Submitting Your 4-H Portfolio for STATE COMPETITION
and General Judges Guidelines

A portfolio is an organized collection of a person’s progress, achievements, contributions, and efforts that demonstrate accomplishments, size and growth over time. The following instructions are intended to add clarification to the directions already given on each of the green portfolio section dividers.

1. Enter only one overall portfolio to be judged for state competition. The maximum binder size for the Utah 4-H Portfolio is 1½-inches. The binder should be white with a clear plastic front.

2. 4-H Portfolios begin with year 1 in grade 3. Cloverbud years are not to be included in number of years. Any Cloverbud activities / records should not be included when moving into standard 4-H programming.

3. Use official forms or letterhead for every section including photographs and story pages. The Cover page (with the name and county) should be inserted into the clear binder cover. The first page in the book should be the Portfolio Entry Form. Section pages and Project / Category dividers should be printed on astro green.

4. Section pages, project/category dividers, 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.

5. Update project work, activities, events, and awards for all areas in which you are currently involved prior to the submission date.

6. Please use an easy to read font in size 10-12 to make portfolios easier to read and judge.

7. Early years may be written neatly in pencil; followed by pen, then word processor—thus showing growth and development.

8. Due in the State 4-H Office on Feb 15th for State Competition.

Reviewed by the State 4-H Portfolio Committee Members: Marilyn Albertson, Jeff Banks, JoLene Bunnell, Donna Carter, Miriam Force, Kyle Jackson, Cassie Lyman, Margie Memmott, Alicia Moulton, Lou Mueller, Ronda Olsen, Vernon Parent, Ron Patterson.
UTAH 4-H

PROJECT / CATEGORY

REPORT FORMS

Section 1
Complete a new Section 1 form every year for each project or category in which you participate. Print the Part A: Size and Scope and Part B: Knowledge and Skills Learned forms front to back. Only one page per year, per project / category. Put your strongest project / category in front with the current year first, followed by the previous years. Place any other projects / categories in the same order according to emphasis given. Dividers should be used to separate projects / categories.

PART A - SIZE AND SCOPE

**SIZE** - has to do with numbers - i.e. number of hours spent, dollars invested, profits, losses, or savings, time prepared, etc; you may design tables, charts, graphs, or plot plans to help you explain your activities.

**SCOPE** - indicates the varieties, different types, recipes, plants, or animal breeds with which you worked.

Think of size as “number of snickerdoodles made and time spent” and think of scope as “types of cookies made: snickerdoodles, chocolate chip, oatmeal, peanut butter.”

**Project / Category Report Forms** with sample Size and Scope formats are located in the Project / Category Report Form Examples folder on the Portfolio CD, or you may choose to create your own.

4-H CATEGORY - Refer to the reverse side of the ENTRY FORM for additional help in identifying the best category heading for your project area. If submitting for specific projects, please also indicate the category heading in which you are submitting this report.

<table>
<thead>
<tr>
<th>ITEM MADE</th>
<th>#</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leather Belt</td>
<td>4</td>
<td>15 hrs</td>
<td>$22</td>
</tr>
<tr>
<td>key chain</td>
<td>1</td>
<td>3 hrs</td>
<td>$2</td>
</tr>
<tr>
<td>Saddle</td>
<td>1</td>
<td>45 hrs</td>
<td>$90</td>
</tr>
</tbody>
</table>

**PART B - KNOWLEDGE AND SKILLS LEARNED**

Describe what you have learned from your 4-H project. List the actual concepts and skills which you gained while completing your project. Think of knowledge as “concepts I have learned” and skills as “abilities I have gained.” These should be listed separately as shown by the example below.

Example:

**Knowledge Learned:**
- My Pyramid
- Correct Serving Size
- What foods contain calcium and the effects on the body.

**Skills Gained:**
- How to measure dry ingredients.
- How to measure liquid ingredients.
- How to make Pizza Pockets.
Include all 4-H experiences and activities such as: camps, fairs, retreats, conferences, contests, judging events, field trips, clinics, number of club meetings, demonstrations, talks, exhibits, radio or television appearances, newspaper articles written, workshops, tours, camps, and any other activities which do not fit in other sections.

