Eastern Region Jr. High Portfolio Guidelines

Submission

1. All Eastern Region Jr. High Portfolios will use the new Online Portfolio System
2. ALL 4-H'ers entering portfolios will need to be entered in SUPER. This will serve as their OFFICIAL Registration.
3. 4-H'ers will provide the link to their online portfolio to their 4-H agent who will in turn share that link in Super.
4. The deadline to register portfolios in Super will be April 15 of each year.
5. <u>An agent's signature is no longer required.</u> The 4-H members registration in Super will serve as proof that the agent has reviewed the online portfolio.

Preparation

1. Eastern Region Jr. High Portfolios will use the official Tennessee report forms. These forms can be accessed on the State 4-H Web site as well as on our Eastern Region Site. The link to the region site is listed at the end of this paragraph.
2. ONLY USE SPACE PROVIDED. If a member has more to report than they have space for, they need to select the most impactful information to include.
3. Portfolios can be typed or handwritten. Handwritten forms will have to be scanned in order to be uploaded.

All forms and guidelines can be accessed here:
https://extension.tennessee.edu/eastern/Pages/4-H-Achievement.aspx

<u>New This Year. Jr. High 4-H'ers can submit three years of work.</u>

Contents

The ER Jr. High Portfolio Report Form will contain the following forms;

- ❑ JH Port Registration Page
- ❑ Section A Main Project Profile (Current Year/2022) **(New State Form Only)**
- ❑ Section A Main Project Profile (Previous Year/2021) **(New State Form Only)**
- ❑ Section A Main Project Profile (Previous Year/2020) **(New State Form Only)**
- ❑ Section B Leadership Profile (Current Year/2022) **(New State Form Only)**
- ❑ Section B Leadership Profile (Previous Year/2021) **(New State Form Only)**
- ❑ Section B Leadership Profile (Previous Year/2020) **(New State Form Only)**
- ❑ Section C Citizenship Profile (Current Year/2022) **(New State Form Only)**
- ❑ Section C Citizenship Profile (Previous Year/2021) **(New State Form Only)**
- ❑ Section C Citizenship Profile (Previous Year/2020) **(New State Form Only)**
- ❑ 4-H Narrative Form ER **(This is an ER Form)**
- ❑ 4-H Pictures (up to three pages) **(No Form.. included in a section of the webpage)**

Citizenship and Leadership

1. Portfolios can be submitted for competition in all projects as well as Citizenship or Leadership.
2. Citizenship and Leadership Portfolios will be submitted the same as other projects and must have a Main Project other than Citizenship and Leadership.

Reporting Period

1. All forms will be submitted on a calendar year.
2. Members can submit a form from the current year and one from the previous year for Sections A,B and C.
3. Current year will be from Jan. 1 of current year until the date of the submission of the portfolio.
4. Previous years will be from Jan. 1 to Dec 31 of the previous year.
5. Members will submit one Narrative and one set of 4-H Pictures which could chronicle any or all of the time they have been in 4-H.

SECTIONS

Section A Project Profile

1. Objectives should relate to the project and merit given to goals which increase knowledge and skills.
2. Size and Experience should show the actual activities related to the project. It could show size with numbers and show experience by listing activities and learning experiences. Size can include: variety of activities, learning experiences, project work, camps, conferences, judging teams, events, career exploration, project groups, tours, skill-a-thon, workshops, etc. Include both 4-H and non 4-H experiences. Numbers can include: hours, times, miles, items produced, etc.
3. Presentations & Exhibits should relate to the project and Include speeches, presentations, demonstrations, interactive exhibits, media presentations, videos, oral reasons, displays, shows, fairs, contests, etc. Add each by title, number of times given/level.
4. Recognition and Awards should relate to your project and members can List recognition related to honors and awards – these can include certificates, ribbons, trophies, medals, scholarships, and other recognition. This can be both 4-H recognition and recognition from other sources. List Level of Recognition: Local or Club Level (L), County Level (C), Regional (R), State (S), National (N).
5. Education and Skills can include skills or lessons learned or mastered by the 4-H member during the reporting period. Items should relate to the project and merit will be given to those which show growth and learning.

