



# UTAH 4-H PORTFOLIO GUIDE





## TRAINING TIPS FOR COUNTY STAFF

- 1.** Hold portfolio training meetings throughout the year. Host these both at the county office and in the field. Don't be afraid to take a few minutes during an already scheduled project training or event. Ask volunteers to help host these trainings to share personal experiences and successes.
- 2.** Send out portfolio tips in your newsletters, emails, and on social media. Choose to highlight certain areas/people from your county to use as examples.
- 3.** Get volunteers and 4-H members used to the Utah 4-H Website. Point them to fact sheets, rubrics, help guides, and examples that they can research on their own. Encourage them to subscribe to the Utah 4-H YouTube channel to view video trainings.
- 4.** Hold County Portfolio Contests. Ask volunteers to come judge portfolios. This will help them to understand quality standards and how they can help their youth improve. Seek out the support of local businesses to provide prizes, awards, and recognition for portfolio winners. Celebrate winners at 4-H achievement nights.
- 5.** Make 4-H Volunteers and Youth aware of State Portfolio Contests, National Trips, and Scholarships that are available through the program.



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## SOFT SKILLS

Portfolios will help develop and enrich club members, families, and communities. One of the biggest take-aways from creating a portfolio are the soft skills that youth develop during their creation.

ASSESSMENT COMPARE/CONTRAST  
GROWTH MEASUREMENT  
GOAL SETTING SELF-REFLECTION  
RECORD KEEPING EVALUATION  
**SOFT SKILLS**



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## FAMILY ACTIVITY

4-H is a great way to spend time with family. 4-H portfolios provide multiple chances to bring families together. Great ways to incorporate family members into the portfolio process include, aiming to create opportunities to report in a portfolio, working together to reflect on activities, and helping younger siblings.

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## WORTHWHILE

Youth will gain an infinite amount of opportunities as a result of a successfully compiled portfolio. Creating an inclusive environment, developing a youth's independence, service-learning opportunities, and strengthening skills are just a few reasons for a volunteer to spend time helping youth compile their portfolio information.

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## COMMUNITY SUPPORT

Portfolios are a win-win for community improvement. Can you imagine if every community member held themselves accountable for what they contributed each year? Portfolios encourage youth to understand how important it is to work on community service, and the community benefits from their efforts. Portfolios are an easy way to make a big impact in your community.



## REWARDS

Portfolios can provide incredible experiences for youth that they may not otherwise be given. Tangible rewards for successfully completed portfolios include ribbons, premiums, scholarships, trips to state contests, eligibility for state leadership positions and trips to National Congress.

## EVERYONE WINS

Rewards are nice, but the best part of portfolios is that everyone wins! Portfolios are an essential piece to positive youth development, and whether youth receive a scholarship or simply a ribbon, they are achieving milestones toward their development that they will be able to reflect upon forever.





## AGES & STAGES

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Youth of all ages should be involved in the portfolio program. As youth progress through 4-H, and as they mature, progression should be reflected in their portfolio. Through the 4-H program and portfolio process, it is important to understand what is expected for the certain ages of our 4-H youth. Portfolios can help to enhance characteristics common to 4-H youth at each development level.

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### JUNIORS

(3rd - 5th Grade)

Youth at this age need to have small successes celebrated. Portfolios allow for our adult volunteers to praise, work with, and honor youth for their accomplishments. Portfolios also allow a junior aged youth to self-reflect on the year and view themselves as becoming independent.

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### INTERMEDIATES

(6th - 8th Grade)

As youth become more independent at this age, it is important for them to reflect upon and celebrate their own successes. Portfolios allow them the opportunity to focus on personal achievement, service, and leadership. At this stage in their life, intermediate aged youth want know how they can improve for the better. Portfolios allow for goal setting and comparison needed for achievement.



