

Prince William 4-H Portfolio Instructions



What is a 4-H Portfolio

The 4-H Portfolio is an opportunity for the member to record and analyze his or her learning experiences in the 4-H program. Members who submit portfolios for judging receive evaluation and recognition for their accomplishments.

Who Should Submit Portfolios

All members between the ages of 9 and 19 who complete a 4-H project may submit the project record alone for evaluation. However, the creation and submission of a portfolio will result in a complete record of your 4-H year and meet several educational goals (see Page 3). 4-H Cloverbud members may submit a modified version (see Cloverbud instructions) which will be evaluated but not judged. Horse project members who wish to enter the State Fair 4-H Horse show must submit portfolios to be eligible to attend.



Contents of a 4-H Portfolio

1. Cover

All portfolios should be submitted in an 8½ x 11-inch stiff 4-H binder (available at the Extension Office or through the National 4-H Catalog), a pocket folder, or a notebook.

2. Photo Page

Mount a photo of yourself on a single page. Print your name, age, date of birth, home address, and club name below the photo.



3. Table of Contents

Create a Table of Contents that shows the order of the information being presented in your 4-H Portfolio. You may use tab dividers or number the pages.

4. Your 4-H Story

In your own words, write a story about your 4-H experience. Include the following:

- **Introduce yourself.** Include items such as your age, interests, family, and school.
- **Tell about the project(s) you are submitting.** Answer questions such as, what did you learn? How did your project grow? What did you do that worked? What did you do that didn't work?
- **Discuss your 4-H club activities.** Give details such as your 4-H club, moments or events that stand out in your mind, major learning experiences, anything unusual or interesting that happened, etc.
- **Explain how 4-H has helped you become a better leader and citizen.** For example, how has 4-H increased your interest in community affairs? How have you participated in your local community through 4-H? What have you learned from participating in team efforts?
- **Describe how 4-H has made you feel good about yourself.** For example, has 4-H influenced your school and career goals? Has 4-H influenced how you use your free time?
- Include future plans and the career that you want to pursue.

5. Prince William 4-H Member Record Form

Use Prince William 4-H Member Record Form (*available from the Prince William 4-H Extension Office*) to document your participation as a member. Add additional pages if necessary. The form may be handwritten or typed but should be neat.

6. Prince William 4-H Project Record Form

Submit one Project Record form for each project you complete during the 4-H year. Include your Project Book if it requires you to complete worksheets or document learning experiences.

7. Project Pictures

Select the best current picture(s) of your 4-H project(s), with emphasis on leadership, community service, and awards. Pictures may have captions and may be cropped.

8. News Clippings

Include any pages of newspaper clippings about your 4-H activities and projects.

9. Other

You may include any pages of miscellaneous information such as awards, programs or other materials which demonstrate your participation and/or achievements in 4-H. Be selective and only include material that highlights your efforts to learn and grow through your 4-H experiences.



Submitting Your 4-H Portfolio

Portfolios should be submitted after the end of each 4-H year (*by October 1st*) for judging. Awards will be given at the Prince William 4-H Recognition Day event each year. Members will receive certificates and achievement medals.



Educational Goals for 4-H Portfolios

Goal #1: To teach 4-H members fundamental record-keeping skills

Goal #2: To teach 4-H members how to set goals and analyze what they have learned in 4-H

Goal #3: To create a record of accomplishments and document successes in 4-H and other experiences

Goal #4: To provide 4-H members with an opportunity for recognition