TRAINING TIPS
FOR COUNTY STAFF

1. Hold portfolio training meetings throughout the year. Host these both at the county office and in the field. Don’t be afraid to take a few minutes during an already scheduled project training or event. Ask volunteers to help host these trainings to share personal experiences and successes.

2. Send out portfolio tips in your newsletters, emails, and on social media. Choose to highlight certain areas/people from your county to use as examples.

3. Get volunteers and 4-H members used to the Utah 4-H Website. Point them to fact sheets, rubrics, help guides, and examples that they can research on their own. Encourage them to subscribe to the Utah 4-H YouTube channel to view video trainings.

4. Hold County Portfolio Contests. Ask volunteers to come judge portfolios. This will help them to understand quality standards and how they can help their youth improve. Seek out the support of local businesses to provide prizes, awards, and recognition for portfolio winners. Celebrate winners at 4-H achievement nights.

5. Make 4-H Volunteers and Youth aware of State Portfolio Contests, National Trips, and Scholarships that are available through the program.
Why Portfolios?  
Positive Youth Development  
Juniors  
Intermediates  
Seniors  
Volunteers  
How - To  
Identifying Project Area  
Constructing Portfolio  
Portfolio Sections  
Portfolio Contests  
Portfolio Submission Form  
Scholarships  
Judging Rubrics  
Additional Resources  
Fast Facts  
Word & PDF Sections  
Portfolio Dividers
WHY PORTFOLIOS?

Portfolios will help develop and enrich club members, families, and communities. One of the biggest take-aways from creating a portfolio are the soft skills that youth develop during their creation.

SOFT SKILLS

ASSESSMENT COMPARE/CONTRAST
GROWTH MEASUREMENT SELF-REFLECTION
GOAL SETTING EVALUATION
RECORD KEEPING

SOFT SKILLS
4-H is a great way to spend time with family. 4-H portfolios provide multiple chances to bring families together. Great ways to incorporate family members into the portfolio process include, aiming to create opportunities to report in a portfolio, working together to reflect on activities, and helping younger siblings.

Youth will gain an infinite amount of opportunities as a result of a successfully compiled portfolio. Creating an inclusive environment, developing a youth’s independence, service-learning opportunities, and strengthening skills are just a few reasons for a volunteer to spend time helping youth compile their portfolio information.

Portfolios are a win-win for community improvement. Can you imagine if every community member held themselves accountable for what they contributed each year? Portfolios encourage youth to understand how important it is to work on community service, and the community benefits from their efforts. Portfolios are an easy way to make a big impact in your community.
WHY PORTFOLIOS

REWARDS

Portfolios can provide incredible experiences for youth that they may not otherwise be given. Tangible rewards for successfully completed portfolios include ribbons, premiums, scholarships, trips to state contests, eligibility for state leadership positions and trips to National Congress.

EVERYONE WINS

Rewards are nice, but the best part of portfolios is that everyone wins! Portfolios are an essential piece to positive youth development, and whether youth receive a scholarship or simply a ribbon, they are achieving milestones toward their development that they will be able to reflect upon forever.
AGES & STAGES

Youth of all ages should be involved in the portfolio program. As youth progress through 4-H, and as they mature, progression should be reflected in their portfolio. Through the 4-H program and portfolio process, it is important to understand what is expected for the certain ages of our 4-H youth. Portfolios can help to enhance characteristics common to 4-H youth at each development level.

JUNIORS
(3rd - 5th Grade)

Youth at this age need to have small successes celebrated. Portfolios allow for our adult volunteers to praise, work with, and honor youth for their accomplishments. Portfolios also allow junior aged youth to self-reflect on the year and view themselves as becoming independent.

INTERMEDIATES
(6th - 8th Grade)

As youth become more independent at this age, it is important for them to reflect upon and celebrate their own successes. Portfolios allow them the opportunity to focus on personal achievement, service, and leadership. At this stage in their life, intermediate aged youth want know how they can improve for the better. Portfolios allow for goal setting and comparison needed for achievement.

