



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

## 2025

The 4-H project achievement e-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. Training resources -- including videos and Power Point®s -- are located on the state 4-H website (look under “What Interest You?” and scroll to “Portfolio”) -- or use this direct link: <https://4h.tennessee.edu/portfolios/>. All of the forms needed to complete the 4-H e-portfolio can be located here.

A prototype of the 4-H Project Portfolio has been created and can be viewed by clicking on the following link: <https://lbelew.wixsite.com/4hportfolio>.

### **Deadlines for submitting your 2025 4-H Project e-Portfolios:**

- **Citizenship and Leadership -- January 20, 2025**
- **Main Projects -- April 1, 2025**

Senior Level I and II portfolios are submitted via a web-based model -- your own website. The following information will assist you in creating your website:

- Please take a moment to review the example/prototype website to see specifics of how an e-portfolio should be created and what components should be included by clicking on the following link: <https://lbelew.wixsite.com/4hportfolio>.
- Step-by-step instructions on how to design a website in Wix can be found with the training resources which are located online: <https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/Portoflio-Handbook.pdf>. Please note -- Wix updates it's site regularly. The 4-H guide to developing a website using Wix will not match Wix's most current update, but will give you the basics to assist in creating your website if you choose to do so using Wix.
- e-Portfolios can be created using Wix -- [www.wix.com](http://www.wix.com). This is one option. However, 4-H'ers may choose to use another platform for designing their websites. Any platform will work as long as the required e-portfolio elements are clearly visible on the front page.
- e-Portfolios will need to be published using password protection. This keeps anyone from seeing the portfolio unless they have the password. Please be sure that whatever platform you use to create your website offers a password protection option.

## ENTRY FORM AND CHECKLIST AND PUBLICITY FORM

The Tennessee 4-H Project Achievement e-Portfolio Entry Form and Checklist should be updated each time the e-portfolio is submitted. Signatures are not required. Because the e-portfolio is submitted electronically via SUPER by the 4-H agent, the electronic submission works as a signature verifying that the agent has reviewed and approved the e-portfolio.

It is very important that every section of the e-portfolio is completed. Incomplete submissions will result in a score of “0” in each section that is missing.

When completing the Entry Form, please be sure that your agent correctly identifies which sections you have included and not included, respectively. This helps the judges figure out if there is a broken link within your e-portfolio.

The publicity form is included with the entry form and checklist. This form should be included in the event that your e-portfolio submission is named a state winner. This form will be used to write biographical sketches and press releases.

The image shows two overlapping forms. The top form is the 'ENTRY FORM and CHECKLIST Tennessee 4-H Project e-Portfolio'. It includes fields for Project, Member's Name, Competition Level (Junior High, Level I (Grades 9 or 10), Level II (Grades 11 or 12)), # of Years Enrolled, and # of Years Enrolled in 4-H. The bottom form is the 'PUBLICITY FORM Tennessee 4-H Project e-Portfolio'. It includes fields for Date, Name you prefer for publicity purpose, Address, City/State/Zip, Email address, Age, Date of Birth, Name of parent(s) or guardian(s), Phone, Gender, Race (American Indian/Alaskan Native, African-American/Black, Asian, Caucasian/White, Native Hawaiian/Pacific Islander, Other), Place of home residence (Farm, Town under 10,000 or rural, Suburb of city over 10,000, Central city of more than 50,000), Present grade in high school, Name of high school, Year of graduation, Name of college, university, technical/trade school you plan to attend, and Major(s)/Area of Study.

## 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 resume. You can access these interactive PDFs from the following links:

- Section A (main project) form:  
<https://4h.tennessee.edu/4h/wp-content/uploads/sites/47/2020/05/Section-A-112118-FINAL.pdf>
- Section B (leadership) form:  
<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/Section-B-111918-FINAL.pdf>
- Section C (citizenship) form:  
<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/Section-C-111518-FINAL.pdf>

When completing these forms, please keep the following in mind:

- 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 e-portfolio.
- These forms only allow one line of text per space. Most sections are limited to only 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 or combined into one impact statement. Training resources on how to write for impact can be found online: <https://4h.tennessee.edu/portfolios/>. 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.