## SENIORS

(9th - 12th Grade)

Senior aged youth are at a point in their life where many important choices are right in front of them. Portfolios allow them to reflect upon past experiences and outcomes to aide in their future planning. Seniors are also able to further understand personal independence and identity as they review their 4-H past experience throughout their portfolio.

## VOLUNTEERS

4-H Volunteers play a key role in the implementation of Positive Youth Development. Volunteers who understand the outcomes of positive youth development strive to assist their 4-H Youth with their project areas and portfolios. Through portfolios, volunteers help to influence growth and development of 4-H youth, become central figures on a personal level, and can help to emphasize the positive impacts that 4-H has had on their lives.



## PROJECT AREA

The first step in the construction of your portfolio is to determine your project area(s). The possibilities are endless when it comes to the projects available through the Utah 4-H Program





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## CONSTRUCTION OF THE PORTFOLIO

1. The maximum binder size for the Utah 4-H Portfolio is 1½ -inches. The binder should be white with a clear plastic front.
2. Use official forms or letterhead for every section including photographs and story pages.
3. Category dividers should be printed on astro-green (if needed, this is available in your county 4-H office)
4. Please use a legible font in size 10-12 to make portfolios easier to read and judge.

## PORTFOLIO SECTIONS

### SECTION ONE

### PROJECT REPORT FORM

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 Learned and Skills Developed 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. Examples can be found here: <http://utah4h.org/projects/leadership/portfolio/PDF>



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## SECTION TWO

### 4-H EXPERIENCES & ACTIVITIES

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.

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## SECTION THREE

### 4-H ENTRIES, AWARDS & RECOGNITION

This section is meant to be cumulative. Include all 4-H entries, awards, and recognitions. Celebrate your 4-H successes such as premiums, awards, ribbons, achievements, and accomplishments in your club, county, region, and state. 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.



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## SECTION FOUR

### 4-H LEADERSHIP

Include 4-H leadership roles, responsibilities, and at what level you participated. For example, include performing at 4-H activities, community workshops, camps, fairs, etc. 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.

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## SECTION FIVE

### 4-H COMMUNITY SERVICE

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.

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## SECTION SIX

### NON 4-H EXPERIENCES

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



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## SECTION SEVEN

### MY 4-H STORY

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.

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## 4-H PHOTOGRAPHS

## SECTION EIGHT

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.



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## PORTFOLIO SUBMISSION FORM

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Utah 4-H Offers a variety of contests and opportunities through the Utah 4-H Portfolio Program, A National 4-H Congress trip, State Contest Interview, and State 4-H Scholarships, just to name a few. The Portfolio Submission Form is required when competing in any of these competitions.

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## SCHOLARSHIPS

Utah 4-H offers a variety of scholarships to 4-H members to help offset the cost of attending Utah State University. The amount and number of scholarships depends on the availability of funds and the status of the applicant pool. Remember, keeping track of your 4-H involvement and achievement with the 4-H Portfolio is a requirement for your scholarship application.

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## JUDGING RUBRICS

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Judging rubrics have been created to better assist Volunteer Judges with comparison, selection, and awarding of portfolios. Rubrics also assist our 4-H Youth and Volunteers to gain a better understanding of what an excellent, good, and fair portfolio look like. Three distinct rubrics are categorized by age groups (junior, intermediate, and senior), and focus on appropriate skills, projects, and expectations.



