

Portfolio Planning Tool

1. All core requirements have been included in the suggested timeline.
2. Read through the supplemental activities list and mark the items you plan to complete for your portfolio. These may be items you are already going to be doing. Make sure you choose the appropriate number of items in each category.
3. Write in the items you have selected in the corresponding month you would like to complete them. Keep in mind that some items do have flexible timing and some do not. Consider the time of year and how busy you may be when choosing which month to assign the item or activity.

	September	October	November	December	January	February	March	April	May
Core Requirements	Campus Visit (Sep-Nov)	Service Participation-schedule it	Campus Visit (Sep-Nov)	Professional Dress		Professional Dress		Professional Dress	Request Transcript
	College Report	Professional Dress	Cover Letter	References					
			Resume'						
Supplimental Leadership (2)									
Program Competency (3)									
Career Readiness (4)									
College Readiness (4)									

Supplemental Activities List

Leadership (2)	Timing	Program Competency (3)	Timing	Career Readiness (4)	Timing	College Readiness (4)	Timing
CTSO Officer	Sep/form in Mar	Pathway Completer	Anytime	Maintain Employment	Anytime	Submit College App	Oct/Nov
JATC Ambassador	Aug/form in Apr	Capstone/Showcase	Mar/Apr	Job Shadow	Anytime	Scholarship Apply	Every Month
Leadership Conference	Oct	Presentation/Skills Demonstration	Anytime	"Mock" interview	Anytime	Letter of Recommendation	Oct/Nov
CTSO Competition	Mar/Apr	Student Reflection	Anytime	Attendance	May 1st	College Essay	Oct/Nov
Service Project Leader	Anytime	Clinical/Practicum/Internship	As per program	Punctuality	May 1st	FAFSA Open House	Oct/Nov/Dec
Other Leadership	Anytime	USBE Certification	Dec/Apr/May	Employability Docs	Anytime	Scholarship Award	Dec/May
CTSO Membership	Start of semester	Industry Certification	Anytime	Work-based lesson	Anytime	Concurrent Enrollment Credit	Anytime
		Industry Tour	Anytime - Fieldtrip	UtahFutures-Career Clusters Inventory	Anytime	High School Transcript	Apr/May
				UtahFutures-Interest Profiler	Anytime	ACT/SAT Completion	Nov/Dec
				LinkedIn Profile		FAFSA Completion	Nov/Dec
						PSAT Completion	Anytime
						College Graduation Plan	Anytime