## PROJECT ACHIEVEMENT PROFILE (Sections A, B and C)

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- 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 e-portfolio. 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 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. All leadership activities should be reported in Section B. Section C is for reporting citizenship work.
  - Project Record Sheets may be used, if applicable, to show financial work in your main project. These sheets can be located using the following link: <https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/4-H-Project-Record-Worksheet.pdf>  
The project record sheet should NOT be included with the Section A form, however. Please put them in the “other project records” section.
  - All records should be reported on a calendar year basis (January 1-December 31).

**BEGINNING IN 2025 -- DO NOT INCLUDE  
THE CURRENT YEAR OF RECORDS IN THE E-PORTFOLIO.**  
**All 2025 e-portfolios should include -- at minimum -- records for 2024 and 2023.**  
**Ideally, your e-portfolio should include records for 2024, 2023, 2022 and 2021.**

## SECTION A - MAIN PROJECT RECORDS

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Section A forms are those in regard to your main project -- such as Swine, Line and Design, Performing Arts and Recreation, Beef, Dairy, etc... The Section A form is made up of five sections: (1) Project-Related Goals; (2) Size and Scope; (3) Presentations and Exhibits; (4) Awards and Recognition; and (5) Education and Skills.

Each section is described below:

### Junior High Requirements:

There is no state competition for junior high portfolios. Each region has their own rules for these portfolios, please check with your regional office.

### Senior Level I and Level II Requirements:

Include Section A's for 2024 and 2023 -- this is a minimum requirement. The maximum number of records that may be submitted will include 2024, 2023, 2022, and 2021.

### 4-H Project Outcomes:

Use the 4-H Project Outcomes as a guide to help you determine what you should be learning to master a project area. These outcomes are written as a collaborative effort between Tennessee 4-H Youth Development and the University of Tennessee academic departments, professors, Extension Specialists, etc... who serve as subject matter specialists. These specialists are experts in a specific project area and serve as judges for the e-portfolio. You can find the 4-H Project Outcomes by clicking on “What Interests You” on the front page of the State 4-H website and the selecting your project area. Each project area has outcomes for beginning, intermediate and advanced project work.

## SECTION A - MAIN PROJECT RECORDS *continued*

### 1. Project-Related Goals

All project goals are now included in the Section A, B and C forms. 4-H'ers are encouraged to watch the training video on how to write goals. SMART goals are an ideal model to use. Goals should be challenging, but something that a 4-H'er can work to reach on his/her own and independent of the actions of others. There should be a minimum of one and a maximum of three goals listed. Training resources are available to learn more about SMART goals by clicking on this link: <https://4h.tennessee.edu/portfolios/>.

Use the 4-H Project Outcomes in your specific project area to help set your goals of what you want to learn in accomplish each year. Evidence of your work on your goals should be evident based on what you report in the "Size and Scope" section.

### 2. 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. Use the drop-down menu to show size with total number of times and unit of measurement. Show scope by the variety of activities conducted or learning experiences in which you participated. These may include camps, project work, conferences, judging teams, events, career exploration, project groups, tours, internships, skill-a-thons, workshops, etc... Please include any 4-H and non-4-H work that relates to your project work. 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" or combine like items to show impact Events which the member organized or conducted for other members should be listed in the leadership profile (Section B). Don't forget -- the 4-H Project Outcomes can help you identify what you should be learning in your respective project area. These are great elements to add to your "Size and Scope" section of your e-portfolio.

form 305A

## SECTION A - MAIN PROJECT Tennessee 4-H Project Profile

Name of 4-H Project: \_\_\_\_\_

Member's Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade (on January 1): \_\_\_\_\_

1. **Project-related goals:** List up to three (3) project goals you would like to accomplish during this year.

1.	Example: In 2019, I will learn primary/secondary/tertiary color wheels by taking two online classes to advance my design skills.