## JUNIOR RUBRIC

Utah 4-H Portfolio Judging Rubric - Junior Division (Grades 3-5)					
Name: _____ Grade _____ Project _____					
Total Points: _____ Ribbon Awarded (Circle One): Blue (80-100) Red (50-79) White (49 or below)					
* For each section below, the judge will select the rating (excellent, good or fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.					
<b>Overall 5%</b>	The portfolio is secured in binder with the title sheet on cover. The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures.	The portfolio is secured in a binder. Correct forms and divider pages are used. Some spelling, grammar and/or organizational errors are present. Entry form lacks complete information.	The portfolio has significant spelling, grammar and/or organizational errors. Entry form is missing or lacks complete information. Incorrect forms used.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded
<b>4-H Project Report Form: 20%</b>	Member is very active in project involvement, in terms of depth and/or variety. Table clearly explains the hours and/or money invested in the project. Member clearly explains what was learned in the project and records specific knowledge and skills gained. Demonstrates growth appropriate for grade and years in 4-H.	Member is active in the project, but lacks depth and/or variety within the project area. Table lacks details to effectively summarize the way time or money was invested in the project. Member lists what was learned in the project, but doesn't show growth appropriate for grade and years in 4-H.	Member has limited involvement in the project. Table fails to clearly summarize the way time or money was invested in the project. Member lists few skills and knowledge, or doesn't show growth appropriate for grade and years in 4-H.	Comments	
	Excellent 16 - 20	Good 10 - 15	Fair 0 - 9	Points Possible 20	Points Awarded
<b>4-H Experiences &amp; Activities 15%</b>	Member is active in the 4-H program as a whole. Involvement shows appropriate progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Only 4-H activities are included and full details are provided. 4-H should be used in descriptions where relevant.	Member is active in some 4-H program as a whole. Member shows limited progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Entries lack some details.	Member has limited 4-H involvement. Entries are incomplete. Little or no progression is demonstrated through 4-H involvement in activities as appropriate for grade and years in 4-H.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Awards &amp; Recognition 5%</b>	All awards and recognition are recorded including the contest, awards, level and premium. Awards show progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H.	Awards and recognition are included, however entries lack complete details. Appropriate for grade and years in 4-H.	Few or no awards are recorded; many details incomplete or omitted. Appropriate for grade and years in 4-H.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded

<b>4-H Leadership 15%</b>	Gives a clear picture of the responsibilities and duties in each 4-H leadership role. Only 4-H leadership roles are included. Shows progression as appropriate for grade and years in 4-H.	Member involved in 4-H leadership roles, but did not clearly explain the responsibilities and duties of the leadership role. Leadership involvement shows limited progression as appropriate for grade and years in 4-H.	Member does not make it clear that the activity is a 4-H role, or includes non-4-H roles. Little or no progression as appropriate for grade and years in 4-H.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Community Service 15%</b>	Member involved in 4-H community service activities. Provides details to give a clear picture of what was accomplished and involvement. Only lists 4-H community service.	Member involved 4-H community service activities. Entries lack full details of what was accomplished and involvement. Only lists 4-H community service.	Member involved in no 4-H service activities. Entries do not explain what was accomplished and involvement. Includes non-4-H roles, or fails to clearly explain it is a 4-H activity.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>Non 4-H Experiences 5%</b>	Lists significant non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists some non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists few non-4-H experiences.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded
<b>My 4-H Story 15%</b>	Submits a new story each year. Each story is at least 1/2 page long, but no more than 1 page front/back. Story shows personal growth and development through 4-H project work for the current year and highlights leadership and community service. Gives details to demonstrate how 4-H has influenced life.	Story is 1/4 - 1/2 page long. Story shows some personal growth and development through 4-H project work for the current year. Story does not highlight both leadership and community service involvement.	Story is a 1/4 page long or less. Few details are provided regarding project work, leadership and community service.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Photos And Certificate of Achievement 5%</b>	Submits new photo page each year utilizing space allotted. Pictures in page protectors & show wide variety and/or depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos are dated with detailed captions. Includes Certificate of Achievement.	Submits a new photo page each year utilizing most of the space allotted. Photos show good project involvement, but fail to show both leadership and service involvement. Captions are missing or lack details and dates. Includes Certificate of Achievement.	Photos show limited project involvement. Photos fail to show both leadership and service involvement. Captions are missing or lack details and dates. Certificate of Achievement is not included after photo section.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded



