

Steps to Creating a 4-H Portfolio



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 ½ inches. An overall clean and neat appearance should be portrayed.

2. Official Forms...

Each official form used throughout the portfolio can be found at: <http://utah4h.org/htm/general-forms/portfolios/>. 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 Awards & Recognition:

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

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 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 Project Report Form:

Show the depth and variety of your involvement in your project. Use the table provided to clearly explain the hours & money invested in the project. Specifically explain the knowledge and skills you gained while learning about your project. Show proof of age appropriate growth and development.

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.

My 4-H Story:

Submit a new story each year. Each story should be up to two pages pending age and ability. Show personal growth and development through 4-H project work for the current year, highlighting leadership and community service. Give details to demonstrate how 4-H has influenced your life.

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 and 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. .

5. Submission...

Portfolios are due in the State 4-H Office no later than February 15th for State Competition and are reviewed by the State 4-H Portfolio Committee Members.