South Carolina 4-H Youth Development Program
4-H Portfolio Guidelines

The 4-H Portfolio is designed to help Senior 4-H Members prepare a comprehensive summary of their involvement in the 4-H Program and the impact it has made on their life. A portfolio is a collection of items and information that documents growth and achievement over a period of time. These items can be written work, art work, photographs, audio tapes, videotapes, animated power point, or other items. They must be organized and presented in such a way that they convey meaningful information and show knowledge and skills developed, throughout the 4-H career, to those looking at the portfolio.

The portfolio format allows you to be creative in presenting your information. You are required to document specific information regardless of the format you choose. Written and visual art formats must be single-sided pages with an easily read typeface and point size, 1 inch margins, and sections divided by tabs. Scrapbook style is acceptable. Audio and video formats may not exceed 15 minutes in length. Flash Drives preferred DVD’s are acceptable. They must be accompanied by a hard copy although no tabs are required.

**Page Limits (sections may be shorter but may not exceed the following numbers)**

**WRITTEN:**
- Cover, 1 page
- Experiences (leadership/service/project), 6 pages
- Story, 6 pages
- Financial Support, 2 pages
- Support, 6 pages

**POWER POINT:**
- Cover, 1 slide
- Experiences (leadership/service/project), 12 slides
- Story, 12 slides
- Financial support, 2 slides
- Support, 12 slides. (39 slides total)

**WEB SITE:**
- Cover, 1 page (home page)
- Experiences (leadership/service/project), 3 pages (6 printed pages)
- Story, 3 pages (6 printed pages)
- Financial support, 1 pages (2 printed pages)
- Support, 3 pages (6 printed pages).

Spelling, grammar, pronunciation, etc. will be scored. Photographs are allowed only on the cover sheet and in the support materials section. Decorative graphics and images may be used throughout the portfolio.
Clovers:
Any 4-H Clovers used must adhere to national regulations (http://www.national4headquarters.gov/library/4-Hguidelines-v4-26-04.pdf). The official 4-H Emblem is a clover with four leaves and an “H” on each leaf. The clover’s stem must point to the right as you look at the image.

The 4-H Emblem should appear in specific colors and in its entirety. You may not flip, rotate or watermark the clover. You may not place text or other images over the clover.

The official and preferred color of the 4-H Emblem is green, (The H’s reversed out to the color of the paper on which the emblem is printed). The clover can also be white, black, or metallic gold. The H’s on the clover can be white, metallic gold (only on a green clover), green (only on a white clover), or black. The clover can be outlined in green (for white clover) or white (for green clover) to add prominence to the image and make the emblem stand out from the background.

The package presented for judging must be neat. All pieces must be bound in a folder/binder or enclosed in a portfolio (there is one available for sale in the National 4-H Supply Source Book). This portfolio must be no larger than 12 1/2" x 13 1/2". Secure a label on the bottom left hand corner of your portfolio cover with your name, county, and age (as of Jan. 1 of the current year) clearly identified.

Portfolios must contain the following sections in the order listed:
1. Cover sheet
2. Leadership Experiences
3. Citizenship / Community Service Experiences
4. Project(s) Experiences
5. Financial Support
6. 4-H Story
7. Support materials

1. Cover Sheet:
The cover sheet must include member name, age, date of birth, mailing address, phone number, e-mail (if available), club name, county name, county agent name and signature, a high resolution head shot photograph and a 4x6 horizontal action photograph (uncut). These two high resolution non-copyright photographs are to be attached with tape or rubber cement.

2-4. Experiences: (leadership, citizenship/community service and project)
Leadership experience refers to leading others and helping them accomplish more than they would/could have without your involvement.

Citizenship/Community Service experience refers to engaging in activities that help or contributes to the betterment of your community.

Project experience refers to the development of life skills gained through efforts in one or more specific subject areas.
- You need to include at least one clearly stated goal and the steps you will take or have taken to reach your goals.
- You must show the knowledge and skills that you have gained over the years in each section.
Consider including the following aspects: What are your leadership roles and how are you applying the skills you have developed to other situations in your life? You must be very specific about what you do yourself, and what is done by the group or others. What community services have you performed and what are the benefits to the recipients and the community? Etc. Experiences should not be duplicated. You must select the section (leadership, citizenship, or project) the experience most strongly represents.

5. **Financial Support:**
Include information concerning income and expenditures for projects. Also include the financial costs and estimate of contribution of service projects and leadership activities. See attached sample.

6. **4-H Story:**
Your 4-H story should reflect the impact that 4-H has had on your life or the lives of those around you. It should not merely repeat what has already been documented in your experiences section.
   - Focus on your most meaningful moments / activities / relationships /etc. in 4-H.
   - Tell how you have applied what you have learned in 4-H to other parts of your life.
   - Note any future goals developed from your 4-H experiences.

