

North Carolina 4-H Portfolio

Life Experiences
Projects
Story
Recognition
Leadership
Citizenship
Community Service
Awards
4-H



North Carolina 4-H Portfolio Guidelines

1. Each 4-H member should complete their 4-H portfolio to the best of their ability and turn it into their county 4-H agent by the county due date.
2. Project work should be reported for the last three consecutive years. You may **not** add additional pages to the report form except where indicated. All information should only be listed **once** in the report form.
3. All materials are property of North Carolina 4-H and may be used to showcase 4-H work.

Guidelines for completing your records:

In the upper right hand corner of the outside cover, please include the following information: Name, County, District, Portfolio Category, and Age Category.

Place your portfolio in a binder. Beginning with Portfolios in 2015 – all portfolios must be in a 4-H Binder. Please check with your county agent for specifics or you can order it from:

<http://www.4-hmall.org/Category/officesupplies-recordbookcovers.aspx>

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY. See link below for the form to download:

<http://www.nc4h.org/youth/4-h-awards-incentives-programs>

Your 4-H Portfolio should have all 9 sections of the book in consecutive order.

Section 1 – Personal Data and 4-H & You page

Please be sure to complete all of the information requested on this page. Do not forget to list your Portfolio Category. Make sure the appropriate people sign your portfolio.

Section 2 – My 4-H Story

Write a story about your 4-H experiences, including what you've done, learned, and enjoyed. Your story can be no more than 4 pages. It can be typewritten or printed neatly. You should include your entire 4-H experience in the story. See specifics in Section 2.

Section 3 – 4-H Project Focus

We "learn by doing" in 4-H. List the specific things you learned and did in this project area during the past three years. List knowledge and skills gained as well as the things you learned how to do. Use numbers to show how much you did and learned. Please list the most important presentations, talks, exhibits, radio, TV, newspaper articles, tours, camps, judging events, workshops, and any other learning experiences in which you have participated related to your project. Please list the work you have done in the last three years beginning with the most recent year.

Section 4 – Leadership

This page is where you should list all the leadership activities in which you have participated. Be specific – list the number of people you taught and the name of the lesson. Leadership involves holding offices and serving on committees. It can also involve teaching workshops, volunteering at 4-H day camps, leading/facilitating club programs, organizing events and meetings, recruiting new members, serving as a 4-H Ambassador, and motivating peers to set a goal and take action. List ways you have been a leader and/or have learned about leadership. If you are listing non 4-H leadership activities, please list only those for which 4-H has helped you prepare. Please list the work you have done in the last three years beginning with the most recent year.

Section 5 – Citizenship

As teenagers, it is important to participate and be involved in the political process and make a civic contribution in our communities. Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to your state legislator about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and Cooperative Extension to county commissioners or other government representatives, etc. If you are listing non 4-H citizenship activities, please list only those for which 4-H has helped you prepare.

Section 6 – Community Service

Community service involves contributing to the quality of life in your community. Like many 4-H'ers, you may have participated in community service activities for your club or by yourself. Examples may include: volunteering at your local animal shelter, participating in a food drive, holding a fundraiser for your 4-H club, etc. Be sure to list only the last three years' work, beginning with the most recent year. List the number of hours you volunteered and who benefited from your volunteer service. If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare.

Section 7 – 4-H Awards and Recognition

List certificates, ribbons and other awards you have won in the past three years. Remember, only 4-H winnings go on this page! Specify whether they were National, Regional, State, District, County or Club awards. Experiences should be divided out between project specific awards that related to this portfolio area and other 4-H awards.

Section 8 – Non 4-H Experiences, Awards, and Recognition

List any other groups, clubs, organizations, or sports teams to which you belong, as well as other items that have had a significant impact in your life, such as camps, conferences, or a job. You may also list any awards you have won or recognition you have received outside of 4-H. Examples of activities you may have been involved in would include: school clubs, VBS, Girl Scouts, Boy Scouts, FFA, etc.

Section 9– 4-H Photos and Supporting Materials

Include up to six 4-H scrapbook pages, which may include pictures (with captions), news clippings, letters, certificates, poems, teaching tools, short stories, digital media, etc. Be sure to follow the guidelines closely. Include your most recent three years of 4-H work.

For More Information contact:

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North Carolina 4-H Portfolio (Formerly 4-H Cumulative Record Books)

A Message to 4-H'ers:



Introduction

Records are an important written summary of what you have learned and the skills that you have gained within your 4-H work, as well as in other parts of your life. Over a period of years your records will show how you have grown. The information on your 4-H records will be useful as you fill out other forms in your life such as resumes, job applications and college applications.