SENIORS
(9th - 12th Grade)

Senior aged youth are at a point in their life where many important choices are right in front of them. Portfolios allow them to reflect upon past experiences and outcomes to aide in their future planning. Seniors are also able to further understand personal independence and identity as they review their 4-H past experience throughout their portfolio.

VOLUNTEERS

4-H Volunteers play a key role in the implementation of Positive Youth Development. Volunteers who understand the outcomes of positive youth development strive to assist their 4-H Youth with their project areas and portfolios. Through portfolios, volunteers help to influence growth and development of 4-H youth, become central figures on a personal level, and can help to emphasize the positive impacts that 4-H has had on their lives.

PROJECT AREA

The first step in the construction of your portfolio is to determine your project area(s). The possibilities are endless when it comes to the projects available through the Utah 4-H Program.
CONSTRUCTION OF THE PORTFOLIO

1. The maximum binder size for the Utah 4-H Portfolio is 1½ -inches. The binder should be white with a clear plastic front.

2. Use official forms or letterhead for every section including photographs and story pages.

3. Category dividers should be printed on astro-green (if needed, this is available in your county 4-H office)

4. Please use a legible font in size 10-12 to make portfolios easier to read and judge.

PORTFOLIO SECTIONS

SECTION ONE

PROJECT REPORT FORM

Complete a new Section 1 form every year for each project or category in which you participate. Print the Part A: Size and Scope and Part B: Knowledge Learned and Skills Developed forms front to back. Only one page per year, per project / category. Put your strongest project / category in front with the current year first, followed by the previous years. Place any other projects / categories in the same order according to emphasis given. Dividers should be used to separate projects / categories. Examples can be found here: http://utah4h.org/projects/leadership/portfolio/PDF
SECTION TWO  

4-H EXPERIENCES & ACTIVITIES

Include all 4-H experiences and activities such as: camps, fairs, retreats, conferences, contests, judging events, field trips, clinics, number of club meetings, demonstrations, talks, exhibits, radio or television appearances, newspaper articles written, workshops, tours, camps, and any other activities which do not fit in other sections. This section is meant to be cumulative. It is not necessary to divide the information by project. Just add the current year’s experiences to the end of the previous year’s information. Add additional pages as needed. Do not add or remove any columns from the forms.

SECTION THREE

4-H ENTRIES, AWARDS & RECOGNITION

This section is meant to be cumulative. Include all 4-H entries, awards, and recognitions. Celebrate your 4-H successes such as premiums, awards, ribbons, achievements, and accomplishments in your club, county, region, and state. It is not necessary to divide the information by project. Just add the current year’s entries to the end of the previous year’s information. Add additional pages as needed. Do not add or remove any columns from the forms.
SECTION FOUR

4-H LEADERSHIP

Include 4-H leadership roles, responsibilities, and at what level you participated. For example, include performing at 4-H activities, community workshops, camps, fairs, etc. This section is meant to be cumulative. It is not necessary to divide the information by project. Add the current year’s experiences to the end of the previous year’s.

SECTION FIVE

4-H COMMUNITY SERVICE

The 4-H program encourages youth to participate in service every year. Service can be related to the project area or based on community needs. Each youth or club has the option of selecting the type of service rendered. List all 4-H community service and your involvement, adding details to give a clear picture of what was accomplished. Be sure it can be easily identified as a 4-H Community Service Project. You may use multiple lines as needed to add detail. Where possible, list numbers of participants, recipients, items prepared, etc.

SECTION SIX

NON 4-H EXPERIENCES

List and describe your most significant non-4-H experiences. These could include such things as leadership roles, community service, awards and recognition received, activities and any other experience other than those in 4-H. Your portfolio is intended to contain all of your important accomplishments throughout the years.
SECTION SEVEN

Your story should describe in detail how 4-H has influenced your life. Give significant detail of personal growth and development through your 4-H project work, 4-H leadership, and 4-H community service. Show such things as how 4-H has affected your self-image, your school success, your career choices, your friends, your goals, your abilities, etc. Explain how 4-H has helped you become a better person of character.