## INTERMEDIATE RUBRIC

Utah 4-H Portfolio Judging Rubric – Intermediate Division (Grades 6-8)					
Name: _____		Grade _____		Project _____	
Total Points: _____		Ribbon Awarded (Circle One):		Blue (80-100)	Red (50-79) White (49 or below)
* For each section below, the judge will select the rating (excellent, good or fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.					
<b>Overall</b> 5%	The portfolio is secured in binder with the title sheet on cover. The portfolio is organized correctly using approved forms and green dividers. Binder should not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures.	The portfolio is secured in a binder. Correct forms and divider pages are used. Some spelling, grammar and/or organizational errors are present. Entry form lacks complete information.	The portfolio has significant spelling, grammar and/or organizational errors. Entry form is missing or lacks complete information. Incorrect forms used.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded
<b>4-H Project Report Form:</b> 20%	Member is very active in project involvement, in terms of depth and/or variety. Table clearly explains the hours and/or money invested in the project. Member clearly explains what was learned in the project and records specific knowledge and skills gained. Demonstrates growth appropriate for grade and years in 4-H.	Member is active in the project, but lacks depth and/or variety within the project area. Table lacks details to effectively summarize the way time or money was invested in the project. Member lists what was learned in the project, but doesn't show growth appropriate for grade and years in 4-H.	Member has limited involvement in the project. Table fails to clearly summarize the way time or money was invested in the project. Member lists few skills and knowledge, or doesn't show growth appropriate for grade and years in 4-H.	Comments	
	Excellent 16 - 20	Good 10 - 15	Fair 0 - 9	Points Possible 20	Points Awarded
<b>4-H Experiences &amp; Activities</b> 15%	Member is active in the 4-H program as a whole. Involvement shows appropriate progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Only 4-H activities are included and full details are provided. 4-H should be listed in the descriptions where relevant.	Member is active in some 4-H program as a whole. Member shows limited progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Entries lack some details.	Member has limited 4-H involvement. Entries are incomplete. Little or no progression is demonstrated through 4-H involvement in activities as appropriate for grade and years in 4-H.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Awards &amp; Recognition</b> 5%	All awards and recognition are recorded including the contest, awards, level and premium. Awards show progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H.	Awards and recognition are included, however entries lack complete details. Appropriate for grade and years in 4-H.	Few or no awards are recorded; many details incomplete or omitted. Appropriate for grade and years in 4-H.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded

<b>4-H Leadership</b> 15%	Gives a clear picture of the responsibilities and duties in each 4-H leadership role. Only 4-H leadership roles are included. Shows progression as appropriate for grade and years in 4-H.	Member involved in 4-H leadership roles, but did not clearly explain the responsibilities and duties of the leadership role. Leadership involvement shows limited progression as appropriate for grade and years in 4-H.	Member does not make it clear that the activity is a 4-H role, or includes non-4-H roles. Little or no progression as appropriate for grade and years in 4-H.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Community Service</b> 15%	Member involved in 4-H community service activities. Provides details to give a clear picture of what was accomplished and involvement. Only lists 4-H community service.	Member involved 4-H community service activities. Entries lack full details of what was accomplished and involvement. Only lists 4-H community service.	Member involved in no 4-H service activities. Entries do not explain what was accomplished and involvement. Includes non-4-H roles, or fails to clearly explain it is a 4-H activity.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>Non 4-H Experiences</b> 5%	Lists significant non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists some non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists few non-4-H experiences.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded
<b>My 4-H Story</b> 15%	Submits a new story each year. Each story is at least 1 page long, but no more than 1 page front/back. Story shows personal growth and development through 4-H project work for the current year and highlights leadership and community service. Gives details to demonstrate how 4-H has influenced life.	Story is only 1/2 page long. Story shows some personal growth and development through 4-H project work for the current year. Story does not highlight both leadership and community service involvement.	Story is a 1/2 page long or less. Few details are provided regarding project work, leadership and community service.	Comments	
	Excellent 12 - 15	Good 8 - 11	Fair 0 - 7	Points Possible 15	Points Awarded
<b>4-H Photos And Certificate of Achievement</b> 5%	Submits new photo page each year utilizing space allotted. Pictures in page protectors & show wide variety and/or depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos are dated with detailed captions. Includes Certificate of Achievement.	Submits a new photo page each year utilizing most of the space allotted. Photos show good project involvement, but fail to show both leadership and service involvement. Captions are missing or lack details and dates. Includes Certificate of Achievement.	Photos show limited project involvement. Photos fail to show both leadership and service involvement. Captions are missing or lack details and dates. Certificate of Achievement is not included after photo section.	Comments	
	Excellent 4 - 5	Good 2 - 3	Fair 0 - 1	Points Possible 5	Points Awarded



