

# 2023-2024 CALGARY REGIONAL PORTFOLIO COMPETITION SUBMISSION GUIDELINES

CLARIFICATIONS: A 'portfolio' in a binder can be compared to a filing system within a filing cabinet. The binder or cabinet contains all of the information or files that make up the portfolio – the record book which is made up of the base book & insert & all of the requirements of the portfolio competition – club information, meeting info, district & regional events, pictures etc. The binder can contain more than one portfolio if the member has completed more than one 4-H project in the year & to do this, the member includes a completed insert for each project that they have done.

**\*\*One member enters one binder – even when multiple inserts advance into different portfolio categories. \*\***

## QUALIFYING FORMATS:

The following will be accepted for the 2023-2024 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
- b) the most current 4-H record book when a base book & insert are not available from 4-H AB for the project.
- c) a 4-H record book that includes the base book & a reasonable combination of project book pages from the generic record book or the creative options record book to make up an insert.

## WHEN A MEMBER HAS MULTIPLE PROJECTS:

- a) When members are entering more than one portfolio competition category – as listed in this document, they are required to submit **one** base book & each project insert in the same binder.
- b) No photocopying of base books is required or of the portfolio components – i.e.: communication activity information, newspaper articles etc. as everything is contained in one binder.

## TO QUALIFY FOR THE PORTFOLIO COMPETITION:

- a) Members may enter multiple portfolio categories (with inserts that have been completed for each project) if each portfolio has achieved a combined minimum mark of 80% at each level.
- b) Portfolios placing 1<sup>st</sup> and achieving a minimum of 80% at each level may be submitted. If the 1<sup>st</sup> place book in that age group & project type is not available to go one to the next level of judging, then the 2<sup>nd</sup> place book may be submitted if it also achieved a minimum of 80%.
- c) All portfolios **MUST HAVE** a fully completed 2023-2024 Competition Entry Form inserted at the front of the binder. If multiple categories are being entered, a form must be submitted for each one.
- d) Book markers from the club & district level **MUST** enter the accuracy mark received at that level onto the competition entry form.
- e) Project portfolios must be submitted in a binder that is large enough to hold all pages securely but is not excessively large for the contents.
- f) Base books & inserts, record books or combinations of pages used must be complete.
- g) Members are not to remove pages from record books & are to include all pages in the correct order – base/insert or record book.
- h) If pages were not used, please write N/A at the top with a brief explanation. If a section is left blank, write N/A (i.e.: missing phone #'s, month not active).

PORTFOLIO COMPONENTS: 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.

BASE BOOK REQUIREMENTS – further info for each section is found on the marking sheet.

- a) Code of Conduct page
- b) 4-H Year Plan page

- c) About Me page
- d) Record of Club Activities page(s)
- e) Record of District, Regional & Provincial Activities page(s)
- f) Summary of 4-H Year page
- g) Financial Summary for the 4-H Year – provided by the region & found on the 4-H AB website under ‘Regional Forms’ – to replace page 20 in the base book.

INSERT REQUIREMENTS – further info for each section is found on the member entry sheet.

- a) Livestock or Non-Livestock Records including Financials.
- b) Budget – SENIOR members only
- c) Project Evaluation/Story
- d) Project Pictures

PORTFOLIO REQUIREMENTS – further info for each section is found on the member entry sheet.

- a) 4-H Member Certificate
- b) Communication Activity Sheets
- c) Club Meeting Info
- d) Club Information (constitution etc.)
- e) District/Regional/Provincial Events
- f) Newspaper Articles/Online Printouts

EXTRA EFFORT – further info for each section is found on the member entry sheet.

- a) Overall Impression
- b) Non-project pictures
- c) Organization & presentation

**NOTE: 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.

REMOVE - 4-H Ribbons, 4-H diaries.

OPTIONAL CONTENT may include –

- a) members list/club committees
- b) club program plans, budgets, financials

PORTFOLIO ORGANIZATION, NEATNESS & ACCURACY:

1. Dividers must be used for ease of judging – use dividers that are easy to find amongst the portfolio pages with tabs that are visible.
2. Members be creative with your portfolio to show off your personality.
3. Only current year project portfolios may be submitted for competition.
4. 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.
5. 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.
6. 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.
7. Members should double check all calculations so that mistakes are not carried through the entire book.

8. 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.
9. 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.
10. Photos: All individual photos must be identified (who is in photo & what is happening) & dated. Photos required for the project must be included & should be in chronological order for ease of judging. Photos from club activities, etc. are highly recommended as they add personality to the portfolio.
11. 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.

#### JUDGING RULES:

1. Portfolio books are not to be returned to the members after they have been submitted at the club level, as no corrections are allowed in the portfolio book once they have been judged.
2. Portfolios being submitted for competition at all levels must be judged by an impartial judge (no immediate family members, parents as leaders etc.).
3. Portfolios will be judged in the categories as outlined in the Calgary Regional 4-H Portfolio Competition Categories 2023-2024 (see page 3 of this document).

#### DISTRICT JUDGING COMMITTEES:

- a) PLEASE REMOVE the club & district level marking sheets before advancing winning portfolios onto the Regional Competition & retain marking sheets to return to members.
- b) PLEASE PROVIDE a list of the winner's names, district level score (as a percentage out of 100), project & age level to the Regional Portfolio Committee Rep by the date requested.

# 2023-2024 CALGARY REGIONAL 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 Projects – can be 2 yr old Cow/Calf or 3 yr old Cow/Calf
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. Breeding Projects – can be Yearling Ewe or Mature Ewe
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, 2024)      (9-11)                      (12-14)                      (15-20)

4-H Project Category: \_\_\_\_\_  
(See 2024 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: \_\_\_\_\_

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**CLUB LEVEL:** I have checked/marked the Records & Calculations in both the base book (20 marks) & insert book (20 marks) and assign this Portfolio a total mark of     /40 for **ACCURACY at the Club Level.**

\_\_\_\_\_  
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:**     /45

**Regional level:**     /45

\_\_\_\_\_  
Signature of District Level Marker

\_\_\_\_\_  
Signature of District Level Marker

**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, 2024)      (9-11)                      (12-14)                      (15-20)

4-H Project Category: \_\_\_\_\_  
(See 2024 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: \_\_\_\_\_

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**CLUB LEVEL:** I have marked the calculations in the base book (20 marks) & insert book (25 marks) and assign this Portfolio a total mark of     /45 for **ACCURACY at the Club Level.**

\_\_\_\_\_  
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:**     /45

**Regional level:**     /45

\_\_\_\_\_  
Signature of District Level Marker

\_\_\_\_\_  
Signature of District Level Marker