This section is meant to be cumulative. 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 add or remove any columns from the forms.

**DATE** - You may wish to use just the year, both month and year, or the full date including month, day, and year. Try to include as much as possible for each activity.

**LEVEL** - indicate the level corresponding to your involvement.
- **Local** - activity sponsored by one or more 4-H clubs.
- **County** - activity sponsored by county.
- **District** - activity sponsored to involve more than one county.
- **State** - activity sponsored at the state level.
- **Multi-State** - activity sponsored to involve more than one state.
- **National** - activity sponsored by National Council.
- **International** - activity including areas outside the U.S.A.

Example:

<table>
<thead>
<tr>
<th>DATE</th>
<th>TYPE OF EXPERIENCE OR ACTIVITY</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2009</td>
<td>Went on a tour of the USU Space Laboratory</td>
<td>S</td>
</tr>
<tr>
<td>3/2010</td>
<td>Participated in the Livestock Judging Contest</td>
<td>C</td>
</tr>
<tr>
<td>6/2010</td>
<td>Demonstration on Fitting and Showing a Lamb to 25 club members.</td>
<td>L</td>
</tr>
<tr>
<td>7/2011</td>
<td>Attended a tour of the local bakery.</td>
<td>L</td>
</tr>
<tr>
<td>2011</td>
<td>Attended 10 club meetings during January – September.</td>
<td>L</td>
</tr>
<tr>
<td>12/2011</td>
<td>4-H Super Saturday</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- GPS Technology</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td>- Sports Fishing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Community Service Project</td>
<td></td>
</tr>
</tbody>
</table>
DATE - You may wish to use just the year, month and year, or the full date including month, day, and year. You determine which is the most appropriate for each individual experience.

LEVEL - indicate the level corresponding to your involvement.
- Local - activity sponsored by one or more 4-H clubs.
- County - activity sponsored by county.
- District - activity sponsored to involve more than one county.
- State - activity sponsored at the state level.
- Multi-State - activity sponsored to involve more than one state.
- International - activity including areas outside the U.S.A.

This section is meant to be cumulative. It is not necessary to divide the information by project. Just add the current year’s entries to the end of the previous year’s information. Add additional pages as needed. Do not add or 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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Name of Contest</th>
<th>Project or Item Exhibited</th>
<th>Placing and/or Award</th>
<th>$Value of Premiums If Received</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/2009</td>
<td>County Fair</td>
<td>Cookies</td>
<td>Purple</td>
<td>$3.00</td>
<td>C</td>
</tr>
<tr>
<td>5/2010</td>
<td>Shooting Sports</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Rifle</td>
<td></td>
<td>Blue</td>
<td></td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>• Shotgun</td>
<td></td>
<td>Blue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Archery</td>
<td></td>
<td>Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Written Test</td>
<td></td>
<td>White</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Wildlife ID</td>
<td></td>
<td>Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3/2011</td>
<td>Demonstrations</td>
<td>Measuring with Precision</td>
<td>Trophy</td>
<td>N/A</td>
<td>C</td>
</tr>
<tr>
<td>6/2011</td>
<td>County Fashion Revue Contest</td>
<td>Modeled a 2-piece suit</td>
<td>Certificate</td>
<td>$50.00</td>
<td>C</td>
</tr>
<tr>
<td>7/2011</td>
<td>State Fashion Revue Contest</td>
<td>Modeled a 2-piece suit</td>
<td>Participant</td>
<td>N/A</td>
<td>S</td>
</tr>
</tbody>
</table>
Utah 4-H Leadership

Section 4
DATE - You may wish to use just the year, both month and year, or the full date including month, day, and year.

LEADERSHIP ROLE – Office held, committee or activity in which you were involved.

