**CHECK YOUR OWN PORTFOLIO**

This form will help you organize and assemble your portfolio. **For maximum points assemble the contents of your Portfolio in this order, and as close to this guide as possible.** This is a suggestion only, it is not required your record book include all of these sections to participate in the fair, only that you score a 25 or above.

**THE ENTIRE PORTFOLIO MUST BE PREPARED BY THE MEMBER**
(with the help of an adult as needed)

The judges will be looking for age appropriate record keeping

- May use pencil, ink or computer format. (You will be judged on neatness and completeness with no preference for type or handwritten)
- Do not include newspaper clippings, letters, ribbons, certificates, receipts, past year judging criteria, or past year project manuals or workbooks (these are different than project record books).
- If protective sheets are used, tabs should extend and be visible along the outside of the protective sheets.
- Hint: Always make sure your tabs are labeled the same as your table of contents

☐ 1. Portfolio cover contains name and club (This is the outside of your binder)
☐ 2. Title page—The title page should contain your name, your age and your 4-H Club name(s).
☐ 3. Table of Contents—Lists the major sections of your portfolio in order (tabs should be the same as your table of contents)
   A. Involvement report
   B. 4-H Story
   C. Leadership Project (If applicable-If you didn’t do one-leave the tab out)
   D. Project records (list by name)
   E. Previous year records (only need to include the year previous—example if this year is 2015 then include 2014 records

☐ 4. THE INVolVEMENT REPORT (This report is carried over from year to year, add each years involvement)
   _ Tabbed divider
   _ Page 1—All sections filled in if appropriate, leave blank pages blank for future years.
   _ Pages 3 & 4—Describe participation in format provided.

☐ 5. MY 4-H STORY—The story should be about your overall experience in 4-H this year. Include all projects and other 4-H experiences such as camps, clinics, service projects etc. Do NOT include an individual story with each project
   _ Tabbed divider
   _ See page and level requirements in record book—if typed, 14 font size or less, double spaced. (8 pages maximum)

☐ 6. LEADERSHIP PROJECT—Follows the 4-H story (If applicable-do not include a tab if you didn’t do a leadership project)
   _ Tabbed divider
   _ Record book complete with signatures
   _ 4-H leadership project photos encouraged. 1 page maximum. Pictures may not overlap, label each picture with a short description
   _ Focus area checklist (if applicable)
   _ Plan of meetings and activities (#91612—if applicable)
   _ Project workbook (CCS Book) If applicable

☐ 8. PROJECT RECORDS—One for each project. Place your favorite/best project, the one in which you have the greatest focus, first behind your Leadership project.
   _ Tabbed dividers for each project.
   _ All required signatures for each project
   _ All sections completed (write N/A or None if you have no entry for that section)—pages may be removed if they don’t pertain to your project-ask your leader if you have a question on whether it can be removed. Example the milk production record if you don’t have a dairy project
   _ All insert sheets, focus area check sheets
   _ Permanent animal records to be continued each year (horse, pet and breeding projects—non market projects)
   _ 4-H photos are encouraged. **4 pages front and back maximum per project.** Photos must pertain only to that project. Pictures may not overlap. Label each picture with a short description. **To be considered excellent 4 pictures must be included and labeled.**

☐ 9. RECORDS FROM THE PREVIOUS YEAR—4-H Story, Project records and photos. **Do NOT include Ribbons or loose papers!**
   _ Previous year should be grouped with a tabbed divider