SECTION EIGHT

4-H PHOTOGRAPHS

Include hard copy, scanned, or digital pictures for each year. Include photos of categories, projects, service, and/or leadership experiences to demonstrate your overall growth in 4-H. You are telling your 4-H story for the current year with your photos. Collect photographs which are representative of your total 4-H involvement.
Utah 4-H Offers a variety of contests and opportunities through the Utah 4-H Portfolio Program, A National 4-H Congress trip, State Contest Interview, and State 4-H Scholarships, just to name a few. The Portfolio Submission Form is required when competing in any of these competitions.

Utah 4-H offers a variety of scholarships to 4-H members to help offset the cost of attending Utah State University. The amount and number of scholarships depend on the availability of funds and the status of the applicant pool. Remember, keeping track of your 4-H involvement and achievement with the 4-H Portfolio is a requirement for your scholarship application.

Judging rubrics have been created to better assist Volunteer Judges with comparison, selection, and awarding of portfolios. Rubrics also assist our 4-H youth and volunteers to gain a better understanding of what an excellent, good, and fair portfolio look like. Three distinct rubrics are categorized by age groups (junior, intermediate, and senior), and focus on appropriate skills, projects, and expectations.
# Utah 4-H Portfolio Judging Rubric - Junior Division (Grades 3-5)

**Name:** __________________________________________ **Grade:** __________ **Project:** _______________________________________________

**Total Points:** _____________________________________  **Ribbon Awarded (Circle One):**       Blue (80-100)      Red (50-79)      White (49 or below)

*For each section below, the judge will select the rating (excellent, good or fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.*

## Overall 5%

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
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<th>Fair</th>
<th>Points Possible</th>
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<td>4-5</td>
<td>2-3</td>
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</tbody>
</table>

*The portfolio is secured in a binder with the title sheet on cover. The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. The portfolio has significant spelling, grammar and/or organizational errors. Entry form lacks complete information. Incomplete forms used.*

## 4-H Project Report Form: 20%

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<th>Excellent</th>
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</tbody>
</table>

*Member is very active in project involvement, in terms of depth and/or variety. Table clearly explains the hours and/or money invested in the project. Member clearly explains what was learned in the project and records specific knowledge and skills gained. Demonstrates growth appropriate for grade and years in 4-H.*

## 4-H Experiences & Activities 15%

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</table>

*Member is active in the 4-H program as a whole. Involvement shows appropriate progression in L, C, R, S, M, N, I levels as appropriate for grade and years in 4-H. Only 4-H activities are included and full details are provided. 4-H should be used in descriptions where relevant.*

## 4-H Awards & Recognition 5%

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</table>

*All awards and recognition are recorded including the contest, award, level and premium. Awards should be clearly demonstrated that, appropriate for grade and years in 4-H.*

## 4-H Leadership 15%

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<th>Excellent</th>
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*Shows active roles in leadership. Only 4-H leadership roles are included. Shows progression and activities are included. Leadership roles are appropriate for grade and years in 4-H.*

## 4-H Community Service 15%

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</table>

*Member involved in 4-H community service activities. Provides details on giving a clear picture of what was accomplished and involvement. Only 4-H community service.*

## 4-H Experiences 8%

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<th>Excellent</th>
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<th>Fair</th>
<th>Points Possible</th>
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</tbody>
</table>

*Includes significant non 4-H experiences in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition.*

## My 4-H Story 15%

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<th>Excellent</th>
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</table>

*Submits a new story each year. Story should be at least 1/2 page long, but no more than 1 page from black. Story should reflect personal growth and development through 4-H project work for the current year and highlights leadership and community service. Gives details to demonstrate how 4-H has influenced life.*

