



# The Portfolio



# Why?

- Responsible Record Keeping
- To see where you've been, so you can decide where you're going
- Gives you a place to start with projects
- Compare beginning to end
- Gives accurate record of what you've learned
- Head start on how to keep records!
- Scholarships
- Resumes
- Job Applications
- FUN to see how far you've come over the years!



# Project Work

It's The Things You Do

- **Activities**
  - Practice to proficiency
  - You're the expert...what makes it YOUR project
- **Learning**
  - Tours + Interviews every time
  - Workshops
  - Media



# Project Sheets ~ Goals

- Print 1 for each project each year
  - Goals should be SMART:
    - Specific
      - What exactly are you going to do?
    - Measurable
      - How do you know you've achieved it?
    - Actionable/Attainable
      - Do you have control over the outcome?
    - Realistic
      - Is it reasonable to accomplish?
    - Time Bound
      - When do you want to do it by?



# Goal Examples

"I want to win showmanship"

vs.

"I want to learn the cuts of my animal so I can better answer questions during the showmanship competition."

"I want to go to State Fair."

vs.

"I want to learn many stitching techniques to be able to sew an apron for the Fabric & Fashion Contest to earn a ribbon to qualify for State Fair."



# Project Sheets ~ Plan

- What's your plan to accomplish your goals?
  - Complete this at the beginning of the 4-H Year.
  - If you set SMART goals before you started your project this should be easy!
- Think about...
  - What your plan is to accomplish your goals
  - Who might be able to help you (Juniors Only)
  - What materials, equipment, supplies might you need
  - Sect. 1-"Equipment on Hand-" What equipment did you already own or borrow for your project?



# Project Sheets ~ Summary

- Enter:
  - who your leader was
  - or other adults who helped you
  - Attendance
    - project meetings
    - workshops
    - Clinics
    - jackpots, etc.

**Project Summary:**

Who was your project leader(s) (adult)? Paul Shooter

How many project meetings did you go to? 10

What workshops, clinics, jackpots, shows or other activities did you attend to learn for your project? I attended an Archery Project orientation and weekly practices from February-June.

Exhibit or Animal	Description
Archery	I shot Archery and participated in county shoot.

Describe what you made or raised this year?

- Description of your project (Exhibit or Animal)
- Project Meetings
  - put NA if none were held for your project area.



# Project Sheets

- What were your expenses?
  - What did you have to pay for?
    - Cost of Project item (steer, pottery, fabric, notions, frosting, etc...)
    - Feed
    - Supplies, equipment, material
    - Fuel
  - Participation Fees (contest fees, enrollment fees, etc...)
  - Were any expenses covered?
    - Ex: bows/ammo for county shoot is provided by the county 4-H Shooting Sports Committee. This expense is valued at \$30.





# Project Sheets

- What was your Income?
  - What did you bring in or start with?
    - Sale Price-did you sell your animal, equipment, supplies?
    - Value of previously owned equipment
- Things to think about:
  1. If you sold at a non-4-H auction on a different day
  2. Do 4-H animals receive more value than “home grown” ranch animals?

## Income:

Did you sell your animal, equipment or supplies?

Click on the "+" or "-" button to additional rows.

	What did you sell?	Who bought it?	For how much money?
<input type="button" value="+"/> <input type="button" value="-"/>	Market swine	123 Services	\$1,300.00



# Project Sheets

- What did you learn?
  - What is something new you have learned?
  - How will you apply or use what you've learned?
- Look back at your goals and explain how you accomplished the goals.
  - Think about...
    1. What you did to achieve your goals
    2. What skills someone may have taught you
    3. Where you got the information you needed to succeed
- Note: Differences in forms for age groups
  - Juniors: 3 separate questions to answer (questions above)
  - Intermediate & Seniors: Questions are combined in one section. Additional question of "What will you do different in the future?"



# Project Sheets

- How did your project do at each level of competition?
  - What ribbons, awards or placing's did you receive for that project?

## **Exhibit Summary:**

(Not all sharing experiences will have a placing/award.)

Click on the "+" or "-" button to additional rows.

Year	Month	What did you share/show?	Where?	Placing? (if applicable)	
<input type="checkbox"/> + <input type="checkbox"/> -	2015	Aug	Landscape Painting	Laramie County Fair	Purple
<input type="checkbox"/> + <input type="checkbox"/> -	2015	Aug	Landscape Painting	Wyoming State Fair	Blue



# Awards & Recognition

A job well done!