2. **Size and Scope:** List the highlights of your project for this year, including the size, scope and growth of the project. Use the drop-down menu to show size with total number of times and unit of measurement. Show scope by the variety of activities conducted or learning experiences in which you participated. These may include camps, project work, conferences, judging teams, events, career exploration, project groups, tours, internships, skill-a-thons, workshops, etc... Please include any 4-H and non-4-H work that relates to your project work.

Item/Activity	Totals	Units	Item/Activity	Totals	Units
Example: Upcycled furniture to create planters	3	Items	Example: Toured 3 Georgia carpet factories	6	hours

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### 3. Presentations and Exhibits

List the titles/types of public presentations given which relate to this project. Practice times should not be reported. Presentations can include speeches, demonstrations, interactive exhibits, interviews, oral reasons, illustrated talks, media presentations, interactive exhibits, videos, and displays at 4-H meetings, shows, fairs, contests which may include, but are not limited to, animal shows, fashion revues, project displays, posters and other public exhibits, etc. Record the number of times the presentation was made on each level. Presentations reported here should have been made to some organized group. 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), multi-county (M), regional (R), state (S) and national (N). Note: Participation involving more than one county would be multi-county (M)); participation involving more than one region would be state(S); participation involving more than one state would be national (N). Indicate the type of presentation, number of times and the level. Identify level by using the drop-down menu. When selecting the "level", choose the highest level at which this activity was executed. Note: The number of times indicated may reflect both the number of times at the level denoted and any and all levels prior.

## **SECTION A - MAIN PROJECT RECORDS *continued***

### **4. Awards and Recognition**

List the awards, trips, medals, plaques, trophies, ribbons, scholarships and other recognition received from both 4-H and non-4-H sources that are in relation to this project. Use the drop-down menu to indicate the level. When selecting the “level”, choose the highest level at which this activity was executed. One purpose of this section is to show the quality of work done, not the number of awards received.

### **5. Education and Skills**

Describe the lessons and skills you learned this year related to your project based on the goals you identified in the first section (1) Project-Related Goals. You should NOT include anything in “Education and Skills” that was not included in the first section -- “Project-Related Goals”. For example, if you learned how to select carpet by participating on your county Interior Design Judging Team, but do not have “learn how to select carpet by participating on my county Interior Design Judging Team” identified as a project-related goal ... do NOT include this in the “Education and Skills” section! It does not match to your goals. (By the way -- we no longer have Interior Design Judging Teams -- this was only used as an example.)

## **SECTION B - LEADERSHIP PROJECT RECORDS**

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Section B forms focus on leadership experiences. The Section B form is made up of seven, main sections:

(1) Project-Related Goals; (2) Leadership with 4-H Groups; (3) Leadership with Individual 4-H Members; (4) Leadership Experiences at 4-H Events; (5) Leadership in Other Organizations of Which You Are a Member; (6) Leadership in Marketing 4-H; and (7) Education and Skills.

### **Junior High Requirements:**

There is no state competition for junior high portfolios. Each region has their own rules for these portfolios, please check with your regional office.

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

Include Section B's for 2024 and 2023 -- this is a minimum requirement. The maximum number of records that may be submitted will include 2024, 2023, 2022, and 2021.

### **4-H Project Outcomes:**

Use the 4-H Project Outcomes as a guide to help you determine what you should be learning to master a project area. These outcomes are written as a collaborative effort between Tennessee 4-H Youth Development and the University of Tennessee academic departments, professors, Extension Specialists, etc... who serve as subject matter specialists. These specialists are experts in a specific project area and serve as judges for the e-portfolio. You can find the 4-H Project Outcomes by clicking on “What Interests You” on the front page of the State 4-H website and the selecting your project area. Each project area has outcomes for beginning, intermediate and advanced project work.

### **I. Project-Related Goals**

All project goals are now included in the Section A, B and C forms. 4-H'ers are encouraged to watch the training video on how to write goals. SMART goals are an ideal model to use. Goals should be challenging, but something that a 4-H'er can work to reach on his/her own and independent of the actions of others. There should be a minimum of one and a maximum of three goals listed. Training resources are available to learn more about SMART goals by clicking on this link: <https://4h.tennessee.edu/portfolios/>.

