

4-H Project/Record Book and Portfolio Instructions

Introduction

4-H Project/Record Books and Portfolios are an opportunity for 4-H'ers to record and analyze their learning experiences in the 4-H Program. Members who submit materials for judging receive evaluation and recognition for their accomplishments. 4-H'ers may choose to submit a record of an individual Project (Project/Record Book) or their entire life history (Portfolio).

Definitions

Project/Record Books – Project/Record Books represent the work that a 4-H'er completed on an individual Project for a given year. 4-H'ers may complete and submit multiple Project/Record Books to be judged individually.

Portfolios – Portfolios are a record of the life achievement of a 4-H'er. They create a record of accomplishments which can be very helpful when youth are applying for college and scholarship opportunities. They may include material not directly related to 4-H and should be organized by year. Portfolios consist of multiple years of work (except for first time submissions). Youth must complete a Portfolio to be eligible for Top County Awards (see below).

Judging/Instructions

Volunteers and Extension personnel will complete judging. Ribbons will be awarded for all submitted Project/Record books and Portfolios using the Danish System. Portfolios will be judged in junior (less than 14 years old) and senior categories (14 years and older). Youth who complete **Portfolios** are eligible for **Top County Awards** (see below). Portfolios are also eligible to be submitted to state and national competitions.

All documents submitted must include a Reference Page (see below).

Project/Record Book Instructions: Project/Record Books will be judged based on their completeness, neatness, and attention to detail. Think carefully about the entire Project. Did you state your goals clearly? Did you complete everything? Did you elaborate on what you learned in your 4-H Story (if applicable)? Multiple entries will be judged separately and awarded ribbons based on the Danish System. Most project/record books have a judging scorecard in the back that you can use as a guide to complete the book.

Portfolio and Resume Instructions:

Portfolios should be turned in using the format below. You are encouraged to include photos, news clippings, or anything else that you feel will help to show your accomplishments. However, the material within should be well organized and quickly tell the 4-H'er's story. You should organize the material by year and use dividers. Portfolios will be scored using the scorecard below.

The total volume of a portfolio is not what's important. You should choose material that best illustrates your accomplishments.

A complete portfolio should include the following **in this order**:

Cover

The cover should have your name on it.

Reference Page

You must include a completed Reference Page (see below) with appropriate signatures from a parent and club leader. Make sure you also complete the Project List on the back of the Reference Page and indicate whether your Projects are finished or ongoing, as well as the certificate or medal previously received for this area.

Resume

Resume should be a concise summary of your 4-H, school, and work experience (as applicable). It is recommended that you use the [resume format required for National Congress selection](#). You do NOT need to include letters of reference in your portfolio.

Your 4-H Story

Explain what you have accomplished in 4-H this year. Make sure that the following information is included and that the information is clear and concise.

1. Introduce yourself including your age, interests, parents, sisters or brothers, where you live, where you go to school, and when and why you joined 4-H.
2. Tell about the Projects you are submitting; how 4-H helped you learn things, how your Project has grown, and some things you tried that worked and/or didn't work.
3. Explain about your 4-H Projects and activities - including major learning experiences, special interests, and unusual experiences.
4. Explain how 4-H has helped you become a better leader and citizen, how 4-H has increased your interest and participation in community affairs, and what you have learned from team efforts.
5. Describe how 4-H has made you feel good about yourself, influenced your school and career goals, and your use of leisure time. Tell about your future plans and career you want to pursue.

4-H All Star Form

4-H All Stars is the highest honor that a Virginia 4-H'er can receive. The point-based application serves as a record of accomplishments over the years and we annually award Honor Awards to youth that have earned enough points as is outlined below:

Juniors (9 – 11 years old): 15 points
Intermediates (12-13 years old): 25 points
Seniors (14 – 19 years old): 50 points

Please include a completed [4-H All Star Form](#) (Honor Award applicants do not have to fill out the last three pages of the application) in your portfolio so you can record your accomplishments from year to year as you work towards being tapped as a 4-H All Star. The [4-H All Star Nomination Guide](#) is very helpful in filling out the form.

Photos, Certificates, Newspaper Articles, and other Supporting Documentation

Include photos, certificates, newspaper articles, and anything else that showcases your achievements. Please feel free to include documents that are related and unrelated to your 4-H experience. We hope that this portfolio will be useful to you as a comprehensive collection of your achievements.

Your Project Books

Include your current Project Book(s), which must be completed. If you are submitting an ongoing Project, the Organizational Leader must indicate this on the front of the Project Book.

