



4-H Portfolio (Record Book) Guidelines for 7th – 12th Grades



Important Notes:

1. All 4-H members should complete their 4-H records to the best of their ability and turn them in to the 4-H agent for parish-wide competition.
2. Turn in your complete record book by April 10th to the 4-H Office.

Guidelines for completing your records:

**All Portfolio/record books must be submitted in a 4-H Record Cover or in a green folder/binder. The official 4-H Record Cover can be purchased for a small fee.

**Place your name and your 4-H Club (School) name on the cover. You can use the same binder you already own - - it lasts for years!!

**Be sure to punch holes in all pages; place in binder using the holes/brackets provided.

**Write in one color of ink only or use a pencil. Write neatly- - no scratch-outs!

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\*\*The 4-H Portfolio can be found on the internet at [www.lsuagcenter.com/parish/rapides](http://www.lsuagcenter.com/parish/rapides)  
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**You can type your 4-H Portfolio/Record book on your computer if you download the form to your computer first. You can save it to your computer and add to it as needed. Makes it easy to fill out scholarships too!

Your 4-H Portfolio (Record Book) should have all 8 sections of the book in the correct order.

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

Be sure to list only the project workbooks you are turning in.
Make sure the correct people sign your portfolio.

▶ **Section 2 - 4-H Leadership**

This page is where you should list all the leadership activities you have done in 4-H. This includes being an officer, a chairman or serving on a committee, or teaching/helping others with 4-H work. Teaching others is what defines your work for leadership. If you didn't teach, then it is service and goes in Section 3. Be specific- - list the number of people you taught & the lesson name.

▶ **Section 3 – Citizenship/Community Service page**

Every 4-H'er should be able to list at least 5 good deeds or service projects here.
These are things you have done by yourself, with your family, church, school, or with your 4-H club. This section looks good when you put the number of hours you volunteered and who benefited from your volunteer service.

▶ **Section 4 – 4-H Awards & Recognition**

This section is where you list certificates, ribbons and other prizes you've won this year. Remember, only 4-H winnings go on this page!

▶ **Section 5 – Non 4-H Experiences, Awards & Recognition**

This section is where you list the other groups or clubs or sports teams you belong to. If you helped with teaching something not related to 4-H, list it here (like Vacation Bible School). You also list other awards you have won (Honor Roll, Basketball, Scouts, etc)

▶ **Section 6 – My 4-H Story**

This section should have a story that is at least three pages long. High school students should be able to write a 6-page story encompassing their entire 4-H career. Use a computer instead of the lined page in the book. Write a story about your 4-H experiences-what you've done, learned, & enjoyed.

▶ **Section 7 – 4-H Photos & Supporting Materials**

10 scrapbook pages of 4-H pictures & news clippings go here

▶ **Section 8 – 4-H Project Focus**

This is where you place your filled out 4-H project workbook(s). You should also write a summary for each project in the space entitled "Above & Beyond". More than one project means more than one Section 8.