Use the 4-H Project Outcomes in your specific project area to help set your goals of what you want to learn in accomplish each year. Evidence of your work on your goals should be evident based on what you report throughout the Section B form.

## SECTION B - LEADERSHIP PROJECT RECORDS *continued*

### 2. Leadership with 4-H Groups

Summarize the kind of leadership given to any of five different groups including project groups, clubs, judging teams, special interest groups and camps. Include the result of the member's leadership efforts with the individuals and the group(s).

Summarize this year's experiences as a junior or teen leader in this section. Use the drop-down menu to indicate which kind of 4-H group -- project groups, clubs, judging teams, special interest groups and camps -- the leadership was conducted. Leadership may include, but is not limited to, specific roles such as offices held, leadership work with committees, activities to which you gave leadership, leadership training events you led or attended, etc... Leadership is NOT instances in which you helped or assisted -- this is citizenship and should be included in Section C. Be sure to explain your specific responsibility for each.

### 3. Leadership with Individual 4-H Members

Describe the type, size and scope of leadership given to individual 4-H members. Individual 4-H members, in this instance, are those not associated with any type of 4-H club, group or camp, but rather one-on-one instances. Use the drop-down menu to indicate the level on which participation occurred by using the appropriate letters - local (L), county (C), multi-county (M), regional (R), state (S) and national (N).

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

Report all 4-H events with which the member has served in a leadership role which are not reported in "Leadership with 4-H Groups." Using the drop-down menu, indicate the level of the event -- Local (L); County (C); Multi-County (M); Regional (R); State (S) or National (N) and the number of times in which the leadership experience occurred.

### 5. Leadership in Other Organizations of Which You Are a Member

List your leadership responsibilities and roles in all other organizations (not 4-H) in which you participate. Leadership may include, but is not limited to, specific roles such as offices held, leadership work with committees, activities to which you gave leadership, leadership training events you led or attended, etc... Leadership is NOT instances in which you helped or assisted. Be sure to explain your specific responsibility for each. Indicate level Local (L); County (C); Multi-County (M); Regional (R); State (S) or National (N) and the number of times each leadership activity was conducted using the drop-down menu. When selecting the "level", choose the highest level at which this activity was executed.

**Note:** The number of times indicated may reflect both the number of times at the level denoted and any and all levels prior. Remember, these leadership activities are NOT just school-related! These can be leadership opportunities in church, extracurricular groups, civic organizations, etc...

### 6. 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 or any other event and/or activity done to promote 4-H. Use the drop-down menu to indicate level -- Local (L); County (C); Multi-County (M); Regional (R); National (N) and the number of times. Note your leadership responsibility(ies) with each event or activity.

form 3058  
**SECTION B LEADERSHIP**  
Tennessee 4-H Project Profile

Member's Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade (in January): \_\_\_\_\_

1. **Project-related goals:** List up to three (3) project goals you would like to accomplish during this year.

1	Example: This year, I will research/prop. four new icebreakers to use with groups in an effort to improve my presentation skills.

2. **Leadership with 4-H groups:** Summarize this year's experiences as a junior or teen leader in this section. Use the drop-down menu to indicate which level of 4-H group -- project group or special interest group, judging teams, club or camp -- the leadership was conducted. Leadership may include, but is not limited to, specific roles such as offices held, leadership work with committees, activities to which you gave leadership, leadership training events you led or attended, etc... Leadership is NOT instances in which you helped or assisted. Be sure to explain your specific responsibility for each.

Name of 4-H Project:	Type of Project or Activity	Size and Scope of What You Did	4-H Group
Example: Card Committee Chairman	Created/Demonstrated flash cards (4 typical sets) for training	Judging Team	<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>
			<input type="radio"/>

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## SECTION B - LEADERSHIP PROJECT RECORDS *continued*

### 7. Education and Skills

Describe the lessons and skills you learned this year related to your project based on the goals you identified in the first section (I) Project-Related Goals. You should NOT include anything in “Education and Skills” that does not match what you included in the first section -- “Project-Related **Goals**”.

