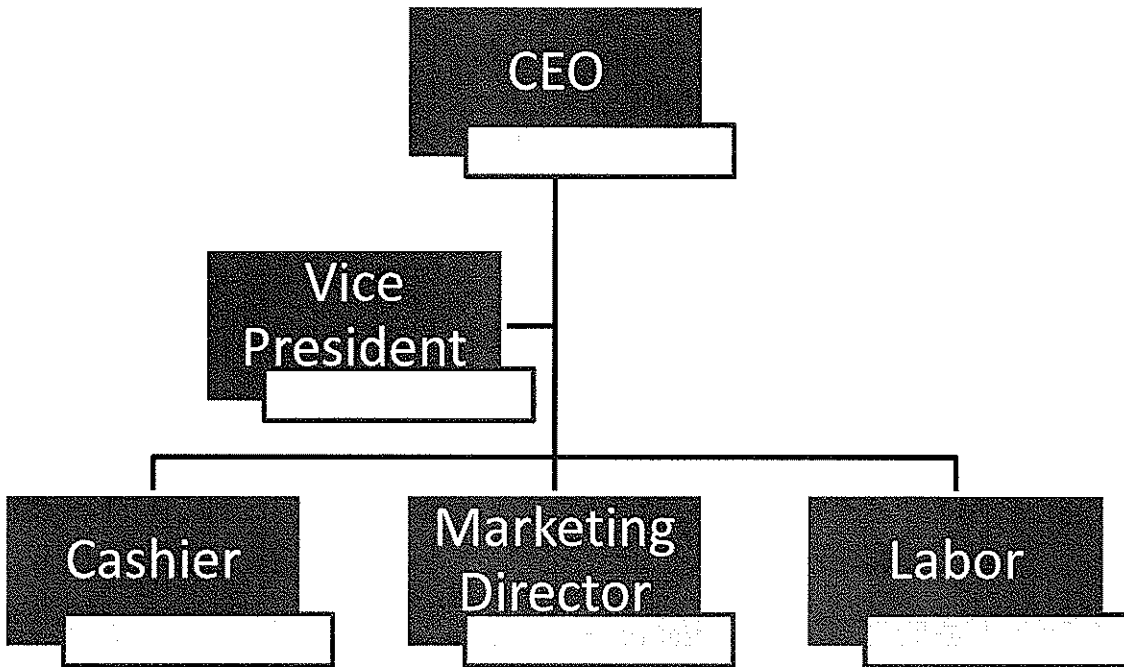
_____/150 points Portfolio (including formal business plan via Google Docs)

_____/ 25 points Daily Participation

_____/50 points Sell day

_____/220 points **TOTAL**

COMPANY CHART



1) **CEO:** You are responsible for:

- Sharing the Formal Business proposal with Mrs. Milburn via Google Docs
- Making sure everyone is doing their job
- Assisting with making and advertising your product
- Fill out and turn in the advertising supplies request
- Fill out and turn in the Purchase Order

2) **Vice President**

- Fulfill any duties that the CEO cannot do if they are absent
- Aid in making and advertising the product
- Direct the Advertising campaign for your group

3) **Cashier**

- Check that the Purchase Order is filled out correctly
- Help estimate costs (talk to Mrs. Milburn)
- Assist in advertising product
- On sell day, manage the cash box (keep track of # of sales, price changes, count and sign off on money) **YOU ARE RESPONSIBLE IF YOUR NUMBERS DO NOT MATCH THE MONEY**
- Get extra change if needed on sell day

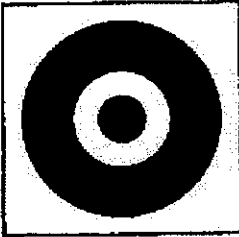
4) **Marketing Director**

- Lead discussion on market surveys
- Make sure group members complete their market surveys
- Aid in making and advertising the product

5) **Labor**

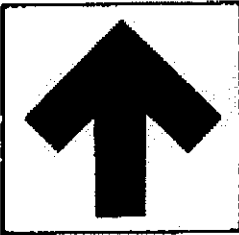
- Aid in making and advertising the product
- Lead the manufacturing of the product

How to fill out the planning process:



IDENTIFY CONCERNS: What is the problem you are going to solve or the need you want to fill?
State this in 1-2 sentences.

For example: "We see that there is a lack of healthy, delicious snack options at the school and we want to change that."



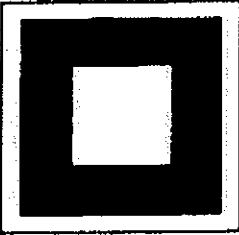
SET A GOAL: Here, you will state clearly and specifically what your goal is.

