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Cooperative Extension

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Understanding and Utilizing 4-H Portfolios



Southern Area 4-H Program

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A Resource Guide





Table of Contents

	Page
<i>Introduction</i>	3
<i>What is a 4-H Portfolio?</i>	3
<i>Why Use Portfolios?</i>	4
<i>General Tips for Using Portfolios</i>	5-6
<i>Portfolio Sample Pages</i>	7-15
<i>Portfolio Guidelines</i>	8
<i>Portfolio Title Page</i>	9
<i>Portfolio Goal Sheet</i>	10
<i>Portfolio Planning Sheet</i>	11
<i>Portfolio General Activity Page</i>	12
<i>Club Meeting Notes</i>	13
<i>My 4-H Story</i>	14
<i>4-H Minimum Requirements for Project Completion</i>	15
<i>Using Portfolios with Clover Buds</i>	16
<i>Clover Bud Project Summary Sample Pages</i>	17-21
<i>References</i>	22
<i>UNCE 4-H Contact Information</i>	22



Introduction

A portfolio is an asset for anyone who builds one. It is a compilation and summary of the most meaningful life experiences, including school, work and other activities. Portfolios can be of different types and can be created for different purposes.

What is a 4-H Portfolio?

A portfolio is a collection of an individual's work that shows the individual's efforts. A 4-H portfolio is a collection of the 4-H'ers most meaningful experiences and accomplishments.

http://www.educationworld.com/a_tech/tech/tech111.shtml



Why Use Portfolios?

- 4-H portfolios provide an index of a member's achievements in 4-H activities. When 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 its completion.
 - A well-kept 4-H portfolio is inherently a record of self-improvement. Portfolios give young people a measurement of progress toward both long-term and short-term goals.
 - Completing a 4-H portfolio gives young people "hands-on" experiences in developing an important "survival" stem of modern life—a resumé.
 - The 4-H portfolio is a means of recording achievements. 4-H award programs at the district level rely heavily on the picture the 4-H'er presents of himself or herself through the 4-H portfolio.
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General Tips for Using Portfolios

- Portfolios are scored on a scale of 1 - 10 in each area. The 4-H staff will evaluate portfolios at the end of the 4-H year.
 - Find a portfolio-wise 4-H alumni who will come in and help put your 4-H'ers and parents on the right track. Assign volunteers, alumni, or Senior 4-H'ers to work with individual Juniors.
 - Provide office camera and/or 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 and/or 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 computers.
 - Have 4-H'ers participate in as many county, district, area and state events as possible. Provide a complete list of all activities and events your county conducted or participated in as a checklist and reminder.
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General Tips for Using Portfolios (cont'd)

- Provide project objectives so 4-H'ers can show goals met and not met.
 - Portfolio year is October 1– September 30. Make sure your 4-H'ers and helpers are aware of this.
 - 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 more 4-H'ers have opportunities for leadership.
 - Check with garden groups, 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 and junior/senior Project Notebook for portfolio examples, demonstration topics and project portfolio builders.
 - Involve the parents in the initial portfolio clinic so they understand and 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.
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Portfolio Sample Pages

Pages 8-15 contain examples of blank portfolio pages that would be given to youth to complete with the assistance of their club leaders.

One example of a title page is included in this resource guide, however, title pages are available from the Clark County office or online at <http://www.unce.unr.edu/4H/counties/clark/>

Title pages are updated yearly to reflect the correct dates.

Pages 17-21 contain examples of blank Clover Bud portfolio pages that are given to youth (ages 5-7) to complete, with the assistance of their club or teen leaders. These pages can also be accessed at the link above.



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Portfolio Guidelines

As you complete your portfolio throughout the 4-H year, be sure to include the following information. It may be helpful to use this page as a checklist.

- Your name and club name are on the cover of your portfolio.
- Your name, birth date, age, contact information, club name(s) and photograph of you are on the title page.
- You, your parent/guardian and your leader sign your goal sheet. *Points are taken away if you are missing your leader's signature.
- Your planning sheet includes details and demonstrates progress towards goal(s).
- Your general activity page demonstrates evidence of participation in a variety of 4-H activities.
- Your club meeting notes are detailed and demonstrate active participation. Information on committee work, events (club, county, state, etc.) and the community service are good things to note.
- Your 4-H story tells about things you did, experienced or learned by participating in 4-H. Use the following to help you outline your story:
 - Introduce yourself. Include why you joined 4-H and/or chose the project or projects that you did.
 - Tell about results, difficulties or challenges you had.
 - Explain how you would improve your 4-H year.
 - Tell what you learned about yourself through your 4-H participation.
 - Explain how you could use the life skills and/or project skills you learned in other areas of your life.
- Submit your portfolio on or before the deadline.



