

## Senior 4-H Portfolio Certification Page

### Preparation of this portfolio is the responsibility of the 4-H'er and not the Extension Office.

The portfolio may be handwritten or typed. It should contain a one-page cover letter, two pages of accomplishments, and two pages of supporting material. This certification page complete with proper signatures must be included as the last page. All pages should contain information on one side only of a 8 ½ x 11 inch paper. The back side of all pages must be blank.

The cover letter and two accomplishment pages should maintain a minimum of ½ inch margin on all four sides. Paper should be white with black ink or type. Color ink is not permitted. No art work, pictures, or clip art are allowed on these pages. Computer generated bullets may be used to highlight information.

The cover letter is a tool of introduction. There are no rules as to its content. The letter should be addressed "Dear Project Judge" and signed by the 4-H'er. The cover letter can address any information or time. It may also address future goals.

The two page outline of accomplishments is a presentation of the 4-H'ers work over the last twelve months. The year begins January 1 and ends December 31. The portfolio is equally judged on project work (50%) and other activities (50%). Judges assess scores on a scale of 1 to 10 in each area. The final points are awarded based on the following: *Work in Main Project (20%), Sharing & Helping in Main Project (30%), Leadership Activities (20%), Citizenship and Community Service (20%), and Other Activities - including second projects (10%).*

The portfolio score is 50% of the final score. At district competition, judges will evaluate the information written in the portfolio only. At state competition, the portfolio will be evaluated in a discussion session with the judges. In addition to reading the written information, the judges will have the opportunity to discuss the activities with the 4-H'ers. The purpose of the discussion is to clarify details and support the information cited. The 4-H'er is not judged in the portfolio session on oral presentation skills or subject matter.

### Signatures

In signing below, I understand the rules listed above and certify that the information contained in this portfolio is accurate and true. I certify that I took the responsibility for developing the portfolio and I have prepared it for competition to the best of my ability.

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4-H'ers Signature

I have personally reviewed this portfolio and believe it to be accurate and developed according to the above cited rules.

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Parent/Guardian's Signature

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County Extension Staff Member's Signature

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4-H Volunteer Leader's Signature (optional)