7. **Support Materials:**
A variety of materials should be presented and must have detailed captions. Possibilities include:
   - A summary of your awards and recognition
   - Certificates of achievement (size reduction is acceptable)
   - Drawings, newspaper clippings, etc.
   - Samples of agenda’s you’ve written, flyers you’ve made, etc.
   - Photographs (high resolution, attached with tape or rubber cement)
   - Other

**Scoring Process:**
Multiple judges will be utilized in the evaluation of the 4-H Portfolio’s. Each judge will be responsible for scoring a different section of the portfolio. Scoring will focus on the quality of the individuals’ growth and development through 4-H and the impact it has made on their life. A maximum total of 100 points can be acquired. Danish placing will be assigned as follows:

- 80-100 points = Blue / Excellent
- 60-80 points = Red / Very Good
- Below 60 points = White / Good

Revised 12/2016
4-H Portfolio Judging

Leadership
Documentation should include: Possible Points Awarded
• Goals and steps to reach goals 2
• Identification of knowledge and skills learned 3
• Individual and Group leadership roles and application 10
• Spelling / grammar / speech 5

Maximum Points: 20 Points Awarded ________

Citizenship / Community Service
Documentation should include: Possible Points Awarded
• Goals and steps to reach goals 2
• Identification of knowledge and skills learned 5
• Individual and Group service performed and results 10
• Spelling / grammar / speech 3

Maximum Points: 20 Points Awarded ________

Project Work
Documentation should include: Possible Points Awarded
• Goals and steps to reach goals 3
• Identification of knowledge and skills learned 4
• Reflects growth in number and/or difficulty of activities 10
• Spelling / grammar / speech 3

Maximum Points: 20 Points Awarded ________

Story
Documentation should include: Possible Points Awarded
• Reflection of impact of 4-H on life, future goals and aspiration 5
• Most meaningful moments, activities, relationships, etc. 5
• Application of 4-H learning in other aspects of life 5
• Spelling / grammar / speech 5

Maximum Points: 20 Points Awarded ________
Financial Support

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clear documentation of income from various projects and activities</td>
<td>5</td>
</tr>
<tr>
<td>To include leadership and service projects</td>
<td></td>
</tr>
<tr>
<td>Clear documentation of expenditures for various projects and activities to include leadership and service projects</td>
<td>5</td>
</tr>
</tbody>
</table>

**Maximum Points: 10**

**Points Awarded**

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Support Materials

<table>
<thead>
<tr>
<th>Documentation may include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Variety of supporting materials</td>
<td>4</td>
</tr>
<tr>
<td>(examples might include samples of documents created, summary of awards and recognition; certificates of achievement, photographs, drawings, news clippings, etc.)</td>
<td></td>
</tr>
<tr>
<td>Clear and informative captions</td>
<td>1</td>
</tr>
</tbody>
</table>

**Maximum Points: 5**

**Points Awarded**

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Overall Presentation

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>All pieces bound or enclosed in proper size binder</td>
<td>1</td>
</tr>
<tr>
<td>Identification label on bottom left corner of cover</td>
<td>1</td>
</tr>
<tr>
<td>Detailed cover sheet with required photographs</td>
<td>1</td>
</tr>
<tr>
<td>Correct number of pages / time / CDs for electronic copies</td>
<td>1</td>
</tr>
<tr>
<td>Neat in appearance with paper sections divided</td>
<td>1</td>
</tr>
</tbody>
</table>

*Any information or pictures on the left-hand page (back side) will not receive additional points or deductions.

**Maximum Points: 5**

**Points Awarded**

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**Total of 100 Points**

**Total Points Awarded**

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4-H Electronic Portfolio Judging

**Leadership**

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Goals and steps to reach goals</td>
<td>2</td>
</tr>
<tr>
<td>• Identification of knowledge and skills learned</td>
<td>3</td>
</tr>
<tr>
<td>• Individual and Group leadership roles and application</td>
<td>10</td>
</tr>
<tr>
<td>• Spelling/grammar/speech</td>
<td>5</td>
</tr>
</tbody>
</table>

**Maximum Points: 20**

**Citizenship / Community Service**

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Goals and steps to reach goals</td>
<td>2</td>
</tr>
<tr>
<td>• Identification of knowledge and skills learned</td>
<td>5</td>
</tr>
<tr>
<td>• Individual and Group service performed and results</td>
<td>10</td>
</tr>
<tr>
<td>• Spelling/grammar/speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Maximum Points: 20**

**Project Work**

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Goals and steps to reach goals</td>
<td>3</td>
</tr>
<tr>
<td>• Identification of knowledge and skills learned</td>
<td>4</td>
</tr>
<tr>
<td>• Reflects growth in number and/or difficulty of activities</td>
<td>10</td>
</tr>
<tr>
<td>• Spelling/grammar/speech</td>
<td>3</td>
</tr>
</tbody>
</table>

**Maximum Points: 20**

**Story**

<table>
<thead>
<tr>
<th>Documentation should include:</th>
<th>Possible Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Reflection of impact of 4-H on life, future goals and aspiration</td>
<td>5</td>
</tr>
<tr>
<td>• Most meaningful moments, activities, relationships, etc.</td>
<td>5</td>
</tr>
<tr>
<td>• Application of 4-H learning in other aspects of life</td>
<td>5</td>
</tr>
<tr>
<td>• Spelling/grammar/speech</td>
<td>5</td>
</tr>
</tbody>
</table>

**Maximum Points: 20**

**Points Awarded ____________**

**Financial Support**

Documentation should include: Possible Points Awarded

- Clear documentation of income from various projects and activities 5 ____
  To include leadership and service projects
- Clear documentation of expenditures for various projects and activities 5 ____
  To include leadership and service projects

**Support Materials**

Documentation may include: Possible Points Awarded

- Variety of supporting materials 4 ______
  (Minimum of 3 different types of support materials examples might include samples of documents created, summary of awards and recognition; certificates of achievement, photographs, drawings, news clippings, etc.)
- Clear and informative captions 1 ______

**Overall Presentation**

Documentation should include: Possible Points Awarded

- CD/ web access information and Printed Cover Page neatly bound in a folder 1 ______
- Identification label on bottom left corner of cover 1 ______
- Detailed cover sheet with required photographs 1 ______
- Correct number of slides / time / CDs for electronic copies 1 ______
- Neat in appearance with table of contents and links to each section 1 ______

Total of 100 Points  
Total Points Awarded ________