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Member's Guide to

**DOING YOUR**

**4-H**

**Project Portfolio**

4-H Youth Development Educator  
Monroe County  
Revised 11/07

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## 4-H Project Portfolios

A project portfolio will be used to show others what you have accomplished, learned, or produced in each project area. You may choose to prepare a project portfolio for one project or you may choose to do a project portfolio for several projects and combine them into one large portfolio.

### Why a 4-H Portfolio?

The advantage of portfolios is to encourage members to keep a record of their project work so as they mature, they will have the information needed to help them complete Member Evaluation forms. Portfolios will be less work and less detailed for the member to complete than a record book. Portfolios will help a member see their goals and accomplishments throughout their 4-H experience.

### Putting Together a 4-H Portfolio

A project portfolio will be judged on six sections:

1. **General Project Information:** This should include the members name, grade, club, date of birth, project name, and number of years the member has been in the project. (1 point )
2. **Goals Statement:** This will include what the member wishes to accomplish in their 4-H project. This is to be done at the beginning of the 4-H year. This will help the member plan their project and help them set a goal on what they wish to accomplish in each project. (4 points)
3. **Activities Section:** This section will show what things were accomplished in each project area. Examples would be meetings attended, exhibits made, contests entered, etc. This could be shown with photos including captions or a project outline, which lists the activities the member participated in. ( 4 points)
4. **Financial Information:** This section will detail the expenses for the project. Examples include supplies purchased, feed, equipment, etc. ( 4 points)
5. **Skills Learned or Used:** Members will list the skills learned or used for their project completion and should show how the member has grown in skill or ability. At a younger age, this would mainly be skills learned but as a member matures, many of the skills learned will turn into abilities used and improved on. (4 points)
6. **Accomplishments:** This section will include a list of goals met. Members can also include ribbons, awards received, pictures, or anything that shows the members accomplishments and illustrate that goals set at the beginning of the project were met. (8 points)

### Awards and Recognition

County awards for portfolios will be less than for record books. Project portfolios will not be eligible for top record book awards or top project awards at the senior level. Project disc awards will be given at 15-25 points and honorable mention given at 5-14 points.

# Simple Project Portfolio Sample

**John Smith**

**Dairy  
1<sup>st</sup> Year  
2006**

## **Goals**

I would like to learn how to show a calf and take it to the County Fair.

## **Skills Learned**

How to clean a calf  
How to show a calf  
How to clip a calf  
How to prepare a calf for a show

## **Activities**

Tied up my calf and brushed her.  
Gave my calf a bath.  
Practiced leading my calf.  
Attended dairy meeting on dairy showmanship skills.  
Had an adult help me clip my calf.  
Took my calf to the county fair  
(*member can also use pictures to tell this story*)

## **Financial Information**

### **Expenses**

Feed: \$150    Feed from home (not purchased) \$200  
Bedding: \$50    Bedding from home (not purchased) \$50  
Equipment for showing: \$50  
Veterinary costs: Scours treatment \$12; Bangs vaccination \$3  
Miscellaneous supplies: \$50  
TOTAL expenses:

### **Income**

Premiums: \$9.00  
TOTAL income: \$9.00

## **Accomplishments**

I learned how to show my winter calf. I exhibited it at the County Fair and received a second place.

(*This section could include pictures of activities accomplished.*)