2023-2024 Calgary Regional Portfolio Marking Guide

Calculations - Deduct 1/2 point off for the first error once, do not take off 1/2 point every time the same error is carried
forward to another page. For a second, separate error, take off another 1/2 point once.

Spelling - Deduct 1/2 point off for the first error once, do not take off 1/2 point every time the same error is carried forward to another page. For a second separate error, take off another 1/2 point once.

Diaries - Not to be included - take 1/2 point off under 'Extra Effort' section under 'Organization & Presentation' if member left it in their portfolio.
Page Removal - Deduct 1/2 point for each page removed

Base Book -
Code of Conduct - remove 1/2 point if parent or member did not sign & date
My 4-H Year Plan - remove 1 point for each section missed
About Me - remove 1 point for each section missed
About My Club - remove 1/2 point for each line that is missing information or that doesn't have N/A entered
Record of Club Activities - remove 1/2 point per event if it doesn't include date/activity/location
Record of District/Regional/Provincial Activities - remove 1 point per activity participated in if date/activity/location are not included
Summary of 4-H Year - if full page written with no errors, then would receive full marks

Accuracy - Financial Summary - remove 1/2 point for first calculation error/1/2 point for second calculation error etc/remove 1/2 point for incorrect transfer of numbers or any other errors

Portfolio Components -
4-H Certificate - no points if missing
Communication Activity/Judging Sheets - 2 points per speech/presentation copy/3 points for judge's score card & program at club level minimum
Club Meetings - information from each club meeting in the form of agendas/treasurer reports/ minutes etc - full points for info on 6 meetings per year, remove 1/2 point if no info on meeting
Club Information - constitution - 1 point, additional info - calendar/club committees/event info/contact list etc - 1 point each
District/Regional Events - 1 point for including event information - 5 points for 5 events
Newspaper Articles/Online Printouts - if missing source/date remove 1/2 point per article - 1/2 point per article/1/2 point for info

Extra Effort -

Overall impression - 1 point for each achieving each item overall

Non-project pictures - add 1/2 point for each picture added that is not specific to project - 8 pictures equals 4 points

Organization & presentation - 1 point for each

Insert -

Remove 1/2 point for an incomplete section/spelling error (once), N/A not written where applicable etc.

Accuracy - Non Livestock - 1/2 point removed for each new calculation error (once) or missing expenses etc

Budget - full points if included, no marks if not done (noting this only applies to senior - market projects)

Project Evaluation/Story - full points if all questions answered, remove 1 point per question if not answered or N/A not filled in

Pictures Pertaining to Project - remove 1/2 point per picture if any info missing - who/what/where/when