

CLARK COUNTY, NV 4-H

Portfolio



Name

Club



Submitting Your 4-H Portfolio for Completion

A Portfolio is an organized collection of a person's progress, achievements, contributions and efforts that demonstrate accomplishments, size and growth over time. Your portfolio is intended to contain all of your important accomplishments throughout the years. The following instructions are intended to add clarification to the directions already given on the 4-H website, <http://www.unce.unr.edu/4H/counties/clark/>

1. Enter only one overall portfolio to be judged for competition. Portfolio needs to be placed in a secure binder, and overall neatness and organization should be portrayed.
2. 4-H Portfolios should only include years in 4-H; Cloverbud years are not to be included in the number of years. 4-H year begins at age 9 by January 1 of the year being recorded.
3. Levels (As of January 1) are as follows:
Junior: 9-10
Intermediate: 11-13
Senior: 14-19
4. Use official forms for every section including photographs and story pages. The Cover Page (with name and club) should be the front page, and all pages should be in order as given.
5. The portfolio is meant to be a cumulative report and there is no need to divide the information by project. Add the current year's information to the previous year.
6. Add a New Title Page and New Project Pages for each completed project every year.
7. Update project work, activities, events, and awards for all areas in which you are currently involved prior to submission date.
8. If typing, please use a font size 10-12 to make portfolios easier to read and judge.
9. Portfolios may be hand- written neatly.

The University of Nevada, Reno is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its students and employees and does not discriminate on the basis of race, color, religion, creed, national origin, veteran status, physical or mental disability, sexual orientation, genetic information, gender identity, or gender expression. The University of Nevada employs only United States citizens and aliens lawfully authorized to work in the United States. Women and under-represented groups are encouraged to apply.

Special thank you to the Utah State University Extension for the approval to adapt and revise this document.



PORTFOLIO TITLE PAGE

Member Name:

Street Address:

City, State, Zip

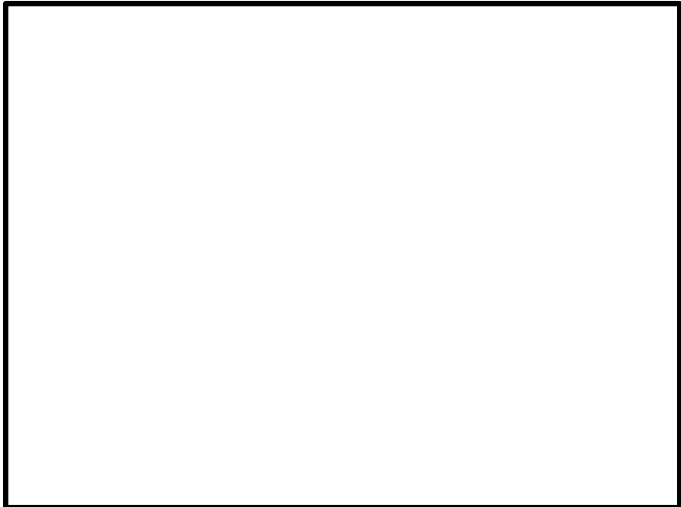
Date report is submitted: _____

Years in 4-H: _____

Level (Jr., Int., Sr.): _____

Date of Birth: _____

Attach a Photo of yourself



List 4-H Projects completed this year as reported in this record book:

APPROVAL OF THIS REPORT

We have reviewed this portfolio and believe it to be a correct reflection of this member's Activities in the Clark County, NV 4-H Program:

Date: _____, 20

Signed: _____
(Member)

Date: _____, 20

Signed: _____
(Parent or Guardian)

Date: _____, 20

Signed: _____
(4-H Club Leader)

Date: _____, 20

Signed: _____
(Extension Agent)



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***4-H Demonstration
and Interviews***

“Qualifying Demonstrations” can be presented at 4-H clubs, 4-H County or area workshops, community events or at demonstration contests. 4-H demonstrations should be educational in nature so that the 4-H member can “Show What They Know”. Qualifying demonstrations need to be signed off by the 4H Club or Project Leader or an Official Cooperative Extension Representative.

Date and Place of Demonstration: _____

Title or subject of Demonstration: _____

How did I do? Identify things that you did well in the demonstration and things that you would like to work on for the next demonstration:

Name and Signature of 4-H Leaders or Extension Staff or Faculty:

4-H Project Interviews are to be completed before check-in at the Clark County Livestock Show and/or before year end portfolio submission date:

Name of official Interviewer: (print) _____

Signature and date: _____



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**SECTION 1
PROJECT PAGES**

Insert project report forms here. Find the project report forms that correspond with your projects at

[http://www.unce.unr.edu/4H/
counties/clark/](http://www.unce.unr.edu/4H/counties/clark/)

New project pages are to be added each year.



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**SECTION 2
4-H EXPERIENCES &
ACTIVITIES**

Include all 4-H experiences and activities such as camps, fairs, conferences, workshops, contests, judging events, field trips, clinics club meetings, demonstrations, talks, exhibits, radio or television appearances, newspaper articles written and any other activities which do not fit in other sections.

Try to include as much detail as possible. If handwriting, you may use more than one space to detail the activity or experience.

