

# North Carolina 4-H Portfolio

Life Experiences  
Projects  
Story  
Recognition  
Leadership  
Citizenship  
Community Service  
4-H  
Awards

**JOIN** | THE REVOLUTION   
**OF RESPONSIBILITY**  
Cooperative Extension's Youth Development Program

## North Carolina 4-H Portfolio Guidelines (formerly known as Cumulative Records)

1. Each 4-H member should complete their 4-H portfolio to the best of their ability and turn it into their county 4-H agent by the county due date.
2. Project work should be reported for no more than the last three consecutive years. You may **not** add additional pages to the report form except where indicated. All information should only be listed **once** in the report form.
3. All materials are property of NC 4-H and may be used to showcase 4-H work.

### **Guidelines for completing your records:**

In the upper right hand of the outside cover, please include the following information: Name, County, District, Portfolio Category, and Age Category.

Place your portfolio in a binder. Beginning in 2014 – all portfolios must be in a 4-H Binder. Please check with your county agent for specifics or you can order it from:

<http://www.4-hmall.org/Category/officesupplies-recordbookcovers.aspx>

Please print legibly or type using Arial or Times New Roman font in size 12 ONLY. See link below for the form to download:

<http://www.nc4h.org/youth/4-h-awards-incentives-programs>

**Your 4-H Portfolio should have all 9 sections of the book in consecutive order.**

### ***Section 1 – Personal Data and 4-H & You page***

Please be sure to complete all of the information requested on this page. Do not forget to list your Portfolio Category. Make sure the appropriate people sign your portfolio.

### ***Section 2 – My 4-H Story***

Write a story about your 4-H experiences-what you've done, learned, and enjoyed. Your story can be no more than 2 pages. It can be typewritten or printed neatly. You should include your entire 4-H experience in the story. See specifics in section 2.

### ***Section 3 - Leadership***

This page is where you should list all the leadership activities in which you have participated. Be specific - list the number of people you taught and the lesson name. Leadership involves holding offices and serving on committees. It also can involve teaching workshops, volunteering at 4-H Day Camps, giving club programs, organizing events and meetings, recruiting new members, serving as an Ambassador, and motivating peers to set a goal and take action. List ways you have been a leader and/or have learned about leadership. If you are listing non 4-H leadership activities, please list only those for which 4-H has helped you prepare. Please list the work you have done in the last three years beginning with the most recent year.

#### **Section 4 – Citizenship**

As teenagers, it is important to participate and be involved in the political process and make a civic contribution in our communities. Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to the vice president of the United States about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and CES to county commissioners or other government representatives; writing state and national congressional leadership, etc. If you are listing non 4-H citizenship activities, please list only those for which 4-H has helped you prepare.

#### **Section 5 –Community Service**

Community service involves contributing to the quality of life in your community. Like many 4-H'ers, you may have participated in community service activities for your club or by yourself. If you are listing non 4-H community service activities, please list only those for which 4-H has helped you prepare. Be sure to list only the last three years' work, beginning with the most recent year. List the number of hours you volunteered and who benefited from your volunteer service. If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare.

#### **Section 6 – 4-H Awards and Recognition**

List certificates, ribbons and other awards you have won the past three years. Remember, only 4-H winnings go on this page! Specify whether they were National, Regional, State, District, County or Club awards. Experiences should be divided out between project specific awards that related to this portfolio area and other 4-H awards.

#### **Section 7 – Life Experiences and Non 4-H Awards and Recognition**

List the other groups or clubs, sports teams to which you belong. List other items that have had a significant impact in your life. Examples would be: school clubs, VBS, Girl Scouts, FFA, Boy Scouts, etc.). You may also list other awards you have won outside of 4-H, (Honor Roll, Basketball, Baseball, Scouts, FFA, etc.).

#### **Section 8 – 4-H Photos and Supporting Materials**

Six scrapbook pages of 4-H pictures and news clippings go here. Include your most recent three years of 4-H work.

#### **Section 9 – 4-H Project Focus**

We "learn by doing" in 4-H. List the specific things you learned and did in this project area during the past three years. List knowledge and skills gained as well as the things you learned how to do. Use numbers to show how much you did and learned. Please list the most important presentations, talks, exhibits, radio, TV, newspaper articles, tours, camps, judging events, workshops, and any other learning experiences in which you participated. Please list the work you have done in the last three years beginning with the most recent year.



#### **For More Information contact:**

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[www.nc4h.org](http://www.nc4h.org)



# North Carolina 4-H Portfolio

## (Formerly 4-H Cumulative Record Books)

### A Message to 4-H'ers:



### Introduction

Records are an important written summary of what you have learned and the skills that you have gained within your 4-H work as well as other parts of your life. Over a period of years your records will show how you have grown. The information on your 4-H records will be useful as you fill out other forms in your life such as resumes, job applications and college applications.

- Record keeping is an important part of every 4-H educational project.
- Many awards, educational trips, and college scholarships are given to club members on the basis of their records and project work.
- Records show your 4-H club work progress. Keep this book from year to year and add to it. You may include 4-H work completed in the last 3 years.
- This form is designed to help you keep records and other supporting materials in an orderly manner.
- Do not alter the basic format of this book
- Only one year per page as indicated on the instructions. List your most recent year first.
- You may hand write or type in size 12 Arial or Times New Roman font.

### **Your 4-H Portfolio should contain the following sections:**

Section 1 Personal Data and 4-H & You

Section 2 4-H Story

Section 3 Leadership

Section 4 Citizenship

Section 5 Community Service

Section 6 4-H Awards and Recognition

Section 7 Life Experiences and Non 4-H Awards and Recognition

Section 8 4-H Photos or Supporting Materials

Section 9 4-H Project Focus





## **4-H & YOU!**

### **Looking back over the past three years:**

Discuss your favorite part(s) or activity, or any area of 4-H. It does not have to relate to the portfolio project reported in section 9.