Section B Leadership Profile

1. Objectives and Goals should relate to Leadership and merit given to goals which show a planned increase in knowledge, skills and growth.
2. Leadership with 4-H groups is the opportunity for the member to summarize their experiences as a LEADER during the past year. These are times where they actually LED the group. It may be that they led just part of the group i.e. taught breeds during a Skillathon practice. This MUST be a 4-H Group. Add group size and times met.
3. Leadership with Individual 4-H members would include times in which a member has helped or assisted another member in LEARNING an educational lesson or a skill.
4. Leadership at 4-H events would include all 4-H events in which the member served in a leadership role. Include the month, type of leadership and the level.
5. Leadership in Club or 4-H Group would include all offices as well as any committees served on by the member. This would also include any leadership training the member received during the reporting period. (Such as officer training, or parliamentary procedure){This may include leadership in other organizations other than 4-H}
6. 4-H Marketing would include any thing the 4-H member has done to market or promote 4-H. This could include thank-you letters, promotional posters or exhibits, news articles, radio interviews or even YouTube videos or social media posts.
7. Education and Skills can include skills or lessons learned or mastered by the 4-H member during the reporting period. Items should relate to the project and merit will be given to those which show growth and learning.

Section C Citizenship Profile

1. Objectives and Goals should relate to Citizenship and merit given to goals which increase knowledge, skills and growth.
2. 4-H Project Citizenship would give the member a chance to summarize their Main Project Related activities as an individual 4-H member or as a member of a 4-H group that contributed to the well-being of others. Explain who was helped, what was done, number of people involved, length of project, number of items made, etc.
3. Other Citizenship Activities:
    a. The Government section would give the member a chance to report activities done to learn more about government at all levels. Members should explain what they did, where the activity occurred, what you learned, and time involved, if applicable.
    b. 4-H Global would give the 4-H member an opportunity to report activity done to better increase there understanding of other cultures and world issues.
    c. The Family and Friends section would give the member a chance to summarize their 4-H community service involvement as an individual

d.   4-H Community Service section would give the member a chance to summarize their 4-H community service involvement as an individual 4-H member or as a member of a 4-H group that contributed to the well-being of others who are not considered friends or family. Explain who was helped, what was done, number of people involved, length of project, number of items made, etc.

4. Education and Skills can include skills or lessons learned or mastered by the 4-H member during the reporting period. Items should relate to the project and merit will be given to those which show growth and learning.

4-H Narrative

o   To complete the 4-H Narrative the member should use only the space allowed on the Narrative form.
o   If handwritten please print neatly and legibly in the space allowed.
o   If typing members can use up to the number of characters list for each part.

1.   Part 1 (Yourself) Members can include age, interests hobbies, reasons for joining 4-H, family, and other personal information. If typing can use up to 900 characters.
2.   Part 2 (Your Main Project) Members can include information about their main project such as why they chose this project and how it has grown over time. Also any accomplishments and any lessons learned. If the member is submitting their portfolio in Leadership or Citizenship then that project should be highlighted in this section. If typing can use up to 2700 characters.
3.   Part 3 (Other Projects) Members can outline any highlights occurring in other projects in this section (Not including Citizenship or Leadership). If typing can use up to 1600 characters.
4.   Part 4 (Leadership) Members can highlight their experiences working with other 4-H members in a leadership or teaching role. If portfolio is submitted in Leadership this information will go in Part 2 and this section will be left blank. If typing can use up to 900 characters.
5.   Part 5 (Citizenship) Members can highlight their experiences where they have helped or benefitted others. If portfolio is submitted in Citizenship this information will go in Part 2 and this section will be left blank. If typing can use up to 900 characters.
6.   Part 6 (Future Goals) members can highlight what they would like to do after 4-H including any career and educational goals. If typing can use up to 900 characters.

4-H Photos

o   4-H'ers can submit up to 5 photos for each Section of the Portfolio (5 for Section A, 5 for Section B, and 5 for Section C) for a total of 15 photos.
o   See the Scorecard below for how this section will be judged.