The 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 month and the year, or the full date including the month, day and year. **Remove this page before submission**

Example:

Date	Type of Experience or Activity
9/2014	Demonstration on fitting and showing a lamb to 25 club members
10/2014	Robotics Camp <ul style="list-style-type: none">• Solar robotics• Programming• Lego robotics
12/2014	Cooperative Extension Friends and Family Holiday Party
3/2015	Attended a tour of a local pig farm
4/2015	Interviewed for my project I felt confident and comfortable talking about my project.
6/2015	Attended 4-H camp in Lake Tahoe where I met new friends. We did archery, canoeing and snipe hunting. My group did a skit about a wildman in the woods. We really scared the younger children at camp.



**SECTION 3
4-H ENTRIES, AWARDS &
RECOGNITION**

Try to include as much detail as possible. Include the item(s) entered, or the reason for the recognition. If handwriting, you may use more than one space to detail the entry, award or recognition.

The 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. Do not add or remove any columns from the forms.

Do not include the ribbons or awards in the portfolio. You may add certificates to Section 8; you may take a picture of all other awards and include in Section 8.

Date: You may wish to use just the month and the year, or the full date including the month, day and year.

You may add as many pages as needed. **Remove this page before submission**

Example

Date	Name of Contest, Award or Recognition	Explanation of Project or Item entered or reason for recognition	Place and/or Award and/or Recognition
10/2014	Thank you	Planned Cloverbud activity for monthly meeting	Letter from the Cloverbud leader
4/2015	County Fair	Chocolate Chip Cookies	Purple
4/2015	Shooting Sports Regional Shoot	<ul style="list-style-type: none">• Rifle• Shotgun• Archery	Blue Red Blue
5/2015	Demonstration	How to fit a lamb for show	Certificate



**SECTION 4
4-H LEADERSHIP**

Date: You may wish to use just the month and the year, or the full date including the month, day and year.

Leadership Role: Office held, committee, or activity in which you were involved.

Responsibilities: Try to include as much detail as possible.

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. Try to avoid duplication with Section 5. For example, if you are a 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 purpose of the project, not your leadership role. Do not add or remove any columns from the forms.

You may add as many pages as needed. **Remove this page before submission**

Date	Leadership Role	Responsibilities
9/2014	Elected club secretary	<ul style="list-style-type: none"> • Take minutes at meetings • Take roll call at meetings • Keep accurate records
10/2014	Appointed Teen Leader for swine project	<ul style="list-style-type: none"> • Inform everyone of meeting dates and send out reminders. • Help new and young members with their project • Assist project leader at meetings.
1/2015	State 4-H Ambassador	50 Hours of statewide leadership <ul style="list-style-type: none"> • Conduct parli pro workshops • Attend statewide events



**SECTION 5
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.

If Community Service is one of your projects for the year, be sure to include that in the project pages, along with the specific details of planning the service projects.

Date: You may wish to use just the month and the year, or the full date including the month, day and year.

Description of Community Service: Be detailed and specific about what role you played in the service project. You may use more than one space to detail the entry.

Hours volunteered: accurately record the number of hours you participated in the community service project.

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. Try to avoid duplication with Section 4. For example, discuss your leadership role in Section 4, and describe the community service in this section. **Remove this page before submission**

Example:

Date	Description of Community Service	Hours Volunteered
10/2014	Member of the Budget committee <ul style="list-style-type: none"> • We planned goals for the year • Made a budget • Discussed fundraising ideas 	4
11/2014	Baked and decorated cupcakes for veterans to donate to VFW (Veterans of Foreign Wars)	3
1/2015	Collected and sorted food donation for the Ronald McDonald House	2
3/2015	Participated in the park cleanup day, picking up trash at Floyd Lamb Park	4



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**SECTION 6
MY 4-H STORY**

Your 4-H story is a very important part of your portfolio. The 4-H story is where others will learn about you what you are like and what type of person you are. It should reflect your personal feelings about your year as a 4-H member. You may be creative in the way you write about your 4-H year. Personalize your story and make it interesting to read.

Submit a new story every year which will summarize your 4-H experiences for the past year. The story should be one page (front and back). It may be single or double spaced and should be in font size 10-12. You may hand write your 4-H story in neat and legible writing.

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. Consider some, or all, of the following questions when writing your story:

1. How has 4-H helped you become a better leader?
2. How has 4-H affected your self-image, your school success, and your friends?
3. Has 4-H influenced your personal goals and career choices?
4. Why did you choose the projects this year?
5. What was the most challenging thing you had to do in 4-H this year?
6. If you had to do this 4-H year all over again, what would you do differently?
7. Describe some of the activities you participated in and what the impact was.
8. What challenges and successes did you encounter, and how did you deal with those experiences?
9. Did you discover anything about yourself this year?
10. How has 4-H helped you develop financial management and business skills?
11. How has 4-H encouraged you to make contributions to your community?
12. Explain how 4-H has helped you become a better person of character.

Remove this page before submission



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SECTION 6
MY 4-H STORY

Year _____



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SECTION 7
4-H PHOTOGRAPHS and
CERTIFICATES

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

- Two pages front and back (four total pages) per year. Any additional pages will not be judged.
- Put the current year first, followed by photo pages from previous years.
- Photos should be captioned with an interesting description or explanation and date.
- Mount with a secure adhesive so pictures do not come off the pages.
- Photo pages should be inserted into plastic sheet protectors to avoid loss or damage.
- Photographs may be cropped and pages may be decorated.
- You may include photos of your project (i.e. photography, artwork, woodworking, etc.), but it is not to include the project itself. Do not include ribbons or other items.

Certificates may be included as additional pages, not counting as one of the 2 double-sided (4) photo pages. It is recommended that they be put in page protectors to avoid loss or damage. **Remove this page before submission**