## SECTION C - CITIZENSHIP PROJECT RECORDS

Section C forms focus on citizenship 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. The Section C form is made up of the following sections:

(1) Project-Related Goals; ; (2) 4-H Project Citizenship; (3a) Other Citizenship Activities -- Government; (3b) Other Citizenship Activities -- Global; and (3c) Other Citizenship Activities -- Family and Friends; (3d) Other Citizenship Activities -- Community; and (4) Education and Skills.,

SECTION C CITIZENSHIP Form 305C  
Tennessee 4-H Project Profile

Member's Name: \_\_\_\_\_ Year: \_\_\_\_\_ Grade (on January 1): \_\_\_\_\_

1. Project-related goals: List up to three (3) project goals you would like to accomplish during this year.

1. Example: This year I plan to use my floral arranging skills to create at least 12 wreaths, topiaries or centerpieces to give as gifts.

List things done as an individual 4-H member or as a member of a 4-H group that contributed to the welfare of your club or group members, other individuals, our community, region and/or world. Include the kind, size and scope of each activity. This may include the number of people involved, hours of service, length of project, items made, etc...

2. 4-H project citizenship: List this year's citizenship and community service experiences related to the project you are profiling in Section A.

Name of 4-H Project	Type of Project or Activity	Size and Scope of What You Did
Example: Floral Topiary Centerpieces	Created 12 arrangements for church's summer picnic; 120 guest attending	

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Each section is described below:

### Junior High Requirements:

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### Senior Level I and Level II Requirements:

Include Section C's for 2024 and 2023 -- this is a minimum requirement. The maximum number of records that may be submitted will include 2024, 2023, 2022, and 2021.

### 4-H Project Outcomes:

Use the 4-H Project Outcomes as a guide to help you determine what you should be learning to master a project area. These outcomes are written as a collaborative effort between Tennessee 4-H Youth Development and the University of Tennessee academic departments, professors, Extension Specialists, etc... who serve as subject matter specialists. These specialists are experts in a specific project area and serve as judges for the e-portfolio. You can find the 4-H Project Outcomes by clicking on “What Interests You” on the front page of the State 4-H website and the selecting your project area. Each project area has outcomes for beginning, intermediate and advanced project work.

### I. Project-Related Goals

All project goals are now included in the Section A, B and C forms. 4-H'ers are encouraged to watch the training video on how to write goals. SMART goals are an ideal model to use. Goals should be challenging, but something that a 4-H'er can work to reach on his/her own and independent of the actions of others. There should be a minimum of one and a maximum of three goals listed. Training resources are available to learn more about SMART goals by clicking on [this link: https://4h.tennessee.edu/portfolios/](https://4h.tennessee.edu/portfolios/).

Use the 4-H Project Outcomes in your specific project area to help set your goals of what you want to learn in accomplish each year. Evidence of your work on your goals should be evident based on what you report throughout the Section C form.

## **SECTION C - CITIZENSHIP PROJECT RECORDS *continued***

### **2. 4-H Project Citizenship**

List citizenship and community service experiences completed as an individual 4-H member or as a member of a 4-H group that (1) contributed to the welfare of your club or group members, other individuals, our community, nation and/or world. ; and (2) related to the main 4-H project. (The main project is the one reported in Section A.) Include the kind, size and scope of each activity. This may include the number of people involved, hours of service, length of project, items made, etc...

### **3. 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:

#### **3a. Government**

List activities which contributed to a better understanding of your state and local government, legislative systems, etc... Describe the size and scope of the activity in the space provided.

#### **3.b. Global**

List activities which contributed to a better understanding of world issues and/or increased cultural awareness and describe the size and scope of the activity in the space provided.

#### **3.c. Family and Friends**

List activities which contributed to the welfare and/or understanding of your family and friends and describe the size and scope of the activity in the space provided.

#### **3.d. Community**

List activities which contributed to the welfare and/or understanding of your community and describe the size and scope of the activity in the space provided.

