



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

**FEBRUARY 2018**

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 under the “portfolio” section at [https://4h.tennessee.edu/Pages/forms\\_materials.aspx#13](https://4h.tennessee.edu/Pages/forms_materials.aspx#13).

**Leadership and Citizenship Portfolios are due in the State 4-H Office by February 1, 2018.**

Senior Level I and II portfolios are no longer submitted in booklet format. All portfolios are now submitted electronically from the county 4-H agent either via email or through the UT Vault system. The portfolio should include ALL of the sections listed below (in bold) and in the following order:

## • Tennessee 4-H Project Achievement Portfolio Entry Form and Check List

The Tennessee 4-H Project Achievement Portfolio form should be updated electronically each time the portfolio is submitted. Signatures are preferred, but no longer required. Because the portfolio is submitted electronically by the 4-H agent, the electronic submission works as a signature verifying that the agent has reviewed and approved the portfolio.

## • Table of Contents (optional)

A table of contents is NOT required. It is an option. If you so choose to create a table of contents, it should be done on a single sheet and placed immediately following the “entry form and check list.”

## • Tennessee 4-H Project Achievement Profile (Sections A, B and C)

The Tennessee 4-H Project Achievement Profile is made up of three sections -- Section A, Section B and Section C. The purpose of these three sections is to summarize your 4-H project/learning experiences in your main project (Section A), leadership (Section B) and Citizenship (Section C). These sections give detail to what you highlighted in your narrative or resume. When completing these forms, please keep the following in mind:

- There are two different forms -- one for years 2016 and prior and one for years 2017 and after. that are to be used for the project profile pages. Both of these forms may be accessed from the following website -- [https://4h.tennessee.edu/Pages/forms\\_materials.aspx#13](https://4h.tennessee.edu/Pages/forms_materials.aspx#13) under the “portfolio” section. Project profile forms should be completed online for years 2017 and 2018. For years prior to 2017, the forms may be typed or printed legibly. There is no “extra credit” or high score value given to those who type verses print those previous year forms.

- No additional pages or attachments may be added to the project profile forms. Use only the space allotted. Additional pages/attachments/supplements may be included in the “other project records” section at the end of the portfolio. Online 2017 and 2018 forms only allow one line of text per space with many sections limited to only 9-10 spaces. Many 4-H’ers will exceed this number of activities in a given year. A decision will need to be made regarding which activities/experiences are the most important/beneficial to add. Keep in mind, that the judges are looking from one year to the next to determine amount of growth in the areas of knowledge and skill.

The quality of the work that has been done and how skills and knowledge have increased from one year to the next are much more important than how many things have been done. More is not more when it comes to the portfolio. Also note, this is a portfolio and not a scrapbook. Therefore, it should not be a collection of everything one has ever done, but rather a set of pieces of work that are displayed to show skill. Pick the “best of the best.”

- Your profile forms should show your most meaningful accomplishments. It is not a task-list, to-do list, calendar, check list, etc... Therefore, when documenting your activities and experiences, please remember the following:
  - Report only those things relating to your main project in Section A. The details reported here should connect back to the “big things” you highlighted in your narrative or resume.
  - All information in the profiles should be a summary of each year’s project record sheets, if applicable. However, the project record sheet should NOT be included with the Section A form, but in the last section of the portfolio.
  - All records should be reported on a calendar year basis (January 1-December 31).
  - Report information under one heading only. Avoid repetition.

## Section A: Main Project Profile

Section A forms are those in regard to your main project -- such as Swine, Line and Design, Performing Arts and Recreation, Beef, Dairy, etc... All Sections A’s go in the first section of the project achievement portfolio. *(Even if the member is entering citizenship or leadership, the Section A’s should go to the front.)* The Section A form is made up of five sections: (1) Size and Scope; (2) Project Participation -- Public Presentations; (3) Project Participation -- Exhibits; (4) Project Participation -- Educational Activities; and (5) Awards and Recognition. Each section is described below:

### Junior High Requirements:

Include Section A’s for the past calendar year plus the current year. It is possible that each region may have their own rules, please check with your regional office.

### 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. Again, there may not be space to list everything that has been done. Be selective and list the “best of the best.” Remember, this is a portfolio, not a scrapbook.

#### 2. Project Participation (general)

First, 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. Project Participation -- 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. Project Participation -- 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. Project Participation -- 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, not the number of awards received.

## **Section B -- Leadership Profile**

Section B forms focus on leadership experiences. All Sections B's go in the second section of the project achievement portfolio -- after Section A and before Section C. *(Even if the member is entering citizenship or leadership, the Section A's should go to the front, followed by Section B and then Section C.)* The Section B form is made up of five main sections: (1) Leadership with 4-H Groups; (2) Leadership with Individual 4-H Members; (3) Leadership Experiences at 4-H Events; (4) Leadership in the 4-H Club and/or Project Group of Which You Are a Member; and (5) Leadership in Marketing 4-H. Each section is described below:

### **Junior High Requirements:**

Include Section B's for the past calendar year plus the current year. It is possible that each region may have their own rules, please check with your regional office.