RESPONSIBILITIES – List assignments. Include number of people led/contacted, hours, etc.

LEADERSHIP - indicate the type of leadership experience given.
Volunteer Leadership - list experiences you participated in. (ie: performing at 4-H activities, directing community tours, workshops, judging events, camps, fairs, achievement programs, field trips, etc.)
Elected Leadership - under this title, list 4-H offices you have held and to which you were elected.
Appointed Leadership - identify and describe the various committees on which you have served.
4-H Promotional Activities - emphasize what you have done to promote 4-H, such as presentations, radio and/or television appearances, participation in parades, etc.

LEVEL - indicate the level corresponding to your involvement.
- Local - activity sponsored by one or more 4-H clubs.
- County - activity sponsored by county.
- District - activity sponsored to involve more than one county.
- State - activity sponsored at the state level.
- Multi-State - activity sponsored to involve more than one state.
- International - activity including areas outside the U.S.A.

This section is meant to be cumulative. It is not necessary to divide the information by project. Add the current year’s experiences to the end of the previous year’s. Do not add or remove any columns. Try to avoid duplication with Section 5. For example, if you are the leader of a community service project, list it in this section and discuss your leadership role. The same project may be listed in Section 5; however, you would discuss the role you played in the community service provided. If you participated in a service project organized by your club leaders, county agents, or other adults, only report it in Section 5.

<table>
<thead>
<tr>
<th>Date</th>
<th>Leadership Role</th>
<th>Responsibilities</th>
<th>Type</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/2009</td>
<td>Song Leader for Teen Council</td>
<td>Selected and led songs</td>
<td>E</td>
<td>C</td>
</tr>
<tr>
<td>4/09-4/10</td>
<td>State 4-H Ambassador</td>
<td>90 hours of statewide leadership</td>
<td>A</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conducted Mock Legislature</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Teen Leader for Youth Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Planning Committee for TLT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Day Camp Teacher</td>
<td>Taught Project Wet Workshop – for 120 youth</td>
<td>V</td>
<td>C</td>
</tr>
</tbody>
</table>
The 4-H program encourages youth to participate in service every year. Service can be related to the project area or based on community needs. Each youth or club has the option of selecting the type of service rendered. List all 4-H community service and your involvement, adding details to give a clear picture of what was accomplished. Be sure it can be easily identified as a 4-H Community Service Project. You may use multiple lines as needed to add detail. Where possible, list numbers of participants, recipients, items prepared, etc.

**DATE** - You may wish to use just the year, both month and year, or the full date including month, day, and year. You determine which is the most appropriate for each individual experience.

**LEVEL** - indicate the level corresponding to your involvement.
- **Local** - activity sponsored by one or more 4-H clubs.
- **County** - activity sponsored by county.
- **District** - activity sponsored to involve more than one county.
- **State** - activity sponsored at the state level.
- **Multi-State** - activity sponsored to involve more than one state.
- **National** - activity sponsored by National Council.
- **International** - activity including areas outside the U.S.A.

This section is meant to be cumulative. It is not necessary to divide the information by project. Add the current year’s experiences to the end of the previous year’s. Do not add or remove any columns.

Try to avoid duplication with Section 4. For example, if you are the leader of a community service project, list it in Section 4 and discuss your leadership role. The same project may be listed here; however, you would discuss the role you played in the community service provided. If you participated in a service project organized by your club leaders, county agents, or other adults, only report it in this section.

**Example:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Community Service</th>
<th>Level</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2009</td>
<td>Bake and Take Week, delivered cookies to seven widows with my club.</td>
<td>L</td>
<td>5</td>
</tr>
<tr>
<td>4/2010</td>
<td>Food for the Homeless Shelter, designed and distributed 30 ads/fliers for placement on the bulletin boards in local businesses.</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>5/2010</td>
<td>Planted 50 trees for park beautification project in local city with club.</td>
<td>L</td>
<td>4</td>
</tr>
<tr>
<td>6/2011</td>
<td>Participated in Join Hands Day – County Teen Council made:</td>
<td>S</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>• 10 tied quilts for women in a crisis center</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 50 educational kits for special needs classrooms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• 250 hygiene kits for humanitarian services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
UTAH 4-H

NON 4-H EXPERIENCES

Section 6
List and describe your most significant non-4-H experiences. These could include such things as leadership roles, community service, awards and recognition received, activates and any other experience other than those in 4-H. Your portfolio is intended to contain all of your important accomplishments throughout the years.

