

**CHECK YOUR OWN PORTFOLIO**  
**THE ENTIRE PORTFOLIO MUST BE PREPARED BY THE MEMBER**

(with the help of an adult as needed)

The judges will be looking for age appropriate record keeping

- May use pencil, ink or computer format. (You will be judged on neatness and completeness with no preference for type or handwritten). The Project Record Book should be printed out from Zsuites
- **If protective sheets are used, tabs should extend and be visible along the outside of the protective sheets.**
- **Hint: Always make sure your tabs are labeled the same as your table of contents**

- 1. Portfolio cover contains name, 4-H age and club or clubs (This is the outside of your binder)
- 2. Table of Contents—Lists the major sections of your portfolio in order (tabs should be the same as your table of contents)
  - A. Involvement report
  - B. 4-H Story
  - C. Project records (list by name)
- 4. THE INVOLVEMENT REPORT (This report is carried over from year to year, add each year's involvement)
  - **Tabbed divider**
  - Page 1—All sections filled in if appropriate, leave blank pages blank for future years.
  - Pages 3 & 4—Describe participation in format provided.
- 5. MY 4-H STORY—The story should be about your overall experience in 4-H this year. Include all projects and other 4-H experiences such as camps, clinics, service projects etc. Do **NOT** include an individual story with each project
  - **Tabbed divider**
  - See page and level requirements in record book—if typed, 14 font size or less, double spaced. (8 pages maximum)
- 8. PROJECT RECORDS—One for each project. Place your favorite/best project, the one in which you have the greatest focus, first.
  - **Tabbed dividers for each project.**
  - All required signatures for each project
  - All sections completed (write N/A or None if you have no entry for that section)—pages may be removed if they don't pertain to your project—ask your leader if you have a question on whether it can be removed. Example the milk production record if you don't have a dairy project
  - Market Growth Charts (if applicable)—all market species should have a growth chart
  - Permanent animal records to be continued each year (horse, pet and breeding projects—non-market projects)
  - Animal Science Check-list (should be carried forward annually). All livestock projects should have this included
  - Skills Checklist (if applicable). These should be carried forward annually.
  - 4-H photos are encouraged. **2 pages front and back maximum per project.** Photos must pertain only to that project. Pictures may not overlap. Label each picture with a short description. **To be considered excellent 4 pictures must be included and labeled.**

## FAQS

1. **Do I leave my records from previous years in my portfolio?** Leave the Involvement Report, Skills Checklists, Animal Science Checklist and Permanent Animal Records because you will be updating them each year and adding to them over time. Take out the previous year's story, photos and project record books. We recommend you keep a binder at home to keep your previous year's records for your review if needed.
2. **Will I be counted down if I don't follow these guidelines?** **For maximum points assemble the contents of your Portfolio in this order, and as close to this guide as possible.** This is a suggestion only, it is not required that your record book include all of these sections to participate in the fair, only that you score a 25(Red Ribbon) or above. There are required elements for project completion, these include the Involvement Report, Story, and Completed Project Record Book with ALL signatures. Blue Ribbon Portfolios will receive a \$2 premium on their books.