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A portfolio is an organized collection of a person's progress, achievements, contributions, and efforts that demonstrate accomplishments over time. The following instructions are intended to add clarification to the directions already given on each of the green portfolio section dividers. Follow the directions as printed in all sections except in *Section 1* where there is a change of guidelines as you prepare to submit your portfolio for state competition.

You may enter one (or two) portfolio(s)—each in different category areas—to be judged for state competition. When submitting a portfolio for state competition, focus only on **one** of the eight 4-H categories in which you would like to enter or you may choose to enter in “Multiple 4-H”. Each portfolio is to be submitted in a **1-inch binder**. These books may be identical except for your project sheets in *Section 1*. It is permissible to photo copy *Sections 2-8* and the *Utah 4-H Members Certificate of Achievement* for a book submitted in a second category. Projects are identified on the *Projects Areas Listed by Category Headings* sheet which follows the *Projects Entry Form*. Indicate the category in which you are competing on the *State Entry Form*. Portfolios are judged by category, not by individual project. Categories include:

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| 1 - Citizenship & Civic Education | 5 - Healthy Lifestyle Education |
| 2 - Communications & Expressive Arts | 6 - Personal Development & Leadership |
| 3 - Consumer and Family Sciences | 7 - Plants and Animals |
| 4 - Environmental Education and Earth Science | 8 - Science and Technology |
| or “Multiple 4-H” Entry | |

1. Use of official forms or letterhead for every section including photographs and story pages.
2. Green dividers, section pages, photos, and the *Utah 4-H Member Certificate of Achievement* may be placed in plastic sheet protectors as long as both sides of the page can be seen.
3. Update project work, activities, events, and awards for all areas in which you are currently involved prior to the submission date.
4. In *Section 1*, place a *Part A Size and Scope* and *Part B Knowledge and Skills Learned* form for each of the projects completed in the **category** in which you are submitting your portfolio. Do not include projects from **other** categories in which you are **not submitting** unless you are submitting in “Multiple 4-H”. Put your strongest project in front with the current year first, followed by the previous years. Place any other projects within the category in the same order according to emphasis given.

Complete a new *Section 1* every year for each project in which you participate. Print the *Part A Size and Scope* and *Part B Knowledge and Skills Learned* (previously titled *Knowledge and Skills Acquired*) form front to back. Only one page per year. Think of size as “number of snickerdoodles made” and think of scope as “types of cookies made: snickerdoodles, chocolate chip, oatmeal, peanut butter.” Think of knowledge as “this is what I have learned” and skills as “this is what I have done.”

5. In *Section 2, Utah 4-H Experiences and Activities* (previously titled *Utah 4-H Learning Experiences*) include all 4-H experiences and activities such as: camps, fairs, retreats, conferences, contest judging events, field trips, clinics, club meetings, and any other activities which do not fit in other sections.

6. *Sections 2 through 6* are meant to be cumulative. Early years may be written neatly in pencil; followed by pen, typewriter, or word processor—thus showing growth and development. It is optional whether books submitted for state competition are completed using a word processor. It is not necessary to divide the information by project. Just add the current year's experiences to the end of the previous year's information. Add additional pages as needed. Do not remove any columns from the forms. If, for instance, premium money was not paid for an entry, it is appropriate to enter N/A for *not applicable* in the box.
7. In *Sections 2 through 5*, when indicating the category to the side of an activity be sure to list the category number in which the activity occurred. Include all activities in which you have participated and the category to which it relates, regardless if you are submitting your portfolio in that category or not. For example, if you participate in a horse club and your club cleans the roadside on a section of highway, you list the category as 1 for Community Service, even though you are submitting your portfolio in 7 – Plant and Animals.
8. In *Sections 2 through 6*, don't forget to record the date the award was given or the day the activity or event was held. Record as much information as you have, such as year, month and year, or actual date.
9. In *Sections 4 and 5* try to avoid as much duplication as possible. For example, if you are the leader of a community service project you can list it under the leadership section and discuss your leadership role. This same community service project may be listed in the community service section; however, in this section you would discuss the role you played in the community service provided. If you participated in a community service project organized by your club leaders, county agents, or other adults, only report it in the *Community Service* section.
10. In *Section 5*, list all 4-H community service in which you are involved—adding details to give a clear picture of what was accomplished. You may use multiple lines as needed to add detail. The 4-H program encourages youth to participate in service every year. Service can be related to the project area or be based on community needs. Each youth or club has the option of selecting the type of service rendered.
11. In *Section 6*, remember to list your most significant non-4-H experiences.
12. In *Section 7*, submit a new story every year which will summarize your overall 4-H experiences. It should include experiences from the current year as well as previous years. Include growth and development from your 4-H project work and all other significant 4-H experiences, using dates as appropriate.
13. In *Section 8*, include pictures, scanned, or digital images for various years, categories, projects, service, and/or leadership experiences to demonstrate your overall growth in 4-H. Include captions with the year in which the photo was taken with each entry. You are telling your entire 4-H story with your photos. Photo sheets should be placed in sheet protectors to avoid the potential loss of photos.
14. The *Utah 4-H Member Certificate of Achievement* is the last item in your portfolio. It is to be the only certificate submitted as part of your portfolio.

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