Milwaukee County 4-H Portfolio Guidelines

What is a Portfolio? A 4-H Portfolio is a log of the knowledge and skills learned during the year in which you include pictures, descriptions, and goals in explaining your club and project work. Enjoy this opportunity to show your work to others.

Who needs/should have a Portfolio?

A portfolio should be completed by any 4-H member who wishes to receive recognition for 4-H participation awards and/or project awards.

Why would I want to complete a Portfolio?

- This process is for youth to earn awards and recognition for the work that they have done in 4-H.
- This process will help youth prepare Membership Evaluation (M.E.) applications for the interview process to earn major awards and scholarship opportunities (special awards, camps, and trips). The ME process requires youth to have several years of information available for Major Award forms!
- Members can easily find information in their books when they create a college application, job application, resumes, and scholarships.
- Learn the importance of keeping accurate financial records, setting goals, and managing your time.

What are the requirements for a Portfolio? General Guidelines for Portfolios

- All 4-H work in the record MUST BE the original work of the member. Parents are asked to verify this by signing the record on the comment page.
- Emphasize goals, learning, and responsibilities as you write.

Time Line

- Members should only record their 4-H club and project work completed during the current 4-H year (October 1 to September 30).
- Club leaders will set up deadlines for portfolios due at the club level.
- After Club leaders review portfolios, approved portfolios are sent to the county level for judging.

What forms do I use in my portfolio? Individual 4-H Project Sheets

- Also available online at: http://milwaukee.uwex.edu/youth/4h/forms.cfm.

Portfolio Do's	*Portfolio Don'ts*
Be accurate and concise.	Please do not add borders or decorate any additional pages in the book (except the introduction page).
Continue working on the book throughout the year and keep information fresh.	
Each page should be completed entirely. Be neat by writing with a pen or typing on the pages. **Do not leave any area blank. If it is not Applicable, put NA for "not applicable."**	
Include news articles, worksheets, letter, certificates, photographs, programs, etc. Add captions under each item. Avoid adding bulky items.	Only mount photos and articles under the photos on white paper.
Keep all project pages from previous years in portfolio. The project record page from the current year should be on top followed by the previous years.	Old **general portfolio pages** (Intro Page, Activity Program Form, and My 4-H Story) from other Years should be kept in a separate binder for future reference.
Organize records in the green 4-H binder supplied to you. You will reuse it each year.	
Separate each major section of the binder with tabs. Write the name of the section on the tab.	
Print out final forms of portfolio, sign, and put in the portfolio binder	

(Separate Document)Portfolio Order

Tab #	Form
1	**Project Summary Sheet (MC4-HP1)** Use one column per year. Include all projects enrolled in. Complete each year.
2	**Introduction (MC4-HP2)** Complete page, include a nice photograph of yourself. Decorate the page.
3	**4-H Participation at Club, County, & State/National Levels (MC4-HP3)** This page is a list of every activity completed this year in 4-H at the club, county, state, and national levels. Add articles, drawings, and photos **after** 4-H participation sheets.
4	**Project Plan and Record (Use an additional tab for EACH project) (MC4-HP4)** Complete a project sheet for each Project in which you are enrolled. • Add articles and photo after each portfolio.
5	**My 4-H Story (MC4-HP5)** Summarize the highlights of your 4-H year including projects, leadership, and activities. Include accomplishments and challenges.
6	**4-H Portfolio Seals Page (MC4-HP6)** Keep in your Portfolio each year.