



4-H Record Book Portfolio Guidelines

TIP SHEET

In Canyon County, it is required that record books be presented for evaluation in a portfolio type format. That means all the pieces of the record book (including the project manual, if applicable) are presented in a notebook of some type, with a cover page, table of contents and tabs (defining each item on the table of contents). All document must be presented in printed paper form. See below for full explanation of expectation.

Portfolio Contents

- Cover Page
- Table of Contents
- 4-H Involvement Report
- Story (total experience)
- Photos (optional) - these should be general 4-H photos of club meetings, community service, conferences & events etc.
Please place project photos with the specific projects
- Project A
 - Project Record Book
 - Skills Checklist (if applicable)* Move forward each year
 - Animal Science Lesson Plans Summary Sheet (optional)
 - Other Project Supplements (if applicable)*
 - Permanent Animal Record (if applicable)**
 - Project Manual (if applicable)*
- Repeat for each project

*See project requirement sheet for the specific project to know if a skills checklist, project supplements, or manual should be submitted.

**If youth are enrolled in multiple species (i.e. beef, meat goat, sheep, swine), make a copy of the Animal Science Lesson Plans Skills Checklist and insert it in each species section in the portfolio; or insert it under the first animal species section and put a note in the other sections instructing where to find it within the portfolio.

Portfolio Cover

The Portfolio cover does not have to be the official “Member Record Book Cover” from Shop 4-H, however those are a very nice and a good option. A 3-ring binder works well too. The main concern is that the notebook or binder will keep all the papers together so it should have clips or binding of some sort. A folder that does not secure all pieces together is not recommended. The cover does not need to be plain; you may decorate.

Tab dividers are highly recommended. Tabs help with navigation between sections.

EXAMPLE:

Cover Page

The cover page is the first page inside the portfolio cover. It should contain the 4-H member’s name, age and club name. Keep in mind, you can get creative and make the cover page reflect your personality and/or project areas, just be sure that anyone can find your information by glancing at the page.

Name
4-H Age
Club Name

Table of Contents

EXAMPLE:

The table of contents is the first page behind the cover page. At the top it should say “Table of Contents” then list the order of each item/section as they are arranged in the portfolio. Only list the project titles, no need to list the detail under each project. Tab dividers should reflect the same titles as the table of contents. An example is shown on the right.

Table of Contents
Involvement Report
4-H Story
4-H Project Photos
Leadership
Cake Decorating
Leathercraft

FAQS

Do I leave in records from previous years? Leave the Involvement Report because you will be updating it each year and adding to it over time. Permanent Animal Records should also be added to each year and kept with your project materials for as long as you take a specific permanent animal as a project animal. Take out the previous year’s story, photos and project materials. It is strongly recommended that a second notebook be started at home that you can keep previous year’s records organized. By keeping your record books together and organized from year to year, it will make it easier for you to access information when you fill out scholarship applications, award applications etc.

Will I be counted down if I do not follow these guidelines? The evaluator needs to be able to find all pieces of your record book and project. If the evaluator cannot find what they are looking for or the record book presentation is not neat and organized, they may take that into consideration in determining your score. Your book will still be accepted as complete (as long as all parts are present), but it may affect your score.

Does it matter what order I put my projects in? It is recommended that if you are taking the Leadership project that it should be first, followed by the project that you feel you are strongest in or is your favorite.

Please contact the Canyon County Extension Office for help or clarification. 208-459-6003