## SENIOR RUBRIC

Utah 4-H Portfolio Judging Rubric – Senior Division (Grades 9-12)					
Name: _____		Grade _____		Project _____	
Total Points: _____		Ribbon Awarded (Circle One):		Blue (80-100)	Red (50-79) White (49 or below)
* For each section below, the judge will select the rating (excellent, good or fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.					
<b>Overall</b> 5%	The portfolio is secured in binder with the title sheet on cover. The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures.	The portfolio is secured in a binder. Correct forms and divider pages are used. Binder exceeds 1.5 inches. Some spelling, grammar and/or organizational errors are present. Entry form lacks complete information.	The portfolio has significant spelling, grammar and/or organizational errors. Entry form is missing or lacks complete information. Incorrect forms used.	Comments	
				Excellent 4 - 5	Good 2 - 3
<b>4-H Project Report Form:</b> 20%	Member is very active in project involvement, in terms of depth and/or variety. Table clearly explains the hours and/or money invested in the project. Member clearly explains what was learned in the project and records specific knowledge and skills gained. Demonstrates growth appropriate for grade and years in 4-H.	Member is active in the project, but lacks depth and/or variety within the project area. Table lacks details to effectively summarize the way time or money was invested in the project. Member lists what was learned in the project, but doesn't show growth appropriate for grade and years in 4-H.	Member has limited involvement in the project. Table fails to clearly summarize the way time or money was invested in the project. Member lists few skills and knowledge, or doesn't show growth appropriate for grade and years in 4-H.	Comments	
				Excellent 16 - 20	Good 10 - 15
<b>4-H Experiences &amp; Activities</b> 15%	Member is active in the 4-H program as a whole. Involvement shows appropriate progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Only 4-H activities are included and full details are provided. 4-H should be used in descriptions where relevant.	Member is active in some 4-H program as a whole. Member shows limited progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Entries lack some details.	Member has limited 4-H involvement. Entries are incomplete. Little or no progression is demonstrated through 4-H involvement in activities as appropriate for grade and years in 4-H.	Comments	
				Excellent 12 - 15	Good 8 - 11
<b>4-H Awards &amp; Recognition</b> 5%	All awards and recognition are recorded including the contest, awards, level and premium. Awards show progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H.	Awards and recognition are included, however entries lack complete details. Appropriate for grade and years in 4-H.	Few or no awards are recorded; many details incomplete or omitted. Appropriate for grade and years in 4-H.	Comments	
				Excellent 4 - 5	Good 2 - 3

