

Member's Guide to 4-H Portfolios

<http://wood.uwex.edu/4-h-youth-development/4-h-record-bookportfolios/>

Why a 4-H Portfolio?

A 4-H portfolio is used to show others what you have accomplished, learned or produced in each project area and your other 4-H involvements. The advantages of portfolios would be to encourage you to keep record of your 4-H work so as you mature, you would have the information needed to help you complete scholarships, job applications, college entrance applications, and award forms and to have a record of your 4-H experiences. Portfolios will help set your goals and show accomplishments throughout your 4-H years. A portfolio shows growth over time. Wood County 4-H members in grade 3 through 13th are encouraged to complete a portfolio.

Portfolios can be critiqued and awards given. For consideration portfolios are to be turned in to your 4-H Club General Leader by the fourth Monday in September. (Please check with your leader to determine if they have an earlier deadline.)

Putting together YOUR 4-H Portfolio

After you have completed all of your portfolio forms, please put them in the order listed below. You may want to include a table of contents and divider pages between each project, but they are not required. Records may be completed on a computer. If written it must be done in black or blue ink.

**Purchase a 3 ring binder and complete the BLUE cover and place in the front of your book. (May

General Information: A new general information page is completed each year. Add a picture of yourself if possible. This should be the 1st page in your portfolio.

Permanent Record: The Permanent Record (PR) stays with your portfolio from year to year. You do not get a new one. Move the PR to the current year that you are working on. List and/or update your PR each year and total the points at the bottom of each activity section. All starred items must be explained on The Explanation of Starred (*) Items page. A new Explanation of Starred (*) Items page should be added each year to the PR.

Activity Reflection: This section will show what things you accomplished in 4-H that are not directly related to a specific project. Please select no more than three (3) activities to reflect upon. Examples would be: Creative Arts Day, recreational activities through the club or county, committees served on, community service projects, camp, etc. *For each activity please include the following information: How did the experience affect you. What was your role and how did it make you feel about yourself or others. Would you participate again, why or why not? You may use more than one ARF.*

The Activity Reflection form may include photos with captions telling about the activity. Activity Reflections can be more than one page. Portfolios are not scrapbooks so please DO NOT INCLUDE programs, ribbons, certificates, etc.

Project Story: One Project Story page for each project you are enrolled in.

Goals for the year – This will include what you wish to accomplish in your 4-H project. This is to be done at the beginning of the 4-H year. Good goals have three characteristics. 1. **Action** (how you will do something); 2. **Result(s)** (what you are going to do); and 3. **Timetable** (when you are going to do it). For additional help in goal setting see our website at: <http://wood.uwex.edu/4-h-youth-development/4-h-record-bookportfolios/>.

The Projection Reflection form may include photos with captions telling about the project. Project Reflections can be more than one page. Portfolios are not scrapbooks so please **DO NOT INCLUDE** programs, ribbons, certificates, etc.

Project Reflection – Please include the information below on your Project Reflection:

***Skills Learned or Used:** Members will list the skills learned or used for their project reflection and should show how the member has grown in skill. At a younger age, this would mainly be skills learned but as a member matures, many of the skills learned will turn into abilities used and improved on.

***Goals met:** Here you should show that the goals set at the beginning of the project were met.

***Project Accomplishment:** Examples would be meetings attended, exhibits made, contests entered, etc.

***What you would do differently/same next year. Why?**

4-H and You!

Complete the page to summarize your year's activities and project work and include at the end of your yearly records. A new 4-H and You page needs to be added each year.

Good Luck and please ask for help if you need it!