

Delta County 4-H Portfolio Requirements (revised 10/05)

Portfolios are becoming accepted as a way to communicate specific information about your knowledge, skills and competencies. Being able to create and organize this information in a concise manner is vital to gainful employment in the future. Completing an Award Report Form and creating a portfolio is your first step in learning to market yourself and your accomplishments. Completion of a portfolio is mandatory for 4-H members wishing to receive Exploration Days Scholarships and awards higher than project area pins.

Judging of portfolios will follow the requirements and point value system listed below.

(100 points possible)

All pages are to be secured inside a notebook. A three ring binder is suggested.

Your portfolio should include:

5 points; Title Page – your picture, name, age, name of club, years in 4-H. This should be the first page in your binder.

5 points; Table of Contents- place on back of title page.

20 points; My 4-H Story-a narrative story in 3 parts

Part 1: Introduce yourself. Include information about your age, interests, family, where you live, where you go to school, when and why you became involved in 4-H.

Part 2: Tell about the project areas you have completed or are currently working on., include learning experiences, and special interests as well as some the successes and failures in your project areas.

Part 3: Explain how 4-H participation has helped you feel good about yourself, helped you become a better leader and citizen, and what you have learned from group involvement.

10 points; 4-H Club Member Career Summary Form. This is a cumulative report of your accomplishments since you joined 4-H. Keep adding your experiences to this form as you progress each year.

2 points; 4-H Member Annual Summary Form. This is a brief description of the projects you have completed this year. A project summary sheet is required for each project listed.

18 points; 4-H Project Summary Forms. This is a detailed description of each project you have completed for this year. Your project leader's signature is required for each completed project.

40 points; Documentation. (Total number of pages in this section not to exceed 15 pages) This is where you can expand on what you listed on the forms to tell 'the rest of the story'.

- Count each page with front and back as one page.
- Place these pages in plastic sleeves.
- Divider pages are not counted in total number of pages.

This section should include pictures of you and your projects, your involvement in activities, newspaper clippings, newsletters, certificates, letters of thanks, special honors or recognition, involvement in clubs, groups, etc. These items should highlight your accomplishments through the years. It is suggested you divide your documentation into categories separated by divider pages with tabs. Some suggestions include: 4-H Involvement, School Involvement, Community/Other, Hobbies/ Personal. Place your efforts in chronological order (first to most recent) for each category.

Pictures in Portfolio need to have date and brief description.

Newspaper Articles need to have date of publication. (clip this from the newspaper)

Maintain consistency in printing – type or handwritten throughout Portfolio.

Ribbons, pins, patches, etc. are not to be included

Divider Pages inserted for each section should have tabs that extend past pages. (suggestion; use a plastic sleeve and attach a tab to it. Name the section on the tab and also on a page inserted in the sleeve. The backside of this plastic sleeve may be used for additional documentation space.)