

VALLEY COUNTY 4-H RECORDBOOK PORTFOLIO CHECKLIST



Member's Name _____

ORDER OF ASSEMBLY Check each box as completed	
	A Portfolio Cover – Contains name and Club
	Portfolio Checklist – This sheet is placed first in your Portfolio. Check the items that apply as you complete them.
	Title Page – The title page should contain your name, your age, and your 4-H Club name(s)
	Table of Contents – List the major sections of your portfolio using labeled tab dividers in the following order: Involvement Report, 4-H Story, Photos, Leadership Project (if applicable), Project Records (to include project record book and skills checklist), Past years
	The Involvement Report – Tabbed divider, Filled out completely for that years project(s) with appropriate signatures
	My 4-H Story – The Story should be about your overall experience in 4-H this year
	All Photos placed behind each consecutive 4-H year , labeled -collages ok- please do not use excessive scrapbooking or extra embellishments as this is considered to be a professional portfolio
	Leadership Project (Self Derived, State, National, Ambassadors)– Tabbed divider, and Recordbook(s) with all signatures
	Project Records - 1 for each project. Place your main project first- Tabbed divider for each project, Signatures, All sections complete, List each project and/or species project record book and project skills checklist together. Write “N/A” or “None” if you have no entry for the section.
	Portfolios from the previous years: Involvement Report, 4-H Story, Photos, Project Records, these should be grouped by years and separated by tabbed dividers.
	Do not include newspaper clippings, letters, ribbons, certificates, receipts (including bill of sale), past year’s judging criteria, or past years’ project manuals or workbooks. Plain tabbed dividers should be used to separate Involvement Report, 4-H Story, Photos, each Project and Past Years. The entire portfolio must be prepared by the member.
	Member may use pencil, ink, or computer format. Plastic/protective sheets should only be used on photo pages and they must be flush with the rest of the Recordbook pages.