



4-H Portfolio Changes
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The 4-H Portfolio was reviewed May 2008 by the State 4-H Portfolio Committee Members: JoLene Bunnell, Alicia Moulton, Kyle Jackson, Ron Patterson, Margie Memmott, Cassie Lyman, Donna Carter, Vernon Parent, Miriam Force, Lou Mueller, Marilyn Albertson, Jeff Banks, Lauralee Lyons.

A 4-H portfolio is an organized collection of a member’s progress, achievements, contributions, and efforts that demonstrate accomplishments over time. Beginning October 1, 2008 there will be several distinctive changes to the 4-H Portfolio. New portfolio judging guidelines will become effective for the state competition February 15, 2010. This fact sheet will help you make the transition section by section.

General Information and Judging Guidelines	
Change Made	How was it organized before the change?
At the state portfolio competition, all books will be judged together to give merit for exceptional portfolios.	Books were entered and judged within project/category.
Each portfolio is to be submitted in a white binder with plastic display cover up to 1½ -inch thick.	Portfolios were submitted in a 1-inch binder.
4-H Portfolios begin with year 1 in grade 3. Cloverbud years are not to be included in number of years.	This was not specified.
It is recommended to use an easy-to-read font in size 10-12 to make portfolios easier to read and judge.	This was not specified.
Early years may be written neatly in pencil; followed by pen, then word processor—thus showing growth and development.	This is the same as before, however the committee wanted to reinforce it.
Portfolios for state competitions will be due February 15, beginning in 2009.	Portfolios were due June 1.

Entry Form	
Change Made	How was it organized before the change?
Sometimes youth report on projects like “sheep” or “sewing” and sometimes they report on a category, like “communication and expressive arts.” Because of this, we changed the terms “category” or “project” to “project/category” throughout the portfolio.	“Project” was used without “category” on entry forms.
The signature statement will apply to the 4-H member, parents, and leaders, giving them responsibility to review portfolios before submission.	It looked like it only applied to the 4-H member.
What does this mean for my portfolio?	

Make sure you have a copy of the new entry form for 2010!

Section 1, 4-H Project/Category Report Form

Change Made	How was it organized before the change?
A website link to example "Size and Scope" tables will be given. The appropriate table can then be inserted into the "Size and Scope portion of this section."	There was an empty blank space.
Youth should separate projects/categories by standard section dividers. These will be provided.	No tabs or dividers were required.
Knowledge Learned and Skills Gained have been separated.	They were listed together.
We have simplified the top of this form to leave more room for the table. We will keep "member name," "years in project/category," "report year," and "project/category," and all others will be removed.	This form asked for information already included in the entry form.

What does this mean for my portfolio?

We will continue to organize Section 1 by project/category, then by year with the current year on top and the most important project/category first. For example: beef project/category divider, 2008 beef, 2007 beef, 2006 beef, followed by sewing project/category divider, 2008 sewing, 2007 sewing. Don't go back through your forms and change them to the new forms. Instead, simply add new forms on top.

Section 2, 4-H Experiences and Activities

Change Made	How was it organized before the change?
The "category" column has been eliminated in all sections as it will no longer be considered at the state and national level. This column was removed from Sections 2-5.	"Category" was included.
Some of the Level codes have been changed: Multi-state M District D	Regional R Area A

A "District" activity is one that involves more than one county.

What does this mean for my portfolio?

The tables have changed for this section. You do not have to change the old information to the new table format or the new level code letters. Begin a new table in 2009 and leave the old pages in, placing the new table in the back. Begin using the new level code letters in the new table.

Section 3, 4-H Entries, Awards & Recognitions

No changes specified.	Keep up the good work!
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Section 4, 4-H Leadership

Change Made	How was it organized before the change?
Instructions have been added to the green sheet to clarify this section as follows. "Try to avoid duplication with Section 5. For	Instructions were located on the judging guideline sheet.

example, if you are the leader of a community service project, list it in this section and discuss your leadership role. The same project may be listed in Section 5; however, you would discuss the role you played in the community service provided. If you participated in a service project organized by your club leaders, county agents, or other adults, only report it in Section 5.”	
Leadership has been divided into two columns: “Role” and “Responsibilities.” Role means your title or position and responsibilities are things you have done in that leadership role.	This section asked for a description of leadership.
Instructions have been added to include number of people led/contacted, hours, etc.	This was not specified, but was expected.
What does this mean for my portfolio?	
The information required for this section has been changed. You do not have to change the old information to separate roles and responsibilities. Begin a new table in 2009 and leave the old pages in, placing the new table in back. Begin separating roles and responsibilities and include numbers of people led/contacted, hours, etc.	

Section 5, 4-H Community Service	
Change Made	How was it organized before the change?
A column for number of hours involved in community service has been added.	There was no place to report hours.
What does this mean for my portfolio?	
The tables have changed for this section. You do not have to change the old information to the new table format or the new level code letters. Begin a new table in 2009 and leave the old pages in, placing the new table in back. Begin recording number of hours involved in community service and give more detail on your role in the service.	

Section 6, Non 4-H Experiences	
Change Made	How was it organized before the change?
We will add “Family” as an organization code.	There was no place to report significant family non 4-H experiences.
What does this mean for my portfolio?	
You may add significant family experiences to this section. Previous years do not need to be changed.	

Section 7, My 4-H Story (Major Changes)	
Change Made	How was it organized before the change?
Youth will write up to 1 page front and back each year. The description will read “Describe in detail how 4-H has influenced your life. Give significant details of your personal growth and development through 4-H project/category work, leadership, and community service.”	Youth wrote a new story each year, up to 6 pages, describing their overall 4-H experiences. The story was divided into 5 parts.
Youth will leave previous stories in their binder	Old 4-H stories were removed from the 4-H Book.

and place the new one on top.	
What does this mean for my portfolio?	
There are major changes to the 4-H Story. Keep your 2008 4-H story in your binder. Add your 2009 4-H story on top. Describe how 4-H has influenced your life through 4-H projects, leadership, and community service. Only talk about the current year's experiences. Make your story shorter, as there is a 1 page front and back limit. Use 10-12 size font, single or double spaced.	

Section 8, 4-H Photographs and Certificates	
Change Made	How was it organized before the change?
Add up to 1 page front and back of photographs with captions each year. Each year should include a variety of pictures that reflect each project, as well as leadership and community service involvement.	Youth made up to 3 pages front and back of photograph pages.
Retain photograph pages from previous years and place the new one on top.	
What does this mean for my portfolio?	
You don't have to redo the old pages. Keep your 2008 photograph pages in your binder. Add your 2009 page on top. Make sure to include captions on all photographs.	

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