



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

2027

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® trainings -- are located on the state 4-H website (under "Portfolio" from the front page) -- 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/website-4>

DEADLINES: Deadlines for submitting your Senior High 2026 4-H Project e-Portfolios (includes both Citizenship and Leadership e-portfolios, as well as main project records): January 22, 2027. If you are submitting a Junior High e-portfolio, please contact your Regional Office for specific guidelines.

REQUIREMENTS: ALL senior high 4-H Project e-Portfolios should have a minimum of two-years of project records (2026 and 2025). The e-portfolios can have up to four years of records, but no more than four (2026, 2025, 2024 and 2023). Each e-portfolio should also have a resume, photos and a showcase and must be submitted via a password-protected website platform. You must use the new form beginning in 2026. You do not have to retype the older forms (the old Section A, B and C forms) from 2024 and before.

Senior Level I (9th and 10th grade) and Senior Level II (11th and 12th grade) e-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/website-4>
- Step-by-step instructions on how to design a website in Wix can be found using the following website: <https://www.wix.com/blog/how-to-make-a-website>. Any specific questions about "how-to's" regarding password protection or website development can be searched using the Wix Help Center.
- e-Portfolios can be created using Wix -- 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. If you have created a website using Wix, you can learn more about how to password protect your website using the following information: <https://support.wix.com/en/article/wix-editor-password-protecting-your-site>. Any specific questions about "how-to's" regarding password protection or website development can be searched using the Wix Help Center.

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' (Form 305 and 603). 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, Statement of, and a section for the 4-H project in which the e-portfolio was submitted. The bottom form is the 'PUBLICITY FORM Tennessee 4-H Project e-Portfolio' (Form 843). It includes fields for Date, Name you prefer for publicity purposes, Address, City/State/Zip, Email address, Age, Date of Birth, Name of parent(s) or guardian(s), Phone, County, Name of 4-H Agent, Years in the project, Place of home residence, Ethnicity, Race, 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 FORM

A new 4-H Project e-Portfolio form was launched in 2025 to better align 4-H project work and project outcomes. Project outcomes are developed by subject-matter specialists and denote things that every 4-H'er should know in a particular project area. There are training videos available for each section of the new e-portfolio form. You can find this information here: <https://4h.tennessee.edu/portfolios/>

Tennessee 4-H project work is based on project outcomes. Outcomes are what the subject-matter experts have identified as crucial knowledge pieces that 4-H'ers should know in their respective project area. In order to master knowledge in these outcomes, one must set a goal. What is a goal? A goal is something that you want to work towards and achieve. Goals help you to focus on what you want, give you a sense of direction, get motivated and ultimately increases the likelihood of success! What are some of your goals? Maybe you want to improve your grades or learn a new sport or try a new hobby. You reach your goals by setting smaller goals or steps. SMART goals are a great tool to use! What are SMART goals?

SMART goals are made up of five components -- specific, measurable, achievable, relevant and time-bound. Be sure to read the information below to learn what constitutes each one of these components.

SPECIFIC:

A specific goal is clear, detailed, and leaves no room for misinterpretation. For example, "I will improve my math grade to an 85%" instead of "I will get better at math".

MEASURABLE:

A measurable goal has a way to track progress. For example, "I will run for 20 minutes, four times a week".

ACHIEVABLE:

A challenging, but realistic goal. It should be something that you have the resources to accomplish and can do on your own. Getting elected to an office or named a winner is not an achievable goal because you are depending on others to vote for you.

RELEVANT:

A relevant goal aligns with their interests -- your project work in this instance.

TIME-BOUND:

Setting deadlines creates a sense of urgency and focus. For instance, "I will complete my science project by next Friday". All 4-H project work included on this form should be completed within the current year.

MY GOALS and WHAT I LEARNED

In this first section, develop your goals for the year. Be sure to watch the training video on “Project Goals and What I Learned” to learn more about this process. This video can be found on this page: <https://4h.tennessee.edu/portfolios/>

I. Project-Related Goals:

You will need to identify up to six (6) project goals that you would like to accomplish this year. These project goals must be based on the outcomes from your project area. Please do not create/write your own goals. You can find a list of the Tennessee 4-H projects here: <https://4h.tennessee.edu/what-interests-you/> You will find a list of the project outcomes in each project section. Work with your agent to decide on what project outcome level/levels you will be working. Once your level(s) has/have been agreed upon between you and your agent, the next step is to select /identify the outcomes that you want to write as SMART goals and modify to encompass what you want to accomplish this year. Remember, a goal is a project outcome written in SMART goal form to meet your objectives in your project work for the year.

MY GOALS and WHAT I LEARNED

I. Project-related goals: List up to three (3) project goals you would like to accomplish this year. Goals should be written in SMART goal form and based on project outcomes: <https://4h.tennessee.edu/creative-arts-and-design/>

Example: This year, I will create a scrapbook of images from books, online photos, magazines and of three (3) different interior design styles.