DATE - You may wish to use just the year, both month and year, or the full date including month, day, and year. You determine which is the most appropriate for each individual experience.

ORGANIZATION - Indicate the code for your group:

School - activity sponsored by a school or a school club.
Church - activity sponsored by a church group or religious organization.
Town - activity sponsored by a town, community, or civic organization.
Family – non 4-H Family experience.

This section is meant to be cumulative. It is not necessary to divide the information by project. Add the current year’s experiences to the end of the previous year’s. Do not add or remove any columns.

Example:

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Non 4-H Experiences</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/2009</td>
<td>Planted flowers along Main Street with Spanish Club</td>
<td>S</td>
</tr>
<tr>
<td>5/2010</td>
<td>Gathered used paper products for recycling from area businesses</td>
<td>T</td>
</tr>
<tr>
<td>10/2010</td>
<td>Won Reflections Contest in Photography for school and district</td>
<td>S</td>
</tr>
<tr>
<td>2010-present</td>
<td>Member of the Baptist children’s choir.</td>
<td>C</td>
</tr>
<tr>
<td>3/2011</td>
<td>Member of the High School Basketball team</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td>• 2A District Champions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• State Finalists</td>
<td></td>
</tr>
<tr>
<td>12/2011</td>
<td>Planned and led children’s games for Family Reunion – 100 children participated</td>
<td>F</td>
</tr>
</tbody>
</table>
Submit a new story every year which will summarize your 4-H experiences for the past year. The story should be 1 page (front-and-back). It may be single or double spaced and should be in font size 10-12.

Print each sheet on Utah 4-H Letterhead stationery. Put the new story first, followed by stories from the previous years.

**Your story should describe in detail how 4-H has influenced your life.** Give significant detail of personal growth and development through your 4-H project work, 4-H leadership, and 4-H community service. Show such things as how 4-H has affected your self image, your school success, your career choices, your friends, your goals, your abilities, etc. Explain how 4-H has helped you become a better person of character.
Utah 4-H
4-H Photographs & Certificate

Section 8
PROJECT PHOTOGRAPHS

Include hard copy, scanned, or digital pictures for each year. Include photos of categories, projects, service, and/or leadership experiences to demonstrate your overall growth in 4-H. You are telling your 4-H story for the current year with your photos. Collect photographs which are representative of your total 4-H involvement.

- You may have 1 page (front-and-back) of 4-H photographs per year.
- Put the current year first, followed by photo pages from previous years.
- Photos should be captioned with an interesting description or explanation and date.
- Pages should include the year in which the photo was taken.
- Mount with glue stick, photo adhesive, or photo corners.
- Photo pages should be inserted into plastic sheet protectors to avoid loss or damage.
- Photographs may be cropped and slightly overlapped, but they should not form a collage.

Examples:

Year: 2009
- Working on the float at the county fair parade. August
- Visiting the County Safety Clinic. January
- Distributing fliers for the county health department. May

Year: 2010
- Preparing my food demonstration. March
- Visiting the Elderly. May
- Bicycle safety workshop. August

Year: 2011
- Preparing my Guide Dog for the County Parade. August
- Gathering food for the Food Pantry. November
- Giving a Horse Demonstration at State Contests. July

CERTIFICATE OF ACHIEVEMENT

After second year, place your Certificate of Achievement with updated completion seals following SECTION 8: 4-H PHOTOGRAPHS. It is to be the only certificate submitted as part of your portfolio.