



Prince William 4-H Portfolio Instructions

Introduction

Recordkeeping is a very valuable skill taught to members of the Prince William County, VA 4-H program. Members are encouraged to keep project records and have these records reviewed annually by submitting a 4-H Portfolio. The primary purposes of completing a portfolio are for a young person to develop the skills necessary to set goals, work toward achieving those goals, reflect on his/her experiences, and set new and higher goals for themselves. A secondary benefit is to prepare young people for the process of completing quality academic scholarship applications. 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 project may submit the project record alone for evaluation. However, creation and submission of a portfolio will result in a complete record of your 4-H year and meets several educational goals (see educational goals on page 2). 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. Below the photo print your name, age, date of birth, home address, and club name.
3. **TABLE OF CONTENTS** - Create a Table of Contents which shows the order of the information being presented. 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
 - For example: Your age
 - Your interests
 - Your family
 - Your school
 - * Tell about the project(s) you are submitting
 - For example: What did you learn?

How did your project grow?
What did you do that worked?
What did you do that didn't work?

- * Tell about your 4-H club activities
 - For example: Your club
 - Moments or events that stand out in your mind
 - Major learning experiences
 - Anything unusual or interesting that happened

 - * 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?

 - * Tell about your future plans and the career you want to pursue
5. MEMBER RECORD FORM – Use this form, available from the 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. 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 which highlights your efforts to learn and grow through your 4-H experiences.

Submitting Your Portfolio for Judging

Portfolios should be submitted by September 1st of each year for judging. Awards will be given at the County Recognition event each year. Members will receive certificates and achievement medals.