- **Ongoing – Add to it each year!**
- What have you accomplished in your 4-H career?
- Annual Achievement points
  - Based on your score from previous year's Portfolio

## Wyoming 4-H Annual Achievement

- Points are given for each year (Green=0, Silver=1, Gold=3)

- Inclusion in the *Wyoming 4-H Honor's Club* requires 19 points.

Year	Select what you received:	Year	Select what you received:
2012	Silver		
2013	Gold		
2014	Gold		



# Awards & Recognition

A job well done!

- **Ongoing – Add to it each year!**
- DO NOT include ribbons from fair unless it was given an additional award such as “Overall Champion” or “Best of Show.”

## Awards and Recognition

- List any special or additional awards or recognition you or your project may have received

*Examples: Outstanding Club member, Reserve Champion Exhibit, Most Improved, etc.*

- Ribbon placings should not be listed here. Record them in your Section 1- Project Report.

	Year	Month	Description of the Award or Recognition
<input type="checkbox"/> + <input type="checkbox"/> -	2015	Aug	Reserve Champion Intermediate Visual Arts Painting at Laramie County Fair
<input type="checkbox"/> + <input type="checkbox"/> -	2014	Nov	Outstanding 4-H Club Secretary



# Leadership

## Hey, You're not the Participant Here

### Section 3- My Leadership in 4-H



Member's Name:

#### Table of Types

V= You Volunteered    A= You were Appointed    E= You were Elected

Click on the "+" or "-" button to additional rows.

Year	Month	Description of Leadership Responsibilities
Include the offices held, activity in which you were involved, or committee to which you were assigned.		
+ - 2013	Nov	E-4-H Club secretary
+ - 2014	Nov	E-4-H Club President
+ - 2015	Feb	V- led 4-H Club in decorating 4-H Carnival booth



# Service

For your club, your community,  
your country & your world

## Section 4- Community Service through 4-H



Member's Name:

Click on the "+" or "-" button to additional rows.

Year	Month	Description of Community Service Include what you did as 4-H member, with whom, etc.
+ - 2014	June	4-H Club "Adopt A Highway" road cleanup
+ - 2014	Dec	Made tie blankets with 4-H Club for Project Linus
+ - 2015	March	Served snow cones with 4-H club at Month of the Military Child event



# Participation ~ 4-H

## It's Simply Everything Else

- Other 4-H activities where you're not in a leadership role
- Other activities of interest
- Awards & Recognition

**On-Going – Add to it each year!**

	0	0	0	0
<b>County Opportunities</b>	2	3	4	5
County Fair	X	X	X	X
Achievement Night		X		X
Presentation Contest		X	X	X
4-H Camp				X

YEAR	GROUP or ACTIVITY
2000	Boy Scouts
2000	Little League Baseball
2001	Boy Scouts
2001	Little League Baseball
2001	6 <sup>th</sup> Grade Wrestling
2001	Marching Band





# 4-H Story

- Introduce yourself
- Highlight all your 4-H projects and activities, not just the Fair.
- Explain how 4-H helped you become a better leader and citizen
- Describe how 4-H participation made you feel
- Tell about your future plans in 4-H and beyond!



# Photo's & News clippings

- Do:
  - Use Action Shots – you working with your animal, in the middle of creating your project
  - Add captions! Tell us what's happening!
  - Look in the newspaper for pictures of you!
- Don't:
  - Use only pictures from Fair
  - Use only posed shots
  - Treat these 2 pages like a scrapbook



# Participation ~ Other

## It's Simply Everything Else

Section 8-

### Other Participation



Current Year: **2015** Member's Name: **Jane Smith**

Click on the "+" or "-" button to additional rows.

	Organization	Leadership	Community Service	Awards
+ -	Girl Scouts		Highway Clean-up	Community Service Badge
+ -	North School	Student Council		Student of the Month
+ -	ABC Church	Nursery Helper		
+ -	Dance Dance			Most Improved Tap Dancer-Level 3



# Judging

Portfolios should be completed by September 15

Judging completed by October in the County 4-H Office

Portfolios are used to attain Silver and Gold Achievement points for the Wyoming 4-H Honors club membership.



# Hints, Tips, & Tricks

- Start Early!
- Review often and update the ongoing sections
- Use the Story to tell us about your overall 4-H experience not just your Fair experience.
- It's YOUR record above all else. Make sure you document what you might forget and need to know later!

Adapted from:

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Georgia 4-H

April 2010



Laramie County Extension

