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. Project records (list by name)
   D. 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 year’s 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)

☐ 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. 2 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