

## PORTFOLIO CHECKLIST

In Elmore County, record books will be presented for evaluation in the green 4-H expandable report covers with fasteners called the portfolio. What this means is the **4-H Involvement Report in its entirety**, and all of the pages of each project record book (including the project Manual & required lists) are presented in the portfolio with labeled tabs for projects. Assemble your portfolio in the following order: **Do not write your address on the cover**

- **Writing:** Your entire portfolio and record book pages may be written in pen, pencil, or computer generated.
- **NO PLASTIC SLEEVES**
- Check the items that apply as you complete them. Optional to include in portfolio this sheet is not judged.

## Portfolio Contents

1. **Required-Involvement Report which includes:**
  - **Title page and number of meeting attendees**
  - **4-H Leadership-Current Year only** –put month and year-club officer, committee chair, skillathons, leading the pledge, any committee chair or office, mistress or master of ceremonies, teen leader, any activity helping younger members or that involved development of leadership skills.
  - **4-H Related Community Service Page-Current Year Only.** Put month and year. This must be 4-H community service that is approved through your club  
Every member must have at least 1 community service listed and  
Fairgrounds cleanup listed with the actual date even if it has not taken place.  
Fundraising does not count as a community service unless you are giving the money to another organization.
  - **Community Service Outside of 4-H**
  - **4-H Contests, Activities, and Events**
  - **4-H Promotion, Awareness, and Recruitment**
2. **Required Total 4-H Experience Story for the current year-Story is to include all 4-H projects and aspects of 4-H for the current year** (4-H camp, Ambassador Training, KYG Conference, Teen Conference, Club Officer, Community Service
4. **Required Tabbed Dividers for each 4-H project labeled with name of 4-H project**
5. **Required 4-H Project Record Books: 1 record book for each project.**  
**Exception:**
  - Leadership 1 record book-different checklists
  - **All NON MARKET animals of the same species in one record book, USE A SEPARATE ID PAGE & HEALTH RECORD FOR EACH ADDITIONAL ANIMAL).**
  - **All market animals of same species in one record book.**
  - **All Members must have all sections and pages in each project record book filled out to be able to show and sell at the fair**
6. **See page 2** This is a double check of completion of all sections and pages of 4-H record books after everything is assembled in the green folder.

- **All Members must have all sections and pages in each project record book filled out to be able to show and sell at the Elmore County Fair**

Market Animal	All Other Animals	Misc/General Projects
Front page of record book –all signatures complete	Front page of record book –all signatures complete	Front page of record book –all signatures complete
Project Goals Completed	Project Goals Completed	Project Goals Completed
Record of completed demonstration	Record of completed demonstration	Record of completed demonstration
Project Information & Activity Log	Project Information & Activity Log	Project Information & Activity Log
Completed expense record-ALL PROJECTS HAVE EXPENSES if items donated, put what actual cost would be	Completed expense record-ALL PROJECTS HAVE EXPENSES if items donated, put what actual cost would be	Completed expense record-ALL PROJECTS HAVE EXPENSES if items donated, put what actual cost would be
Completed income record	Completed income record If a section is not applicable write NA, none, or 0	Completed income record If a section is not applicable write NA, none, or 0
Completed Profit & Loss record	Completed Profit & Loss record	
	Completed Permanent Individual Animal Record for all non-market animals Verification of Vaccines or Health Examination Dogs & Horse	
Completed health records for all animals	Completed health records for all animals	
Completed animal production records for all animals if applicable	Breeding-Completed animal production records for all animals if applicable	
Completed How Did You Do Goals	Completed How Did You Do Goals	Completed How Did You Do Goals
	Required check lists Horse-Jumping, Green Horse, Driving	Required reports – Reports -Heritage Arts, KYG
Optional- growth charts, weigh in contract, bill of sale	Optional- Optional checklists, growth charts,	Optional- Optional checklists
		Plan of Meetings for Leadership Project
Project photos- <b>for each project-Min of 1 labeled photo to a max of 2 pages labeled,</b> Collages ok- <b><u>No scrapbooking, borders or extra embellishments</u></b>	Project photos- <b>for each project-Min of 1 labeled photo to a max of 2 pages labeled,</b> Collages ok- <b><u>No scrapbooking, borders or extra embellishments</u></b>	Project <b>photos-for each project-Min of 1 labeled photo to a max of 2 pages labeled,</b> Collages ok- <b><u>No scrapbooking, borders or extra embellishments</u></b>
CCS Book, Other Project Manual or Animal Science Lesson checklist with <b>completed # of activities.</b>	CCS Book, Other Project Manual and/or Animal Science Lesson checklist with <b>completed # of activities.</b>  If taking Big Horse & Mini Horse-half of activities out of each book.	CCS Book, Other Project Manual or checklist with <b>completed # of activities.</b>