-how many products you will sell? This should be 1-2 sentences.

-what price you will sell those products at?

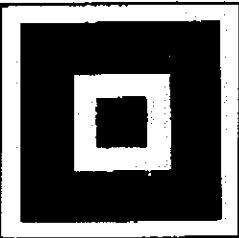
-your target revenue

For example: "We will sell 100 cinnamon rolls on November 21st. We will charge \$1.00 a piece, and estimate our revenue to be \$100."



FORM A PLAN: Here, you will state the details of how you will achieve your plan. List **who** will do each task, **what** you are selling (and for how much), **when** you will sell (date), **where** you will sell (what kitchen? Do you need a specific kitchen for your needs?), **How** you will do this (all prep work, planning and materials needed; **cost** (estimate your costs); **materials** you will need

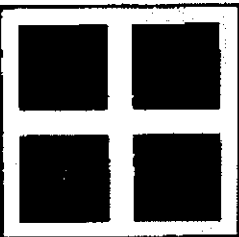
THIS SHOULD BE THE BIGGEST PART OF THE PLAN



ACT: In this section, list your action plan for the day of the event. What do you need to have in place or ready?

Also, list your back-up plan in case something doesn't work.

This should be about 3-5 sentences.



FOLLOW UP: In this section you will discuss your follow up plan:

-what clean up is needed? Who will do what?

-Do you need to thank anyone?

-how will you measure your success if you met your goal or not?

-what questions will you ask yourselves and discuss when you are done?

FCCLA Planning Process Summary Page

IDENTIFY CONCERNS



SET A GOAL



FORM A PLAN (WHO, WHAT, WHEN, WHERE, HOW, COST, RESOURCES, AND EVALUATION)



ACT



FOLLOW UP



MARKET SURVEY

Your name:

Class Period & Kitchen:

Directions: Ask one person the following questions in preparation for your project. You should already have a few prices listed and decided on your product.

QUESTIONS TO ASK:

Name: _____

Would you be interested in buying
_____ for \$ _____

Yes ___ No ___

What two other foods or products would you be interested in buying at school? How much would you be willing to pay?

_____ \$ _____
_____ \$ _____

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_____ \$ _____
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_____ \$ _____
_____ \$ _____

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Your name:

Class Period & Kitchen:

Directions: Ask one person the following questions in preparation for your project. You should already have a few prices listed and decided on your product.

QUESTIONS TO ASK:

Name: _____

Would you be interested in buying
_____ for \$ _____

Yes ___ No ___

What two other foods or products would you be interested in buying at school? How much would you be willing to pay?

_____ \$ _____
_____ \$ _____

ADVERTISING PLAN

What supplies do we need?

Who is our target market?

Where will we put our posters?

What other advertisements will we do? Who will lead that? How will we know it is effective?

Advertisement	Who is Responsible?	Effective?

Team Member contact info: (everyone)

FREE ENTERPRISE EVALUATION—Individual

Period _____ Group/Kitchen # _____

Name: _____

RATING YOUR OWN EFFORT: (1=lowest, 5=highest)

I cooperated with other members of my group the whole time.

1 2 3 4 5

I was prompt in doing everything assigned to me.

1 2 3 4 5

I was respectful to my group members and my teachers

1 2 3 4 5

I did my part to help the business, make the product, clean, sell, and advertise.

1 2 3 4 5

I was able to contribute to the needs of my group

1 2 3 4 5

I was present (not absent) every single day of the unit.

1 2 3 4 5

RATING THE EFFORTS OF YOUR GROUP MEMBERS

Give each member of your group an overall rating about their participation, assistance, respect, cooperation, contribution and effort.

_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5
_____	1	2	3	4	5

PERSONAL EVALUATION:

1. Did you spend more time on **management** (planning, advertising, organizing) or **labor** (actually making the product and setting up)? _____

2. Which of these two areas did you enjoy more? _____

3. Which one (management or labor) did you do best? _____

Why? _____

SUMMARY OF PROFITS/LOSS:

1. How many products did you sell at full price? _____
2. What was the full price of your product? _____
3. How many products did you sell at a discount (if any?)

4. What was the discounted price? _____
5. REVENUE: _____
6. COSTS: _____
7. PROFIT/LOSS: _____

4. Name three or more problems your group had (if any):

5. What would you change if you were to do this again? (Be specific)

6. What advice could you give to other people planning a free enterprise project? 3-5 sentences.
