IT'S TIME TO COMPLETE YOUR PORTFOLIO!

Wood County 4-H members in grades 3+ are encouraged to complete a portfolio. A portfolio documents what you have learned and accomplished in 4-H. They encourage you to keep a record of your 4-H work, and help you set goals throughout your 4-H experience. A portfolio shows your growth over time. It is designed to become a great source of information you'll need to complete scholarship, job, and college entrance applications. It's also fun to have a record of your 4-H experiences. Members can start a portfolio at any point in their 4-H experience, or continue building a portfolio after missing a few years. Portfolios can earn awards. **For award consideration, portfolios must be turned in to your club's General Leader by October 5. (Please ask your leader if they have an earlier deadline.)**

Putting Together YOUR 4-H Portfolio

Find all of the portfolio forms at http://wood.uwex.edu/4-h-youth-development/4-h-record-bookportfolios/. You may complete the forms on the computer and print them or, if you choose to complete by hand, use blue or black ink.

A 3-ring binder is a great tool for organizing your portfolio. After you have completed your portfolio forms, put them in the order listed below. You may include a table of contents and divider pages between projects, but they are not required.

Page 1: General Information: Create a new general information page each year. Add a picture of yourself, if possible.

Pages 2-5: Permanent Record: Use the same permanent record from year to year, just move it to the current year and update it. Be sure to total the points at the bottom of each activity section. All starred (*) items must be explained on the Explanation of Starred (*) Items form.

Page 6: Explanation of Starred (*) Items: All starred items on the Permanent Record must be explained on this form. Add a new Explanation of Starred items each year.

Page 7+: Activity Reflection: Show what you accomplished in 4-H, not directly related to a specific project. Examples would be: Creative Arts Day, club or county recreational activities, committee work, community service, camp, etc. The AR form may include captioned photos. The AR can be more than one page, but please DO NOT INCLUDE programs, ribbons, certificates, etc.

Page 8+: Project Story: Create a Project Story page for each project you are enrolled in. The Project Story form may include captioned photos and be more than one page. Please DO NOT INCLUDE programs, ribbons, certificates, etc.

Last page: 4-H and You! Summarize your year's activities and project. Create a new 4-H and You! each year.

Contact the Wood County UW-Extension office at 715-421-8440 if you have any questions or need clarification on how to complete your portfolio.