### **4. Education and Skills**

Describe the lessons and skills you learned this year related to your project based on the goals you identified in the first section (I) Project-Related Goals. You should NOT include anything in "Education and Skills" that does not match what you included in the first section -- "Project-Related Goals".

## **RESUME**

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The resume is a requirement for BOTH Senior Level I (9th and 10th grades) AND Senior Level II (11th and 12th grade on January 1 of the current calendar year) e-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 as a result of the experiences. Your resume will be something that you can use when completing applications for college admission, scholarships, internships and/or a job.

The resume should contain the following information:

- **Objectives:** Fill in a one-sentence objective when you create a resume for a particular position or specific purpose. For the project achievement e-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.



## **RESUME *continued***

- **Skills:** Think about your 4-H project experiences, including leadership and citizenship. 4-H members list up to four of your strongest soft skills and subject matter skills. Soft 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 form's Size and Scope section in this part! The judges read your resume before looking at your Section A form. The resume should be a brief overview of the details that they will review in Section A.
  
- **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.
  
- **Optional Resume Items:** You are encouraged to include additional items if this is applicable. Such items may include, but are not limited to, the following:
  - **Work Experience:** (*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.
  
  - **Hobbies:** (*optional*) Include activities that may have or may have not been included in other sections of your e-portfolio.
  
  - **Awards and Honors:** (*optional*) 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...

## **PHOTOS**

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If you are using the CV template from the Wix website, then there are three sections with five(5) photos each. Regardless, only a total of 15 photos may be used. You should include a minimum of nine (9) photos. Photographs should be included to illustrate the highlights of the project activity in which the e-portfolio is entered or a collection of main project, citizenship and leadership. They may be individual photos or a photo sequence. All photos should be clear and easy to see and action-oriented. Black and white photos are fine to include. A description of what the photos are representing should be included. Please do not include photo collages or videos in this section.

## **OTHER PROJECT RECORDS**

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4-H'ers may include 10 pages of documentation that relates to and supports their project work. If you are using a Tennessee 4-H Project Record Worksheet (F540), include it 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. The e-portfolio is not a scrapbook. You may include documentation for ALL sections (A, B and C) or you may focus on just the main project area in which you are competing.

## SHOWCASE

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Showcase is a new addition to the 4-H e-portfolio that was added in 2019. The showcase should include a highlight of one, large 4-H project/activity within the project in which the 4-H'er is entering. Where the overall purpose of the e-portfolio is to give the judges an overview of a 4-H member's project work, the showcase differs and provides judges with specific details of one major project within the scope of a 4-H project that a Tennessee 4-H member has completed. The showcase is required for both Level I and Level II competitors.

Use the project showcase to expand on one special project that has been a focus of your 4-H project work. This is your chance to EXPLAIN in detail what you have done and more importantly, what you have learned and how you have grown as a result of this experience. If you struggle in summarizing what you have been working on to get those into you the text boxes on your Section A, B and C forms ... then you will love the showcase!

When creating your showcase, think about the details -- maybe a chronological timeline or step-by-step description of what you did. What were your challenges and how did you overcome them? What did you learn? What might you do differently next time if you were to have the opportunity to repeat the project? What was the result? How did your project relate to your leadership and citizenship experiences?

The showcase is also used in the project interview. However, a 4-H'er will only have 2 to 4 minutes to discuss this during their interview. 4-H'ers are NOT evaluated on their showcase during the interview. The showcase, rather, is evaluated along with the e-portfolio. To learn more about how to interview and how to use the showcase in an interview, please refer to the following two links:

- **4-H Project Interview**  
<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/4-H-Project-Interview.pdf>
- **Using the 4-H Project Showcase in Your Interview**  
<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/Using-Showcase-in-the-4-H-Project-Interview.pdf>

The showcase materials in the 4-H project e-portfolio must be limited to a maximum of ten pages. If a 4-H'er includes a video or Power Point®, this counts as one of the pages. Please do NOT use anything such as Google® slides that requires a separate password. The showcase can highlight any part or all parts of the big project piece – from planning, to creating, to project execution, to evaluations.