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Portfolio Title Page

Name: _____ Date of Birth: _____

Age: _____ Level: _____ Years Enrolled in 4-H: _____
As of January 1

Address: _____

County: _____ Extension Area: _____

Parent/Guardian Name(s): _____

Club Name: _____ Club Leader: _____

Date Plan Started: _____ Date Plan Completed: _____

List projects from this 4-H Year Below:
(October 1 - September 30)

Attach a photo of yourself below:





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Portfolio Goal Sheet

Fill this page out at the beginning of the 4-H year.

My goals for this year:

4-H member's Signature: _____

As parent/guardian, I will contribute the following to this project:

Parent/Guardian's Signature: _____

As leader, I will contribute the following to this project:

Leader's Signature: _____





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Portfolio Planning Sheet

Use this form to create a plan for meeting your goals. Having an estimated idea of when you should work on each step will help keep you on track. Knowing what supplies you may need will help keep you organized.

What do you want to do?	When will you do it?	What do you need?

For Example: If your goal is to show a chicken at the fair, your table might look like this:

What do you want to do?	When will you do it?	What do you need?
Learn about & choose chicken	During 4-H club meetings	Library books, internet access
Prepare habitat & buy chicken	October	Cage, bedding, food, money
Learn to groom & show chicken	June-July	Techniques
Show chicken at the fair	August	Dress clothes





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Club Meeting Notes

Keeping detailed notes at each meeting will help keep you organized and remind you of the great things you and your club are doing. Include whatever you think is important about the monthly meeting.

Questions to help guide you: What did you do/discuss? What did you learn?

October: _____

November: _____

December: _____

January: _____





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4-H Minimum Requirements for Project Completion

The Clark County 4-H Council has mandated that members shall complete a list of “minimum requirements” in order to be considered for year-pins, special awards and/or entry into 4-H culminating events such as 4-H expos. The leader shall certify, where appropriate, that the member has completed the minimum requirements. Some clubs may have additional requirements that shall be noted at the bottom of this page.

This page must be included in the member’s portfolio.

Requirement	Leader’s Signature	Date
The member attended at least 50% of meetings		
The member participated in at least one community service project during the year (individual or club) and filled out the appropriate record sheet		
The member turned in 4-H portfolio/project journal, complete with records for each project completed		
The member did at least one demonstration pertaining to one of the projects at the club, county or area level		
The member completed or exhibited a project at the area or county level		
(Individual club requirement)		





Using Portfolios with Clover Buds

Using portfolios with Clover Buds is an excellent way to introduce them to 4-H project work and will help them make the transition to future work in community or specialized clubs. Clover Bud projects should be fun, age-appropriate activities that focus on cooperation, not competition. They should be success-oriented, conducted in a safe environment and involve family or the community whenever possible.

Keep these goals of the Clover Bud program in mind while working on projects because it is important for the member to:

- Develop a positive self-concept
 - Develop a positive attitude and a love for learning
 - Develop competencies in life skills for self-understanding, social interaction, decision making, learning to learn and mastering physical skills
 - Gain knowledge in sciences, literature and the arts through participation in hands-on learning opportunities
 - Develop ongoing relationship with caring adults and older youth who serve as positive role models
 - Explore family and community relationships
 - Develop an understanding and appreciation for social and cultural activities/events.
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My 4-H Clover Bud Project Summary

My name is: _____

Age: _____ Grade in school: _____

My address is: _____

I belong to the _____ club.

I have been a 4-H member for _____ years.

I completed these projects this year:



Did you complete your . . .

- Show and tell (4-H demonstration)
- Exhibit (something you made)
- Project activity sheets or workbooks

Check one



- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <input type="checkbox"/> yes | <input type="checkbox"/> no |
| <input type="checkbox"/> yes | <input type="checkbox"/> no |





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More About My 4-H Year

Some of my favorite project activities were:



This year, I learned:



Next year, I want to learn about:

In my club, I was able to:

