



4-H Quick Tips - Senior Portfolios

WHAT THE JUDGES LOOK FOR

Cover Letter: Addressed to Dear Project Judge

- Introduction to judge/first impression. -
- Expression of personality, commitment, and desire to succeed in 4-H and shares unique things about 4-H'er
- Describes goals/learning experiences in 4-H
- Can cover past events/experiences and/or future goals

Main Project Work - 20%:

- Activities & Accomplishments in main project
- Quality and quantity of work
- Variety of work
- Research/Exploring in project area
- Can use numbers and financial information when appropriate.

Make Project Sharing and Helping Activities - 30%:

- Include Activities where 4-H'er shared information learned in main project or helped someone else in that area.
- Can include awards won in main project.

Other Leadership and Teen Leadership Activities-20%:

- Include activities not related to main project in which 4-H'er had a leadership role.
- Can include offices held, committees, teen leadership activities or assisting fellow 4-H'ers.
- All other leadership activities including awards and recognition.

Other Community Service and Citizenship Activities - 20%:

- Activities not related to main project
- Can include activities where 4-H'er provided a service or completed a project for the betterment of community

Other Activities - 10%

- Include activities not listed elsewhere in portfolio.
- Participation in County, district, region or state events, judging teams
- Awards and recognition may be included
- May include activities in a second 4-H program
- May include school, community, or church activities

that have been listed elsewhere

Supporting Material:

- Limit is two pages
- Should support two accomplishment pages
- Any color paper, markers, etc., may be used
- Everything must be glued or taped to page that fits into plastic sheet protector in portfolio
- Can only use one side of paper
- 4-H'ers creativity can be shown here

Other Considerations:

- Should look professional
- Neatness
- Organization
- Ease of Reading
- Spelling and grammar
- Prioritization
- Lack of duplication

Certification Page:

- -Agreement between 4-H'ers, 4-H County Extension Staff, and 4-H that certifies 4-H'er understands rules governing the portfolio
- -Portfolio responsibility of 4-H'er - not the 4-H Office

Scoring - 50% Project Work & 50% Other Activities:

- Judges score portfolio with 100 possible points
- Remember each section is scored on a scale of 1 - 10. 4-H'ers need strong activities in *all* areas.
- Best portfolio shows balance of main project work and other activities
- Best portfolio demonstrates depth and quality and demonstrates variety of activities with a variety of learning methods

State Congress:

- Portfolio judges at State Congress will ask 4-H'ers questions about their own portfolio.
- 4-H'ers will not be judged on interview skills and will not be asked about anything not directly related to portfolio
- Interviews last 10 minutes or less
- There is no separate interview score. Purpose is to support and clarify the activities in the 4-H portfolio.

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

- Portfolio Preparation Materials - (Including portfolio website by Jenny Jordan)
- Notebook of old national record books (complete set)
- Demonstration Ideas & Record Book Builders
- Junior / Senior Project Notebook
- Georgia 4-H Project and Activity Guidebook on the web
- Georgia 4-H Project Pages on the web (4-H Tech Team)
- 4-H "On-line" Resources on the web

"4-H Quick Tips" Leaflet Four

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