

Members Guide to 4-H Portfolios

Wood County 4-H members in grades 3+ are encouraged to complete a portfolio. It documents what you have learned and accomplished in 4-H and encourages you to keep a record of your 4-H work and help you set goals throughout your 4-H experience.

A portfolio shows your growth over time and is designed to become a great source of information you'll need to complete scholarship, job, and college entrance applications. It is also fun to have a record of your 4-H experiences. Members can start a portfolio at any point in their 4-H experience or continue building a portfolio after missing a few years. Portfolios can earn awards.

For award consideration, portfolios must be signed by your club/group leader and submitted in October of each year. Please ask your leader for the deadline.

You can find all the portfolio forms at <http://wood.uwex.edu/4-h-youth-development/4-h-record-bookportfolios/>. You may complete the forms on the computer and print them or, if you choose to complete by hand, use blue or black ink.

A 3-ring binder is a great tool for organizing your portfolio. After you have completed your portfolio forms, put them in the order listed below. You may include a table of contents and divider pages, but they are not required.

- ☐ Page 1: General Information: Create a new general information page each year. Add a picture of yourself if possible.
- ☐ Pages 2-5: Permanent Record: Use the same permanent record from year to year, just move it to the current year and update it. Be sure to total the points at the bottom of each activity section. All starred (*) items must be explained on the Explanation of Starred (*) Items form.
- ☐ Page 6: Explanation of Starred (*) Items: All starred items on the Permanent Record must be explained on this form. Add a new Explanation of Starred items each year.
- ☐ Page 7+: Activity Reflection: Show what you accomplished in 4-H not directly related to a specific project. Examples include Creative Arts Day, club or county recreational activities, committee work, community service, camp, educational experiences, etc. This form may be more than one page and can include captioned photos, but please DO NOT INCLUDE programs, ribbons, certificates, etc.
- ☐ Page 8+: Project Reflection: Project Reflection Form: Create a form for each project you choose, up to 5 projects. The form may be more than one page and can include captioned photos, but please DO NOT INCLUDE programs, ribbons, certificates, etc.
- ☐ Page 9+: Calendar in Review (optional): Summarize your year's activities, meetings, community service, etc.
- ☐ Page 10+: Activity Award Selection Form (optional): If you would like to apply for awards for activities, complete this form. Select up to 2 activity areas in which you have completed Activity Reflections. In order to be considered for an award, please make sure your Activity Reflection is completed well and in detail.
- ☐ Page 11+: Project Award Selection Form (optional): If you would like to apply for awards in project areas complete this form. Select up to 3 project areas in which you have completed Project Reflections. In order to be considered for an award, please make sure your Project Reflection is completed well and in detail.

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