



Submitting Your 4-H Portfolio for STATE COMPETITION and General Judges Guidelines

A portfolio is an organized collection of a person's progress, achievements, contributions, and efforts that demonstrate accomplishments, size and growth over time. The following instructions are intended to add clarification to the directions already given on each of the green portfolio section dividers.

1. Enter only one overall portfolio to be judged for state competition. The maximum binder size for the Utah 4-H Portfolio is **1½ -inches**. The binder should be white with a clear plastic front.
2. 4-H Portfolios begin with year 1 in grade 3. Cloverbud years are not to be included in number of years. Any Cloverbud activities / records should not be included when moving into standard 4-H programming.
3. Use official forms or letterhead for every section including photographs and story pages. The Cover page (with the name and county) should be inserted into the clear binder cover. The first page in the book should be the Portfolio Entry Form. Section pages and Project / Category dividers should be printed on astro green.
4. Section pages, project/category dividers, photos, and the *Utah 4-H Member Certificate of Achievement* may be placed in plastic sheet protectors as long as both sides of the page can be seen.
5. Update project work, activities, events, and awards for all areas in which you are currently involved prior to the submission date.
6. Please use an easy to read font in size 10-12 to make portfolios easier to read and judge.
7. Early years may be written neatly in pencil; followed by pen, then word processor—thus showing growth and development.
8. Due in the State 4-H Office on Feb 15th for State Competition.

Reviewed by the State 4-H Portfolio Committee Members: Marilyn Albertson, Jeff Banks, JoLene Bunnell, Donna Carter, Miriam Force, Kyle Jackson, Cassie Lyman, Margie Memmott, Alicia Moulton, Lou Mueller, Ronda Olsen, Vernon Parent, Ron Patterson.

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