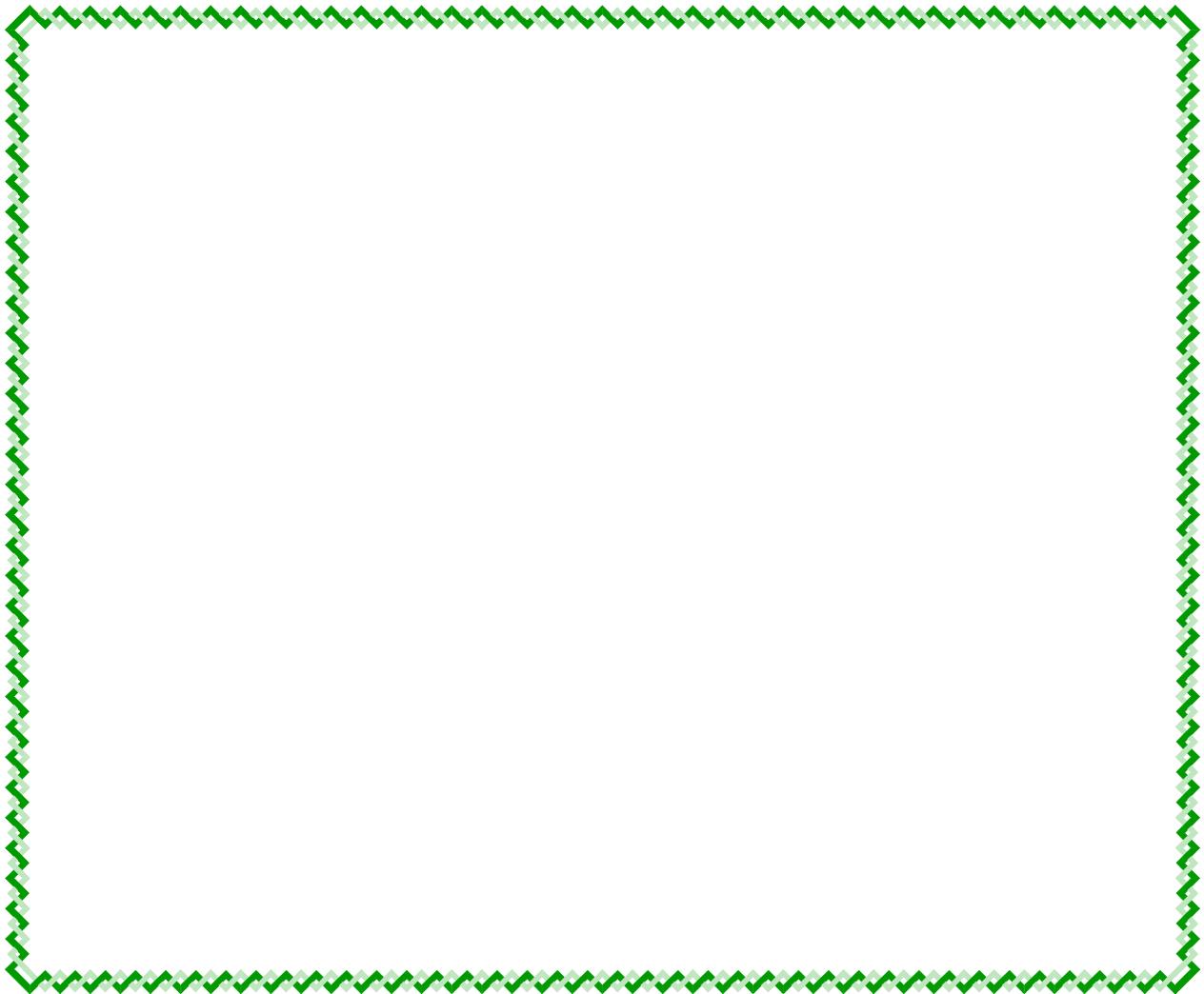




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Here are pictures or drawings
of my project activities:





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Other things I want to share about my 4-H year:

A large rectangular area with a decorative green and white zigzag border. Inside the border are ten horizontal lines for writing. In the bottom right corner of this area is a small illustration of a green four-leaf clover with red and white striped ribbons.





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Clover Bud Summary Review

Name: _____ Age: _____

Club: _____ Date: _____

Yes/No	Criteria	Comments
	Name, age, club and contact information is complete	
	Completed a project	
	Participated in an exhibit, demonstration, or completed activity sheets/workbooks	
	Described a favorite activity and learned something new	
	Described plans/ideas for future 4-H activities/projects	
	Included illustrations (photos or drawings)	
	Submitted project summary on/before deadline	





References:

Cash, Laura. *Building Blue Ribbon 4-H Record Books*. Volusia County Extension. Nov. 2009. <http://www.volusia.org/extension/BuildingBlue.pdf>
Electronic Portfolio in the k-12 Classroom. Educational World. [Online] Can be obtained at: http://www.educationworld.com/a_tech/tech/tech111.shtml



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