## 4-H Photos & Certificate of Achievement 5%

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</table>

*Submits new photo each year utilizing space allotted. Pictures in photoshoot & show wide variety of depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos are dated with detailed captions. Includes Certificate of Achievement.*

**Utah State University Extension | Utah 4-H.org**
# Utah 4-H Portfolio Judging Rubric – Intermediate Division (Grades 6-8)

## Name: ____________________________ Grade ________ Project ____________________________

Total Points: ____________________________  Ribbon Awarded (Circle One):       Blue (80-100)      Red (50-79)      White (49 or below)

### Overall 5%
- The portfolio is secured in binder with the title sheet on cover. Correct forms and divider pages are used. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures.

<table>
<thead>
<tr>
<th>Excellent</th>
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<td>5</td>
<td>2.5</td>
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### 4-H Project Report Form: 20%
- Member is very active in project involvement; in terms of depth and/or quality, money and/or time invested in the project. Table clearly explains the hours and/or money invested in the project. Applicant lists what was learned in the project and what was accomplished. Project report form is filled out completely with all signatures.

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<thead>
<tr>
<th>Excellent</th>
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<th>Fair</th>
<th>Points Possible</th>
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<tbody>
<tr>
<td>16 - 20</td>
<td>10 - 15</td>
<td>0 - 5</td>
<td>20</td>
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</tbody>
</table>

### 4-H Experiences & Activities 15%
- Member is active in 4-H program as a whole; involvement shows appropriate progression in L, C, R, S, M, N, I, levels as appropriate for grade and years in 4-H. Only 4-H activities are included and full details are provided. 4-H should be listed in the descriptions where relevant.

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<tr>
<th>Excellent</th>
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### 4-H Awards & Recognition 5%
- All awards and recognition are recorded including the contest, awards, level and premium. Awards show progression in L, C, R, S, M, N, I, levels as appropriate for grade and years in 4-H.

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<th>Excellent</th>
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<th>Fair</th>
<th>Points Possible</th>
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<td>4 - 5</td>
<td>2 - 3</td>
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</table>

### 4-H Leadership 15%
- Shows a clear picture of the responsibilities and skills in each 4-H leadership role. Only 4-H leadership roles are included. Shows progression in leadership, community service, and other areas as appropriate for grade and years in 4-H.

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<td>12 - 15</td>
<td>8 - 11</td>
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### 4-H Community Service 15%
- Member involved in 4-H community service activities. Provides details to give a clear picture of what was accomplished and involvement. Only 4-H Humanitarian activities.

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<thead>
<tr>
<th>Excellent</th>
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<th>Points Awarded</th>
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### 4-H Experiences 15%
- Lists significant non-4-H experiences in which community service, sports, church, or other organizations such as leadership, community service, awards and recognition.

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<tr>
<th>Excellent</th>
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</table>

### 4-H Story 15%
- Submits a new story each year. Each story is at least 2 pages long, but not more than 3 pages. Story is original, creative, and well written. Story clearly explains what was accomplished and involvement. Story highlights leadership and community service.

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<thead>
<tr>
<th>Excellent</th>
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<th>Points Possible</th>
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### 4-H Photos And Certificate of Achievement 15%
- Submit a new photo page each year. Photos are professional quality and show development and progress in leadership and community service.

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<thead>
<tr>
<th>Excellent</th>
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* For each section below, the judge will select the rating (excellent, good or fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.
# Utah 4-H Portfolio Judging Rubric – Senior Division (Grades 9-12)

