

4-H PORTFOLIO FAQ'S

What if I have never done a portfolio before?

1. If you are new to doing a portfolio, pick a project to submit your portfolio on in the area where you do the most work. A project selection guide is attached to help you do this.
2. Senior High - If you have never done a portfolio before, you can include the current year plus the previous three years on the NEW 305 forms. (Example: 2019, 2018, 2017, 2016). There is no need to do thinking ahead and looking back forms either. EXCEPTION: Citizenship and Leadership Portfolios will NOT include 2019.
3. Junior High - If you have never done a portfolio before, you can include the current year plus the previous year on the NEW 305 forms. (Example: 2019 and 2018). There is no need to do thinking ahead and looking back forms either.

What if I did a portfolio last year, where do I begin now?

4. If you have done a portfolio in the past, you will finish your 2018 305 forms from last year and then begin 2019 on the new 305 forms.

How do I get the 305 Forms to Work on My Computer?

5. You **MUST** download Adobe Acrobat read in order for the 305 forms to work. You can do this for free by following this link: <https://get.adobe.com/reader/>
6. You **MUST** save the 305 forms on your hard drive before working on them and saving them with a different name. Try a test page first to see if it works. If not, print out the page, handwrite in the information and scan it onto your hard drive. If you do not have a scanner at home, there are several free scanning apps you can use with your phone. I use "Tiny Scanner" and I find it to be very user friendly.

What About the New Goals Section on the new 305 Forms?

7. We suggest on the new 305 forms that you write at least three goals. One of them should be able to be completed by May when the portfolios are due (except for Citizenship and Leadership for Senior Highs which will NOT include the new 305 forms).

Where do I find these forms?

8. All of the forms you need are on our website at <https://extension.tennessee.edu/Knox/Pages/4HFormsandFliers.aspx>. MAKE SURE YOU ARE USING THE RIGHT FORM.

Is there a set of guidelines I can use?

9. Yes! They are available at <https://extension.tennessee.edu/Knox/Pages/4HFormsandFliers.aspx>. MAKE SURE YOU ARE USING THE RIGHT GUIDELINES FOR YOUR GRADE. There is one for junior high and one for senior high produced by the state 4-H office and one produced by our office.