

2023 CALGARY REGIONAL PORTFOLIO COMPETITION SUBMISSION GUIDELINES

PLEASE NOTE:

We will be accepting the following for the 2023 Regional Portfolio Competition –

- a) 4-H project record base book and insert or inserts if the member has multiple projects that are to be judged at the regional level. Both the base book & each insert are required to have received a combined minimum mark of 80% at the district level.
- b) the most current 4-H record book when a base book & insert are not available from 4-H AB.
- c) a 4-H record book that includes 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 – this is only required when a) or b) are not a suitable option.

NOTABLE CHANGES:

- When members are entering more than one portfolio, they are required to submit one base book & each insert in the same binder. No photocopying of base books to match each submitted insert is required.
- Members are not to remove pages from record books & are to include all pages in the correct order – base/insert or record book. If pages were not used, please write N/A at the top with a brief explanation. Including all pages will add to completeness of the portfolio.

1. Project portfolios must be submitted in a 3-ring binder that is large enough to hold all pages securely.
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 the record book if an insert is not available for the project
- the record book insert
- project costs & calculations including inventory list & costs, budget if required, feed records etc.
- an 'All About Me' page – include a picture of yourself & a write up introducing yourself & your interests
- 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
- OPTIONAL: Members list, phone list, minutes, financial reports, club budgets
- SUGGESTED:
 - The base & insert or record book should be kept together at the front of portfolio & not spread throughout. The insert is to be part of the base book as indicated on the page found in the base book 'place insert here' to maintain consistency within the portfolio.

-Dividers should be used for ease of judging – use dividers that are easy to find amongst the portfolio pages with tabs that are visible.

-Members may be creative with their binder covers to show their personality.

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. Members should clip the prior year insert together – or include it at the back of the book under a heading of prior breeding project records.
4. Portfolio books **placing 1st and achieving a minimum of 80%** at club level may be submitted. If the 1st place book is not available to go on to the next level of judging, then the 2nd place book may be submitted. Record books **MUST** be complete to be submitted.
5. All portfolios submitted **MUST HAVE** a fully completed (including signatures) 2023 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 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 as long as each book placed 1st at club level, is complete and has achieved a minimum of 80%.
4. Portfolios will be judged in the categories as outlined in the Calgary Regional 4-H Portfolio Competition Categories 2023 (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. White out is allowed, try to use it minimally.
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.

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.

CALGARY REGIONAL 2023 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/3 yr. Cow/Calf projects – if entering 'Breeding Herd' all three inserts must be entered
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. Ewe Lamb
3. Sheep Flock/Yearling Ewe/Mature Ewe projects – if entering 'Sheep Flock' all three inserts must be entered
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.

LIFE SKILLS ENTRY FORM FOR REGIONAL PORTFOLIO COMPETITION - This entry form **MUST BE** inserted at the front of the binder to be eligible for District & Regional Competitions.

4-H Member's Name: _____

Member's Address: _____

City & Postal Code: _____

Member's Phone #: _____

Birth Date (month/day/year): _____

4-H Level (please circle): Junior Intermediate Senior
(as of January 1, 2023) (9-11) (12-14) (15-20)

4-H Project Category: _____
(See 2023 Regional Portfolio Competition Category Listing)

Project Record Year: _____

4-H Club Name: _____

4-H District Name: _____

General 4-H Club Leader: _____

Leader's Phone # & Email: _____

CLUB LEVEL: I have checked/marked the Records & Calculations in both the base book (15 marks) & insert book (25 marks) and assign this Portfolio a total mark of /40 for **ACCURACY at the Club Level.**

Club Level Marker Signature:

Signature of Club Level Marker

Print Name of Club Level Marker

ADVANCING LEVELS: Judges have the right to spot check and amend **accuracy marks** awarded at a previous level.

District level: /40 **Regional level:** /40

LIVESTOCK ENTRY FORM FOR REGIONAL PORTFOLIO COMPETITION - This entry form **MUST BE** inserted at the front of the binder to be eligible for District & Regional Competitions.

4-H Member's Name: _____

Member's Address: _____

City & Postal Code: _____

Member's Phone #: _____

Birth Date (month/day/year): _____

4-H Level (please circle): Junior Intermediate Senior
(as of January 1, 2023) (9-11) (12-14) (15-20)

4-H Project Category: _____
(See 2023 Regional Portfolio Competition Category Listing)

Project Record Year: _____

4-H Club Name: _____

4-H District Name: _____

General 4-H Club Leader: _____

Leader's Phone # & Email: _____

CLUB LEVEL: I have checked/marked the Records & Calculations in both the base book (15 marks) & insert book (35 marks) and assign this Portfolio a total mark of /50 for **ACCURACY at the Club Level.**

Club Level Marker Signature:

Signature of Club Level Marker

Print Name of Club Level Marker

ADVANCING LEVELS: Judges have the right to spot check and amend **accuracy marks** awarded at a previous level.

District level: /50 **Regional level:** /50