4-H Member Reference Page

Check one: Project/Record Book _____ Portfolio _____



Name _____

Address _____

Phone Number (____) _____

Date of Birth _____ Age _____

4-H Club Name _____

Volunteer Leader _____

Member Statement

I have personally prepared this report and believe it to be correct:

Member signature

Date Completed

Approval of this Record

Parent/ Guardian Signature

Date

4-H Volunteer Signature

Date

4-H Project List

Projects	Completed/ Ongoing	Certificates/ Medals Previously received	Year Received
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Portfolio Rubric for Judges

NAME _____ AGE _____ CLUB _____

Category	1 Point	2 Points	3 Points	4 Points	TOTAL
Reference Page	Five or more items are not included.	Three or four items are not included	One or two items are not included OR it is not signed	All items are completed and the leader has signed it.	
4-H Story Presentation	The story is unclear and confusing.	Parts of the story are confusing.	The story is clear but some parts are not well organized.	The story is clear and well organized.	
4-H Story Information	3 or more items are missing from the story.	3 items are clearly expressed; some may be missing.	4 items are clearly expressed in the story.	All 5 items are clearly expressed in the story.	
Goals, Plans, and Evaluation	Two or more elements are missing.	One of these elements is completely missing.	Goals, plans, and evaluation is expressed for most projects.	Goals, plans, and evaluation is clearly expressed for all projects.	
Project Participation	Participated in only 1 project.	Participated in 1 or more projects in only one area.	Participated in several projects in one area and 1 or 2 others.	Participated in at least 4 different project areas.	
4-H Offices, Committees, and Activities	Participated in 1 committee or 4-H county activity.	Participated in 2 committees or 4-H county activities.	Participated in 3 or more committees/ county activities OR held an office.	Served as an officer and participated in 3 or more committees/ 4-H county activities or 4 committees/ county activities.	
Citizenship and Community Service	Participated in 1 community service project.	Participated in 2-3 community service projects.	Participated in 4-5 community service projects.	Participated in 6 or more community service projects.	
Leadership Experience	Did not plan or organize any activities.	Planned or organized 1 or 2 activities.	Planned or organized 3 activities.	Planned or organized 4 or more activities.	
Experiences in other Organizations	Described 1 experience/ leadership role outside 4-H.	Described 2-3 experiences/ leadership roles outside 4-H.	Described 4-5 experiences/ leadership roles outside 4-H.	Described 6 or more experiences/ leadership roles outside 4-H.	
Project Books	Project books are missing and those turned in have a lot of information missing.	Some project books are missing and/ or a lot of information is missing.	All project books are included but some information is missing.	All project books are included AND completed.	
Format and Neatness	The information is not organized, making it difficult to obtain the information.	Some of the information is organized and presented clearly.	Most of the information is presented clearly, neatly, and is somewhat organized.	All of the information is presented clearly, neatly, and well organized.	

JUDGES COMMENTS AND RECOMMENDATIONS FOR TOP COUNTY AWARDS

OVERALL TOTAL

Project Awards

These are awarded based on project books submitted.

Certificate of Project Achievement – This award is given to a 4-H'er who has completed the first year of a Project and has achieved their goals for that year. This award is only given once for each Project area completed.

County Medal- This award is given to a 4-H'er who has completed 2 years of that Project and has accomplished their goals. This award is only given once for each project area completed.

Certificate of Continued Project Achievement- This award is given to a 4-H'er who has been in the project for 3 or more years and has accomplished their goals for that year. This award may be given annually.

Top County Awards

There are 5 Top County Awards. They are based on overall 4-H accomplishment and it is a great honor to receive any one of these. To be eligible, youth **must** turn in a Portfolio and receive an honor award for his/her current age division. The categories are:

Achievement (Junior and Senior awards)

Leadership (Junior and Senior awards)

Citizenship (Junior and Senior awards)

I Dare You (must be a Senior in high school and have received Achievement, Leadership, and Citizenship Awards)

Honor Awards

4-H'ers (age 9 – 18 as of September 30 of the current year) can apply for an Honor Award by submitting a Virginia 4-H All Stars Application with the following point totals for each age division:

Juniors: 15 points

Intermediates: 25 points

Seniors: 50 points

Honor Award applicants don't have to fill out the last two pages of the application.

Presidential Service Awards

This award honors individuals whose service positively impacts communities in every corner of the nation and inspires those around them to take action, too. Because 4-H'ers are involved in community service through 4-H Clubs, Camps, and beyond, we serve as a certifying organization for this award. If you would like to be considered for a President's Volunteer Service Award, please fill out this [form](#) by October 3, 2022.

Awards for Volunteers

Nominations are accepted for these awards each fall and they are presented at the Annual Achievement Awards Night.

Sam Gouldthorpe Sr. Award – This award is given in memory of Sam Gouldthorpe, Sr. Mr. Gouldthorpe was a longtime outstanding dedicated and caring 4-H leader in Fauquier County. This award is used to annually recognize a Fauquier 4-H Club Leader who follows Mr. Gouldthorpe's example.

4-H Alumni Award – The Alumni Award is to recognize 4-H Alumni who remain active in giving back to 4-H by working with the youth or supporting the program.

Friend of 4-H Award – The Friend of 4-H Award is to recognize any member of the community who is active in working with 4-H youth or support the 4-H program.