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## *Guidelines for Assembling the Tennessee 4-H Project Achievement Portfolio*

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The 4-H project achievement portfolio is for 4-H members who wish to be recognized in peer competition for outstanding project work. These guidelines are to help in assembling the portfolio. The Tennessee 4-H Project Achievement Portfolio Entry Form (F305), Tennessee 4-H Project Profile (F305A), Tennessee 4-H Leadership Profile (F305B) and Tennessee 4-H Citizenship Profile (Form 305C), as well as other forms and supporting material, can be found online at [www.utextension.utk.edu/4H/awardsrecognition/](http://www.utextension.utk.edu/4H/awardsrecognition/).

The portfolio should include the sections as listed in the table of contents and be assembled in following order:

### 1. **Cover**

Use a standard Acco-type fastener in a stiff 8½ x 11 inch binder.

### 2. **Tennessee 4-H Project Achievement Portfolio Entry Form**

Complete a new entry form each time the portfolio is submitted. The participant, parent or guardian, leader and agent should sign the form.

### 3. **Table of Contents**

On a single sheet of paper list the sections of your portfolio. These sections should be:

1. Tennessee 4-H *(insert name of your project)* Profile - Section A
2. Tennessee 4-H Leadership Profile - Section B
3. Tennessee 4-H Citizenship Profile - Section C
4. Main Project Plans and Records
5. 4-H Narrative (Junior High and Senior Level I) or Resume (Senior Level II)
6. Pictures
7. Other Project Records

A division page should be made for each section. Tabs may be used on these division pages to help in locating the different sections. The tabs should be recessed inside the portfolio cover to prevent tabs from tearing off in handling.

### 4. **Tennessee 4-H Project Achievement Profile**

The Tennessee 4-H Project Achievement Profile is divided into three sections. Section A is to be used to summarize all project experiences with the exception of the leadership and citizenship components of the project. Section B is to be used to summarize leadership experiences and Section C is to be used to report citizenship experiences. A different Section A, Section B and Section C is to be kept for each year. Members entering the citizenship and/or leadership award programs would not complete a Section A for either of these programs.

1. The project profile forms should be legible. No extra credit is to be given because the forms are typed.
2. Do not add additional pages or attachments to the project profile forms. Use only the space allocated for each part of the forms.

3. Keep the following in mind in order for the profile to show the most meaningful accomplishments:
  - A. Report only those things relating to your main project in Section A.
  - B. All information in the profiles should be a summary of each year's project record sheets.
  - C. All records should be reported on a calendar year basis (January 1-December 31).
  - D. Report information under one heading only. Avoid repetition.
4. Do **NOT** enclose any pages in plastic sleeves. (*Exception: See instructions for Level II resume.*)

## **SECTION A - MAIN PROJECT PROFILE**

All Sections A's go in the first section of the project achievement portfolio. (Exception: If the member is entering citizenship or leadership, the Section B's or C's should go to the front.)

### *Junior High Requirements:*

Include Section A's for the past calendar year plus the current year.

### *Senior Level I and Level II Requirements:*

Include Section A's for no more than the past three calendar years plus the current year.

#### **1. Size and Scope**

List the highlights of your project, including the size, scope and growth of the project. Size would be indicated by the numbers (number of items, number of hours, number of times, etc.) while scope would be determined by the variety of things you have done. Be sure to indicate profits, losses or savings if something done in the project saved the member or family money.

#### **2. Project Participation**

Be sure in this and all other sections to indicate the level on which participation occurred by using the appropriate letters - local (L), county (C), regional (R), state (S) and national (N). *Note: Participation involving more than one county would be regional (R); participation involving more than one region would be state (S); participation involving more than one state would be national (N).*

##### **2.a. Public Presentations**

List by months the titles/types of public presentations given which relate to this project. Presentations can include speeches, demonstrations, interactive exhibits, interviews, oral reasons, illustrated talks, media presentations, etc. Record the number of times the presentation was made on each level. Presentations reported here should have been made to some organized group. Practice times should not be reported.

##### **2.b. Exhibits**

List the kinds and number of exhibits made on each level which relate to this project. Exhibits can include items prepared for display at 4-H meetings, fairs, shows, contests, etc. They may also include, but are not limited to, animal shows, fashion revues, project displays, posters and other public exhibits.

