UNCE 4-H Portfolio Guidelines

**Judging Divisions** *(Ages as of January 1st of current year)*

**Junior:** 9-10 years of age. Portfolios must be handwritten in blue or black ink only. *Computer generated portfolios will not be accepted for 4H Juniors.*

**Intermediate:** 11-13 years of age. Members have the option to complete hand written or computer generated portfolios.

**Senior:** 14-19 years of age. Members have the option to complete hand written or computer generated portfolios.

**Portfolio Sections** *(the following order is mandatory to be judged, see description on pages 2-4 for further details and instructions.)*

1. Cover
2. Table of Contents
3. Annual Achievement Record
4. 4H Story
5. Project Record(s)
6. 4H Media
   a. Photographs
   b. News Clippings
   c. Correspondence
7. Member’s Section
8. Past years 4H Portfolio(s)

*Do not enclose any project records in plastic. You may enclose pictures, news clipping and correspondence in plastic.

* Each section needs a divider and a properly labeled tab

*Members are judged not only for proper contents, but neatness, completeness, grammar, and spelling.

MAKE SURE YOU HAVE ALL REQUIRED SIGNATURES BEFORE TURNING IN!
**Description of Portfolio Sections** (portfolios with missing sections will be graded according to rubric. To ensure a good score, make sure all sections are complete, neat, legible and signed)

1. **Cover**
The cover must be a green 4H portfolio cover issued by the National 4H Council. Each new member receives a green cover when he/she enrolls. If you need a cover, contact your local UNCE office.

2. **Table of Contents**
The table of contents lists what sections are in your portfolio, and proper page numbers need to be listed.

Example:
1. Annual Achievement Record (pages 1-9)
2. 4H Story (pages 10-11)
3. Project Reports (pages 12-20)
   a. Community Pride

*Complete a table of contents similar to this for ALL mandatory portfolio sections. Make sure each section has the proper label on divider tabs and that tabs are secure.

3. **Annual Achievement Record**
The Annual Achievement Record form can be found at: [http://www.unce.unr.edu/4H](http://www.unce.unr.edu/4H)

*This form must be completed and signed to be considered for a Portfolio award.*

Included in the Annual Achievement is the Nevada Star Rank Application. Activities or events need to be totaled for the 4H year. *(See page 5 for an example)*

4. **4H Story**
Your 4H story is one of the most important parts of your portfolio. It should tell about you, your family, your experiences, what you’ve learned in 4H, what you enjoy most about your 4H club(s)/project(s)/events and why, and what you would like to learn next year.

*4H story must be at least one page; up to four pages is welcome.*

*Keep in mind that neatness, spelling, and grammar all count!*

**TIPS:**
- **Introduction:** your name, age, interests, parents, siblings, where you live, your school; when, where and why you joined 4H.
- **Body:** Tell about your favorite 4H project(s) be sure to describe WHY it is your favorite. Discuss what you learned in your club(s) and your project(s).
• Discuss how 4H help you learn interesting things about projects, especially the things you didn’t know before. Discuss your goals with the project and club in the upcoming year.
• Highlight other 4H projects and activities including major learning experiences.
• Explain how 4H has helped you become a better leader, citizen and how 4H has increased your interest and participation in your community. Discuss what you have learned from working in a group/team as an active club member.
• **Conclusion:** Talk about your 4H year, reflect on your favorite part of the year. Briefly discuss why you are looking forward to next year. Discuss how 4H participation has helped you grow and influenced your school and career goals.

5. **Project Records**
Project records or record books contain specific information about your project(s). One set of records per project must be included in this section. For example, if you have a Rabbit project and Community Pride you need to complete the corresponding record book for each project. You project record section will then have a Community Pride project record and a Rabbit project record.

*Keep in mind that neatness, spelling, and grammar all count!*

* Each project record should be sub-indexed

**JUNIOR and TEEN LEADERS** must include a separate plan and report for each project led.

If you have no information for a section in your record book, DO NOT leave it blank; write N/A in that section. For the budget section put zeros (0) in sections where no money was spent/earned.

6. **4H Media**
Each media type MUST have at least one page in this section and no more than 3 pages per section. *(At least 1 photography page, 1 news clipping page, 1 correspondence page)*

a. **Photographs**
• Select photos that show you actively engaging in your project or club event.
• Consider a theme for each page (ex: one page for gardening, one for rabbits, one for 4H events)
• Photos need to have a caption that explains the picture. Spelling, neatness and grammar count.
• Photo pages can be created using a software program, or can be glued images. If glued, make sure they will not fall off.
• Members who are enrolled in a 4H photography club must submit 10 additional pages of photographs illustrating their project.
b. News Clippings
- News clippings should be relevant to your 4H club, project and/or a 4H event (county show, camp, etc.)
- Make sure the newspaper/newsletter name, and date are identified and showing. Do not fold articles inside your portfolio.
- Clippings should appear on one side of the page only, make sure they are straight and neatly organized.
- Arrange articles vertically, not horizontally.
- Online articles can be used; they must be printed from the online source, not copy and pasted to a word document.
- Only 3 pages of news clippings are allowed.

c. Correspondence
- Include in this section your most significant letters supporting your active role in 4H. This includes letters from club leaders.
- Only 3 letters are allowed, so make them the most important ones.
- These letters must be personal letters: addressed directly to you. No group memos, letters, or emails.
- If you have no correspondence, have your parent/guardian/grandparent or close friend write a letter describing your accomplishments.

7. Member’s Section
This section provides the opportunity for the member to express themselves in whatever 4H appropriate manner they chose. This could include additional photos, poems, artwork, awards, stories, etc. Remember you will be graded for neatness, grammar and spelling.
*Max of three pages for this section
* Pages should not extend beyond the boundaries of the cover. Do not fold any pages.

8. Past Years Portfolio(s)
Members must include all past, completed portfolios. If needed additional binders may be used. Past years section needs to be properly identified with a divider and labeled tab
The (#) indicates the total number of categories that must be met to receive that star rank.

Categories with () means that given number MUST be met to receive an award.

Refer to that page number when calculating “Total this year” *totals on application must match totals on EOY document.

An application will be incomplete and ineligible for an award if the parent/guarding signature and/or the member signature are missing.