



## 2022 PORTFOLIO COMPETITION SUBMISSION GUIDELINES

### PLEASE NOTE & READ CAREFULLY -

We will be accepting the following for the 2022 Regional Portfolio Competition –

- a) 4-H project record base book and inserts.
- b) 4-H record books that have been available for members to use in previous years for livestock breeding projects may be entered as part of a portfolio, however this is only to finish a project that had been started with a prior year breeding book.
- c) 4-H record books that include the base book & a reasonable combination of project book pages to make up the insert i.e. generic, creative options etc., which best suit the project if an insert is not available for that project. NOTE that the most current book for any project must be used.

When members are entering more than one project book & are using the base books & inserts, members are allowed to photocopy the base book for each portfolio entered. Each portfolio being entered must be in a separate binder.

1. Project portfolios must be submitted in a ring binder no larger than 2” ring (not spine).
2. Following are the guidelines of what should be included. Remember that any materials included in the binder should NOT take away from the general appearance and neatness of the binder.
  - **MUST INCLUDE:**
    - the record book base or record book
    - the record book insert or record book
    - project costs & calculations
    - photos as required in the project book, labelled & dated
    - 4-H member certificate (or copy)
    - club constitution
    - agendas (meeting minutes & treasurer reports are optional)
    - club information
    - copy of the 4-H speech or presentation notes, print out of slideshow if applicable, certificates if received, communication judging sheets/feedback (MC's from communications events should include the program from the event, and a certificate if one was presented.)
    - newspaper articles, sourced & dated
  - **REMOVE:** 4-H Magazines, ribbons, 4-H diaries, project book pages that haven't been used, noting that all pages relevant to a project must be include
  - **OPTIONAL:** Members list, phone list, minutes, financial reports, budgets.
  - **SUGGESTED:** It is suggested that the record book be kept together at the front of portfolio & not spread throughout, that dividers be used for ease of judging, and that members who present a speech/presentation at a club meeting include comment sheets providing feedback or explain their completion of the required communication activity.
  - **Due to COVID -** If your club has done something unique for an event i.e.: communications, please provide an explanation of what was done & why something may not be included.

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- NOTE: If parts of the record book have been removed or deemed not applicable at the club level, a member may not be given full completeness marks at the regional level for the portfolio.
3. Only current year project portfolios may be submitted for competition. The only exception is for breeding projects (Beef & Sheep). In this case, the entire project book should be submitted if the book reflects the same animal. It should be clearly indicated which project is applicable to the year being marked. (i.e. dividers, paper clipping previous year together etc.)
  4. Portfolio books **placing 1st and achieving a minimum of 80%** at club level may be submitted. If the 1<sup>st</sup> place book is not available to go on to the next level of judging, then the 2<sup>nd</sup> place book may be submitted. Record books **MUST** be complete to be submitted.
  5. All portfolios submitted **MUST HAVE** a fully completed (including signatures) 2022 COMPETITION ENTRY FORM inserted at the front of the binder. This form must be on a single sheet with no information on the back.
  6. Book markers from the club & district level **MUST** enter the accuracy mark used onto the COMPETITION ENTRY FORM.

## GENERAL GUIDELINES:

1. Portfolio books should not be returned to the members after the final club judging as no corrections or additions are allowed in the portfolio book once they have been judged.
2. Portfolios being submitted for competition beyond the Club Level must be judged by an impartial judge (no immediate family members, parents as leaders etc.).
3. Members may enter more than one portfolio book as long as each book placed 1st at club level, is complete and has achieved a minimum of 80%. Each portfolio book must be in a separate binder.
4. Portfolios will be judged in the categories as outlined in the Calgary Regional 4-H Portfolio Competition Categories 2022 (see page 3 of this document).
5. **All portfolio books must have cost/calculation sheets.** If the record book being used does not have one, please acquire one from another 4-H Record Book. Include all costs that are related directly to your 4-H project. If for some reason, there are no costs for the project (which would very seldom occur), please include a detailed explanation as to why this is the case.
6. It is highly recommended that all permanent records be done in blue or black pen. However, records done in pencil will be accepted. Members should be consistent throughout the book in whichever they choose to use.
7. Computer generated record books are acceptable. It is suggested that the formatting be similar to the printed record book. If using this method, it is also suggested that members use a significantly different font, if possible, which will showcase their personal input. Handwritten records seem more personal.

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8. All decimal points are to be rounded to 2 places & numbers should be written so that the decimal places are aligned. This will ensure neater records and fewer mistakes in addition. It is not necessary to write dollar & cent signs other than at the end of a column.
9. Members should double check all calculations so that mistakes are not carried through the entire book. Books no longer need to receive 100% on accuracy to be submitted to competitions beyond club level.
10. The use of page protectors is optional. Please note that although members will not gain/lose points if they use page protectors, they will take up extra space in the binder and should not hinder the closure of the binder.
11. Record of Club Activities &/or Project Activities – members should write as much detail as possible so that they can refer to their records. Therefore, a detailed statement of activities completed, skills practiced etc. will be beneficial for future reference.
12. Photos: All individual photos must be identified (who is in photo & what is happening) & dated. Photos required for the project must be include & should be in chronological order for ease of judging. Photos from club activities, etc. are highly recommended as they add personality to the record books.
13. Articles: Articles must be identified and dated and can be about your 4-H Club, project or 4-H in general. Reference should be made to the name of the newspaper & publications and the date of publication. Try to keep the number of newspaper clippings & articles to a maximum of 10.

## **DISTRICT JUDGING COMMITTEES:**

- **PLEASE REMOVE** the club & district level Scoring Sheets before advancing winning books onto the Regional Competition.
- **PLEASE PROVIDE** a list of the Winner's Names, District level score (as a percentage out of 100), Project & Level of Project to the Regional Portfolio Committee Rep by the date requested.



## 2022 PORTFOLIO COMPETITION CATEGORIES

**NOTE:** One award will be given out in each category for each level (JR, INT & SR) Categories may be combined at the discretion of the judging committee on the day of the competition and will be determined by the number of books in a category. Age levels will be judged separately.

### **BEEF**

1. Market Steer/Beef Carcass
2. Beef Heifer
3. Breeding Herd – 2 yr. Cow/Calf and 3 yr. Cow/Calf projects
4. Dairy

**HORSE** - regardless of the horsemanship level or project that members are in, books will be judged by the following age groups.

1. Junior
2. Intermediate
3. Senior

### **SHEEP/GOAT**

1. Market Lamb
2. Breeding Ewe Lamb
3. Sheep Flock – 2 yr. Ewe/Lamb and 3 yr. Ewe/Lamb projects
4. Pen of 3

### **SMALL ANIMALS**

1. Canine
2. Small animals – other (Rabbit, Poultry, Cavy etc.)

### **TECHNOLOGY, TRADE & LIFE SKILLS**

1. Active Living – Archery, Outdoor Education, Outdoor Pursuits etc.
2. For the Arts – Art, Creative Writing, Photography etc.
3. In & Around the Home – Crafts, Sewing, Foods etc.
4. Take the Lead – Exploring 4-H, Leadership, Creative Options, Entrepreneurship etc.
5. Technology & Trade – Computers, Woodworking, Small Engines, Welding etc.

### **NOTE:**

- The Portfolio judging committee reserves the right to use their discretion in amending or combining categories listed on the Competition Entry Form.
- Categories will be adjusted from year to year as projects become more/less widely chosen by members or at the discretion of the judging committee.