1.

2.

3.

2. What I Did/Learned:

The last part of the goals section is to identify what you learned throughout your year of work on these goals. Describe the knowledge, lessons and skills you learned this year related to your project and based on the goals you identified in the section above..What did you do towards achieving the goal? What did you learn? What did you accomplish? Many times 4-H'ers are concerned about reporting the results of a goal because it may have been a goal that was not reached. It is important for you to remember that judges are not evaluating your goals on whether or not you accomplished them. They are only interested in seeing a concerted effort toward achievement and what you learned.

Even though this section is included on the first page of the form, ideally it should not be completed until the very end of the year ... before you turn in your e-portfolio. Remember, this is a summary of what you learned and achieved through your efforts of working on your goals.

2. What I Did/Learned: Describe the knowledge, lessons and skills you learned this year related to your project and based on the goals you identified in the section above..What did you do towards achieving the goal? What did you learn? What did you accomplish?.

Example: This year, I selected 10 images for my scrapbook from multiple sources of bohemian, farmhouse and traditional interior design styles.

1.

2.

WHAT I DID IN MY PROJECT

Now that you have your goals set, what are you doing to achieve those goals? This is the next section of the 4-H Project e-Portfolio. It's important for judges to be able to see all the things that you did to work towards accomplishing your goal. Doing one thing is not enough. Doing the same thing over and over again is not enough either. You want to show proof of mastery -- that you really made an effort to accomplish the goal and understand this part of the 4-H project through a variety of meaningful experiences. Maybe you read a book, watch a video, study or take a class or workshop, make or create a product or demonstration, write a speech, design a display or poster, practice or rehearse, build or design something, conduct an experiment, practice a new skill, develop a new habit, engage in a plan, provide stewardship responsibilities for something, share with others by teaching ... the possibilities are limitless,. Be sure to work with your agent to identify experiences, opportunities and other ways of accomplishing your goals.

WHAT I DID IN MY PROJECT

2. Project Experiences: Summarize this year's experiences of your project goals. Identify the project outcome sub-header and outcome that correlates to your project goal specifically. The number of the goals from the first page should correspond to the specific goal numbers on these pages (i.e. Goal #1 from the first page should match Goal #1 on this page, etc.... Be sure to explain in as much detail as possible your specific work or activities in the "Specific Project Experiences" area. Limit activities included to the specific outcome identified. If you have supporting documentation/materials, identify with a lowercase letter -- (a), (b), (c), etc... for example -- at the end of the activity statement and include a link to this supporting material in the "Supporting Project Materials" section of your website. Be sure to upload that work to the correlating link.--

Goal 1 - 4-H Project Outcome Sub-header:

List 4-H Project Outcome:

Details of Project Experience: Describe the activities you completed that shows mastery of the selected outcome. Use as much detail as possible -- including numbers -- to show significance of impact and what was learned.

	Level	Units
Example: Crafted 12 questions/interviewed two (2) visual artists at X company to map my potential careers. (a)	L	1 hr
	▼	
	▼	
	▼	

1. Type in the project outcome sub-header

2. Type in the outcome that correlates to your project goal specifically. (Note: The number that relates to the goals from the first page should correspond to the specific goal numbers on these pages (i.e. Goal #1 from the first page should match Goal #1 on this page, etc....)

3. Add your specific project work in the blank spaces provided. Be sure to explain in as much detail as possible your specific work or activities in the "Specific Project Experiences" area. Limit activities included to the specific outcome identified. In other words, if the activity/experience does not relate to your project outcome/goal ... don't include it here.

Remember, the number of project experiences that you include should match the number of goals you have -- no more, no less. So, if you have two goals, you should only include two "project experiences" sections that explain what you worked on toward achieving the goal.

SUPPORTING DOCUMENTATION AND MATERIALS

New this year is the addition of supporting documentation and materials! If you have supporting documentation/materials -- something that you would like for the judges to see that might give them a clearer understanding of your project work and the depth of your project work -- you can now add this to your e-portfolio.

Things you might consider attaching include additional photos, certificates, documents (think reports, plans, calendars, financial documents, YouTube links, etc...). It's fine to include videos ... but consider limiting to one very, short segment that you would want a judge to see. They are not going to have time to scour through 30 minutes of a recording. Likewise, Power Point® is also acceptable. But just like with videos, try your best to keep it as short as possible. You can see more examples of supporting documentation and materials that you might consider including by clicking on this link: <https://lbelew.wixsite.com/website-4/project-records>.

After each statement of work, identify with a lowercase letter -- (a), (b), (c), etc... for example -- at the end of the activity statement and include a link to this supporting material in the "Supporting Material" section of your website. Be sure to upload that work to the correlating link.