##### **2.c. Participation in Educational Activities**

List by months participation in tours, conferences, workshops, judging events, project groups, skillathons or any other event related to this project which cannot be reported under any other part of the

project profile form. Events which the member organized or conducted for other members should be listed in the leadership profile (Section B).

### 3. **Awards and Recognition**

List the awards, trips, medals, plaques, trophies, ribbons, scholarships and other recognition received. One purpose of this section is to show the quality of work done.

## **SECTION B - LEADERSHIP PROFILE**

### *Junior High Requirements:*

Include Section B's for the past calendar year plus the current year.

### *Senior Level I and Level II Requirements:*

Include Section B's for no more than the past three calendar years plus the current year.

#### 1. **Leadership with 4-H Groups**

Summarize the kind of leadership given to any of the five kinds of groups listed on the form. Include the result of the member's leadership efforts with the individuals and the group(s).

#### 2. **Leadership with Individual 4-H Members**

List the different kinds of assistance given to individual members. Record the number of different members given each kind of assistance.

#### 3. **Leadership Experiences at 4-H Events**

Report all 4-H events with which the member has assisted in a leadership role which are not reported in Section B.1.

#### 4. **Leadership in the 4-H Club and/or Project Group of Which You Are a Member**

List by months any other 4-H leadership roles performed as a member of your club and/or project group which have not previously been reported. Items might include offices held, committees served on, leadership training received, etc.

#### 5. **Leadership in Marketing 4-H**

List any leadership roles performed while promoting 4-H. Examples would be leadership roles involved with National 4-H Week, representing 4-H before other groups, exhibits, displays, floats, etc.

## **SECTION C - CITIZENSHIP PROFILE**

Citizenship activities include those things that contribute to the welfare of the club or group members, other individuals or the community. Only 4-H related citizenship activities should be reported.

### *Junior High Requirements:*

Include Section C's for the past calendar year plus the current year.

### *Senior Level I and Level II Requirements:*

Include Section C's for no more than the past three calendar years plus the current year.

1. **4-H Project Citizenship**

List citizenship and community service experiences which relate to the main 4-H project. (This should be the one reported in Section A.)

2. **Other 4-H Citizenship**

Use this section to report any 4-H citizenship experiences which do not relate to the main project. All work done in the 4-H citizenship project would be reported here. Local, state and international activities may be reported under the three following headings:

2.a. **Government**

List activities related to local, county, state and national government.

2.b. **Global**

List activities which contributed to a better understanding of world issues and/or increased cultural awareness.

2.c. **Family, Friends and Community**

List activities which contributed to the welfare and/or understanding of your family, friends and community.

5. **Main Project Plans and Records**

Put the most recent year's records in the front of this section. Include at the beginning of each year's record a Project Plan (F652). This is the place to document the information presented in the project profile (Section A). Include record forms which may have been developed to track project efforts; Tennessee 4-H Project Record Worksheet (F540); reports of studies, experiments, etc.; news articles written by the member which relate to the project; and other relevant items. Handwritten records, as originally prepared by the member, are best. Typed copies will not increase a judging score.

*Junior High Requirements:*

Include project records for the past calendar year plus the current year for your main project (the one for which your portfolio is being submitted).

*Senior Level I and Level II Requirements:*

Include project records for no more than the past three calendar years plus the current year for your main project (the one for which your portfolio is being submitted).

6. **4-H Narrative** (*Required for junior high and senior Level I members only*)

The 4-H narrative is an important part of the Tennessee 4-H Project Achievement Portfolio for junior high (*7th or 8th grade on January 1 of the current calendar year*) and senior Level I 4-H members (*9th or 10th grade on January 1 of the current calendar year*). It should focus on the project in which the portfolio is being submitted. The 4-H narrative should convey to readers what has been done and learned by participation in 4-H.

The narrative may be typewritten (preferred) or handwritten. It should be on one side and double-spaced with a standard 12 point font, if typed. Use a 1 ½" margin at the left hand side of the page and a ½" margin on the

right hand side of the page, so all the narrative can be read when fastened in the binder. Give your narrative a creative title. Check the copy for spelling, grammar, punctuation and other typographical errors.

