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. CD’s and DVD’s 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; support, 6 pages.

**POWER POINT:** Cover, 1 page; Experiences (leadership/service/project), 12 pages; Story, 12 pages; support, 12 pages. (37 slides total)

**WEB SITE:** Cover, 1 page (home page); Experiences (leadership/service/project), 3 pages (6 printed pages); Story, 3 pages (6 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](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. T
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 15” x 18”. 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. 4-H Story
6. 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 none copyright photographs are to be attached with tape or rubber cement.** Please submit digital copies of these pictures to your agent either by email or other electronic form.

**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.
- Include a financial summary, if applicable. (see score sheet)
- 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. 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.

6. **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 200 points can be acquired. Danish placing will be assigned as follows:
- 75-100 points = Blue / Excellent
- 50-74 points = Red / Very Good
- Below 50 points = White / Good

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4-H Portfolio Judging

**Leadership**
Documentation should include: Possible Points Awarded
- ✓ Goals and steps to reach goals 02 _____
- ✓ Identification of knowledge and skills learned 03 _____
- ✓ Individual and Group leadership roles and application 10 __
- ✓ Spelling / grammar / speech 05 _____

Maximum Points: 20 Total Points Awarded ______

**Citizenship / Community Service**
Documentation should include: Possible Points Awarded
- ✓ Goals and steps to reach goals 02 _____
- ✓ Identification of knowledge and skills learned 03 _____
- ✓ Individual and Group service performed and results 10 ___
- ✓ Financial summary (if applicable) 02 _____
- ✓ Spelling / grammar / speech 03 _____

Maximum Points: 20 Points Awarded ______

**Project Work**
Documentation should include: Possible Points Awarded
- ✓ Goals and steps to reach goals 02 _____
- ✓ Identification of knowledge and skills learned 03 _____
- ✓ Reflects growth in number and/or difficulty of activities 10 _____
- ✓ Financial summary (if applicable) 02 _____
- ✓ Spelling / grammar / speech 03 _____

Maximum Points: 20 Points Awarded ______

**Story**
Documentation should include: Possible Points Awarded
- ✓ Reflection of impact of 4-H on life, future goals and aspiration 05 _____
- ✓ Most meaningful moments, activities, relationships, etc 05 _____
- ✓ Application of 4-H learning in other aspects of life 05 _____
- ✓ Spelling / grammar / speech 05 _____

Maximum Points: 20 Points Awarded ______
Support Materials

Documentation may include: Possible Points Awarded
✓ Variety of supporting materials 06 ______

(examples might include samples of documents created, summary of awards and recognition; certificates of achievement, photographs, drawings, news clippings, etc.)

✓ Clear and informative captions 04 ______

Maximum Points: 10 Points Awarded ______

Overall Presentation

Documentation should include: Possible Points Awarded
✓ All pieces bound or enclosed in proper size binder 01 ______
✓ Identification label on bottom left corner of cover 01 ______
✓ Detailed cover sheet with required photographs 02 ______
✓ Correct number of pages / time / CDs for electronic copies 03 ______
✓ Neat in appearance with paper sections divided 03 ______
   *Any information or pictures on the left hand page(back side) will not receive additional points or deductions.

Maximum Points: 10 Points Awarded ______
4-H Electronic Portfolio Judging

Leadership
Documentation should include: Possible Points Awarded
✓ Goals and steps to reach goals 02 ____
✓ Identification of knowledge and skills learned 03 ____
✓ Individual and Group leadership roles and application 10 __
✓ Spelling / grammar / speech 05 ____

Maximum Points: 20 Total Points Awarded ________

Citizenship / Community Service
Documentation should include: Possible Points Awarded
✓ Goals and steps to reach goals 02 _____
✓ Identification of knowledge and skills learned 03 ______
✓ Individual and Group service performed and results 10 ___
✓ Financial summary and/or volunteer hours 02 ______
✓ Spelling / grammar / speech 03 _____

Maximum Points: 20 Points Awarded ________

Project Work
Documentation should include: Possible Points Awarded
✓ Goals and steps to reach goals 02 _____
✓ Identification of knowledge and skills learned 03 __
✓ Reflects growth in number and/or difficulty of activities 10 ____
✓ Financial summary (if applicable) 02 ______
✓ Spelling / grammar / speech 03 _____

Maximum Points: 20 Points Awarded ________

Story
Documentation should include: Possible Points Awarded
✓ Reflection of impact of 4-H on life, future goals and aspiration 05 _____
✓ Most meaningful moments, activities, relationships, etc 05 _____
✓ Application of 4-H learning in other aspects of life 05 _____
✓ Spelling / grammar / speech 05 _____

Maximum Points: 20 Points Awarded ________
Support Materials

Documentation may include: Possible Points Awarded
✓ Variety of supporting materials 06 ______

(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 04 ______

Maximum Points: 10 Points Awarded ______

Overall Presentation

Documentation should include: Possible Points Awarded
✓ CD/ web access information and Printed Cover Page neatly bound in a folder 01 ______
✓ Identification label on bottom left corner of cover 01 ______
✓ Detailed cover sheet with required photographs 02 ______
✓ Correct number of slides / time / CDs for electronic copies 03 ______
✓ Neat in appearance with table of contents and links to each section 03 ______

Maximum Points: 10 Points Awarded _____