### **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 -- (a) project group; (b) club; (c) judging teams; (d) special interest groups; and (e) camps. 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 "Leadership with 4-H Groups."

#### **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**

Section C forms focus on leadership experiences. 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. All Sections C's go in the last section of the project achievement portfolio -- after Section A and Section B. *(Even if the member is entering citizenship or leadership, the Section A's should go to the front, followed by Section B and then Section C.)* The Section C form is made up of four main sections: (1) 4-H Project Citizenship; (2) Other Citizenship Activities -- Government; (3) Other Citizenship Activities -- Global; and (4) Other Citizenship Activities -- Family, Friends and Community. Please note, that the "Family, Friends and Community" section will be judged by "family and friends" and "community" for 2018. Each section is described below:

#### **Junior High Requirements:**

Include Section C's for the past calendar year plus the current year. It is possible that each region may have their own rules, please check with your regional office.

#### **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, friend and community. Be sure to clearly identify (if not obvious) to which category -- "friends and family" or "community" the activity belongs.

## Main Project Plans and Records

This section of the portfolio includes the "Thinking Ahead and Looking Back" forms. It is acceptable to include plans and records for the Main Project area, Leadership and Citizenship. However, portfolios will only be judged on the project area in which they have been entered. So, for the case of February 2018, only plans and records for Citizenship or Leadership have to be included. Records should be put in with the most current in the front.

Project plans and records should document the information presented in the project profile (Sections A, B or C). If you have kept up with a Tennessee 4-H Project Record Worksheet (F540), please do not include it here. Please put it in the very last section of the portfolio with "other records." This also goes for any forms or records which may have been developed to track project efforts, reports of studies, experiments, news articles, certificates, and/or other fillers.

### 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). It is possible that each region may have their own rules, please check with your regional office.

### 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).

## Narrative and Resume

4-H Narrative:

The narrative is an important part of the Tennessee 4-H Project Achievement Portfolio for junior high (*6th, 7th or 8th grade on January 1 of the current calendar year*) and 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 narrative should convey to readers what has been done and learned by participation in 4-H. Be sure to give a creative title to the narrative and check the copy for spelling, grammar, punctuation and other typographical errors. Senior Level I competitors may choose to complete either a narrative or a resume.

The narrative should be written in the following parts:

- **Part 1:** Introduce yourself and include your age; interests; parents; brother and sisters; place of residence; school; and your reason(s) 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: For those entering the Citizenship or Leadership competition, all of this information should go into 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. It is possible that each region may have their own rules, please check with your regional office.

### Senior Level I Requirements:

The narrative should be no more than six pages.

## 4-H Resume:

The resume is a requirement for Senior Level II (11th or 12th grade on January 1 of the current calendar year) portfolios. 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 a result of these experiences. Your resume will be something that you can use when completing applications for college admission, scholarships, internships and/or a job.

You may use the format of your choice. The resume should be no more than two pages and use a standard 12-point font. The 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 objective will be: "to highlight the skills gained through my experiences in the (name of project) project and other related 4-H experiences." Note: It is a good idea to always 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. 4-H members list up to four of your strongest skills. Skills refer to things like communication, responsibility, creativity, etc... It can also be a subject matter/technical skill such as landscaping or sewing. Next to each skill, identify the experiences that have helped you develop these skills. Keep your description brief -- one to two sentences. Provide as much detail as possible to show impact (numbers are great!). Do not retype what is included in your Section A Size and Scope section in this part!
- **Education:** List your academic major or area of strongest interest. Include name of school, city, state, date you received or expect to receive your diploma and the dates attended.
- **Leadership Roles:** List the leadership roles you have held in not only 4-H, but school, church, clubs, community organizations, etc...
- **Honors, Awards and Recognition:** List honors, awards or other recognition you have received for achievements in not only 4-H, but also academia, arts, sports, community service, citizenship, leadership, etc...

- **Employers:** (optional) If you have been employed or have been in a non--paid work situation or internship, please list your employers here. Begin with your most recent job and work backwards. Include the employer, city, state, and dates (month/year that you were employed and brief description of your responsibilities.

## 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, but all photos should be action-oriented. Photographs must be limited to three (3) pages. Each photo should have a caption describing what is taking place in the photograph. All photos and captions should be large enough to be seen and read.

## Other Project Records

4-H'ers may include five pages front and back (*10 pages total when scanned*) of documentation that relates to their project work. Remember, project plans and records should document the information presented in the project profile (Sections A, B or C). and be included in the "Main Project Plans and Records." All other records go in this section. If you have kept up with a Tennessee 4-H Project Record Worksheet (F540), it may be included here. Other documentation that may go into the section include any forms or records which may have been developed to track project efforts, reports of studies, experiments, news articles, certificates, and/or other fillers.

It is important that whatever is included be meaningful and support the project work. Again, the portfolio is not a scrapbook. You may include documentation for ALL sections (A, B and C) or you may focus the documentation on just the main project area in which you are competing.