Write your narrative in parts, numbering each part as follows:

**Part 1** - Introduce yourself. Include your age; interests; parents; brothers and sisters; place of residence; school; reasons for joining 4-H.

**Part 2** - Tell about the project in which the portfolio is being submitted; why the project was chosen; what has been learned in the project; how has the project grown in size and scope; describe the things that have been tried and found successful; as well as those that were not so successful; how have financing, profits, losses and savings been managed.

**Part 3** - Highlight other 4-H projects and activities in which you are involved; include major learning experiences, special interests and unusual situations that have been encountered.

**Part 4** - Explain how 4-H has helped you to become a better leader and citizen. Describe the most important offices held and the committee assignments accepted; tell about what has been learned from working with other 4-H'ers as a junior and/or teen leader; explain how citizen responsibilities have been learned and/or accepted. (Exception: If the member is entering the citizenship or leadership award programs, all information about that program should go in Part 2.)

**Part 5** - Describe how 4-H participation has influenced your school and career goals.

*Junior High Requirements:*

The narrative should be no more than three pages.

*Senior Level I Requirements:*

The narrative should be no more than six pages.

**Resume** (*Required for Level II members only*)

Level II 4-H members (*11th or 12 grade on January 1 of the current calendar year*) will include a resume in this section of the project portfolio. The purpose of developing a resume is to help you review and reflect on your 4-H experiences; recognize the skills, knowledge and accomplishments you have acquired over time; and learn to promote yourself as a result of these experiences. Your resume will be something you can use when completing applications for college admission, scholarships, internships and/or a job.

Use a format of your choice. The resume should be no more than two pages and use a standard 12 point font. Use a 1 ½" margin at the left hand side of the page and a ½" margin on the right hand side of the page, so all the resume can be read when fastened in the binder. It is not necessary to print the resume on bond paper. Plain typing paper is acceptable. Place four copies of your resume in your portfolio, one in the resume section and the other three in a plastic sleeve in the back of your portfolio.

Your resume should contain the following information:

- **Name:**
- **Address:**
- **Objective:** Fill in a one-sentence objective when you create a resume for a particular position or specific purpose. For the project achievement portfolio, your object will be: To

highlight the skills gained through my experiences in the (insert the name of your project) project and other related 4-H experiences. (Note: Keep a copy of each of your old resumes. As you write one for a different position or purpose, you may change the skill(s) you wish to emphasize.)

- **Skills:** Think about your 4-H project experiences, including leadership and citizenship. List up to four of your strongest skills. Next to each skill, identify the experiences that have helped you develop those skills. Keep your description brief (one or two sentences).
- **Education:** List your academic major or area of strongest interest. List name of school, city, state, date you received or expect your diploma and the dates attended.
- **Leadership roles:** List the leadership roles you have held in 4-H, school, church, clubs, community organizations, etc.
- **Honors, awards or recognition:** List honors, awards or other recognition you have received for academic achievement, arts, sports, community service, citizenship, leadership, etc.
- **Employers:** (optional) If you have been employed or have been in a non-paid work situation, list your employers here. Begin with your most recent job. Include the employer, city, state, and dates (month/year) you were employed and a brief description of your responsibilities.

*Note:* For help in identifying your skills and developing your resume, UMASS Extension has an excellent resource on their Web site at <http://www.mass4h.org/ktt/resume-develop.html>. Other reference materials can be found through Internet search engines, your local library, your school guidance counselor, etc.

## 7. Pictures

Photographs should be included to illustrate the highlights of the project activity in which the portfolio is entered. They may be individual photos or a photo sequence. They may show honors and recognition received, special practices followed and year-to-year progress. Photographs must be limited to three 8½ x 11 inch pages. Pictures should be mounted flat to the page with a caption describing what is taking place in the photograph. Photographs should not be shingled and should appear only on one side of the page. Do **NOT** enclose the project pictures in plastic sleeves.

## 8. Other Project Records

Put the most recent year's records in the front of this section. Material in this section should support the information presented in the leadership and citizenship profiles (Sections B and C). *Exception: If the member is entering the citizenship or leadership awards program, those records should be included in main project record section with the other records brought back to this section.*

*Junior High Requirements:*

Include records for the past calendar year plus the current year.

*Senior Level I and Level II Requirements:*

Include records for no more than the past three calendar years plus the current year.