Who is your role model in 4-H? Why?

Discuss the most important thing you learned during the past three years in 4-H.

### **Looking to the future**

If you were in charge of 4-H, how would you make it better? In your:

County:

District:

State:



## SECTION 2

### My 4-H Story

(Place your 4-H Story behind this page)

Your story is limited to two pages typed or handwritten. Your story should include your *Entire 4-H Career*.

Please address the following things in your story:

Introduction yourself and include any information you choose to share about your interests, family, hobbies etc. Think about this as what would you say if we gave you two minutes to introduce yourself.

Describe the impact 4-H has had on your life.

How has participating in the project you are completing in this Portfolio impacted your personal growth?

Who has helped you in your 4-H Journey?

How has your 4-H participation helped others?

What are your goals in life?

Summarize your experiences in 4-H.



Program Year: \_\_\_\_\_

## SECTION 3

### Leadership

List any time you taught, coordinated, organized, or guided others. List officer position(s) you held, committees served on, or other positions held.

*Please note that leadership develops with growth; younger members will have fewer experiences to list.*

Please denote 4-H Leadership activities with an asterisk. If you are listing non 4-H leadership activities, please list only those for which 4-H has helped you prepare.

Complete one page for each of the past three years.

#### Responsibility

#### Accomplishment

#### Level

\*4-H Club presentation (taught workshop)

28 club members learned how to make a healthy snack      Local

\*4-H County Council Meeting (taught workshop)

15 club members learned basic parliamentary procedure      County

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page





Program Year: \_\_\_\_\_

## SECTION 4

### Citizenship

As teenagers, it is important to participate and be involved in the political process and make a civic contribution in our communities. Citizenship activities might include: attending a town meeting where you were representing 4-H; sending a message to the Vice President of the United States about 4-H teen issues that have been identified on the state 4-H program level; promoting 4-H and CES to County Commissioners or other government representatives; writing state and national congressional leadership, etc.

Please denote 4-H Citizenship activities with an asterisk. If you are listing non 4-H Citizenship activities, please list only those for which 4-H has helped you prepare.

Complete one page for each of the past three years.

#### Description of Activity

Example: \*Attended the 4-H Youth Summit for 3 years.

Example: \*Attended my local County Commissioners meeting

#### Level

S

C

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page



Program Year: \_\_\_\_\_

## SECTION 5

### Community Service

List community service activities you have participated to help others in your community. Community service involves contributing to the quality of life in your community. Like many 4-H'ers, you may have participated in community service activities. Please denote 4-H Community Service activities with an asterisk.

If you are listing non 4-H Community Service activities, please list only those for which 4-H has helped you prepare.

Complete one page for each of the past three years.

<b>Description of Activity</b>	<b>*Level</b>	<b>Hours</b>
Example: *Donated 6 canned goods for Food for Families Food Drive	L	5
Example: *Writing Letters to Soldiers	S, N	3

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page



Program Year: \_\_\_\_\_

## SECTION 6

### 4-H Awards and Recognition

List all the awards, honors, and recognitions you have received in 4-H, including contests, trips, etc. Please list no more than 1 page per year for a total of three pages.

List your portfolio project specific awards first then follow with other awards for each page.

Complete one page for each of the past three years.

#### Portfolio Projects

##### Award/Recognition

Example 1: Certificate of Participation

Example 2: Certificate Blue Ribbon

##### For What Received

Attendance State 4-H Marsh Maneuvers

Area commodity ambassador

#### Other 4-H Awards

##### Award/Recognition

##### For What Received

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page



Program Year: \_\_\_\_\_

## SECTION 7

### Life Experiences

List any other items that have a significant impact in your life including sports, jobs, school, etc..

Only 1 year per page.

### Responsibility /Accomplishments

Example: Youth Praise Team; Captain of Softball Team

### Non 4-H Awards & Recognition

#### Type of Award

Example: Plaque-1<sup>st</sup> place

#### For What Received

Community Beautification poster contest

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page



Program Year: \_\_\_\_\_

## SECTION 8

### 4-H Photos and Supporting Materials

There is a six page limit: This can include pictures (with captions), news clippings, letters, certificates, poems, teaching tools, short stories etc. Use front side only and please do not attach any item thicker than 1/8 of an inch. The use of clear non-glare protective sheets is **optional**.

Digital media should be no more than two minutes long. Please use YouTube to upload your videos, as this is our preferred method. Also, please note that all videos must have closed caption incorporated into it. This is a requirement. All digital media will count as one page.

All Portfolio's must be placed in the following binder:

<http://www.4-hmall.org/Category/officesupplies-recordbookcovers.aspx>



\* You will need to supply your own paper to complete this section.



Program Year: \_\_\_\_\_

## SECTION 9

### 4-H Project Focus

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#### (Name of 4-H Project)

Use this space to give specific details about what you did in your 4-H project. Please discuss the knowledge and skills you have gained from participating in this 4-H project. Include what you have done in the past three years by providing a bullet statement, list and/or chart. *For example, provide numbers of animals raised. If possible, show money earned, savings realized, and profits and losses when appropriate. Also give totals where possible.*

#### Activity

4-H Youth Summit during County Commissioners Assoc. Meeting

#### Knowledge Skills Gained

To demonstrate responsible decision making

#### Savings, Profits, Losses

Please list your savings, profits, and losses when appropriate in this section

\*Level = L - Local, C - County, D - District, S - State, R - Regional, N - National  
Only 1 year per page

For More Information

Visit our website: [www.nc4h.org](http://www.nc4h.org)

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North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, veteran status or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.