- Record keeping is an important part of every 4-H educational project.
- Many awards, educational trips, and college scholarships are given to club members on the basis of their records and project work.
- Records show your 4-H growth. Keep this book from year to year and add to it. You must include 4-H work completed in the last 3 years.
- This form is designed to help you keep records and other supporting materials in an orderly manner.
- Do not alter the basic format of this book.
- **Only one year per page** as indicated on the instructions. List your most recent year first.
- You may hand write neatly or type in size 12 Arial or Times New Roman font.

Your 4-H Portfolio should contain the following sections:

Section 1 Personal Data and 4-H & You

Section 2 4-H Story

Section 3 4-H Project Focus

Section 4 Leadership

Section 5 Citizenship

Section 6 Community Service

Section 7 4-H Awards and Recognition

Section 8 Non 4-H Experiences, Awards, and Recognition

Section 9 4-H Photos or Supporting Materials



4-H & YOU!

Answer questions on separate paper if needed. Please retype the questions

Looking back over the past three years:

1. Discuss your favorite thing about 4-H. It does not have to relate to the portfolio project reported in Section 3.
2. Who is your role model in 4-H? Why?
3. Discuss the most important thing you have learned during the past three years in 4-H.

Looking to the future:

4. If you were in charge of 4-H, how would you make it better? In your:

County:

District:

State:



SECTION 2

My 4-H Story

(Place your 4-H Story behind this page)

Your story is limited to no more than four (4) pages typed or handwritten. Your story should include your *entire 4-H career*.

Suggestion of things to include in your story:

Introduce yourself and include any information you choose to share about your interests, family, hobbies etc. Think about this as what would you say if you were given two minutes to introduce yourself.

Describe the impact 4-H has had on your life.

How has participating in the project you are completing in this portfolio impacted your personal growth?

Who has helped you in your 4-H journey?

How has your 4-H participation helped others?

What are your goals in life?

Summarize your experiences in 4-H.

Use section 3-7 to help you write your story.



SECTION 3

4-H Project Focus

(Name of 4-H Project)

- We "learn by doing" in 4-H. List the specific things you learned and did in this project area during the past three years.
- List knowledge and skills gained as well as the things you learned how to do. Use numbers to show how much you did and learned.
- Please list the most important presentations, talks, exhibits, radio, TV, newspaper articles, tours, camps, judging events, workshops, and any other learning experiences in which you have participated related to your project. Include dates and level of participation.
- Please list the work you have done in the last three years beginning with the most recent year.

Provide a bullet statement, list, and/or chart. For example, provide numbers of animals raised. If possible, show money earned, savings realized, and profits and losses when appropriate. Also give totals where possible.

Complete one page for each of the past three years.

Activity & Date	Knowledge/Skills Gained from this Activity	Level
Attended 4-H Congress-July 25-28, 2016	Completed soil tester kit and learned to solder.	S
When completing your project record or portfolio, you may delete examples above.		

(Attach pages here)

Savings, Profits, Losses

If applicable, please list your savings, profits, and losses when appropriate in this section.

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



SECTION 4

Program Year: _____

Leadership

- List all leadership activities in which you have participated.
- Be specific – list the number of people you taught and the name of the lesson (when applicable).
- Leadership involves holding offices and serving on committees.
- It can also involve teaching workshops, volunteering at 4-H day camps, leading/facilitating club programs, organizing events and meetings, recruiting new members, serving as a 4-H Ambassador, and motivating peers to set a goal and take action.
- List ways you have been a leader and/or have learned about leadership.

Please denote 4-H Leadership activities with an asterisk. If you are listing non 4-H Leadership activities, please list only those for which 4-H has helped you prepare.

Complete one page for each of the past three years.

Activity	Accomplishment/Hours	Level
4-H Club presentation (TAUGHT workshop)	15 members learned about presentations	L
4-H County Council Meeting (TAUGHT workshop)	28 club members learned how to make a healthy snack	C
4-H Club President	Led monthly meetings/12 hours	L
Coordinated service project at nursing home	75 residents participated/5 hours	C
When completing your project record or portfolio, you may delete examples above.		

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



SECTION 5

Program Year: _____

Citizenship

- As teenagers, it is important to be civically engaged and make positive contributions in our communities. One way to do this is by participating and being involved in the political process;
- Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to your state legislator about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and Cooperative Extension to county commissioners or other government representatives; etc.
- Please denote 4-H Citizenship activities with an asterisk. If you are listing non 4-H Citizenship activities, please list only those for which 4-H has helped you prepare.