SCORING

Section A

Part:	Description:	Points Possible
Objectives	Related to project; will increase knowledge/skill; attainable	0-15
Size and Scope	Activities and involvement related to project, shows interest in project, shows depth of project, variety of entries	0-30
Presentations and Exhibits	Shared information and knowledge about project area through variety of presentations and exhibits	0-30
Recognition	Awards, honors, recognition received related to project area; can include 4-H honors and recognition outside of 4-H program	0-10
Education and Skills	Any lessons or skills you learned this year related to your project.	0-15
Total Points for A		100
Total % of Portfolio		**35**

Section B

Part:	Description:	Points Possible
Objectives	Related to Leadership; will increase knowledge/skill; attainable	0-10
Leadership with 4-H groups	Must be 4-H Groups, Merit given for variety, as well as depth and scope of groups met with.	0-20
Leadership with 4-H Individuals	Must be related to 4-H. Merit given to variety as well as depth and scope.	0-20
Leadership at 4-H events	Must be related to 4-H. Merit given to variety as well as depth and scope.	0-20
Leadership in Offices and Committees	Must be related to 4-H. Merit given to variety as well as depth and scope.	0-15
4-H Marketing	Must be related to 4-H. Merit given to variety as well as depth and scope.	0-5
Education and Skills	Any lessons or skills you learned this year related to your project.	0-10
Total Points for B		100
Total % of Portfolio		**25**

Section C

Part:	Description:	Points Possible
Objectives	Related to Citizenship; merit given for variety and goals that benefit others	**0-10**
4-H Citizenship related to your MAIN Project		
Experience	Did member participate in meaningful citizenship activities?	**0-8**
Learning	Did member participate in activities which would increase learning and growth?	**0-8**
4-H Citizenship related to Government		
Experience	Did member participate in meaningful citizenship activities?	**0-8**
Learning	Did member participate in activities which would increase learning and growth?	**0-8**
4-H Citizenship related to Global Service and Learning		
Experience	Did member participate in meaningful citizenship activities?	**0-8**
Learning	Did member participate in activities which would increase learning and growth?	**0-8**
Service orientated activities involving Friends and Family		
Experience	Did member participate in meaningful citizenship activities?	**0-6**
Quantity	How much time was contributed?	**0-5**
Learning	Did member participate in activities which would increase learning and growth?	**0-5**
Service orientated activities involving Community Service		
Experience	Did member participate in meaningful citizenship activities?	**0-6**
Quantity	How much time was contributed?	**0-5**
Learning	Did member participate in activities which would increase learning and growth?	**0-5**
Education and Skills	Any lessons or skills you learned this year related to your project.	**0-10**
Total Points for C		**100**
Total % of Portfolio		**25**

4-H Narrative

Part:	Description:	Points Possible
Part 1 Introduction	Does a good job telling about themselves	0-10
Part 2 Main Project	Described experiences in their Main Project showing growth and learning	0-20
Part 3 Other Project	Described experiences in their other projects showing growth and learning and hopefully a variety of experiences.	0-20
Part 4 Leadership	Show growth working with other 4-H members.	0-20
Part 5 Citizenship	Show growth and understanding when it comes to helping others.	0-20
Part 6 Future Goals	Has the ability to think some about the future.	0-10
Total Points for Narrative		100
Total % of Portfolio		**10**

4H Photos

Category	Description:	Points Possible
Photo Quality	Are photos clear and in focus?	0-20
Captions	Are captions easy to read and do they adequately explain photos?	0-20
Project Related	Are Photos related to project or related to leadership and or citizenship?	0-20
Action Related	Do photos show 4-H members in action actually doing work in their project, leadership, or citizenship?	0-20
Size and Scope	How man photos did the member submit? (1pt given for each photo in the appropriate area--Judge can add up to 5 additional points related to quality)	0-20
Total Points for Photos		100
Total % of Portfolio		**5**

TOTAL PORTFOLIO SCORE

Category		Points Possible
Section A	Project Profile	35 Points
Section B	Leadership Profile	25 Points
Section C	Citizenship Profile	25 Points
4-H Narrative		10 Points
4-H Photos		5 Points
Total Points for Portfolio		**100 Points**