You can include this type of documentation in the following sections:

- "What I Did in My Project - 2. Project Experiences",
- "Other Project Outcomes - 3. Additional Supporting Evidence"
- "Project Work Not Related to Project Outcomes - 4. What Else?"
- "Citizenship: Project Citizenship - 5. How I Am Using my 4-H Citizenship Skills in My Project Work"
- "Citizenship: - 6. How I Am Using my 4-H Citizenship Skills in Other Ways"
- "Leadership: Project Leadership - 7. How I Am Using my 4-H Leadership Skills in My Project Work"
- "Leadership: - 8. How I Am Using my 4-H Leadership Skills in Other Ways"

You can learn more about ways to add these documents by watching a short video entitled "Additional Supporting Documentation" that can found at this link: <https://4h.tennessee.edu/portfolios/>

WHAT I DID IN MY PROJECT

2. Project Experiences: Summarize this year's experiences of your project goals. Identify the project outcome sub-header and outcome that correlates to your project goal specifically. The number of the goals from the first page should correspond to the specific goal numbers on these pages (i.e. Goal #1 from the first page should match Goal #1 on this page, etc.... Be sure to explain in as much detail as possible your specific work or activities in the "Specific Project Experiences" area. Limit activities included to the specific outcome identified. If you have supporting documentation/materials, identify with a lowercase letter -- (a), (b), (c), etc... for example -- at the end of the activity statement and include a link to this supporting material in the "Supporting Project Materials" section of your website. Be sure to upload that work to the correlating link.--

Goal 1 - 4-H Project Outcome Sub-header:

List 4-H Project Outcome:

Details of Project Experience: Describe the activities you completed that shows mastery of the selected outcome. Use as much detail as possible -- including numbers -- to show significance of impact and what was learned.	Level	Units
Example: Crafted 12 questions/interviewed two (2) visual artists at X company to map my potential career. (a)	L	1 hr
	▼	
	▼	
	▼	

Remember, the number of project experiences that you include should match the number of goals you have -- no more, no less. So, if you have two goals, you should only include two "project experiences" sections that explain what you worked on toward achieving the goal.

3. ADDITIONAL SUPPORTING EVIDENCE

While the sections you have just completed relate to project work that focuses on your project goals/outcomes, it's safe to bet that you did some other things in your project too ... but these items don't relate specifically to your goals. And that's great! Let's add them to the following section. In the "Additional Supporting Evidence" Section,

Use this section to highlight any additional activities completed that support your project work AND correlate with any of the project outcomes, but do not necessarily relate to your goals for this year. Be sure to read that again! Think about this section this way: **OTHER PROJECT OUTCOMES**. Remember, everything that goes in this section relates to your project work and project outcomes ... but none of those outcomes were used as your project goals.

Examples of activities and experiences might include, but not be limited to presentations, exhibits, awards, recognition, educational conferences and programs, etc... These activities do not have to be just 4-H activities, but they do have to relate to your main project. Please be sure to identify the outcome sub-header to which the activity relates in the first column. This helps the judges to see what type of work you are doing in each area. Then, in the second column, explain your specific responsibility for each. Be sure to include as much relevant detail as space will allow. If you have supporting documentation and materials, identify with a lowercase letter -- (a), (b), (c), etc... for example -- at the end of the activity statement and include a link to this supporting material in the "Supporting Project Materials" section of your website. Be sure to upload that work to the correlating link.

3.Additional Supporting Evidence: Use this section to highlight any additional activities completed that support your project work, AND correlate with any of the project outcomes, but do not necessarily relate to your goals for this year. Examples might include, but not be limited to presentations, exhibits, awards, recognition, educational conferences and programs, etc... These activities do not have to be just 4-H activities, but they do have to relate to your main project. Please be sure to list the level of project work (beginning, intermediate or advanced) in the "Project Outcome/Sub-header" section and list the outcome sub-header. Please be sure to explain your specific responsibility for each in the "What You Did/Details of Project Experiences" section. If you have supporting documentation/materials, identify with a lowercase letter – (a), (b), (c), etc... for example – at the end of the activity statement and include a link to this supporting material in the "Supporting Project Materials" section of your website. Be sure to upload that work to the correlating link.

[illegible]

4 WHAT ELSE?

1. Please be sure to give a name or title to the type of activity/experience that you had in the first column.
2. In the second column, explain in as much detail as possible of what you did for each activity.
3. If you have supporting documentation/materials, identify with a lowercase letter -- (a), (b), (c), etc... for example -- at the end of the activity statement and include a link to this supporting material in the "Supporting Project Materials" section of your website. Be sure to upload that work to the correlating link.

