



## **4-H Quick Tips - Junior Portfolios**

### **WHAT THE JUDGES LOOK FOR**

#### **4-H'ers Background: (5%)**

- May include any information about the 4-H'er including family, activities, etc.
- Quality of experiences
- Unusual, meaningful experiences
- What 4-H experiences have meant to / done for 4-H'er
- Can be cumulative.
- Valued at 5 points

#### **Main Project Work: (25%)**

- Accomplishments & activities in main project
- Amount or quantity of work
- Quality of work (basic or advanced)
- Variety of work
- Exploring (in depth) or research in Project Area
- Financial Statement can be used to reinforce work experience

#### **Sharing/Learning/Helping Experiences in Main Project: (20%)**

- Include activities where the 4-H'ers shared the information learned or helped someone else in that area.
- Include awards won in main project.

#### **Leadership and Teen Leadership Activities: (15%)**

- Initiated leadership and teen leadership experiences and activities
- Offices and committees
- Citizenship and community service work and recognition

#### **Other Community Service and Citizenship Activities: (15%)**

- Initiated citizenship experience and activities

#### **Other 4-H Activities: (10%)**

- All other 4-H Experiences (other activities, judging events and activities)
- Local, county, area, district, and state events
- 4-H Awards & recognition

#### **Other Activities and Information: (5%)**

- School, community, Church and any other activities not listed elsewhere.
- Other awards won (4-H and non-4-H)

#### **Supporting Material: (5%)**

- Limit is one page.
- Should support two accomplishment pages
- Any color paper, markers, etc. may be used
- Everything must be glued or taped to page
- Use only one side of page
- Creativity of 4-H'er may be shown here
- No Shingling

#### **Other Considerations:**

- Neatness
- Organization
- Ease of reading
- Spelling and grammar
- Prioritization
- Lack of Duplication

#### **Do:**

- Use the official Jr. 4-H Portfolio Cover available on the 4-H Portfolio website.
- Staple the books
- Back pictures on supporting material pages.
- Handwrite or type resume on a computer or typewriter in **black ink only**
- Margins no less than  $\frac{1}{2}$  inch on all sides of summary pages.
- Use bullets, highlighting or underlining to accent information.
- Proofread work
- Write in paragraphs, use lists or follow a resume format
- Use white paper only for summary pages

#### **Do Not:**

- Add extra pages
- Use the back side of the pages
- Use covers or fasteners of any type
- Shingle supporting materials, (i.e. attach on top of each other so that it has to be lifted up to be seen)
- Add artwork to summary pages
- Use colored paper for summary pages

### **GENERAL TIPS**

- Portfolio year is January 1 - December 31. Make sure your 4-H'ers and helpers are aware of this.
- Portfolios are scored on a scale of 1 - 10 in each area. The computer then weighs the scores as indicated. Be sure there are strong activities in *each* area.
  - Find a portfolio-wise 4-H alumni who will come in

and help your 4-H'ers and parents on the right track

- Assign volunteers, alumni, or Senior 4-H'ers to work with individual Juniors
- Involve English teacher as a class assignment for 4-H portfolio
- Provide office camera
- Put pictures online or on a CD for easy access for 4-H'ers
- Color copies or digital photos printed from discs on printers are acceptable
- Plan simple county events as portfolio builders
- All Juniors need leadership - provide names of 4-H'ers they can help with
- Appoint a portfolio volunteer coordinator
- Set up individual appointments with 4-H'ers to help them get organized. Stress project work.
- Have 4-H'ers keep a calendar, file, notebook, box, etc, to store letters, emails and reminders of events and activities they participate in or store in files on computer.
- Have 4-H'ers participate in as many county, district, area and state events as possible.
- Provide complete list of all activities and events your county conducted or participated in as a check-list
- and reminder to 4-H'ers
- Provide project objectives so 4-H'ers can show goals met and not met
- Appoint 4-H'ers to committees to do the many small tasks so non-officers can show leadership
- Some counties elect officers two or three times a year or rotate offices among a board so several 4-H'ers have opportunities for leadership
- Check with garden, civic clubs, day care centers and nursing homes for opportunities for 4-H'ers to speak or do citizenship activities
- Provide opportunities for 4-H'ers to do mass media work other than National 4-H Week
- Copy or save examples of outstanding county portfolios
- Check file for portfolio examples and demonstration topics and project portfolio builders
- Check Junior / Senior Project Notebook for portfolio building ideas and demonstration topic ideas
- Involve the parents in the initial portfolio clinic so they understand and can support your efforts
- Provide portfolio volunteer coordinators with names of other volunteers. Divide up 4-H'ers among the volunteer helpers
- Assign different due dates for different parts of the portfolio

### WHY DO PORTFOLIOS

- 4-H portfolios provide an index of a member's achievements in 4-H activities. Carefully completed, they provide a history of the member's learning

experiences, both successes and failures.

- The task of completing a 4-H project, including the chore of keeping records, helps a 4-H'er learn to accept responsibility for seeing a project through to the finish.
- A well-kept 4-H portfolio is inherently a record of self-improvement. Portfolios give young people a measurement of progress toward both long and short-term goals.
- Completing 4-H portfolios gives young people "hands-on" experiences in an important "survival" task of modern life--completing a resume.
- The 4-H portfolio is a means of achieving recognition. In the 4-H awards programs, evaluation on the district levels relies heavily on the picture the 4-H'er presents of himself or herself through the 4-H portfolio.

### Resources In County Office

- Junior / Senior 4-H Project Notebook
- Junior 4-H Portfolio Preparation Materials on the web (prepared by Jenny Jordan)
- Demonstration Ideas & Record Book Builders
- 4-H Project and Activity Guidebook on the web
- Georgia 4-H Project Pages on the web by 4-H Youth Technology Leadership Team

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Written by Cheryl Varnadoe, Extension 4-H Specialist