<b>4-H Leadership</b> 15%	Gives a clear picture of the responsibilities and duties in each 4-H leadership role. Only 4-H leadership roles are included. Shows progression as appropriate for grade and years in 4-H.	Member involved in 4-H leadership roles, but did not clearly explain the responsibilities and duties of the leadership role. Leadership involvement shows limited progression as appropriate for grade and years in 4-H.	Member does not make it clear that the activity is a 4-H role, or includes non-4-H roles. Little or no progression appropriate for grade and years in 4-H.	Comments	
				Excellent 12 - 15	Good 8 - 11
<b>4-H Community Service</b> 15%	Member involved in 4-H community service activities. Provides details to give a clear picture of what was accomplished and involvement. Only lists 4-H community service.	Member involved 4-H community service activities. Entries lack full details of what was accomplished and involvement. Only lists 4-H community service.	Member involved in no 4-H service activities. Entries do not explain what was accomplished and involvement. Includes non-4-H roles, or fails to clearly explain it is a 4-H activity.	Comments	
				Excellent 12 - 15	Good 8 - 11
<b>Non 4-H Experiences</b> 5%	Lists significant non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists some non-4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.	Lists few non-4-H experiences.	Comments	
				Excellent 4 - 5	Good 2 - 3
<b>My 4-H Story</b> 15%	Submits a new story each year. Each story is two pages (i.e., one page front/back). Story shows personal growth and development through 4-H project work for the current year and highlights leadership and community service. Gives details to demonstrate how 4-H has influenced life.	Story is 1 page long or more (no more than 1 page front/back). Story shows some personal growth and development through 4-H project work for the current year. Story does not highlight both leadership and community service involvement.	Story is less than one page. Few details are provided regarding project work, leadership and community service.	Comments	
				Excellent 12 - 15	Good 8 - 11
<b>4-H Photos And Certificate of Achievement</b> 5%	Submits new photo page each year utilizing space allotted. Pictures in page protectors & show wide variety and/or depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos are dated with detailed captions. Includes Certificate of Achievement.	Submits a new photo page each year utilizing most of the space allotted. Photos show good project involvement, but fail to show both leadership and service involvement. Captions are missing or lack details and dates. Includes Certificate of Achievement.	Photos show limited project involvement. Photos fail to show both leadership and service involvement. Captions are missing or lack details and dates. Certificate of Achievement is not included after photo section.	Comments	
				Excellent 4 - 5	Good 2 - 3



## PORTFOLIO FAST FACTS

### 1. Getting Started...

A portfolio is an organized collection of a person's progress, achievements, contributions, and efforts that demonstrate accomplishments, size and growth over time. The outside of your portfolio should consist of a secured white binder with a clear front not exceeding 1 1/2 inches. An overall clean and neat appearance should be portrayed.

### 2. Official Forms...

Each official form used throughout the portfolio can be found at: <https://utah4h.org/projects/leadership/portfolio/index> The cover page should be inserted into the clear binder cover with name and county. The first page in the book should be the Portfolio Entry Form, completely filled out with no blank signatures.

### 3. Portfolio Structure...

Section pages and Project Category dividers should be printed on astro-green paper and remain in the correct order. It is important to use an easy to read font in size 10-12. Early years may be written in pencil; followed by pen, then word processor – thus showing growth and development.

### 4. Portfolio Sections...

The following are points to cover in each section to strengthen the content of your portfolio:

#### 4-H Community Service

Explain in detail about what 4-H community service activities you were involved in. Give a clear picture about what was accomplished.

#### 4-H Photos & Certificate of Achievement

Submit a new photo page each year utilizing space allotted. Pictures should be in page protectors and show a wide variety / depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos should be dated with detailed captions. Include a Certificate of Achievement following your photo section.



## 4-H Awards & Recognitions

Include any contests and awards you have completed. Awards should show age appropriate progression.

## Non 4-H Experience

List significant non 4-H experience in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition. This is your opportunity to list any accomplishments that were not part of 4-H.

## 4-H Experiences & Activities

Show that you are active in the 4-H program as a whole. Show age appropriate involvement in all areas of 4-H. Only include 4-H experiences and explain them in detail. "4-H" should be used in every description.

## 4-H Leadership

Give a clear picture of the responsibilities and duties in each 4-H leadership role. Show age appropriate progression through only 4-H leadership roles.

## 4-H Leadership

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## My 4-H Story

Give a clear picture of the responsibilities and duties in each 4-H leadership role. Show age appropriate progression through only 4-H leadership roles.