Citizenship

Responsible citizenship is an individual's demonstration of love and devotion in response to duties, rights and privileges as a member of a community or country. It includes loyalty to one's place of residence (city, state, county, country); the entitlements and privileges of citizenship, including voting, protection, participation in government; obligations of citizenship; learning about history and celebrating historical and cultural events; and appreciating and valuing diversity.

Complete one page for each of the past three years.

Description of Activity	Level
*Attended 4-H Youth Summit	S
*Attended County Commissioner Meeting	C
*Recognition by local government/county commissioners for holding flag retirement ceremony	L, C
Researched Candidates and watched debates on TV	L
*Participated in a workshop on flag etiquette	S
Toured NC Museum of History	S
Visited National Monuments in Washington DC	N
When completing your project record or portfolio, you may delete examples above.	

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



Program Year: _____

SECTION 6

Community Service

- List the community service activities you have participated in as a 4-H'er.
- Community service involves contributing to the quality of life in your community.
- Like many 4-H'ers, you may have participated in community service activities for your club or by yourself. Examples may include: volunteering at your local animal shelter, participating in a food drive, holding a fundraiser for your 4-H club, etc.
- List the number of hours you volunteered and who benefited from your volunteer service.

Please denote 4-H Community Service activities with an asterisk. If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare.

Complete one page for each of the past three years.

Activity	Hours	Level
Donated 2 bags of canned goods for Food for Families Food Drive	2	L
Writing letters to soldier	2	N
Made no sew blankets for the homeless shelter	5	C
Picked up trash at local park	2	L
Packed 10 book bags for Backpack Buddies	5	C
Packed food bags at 4-H Congress for Feeding Children Everywhere	3	S
When completing your project record or portfolio, you may delete examples above.		

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



Program Year: _____

SECTION 7

4-H Awards and Recognition

- List all the awards, honors, and recognitions you have received in 4-H, including contests, trips, certificates, ribbons, etc. Remember, only 4-H winnings go on this page! Specify whether they were National, Regional, State, District, County or Club awards.
- Experiences should be divided out between project specific awards that related to this portfolio area and other 4-H awards. List your portfolio project specific awards first then follow with other awards for each page.

If you have not received any awards, do not leave the section blank. Instead write "No Awards Received".

Complete one page for each of the past three years.

Project Awards

Award/Recognition	For What Received	Level
Gold Medal	Electric Portfolio	D,S
Certificate	Duke/Progress County Delegate	C
When completing your project record or portfolio, you may delete examples above.		

Other 4-H Awards

Award/Recognition	For What Received	Level
Certificate of Participation	Attendance State 4-H Marsh Maneuvers	S
Certificate & Blue Ribbon	Area Commodity Ambassador	
When completing your project record or portfolio, you may delete examples above.		

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



Program Year: _____

SECTION 8

Non 4-H Experiences

- List any other groups, clubs, organizations, or sports teams to which you belong, as well as other items that have had a significant impact in your life, such as camps, conferences, or a job.

Participation Level/Accomplishments
Youth Praise Team member
Captain of Softball Team
When completing your project record or portfolio, you may delete examples above.

Non 4-H Awards & Recognition

- You may also list any awards you have won or recognition you have received outside of 4-H. Examples of activities you may have been involved in would include: school clubs, VBS, Girl Scouts, Boy Scouts, FFA, etc.

Type of Award/Recognition	For What Received
Plaque - 1 st place	Community Beautification poster contest
When completing your project record or portfolio, you may delete examples above.	

If you have not received any awards, do not leave the section blank. Instead write "No Awards Received".

Complete one page for each of the past three years.

(Attach pages here)

*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National
Only 1 year per page



Program Year: _____

SECTION 9

4-H Photos and Supporting Materials

- The majority of this section should be about this specific project.
- Also include a small portion on your other 4-H projects and activities.
- There is a six-page limit.
- This can include pictures (with captions), drawings, news clippings, letters, certificates, poems, teaching tools, short stories etc.
- Please do not attach any item thicker than 1/8 of an inch.
- The use of clear non-glare protective sheets is **optional**.

All Portfolio's must be placed in the following binder:

<http://www.4-hmall.org/Category/officesupplies-recordbookcovers.aspx>



(Attach pages here)

For More Information

Visit our website: www.nc4h.org

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 **4-H GROWS HERE**



North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.