4. What Else?: The purpose of this section is to capture other things that you have done in your main project work, but the work does not relate to any of the project outcomes. These activities do not have to be just 4-H activities, but they do have to relate to your main project. Please be sure to explain what you did for each activity.. If you have supporting documentation/materials, identify with a lowercase letter – (a), (b), (c), etc... for example – at the end of the activity statement and include a link to this supporting material in the “Supporting Project Materials” section of your website. Be sure to upload that work to the correlating link.

[illegible]

5. CITIZENSHIP and 6. LEADERSHIP

Both are important skills to learn and important parts of the Tennessee 4-H program. In this section, we are looking for what you have learned and ways you have helped in all aspects AND that related to your 4-H project work. There are two parts to the Citizenship section -- *4-H Project Citizenship* and *How I'm Using My 4-H Citizenship Skills in Other Ways*. The leadership form is the same as Citizenship. To simplify, we are only going to cover Citizenship as a way to explain both. **NOTE: If you are entering an e-portfolio in the Citizenship Project, your new form does not include this section. Likewise, if you are entering in the Leadership Project, your new form does not include the leadership section.**

I. 4-H Project Citizenship

In this first section, 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/understanding of government, the world, friends, family, and your community AND (2) related to your 4-H project. Items included in this section **MUST RELATE** to your project area.

- (1) Use the drop-down menu to identify the audience to which your work in this section relates -- government, global, friends, family, community and other (if you need another option!)
- (2) Type of Project or Activity (think about how you might title the activity here); and
- (3) Details of the Project Activities/Experiences. Provide as much detail as possible of each activity.

CITIZENSHIP

5. How I Am Using my 4-H Citizenship Skills in My Project Work: *Citizenship in this section should include how you used citizenship skills as they relate to your specific project area. Summarize this year's experiences as a junior or teen leader in this section. Remember, citizenship may include, but is not limited to, specific roles such as a volunteer, any notable assistance provided, etc ... Citizenship is NOT instances in which you took a leading role – that is leadership. Select the appropriate "audience" from the drop-down menu, identify the "Type of Project or Activity" and then describe the details of your project or activity in the last column. Supporting materials and documentation may be added as in previous sections.*

Name of 4-H Project:

Audience	Type of Project or Activity	Details of Project/Activity Experience
Community	Example: Coloring Carts	Created six (6) coloring carts for assisted living facility with coloring books/crayons. (d)
▼		
▼		

2. How I'm Using My 4-H Citizenship Skills in Other Ways:

In this section, we are continuing to look for what you have learned in government and global and ways you have helped with friends, family and your community. So, what's the difference? In this section, your work does NOT relate to your 4-H project work. How do you use the citizenship skills you have learned in 4-H in other ways besides your project work? Consider your citizenship efforts in government, global and with family, friends and your community. Think about citizenship with 4-H groups (*clubs, camps, judging teams, project groups, special interest groups*), 4-H events, and other organizations in which you are a member. These should also be considered. Don't forget to include any supporting documentation/materials too!

And just like the previous section, there also are three parts to this second section.

6. How I Am Using My 4-H Citizenship Skills in Other Ways: *How do you use the citizenship skills you have learned in 4-H in other ways besides your project work? Consider your citizenship efforts in government, global and with family, friends and your community. Citizenship with 4-H groups (clubs, camps, judging teams, project groups, special interest groups), 4-H events, and other organizations in which you are a member should also be considered. Supporting materials and documentation may be added as in previous sections.*

Audience	Type of Project or Activity	Details of Project/Activity Experience
Community	Example: Library "Read-Alongs"	Performed puppet show/read-alongs for 18 pre-schoolers; four (4) hours (e)
▼		
▼		

RESUME

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 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.

- **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!). The judges read your resume before looking at your e-portfolio forms. The resume should be a brief overview of the details that they will review in your new e-portfolio project form and the old Section A forms for those of you who have been doing this for a while.

- **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

If you are using the CV template from the Wix website, then there are three sections with five(5) photos each. Regardless of which template you use, 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. 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.

SHOWCASE

The showcase should include a highlight of one, large 4-H project/activity within the project area 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 .

Your showcase should include the following:

- 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 was your biggest take-away from the experience?
- 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. The showcase materials in the 4-H project e-portfolio must be limited to a maximum of ten or Power Point® slides. If a 4-H'er includes a video, 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.

ADDITIONAL RESOURCES

• 4-H e-Portfolio Website Resources:

• Wix Development Guide:

<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/Portoflio-Handbook.pdf>

• Website Example: <https://lbelew.wixsite.com/website-4>

• 4-H Project Interview Resources:

• The 4-H Project Interview:

<https://4h.tennessee.edu/wp-content/uploads/sites/47/2020/05/4-H-Project-Interview.pdf>

• How to Use the Showcase in Your Interview: _

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