**Name:** __________________________________________  **Grade** __________  **Project** _______________________________________________

| Overall | 5% |
|---------------------------------------------|
| The portfolio is secured in a binder with the title sheet on cover. The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 5 | 3 | Points Awarded |

| 4-H Project Report Form | 20% |
|---------------------------------------------|
| The portfolio is secured in a binder. Correct forms and divider pages are used. Binder exceeds 1.5 inches. Some spelling, grammar and/or organizational errors are present. Entry form lacks complete information. |
| Excellent | Good | Fair |
| Points Possible | 16 | 8 | Points Awarded |

| 4-H Experiences & Activities | 15% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 12 | 8 | Points Awarded |

| 4-H Awards & Recognition | 5% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 4 | 2 | Points Awarded |

| 4-H Leadership | 10% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 8 | 6 | Points Awarded |

| 4-H Community Service | 25% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 15 | 12 | Points Awarded |

| My 4-H Story | 15% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 15 | 12 | Points Awarded |

| 4-H Photos and Certificate of Achievement | 5% |
|---------------------------------------------|
| The portfolio is organized correctly using approved forms and green dividers. Binder does not exceed 1.5 inches. Overall appearance is neat and clean. Correct punctuation, spelling, and grammar is used. Entry form is filled out completely with all signatures. |
| Excellent | Good | Fair |
| Points Possible | 5 | 3 | Points Awarded |

---

* For each section below, the judge will select the rating (excellent, good, fair) that provides the best overall match for the criteria described. The judge will then select the appropriate points to award for each section.

**Comments:**
PORTFOLIO FAST FACTS

1. Getting Started...
A portfolio is an organized collection of a person’s progress, achievements, contributions, and efforts that demonstrate accomplishments, size and growth over time. The outside of your portfolio should consist of a secured white binder with a clear front not exceeding 1 1/2 inches. An overall clean and neat appearance should be portrayed.

2. Official Forms...
Each official form used throughout the portfolio can be found at: https://utah4h.org/projects/leadership/portfolio/index The cover page should be inserted into the clear binder cover with name and county. The first page in the book should be the Portfolio Entry Form, completely filled out with no blank signatures.

3. Portfolio Structure...
Section pages and Project Category dividers should be printed on astro-green paper and remain in the correct order. It is important to use an easy to read font in size 10-12. Early years may be written in pencil; followed by pen, then word processor – thus showing growth and development.

4. Portfolio Sections...
The following are points to cover in each section to strengthen the content of your portfolio:

4-H Community Service
Explain in detail about what 4-H community service activities you were involved in. Give a clear picture about what was accomplished.

4-H Photos & Certificate of Achievement
Submit a new photo page each year utilizing space allotted. Pictures should be in page protectors and show a wide variety / depth of projects, leadership, service and activities that represent 4-H involvement this year. Photos should be dated with detailed captions. Include a Certificate of Achievement following your photo section.
4-H Awards & Recognitions
Include any contests and awards you have completed. Awards should show age appropriate progression.

4-H Experiences & Activities
Show that you are active in the 4-H program as a whole. Show age appropriate involvement in all areas of 4-H. Only include 4-H experiences and explain them in detail. “4-H” should be used in every description.

4-H Leadership
Give a clear picture of the responsibilities and duties in each 4-H leadership role. Show age appropriate progression through only 4-H leadership roles.

Non 4-H Experience
List significant non 4-H experience in school, community, sports, church, or other organizations such as leadership, community service, awards and recognition. This is your opportunity to list any accomplishments that were not part of 4-H.

My 4-H Story
Give a clear picture of the responsibilities and duties in each 4-H leadership role. Show age appropriate progression through only 4-H leadership roles.
PORTFOLIO SECTIONS

Portfolio sections can be found in both word and PDF documents on:
http://utah4h.org/projects/leadership/portfolio/

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**PORTFOLIO SECTIONS**

- **Section 1: Project Report Form**
- **Section 2: 4-H Experiences & Activities**
- **Section 3: 4-H Entries, Awards & Recognitions**
- **Section 4: 4-H Leadership**
- **Section 5: 4-H Community Service**
- **Section 6: Non-4-H Experiences**
- **Section 7: My 4-H Story**
- **Section 8: 4-H Photographs**

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PORTFOLIO DIVIDERS

Portfolio dividers are an essential part of the construction of your portfolio. Pay close attention to the information provided on the back of each divider to help properly categorize your information.

* All dividers should be printed on astrogreen paper.