2018 GUIDELINES FOR STATE PORTFOLIO ELIGIBILITY

To be eligible to represent a state in the Project Citizen National Showcase, an entry must arrive at the Center *no later than Wednesday, July 18, 2018* and meet the following criteria.

1. **Portfolios *must* address a public policy issue. State portfolio entries lacking a clear policy issue and proposed policy solution will *not* be displayed at the National Showcase.**

   To meet this requirement, the following elements *must* be present in the problem statement and the proposed public policy, as well be reflected in the action plan.

   - A government entity must be involved in carrying out its responsibilities; for example, the local school board votes to install metal detectors in the district's schools.

   - Public policy commitments are made and carried out by people who have been authorized to act in accordance with established norms and procedures; for example, the state legislature is empowered to make laws governing the registration of motor vehicles; they in turn authorize the state department of motor vehicles to establish and carry out policies and procedures for auto registration.

   - Public policies reflect the commitment of public assets and direct the flow of resources that affect the public. These may be defined in terms of

     - economic advantage (the city council votes to grant volunteer firefighters a property tax exemption);

     - individual or group rights (if the school board opens school facilities for use by some outside groups, it may not arbitrarily deny that same right to others);

     - shifts in political power (state legislatures are empowered to use official census data to redraw congressional districts).

   For example, if the city council approves a program to feed the homeless and authorizes the department of social services to use city resources to do so, it *is* public policy. When a local church conducts a food drive and distributes the food to indigent members in the same community, it is *not* public policy. Community service projects that do not involve a government entity do not constitute public policy or policy solutions.

2. **Eligibility**

   A. For portfolios originating in an *academic setting*, the class must
   - be from a fifth to eighth-grade class (or the majority of students must be in the age range of ten to fourteen years); EXCEPTION – If the state also holds a high school competition, then students in grades 9 through 12 are also eligible. The rest of the rules listed apply.

- be constituted according to the school's normal programming procedures;
- be part of the school's regular curriculum, such as history/social science, language arts, or other appropriate programmatic areas including, for example, special education and gifted and talented education;
- be designated on the school's master program (schedule of class offerings);
- meet during regular hours;
- have all enrollees listed in the teacher's record-book

It is understood that many schools employ flexible scheduling methods, including the use of "advisory periods." The criteria listed above do *not* restrict participation by such classes.

B. For portfolios originating in *extracurricular or youth organization settings*, the group must

- include a majority of students in the age range of ten to fourteen years;

- be affiliated with a sanctioned school-based program (i.e., afterschool clubs, organizations, or childcare programs);

- be from a nonprofit community-based youth program (i.e., 4-H, Boys and Girls Schools, YMCA, Boys and Girls Clubs, etc.).

C. Additional considerations

- Portfolios developed by a group of students that does not fall into either of the two categories above are *not* eligible to represent the state in the Project Citizen National Showcase event.

- Portfolios developed by an individual student are never eligible to represent the state in the Project Citizen National Showcase event.

- The criteria do not restrict participation of students working in a home school consortium recognized by the local education agency.

3. **Traditional Portfolio—components and size**

Traditional hard copy portfolios must include both a display and documentation component and meet the prescribed size regulations.

A. **Display component** consists of the following:

- Four (4) panels of poster board, foam-core board, or the equivalent with *each* panel being *no larger than 32" wide x 40" high*

- Each panel should include

  → a written summary of the required topics for the group's section;

  → graphic illustrations for the section;

→ identification of the sources used for the information in this section.

- Total weight of the display component *may not exceed ten (10) pounds*.

B. **Documentation component** consists of the following:

- Five (5) sections contained in a *single three-ring binder no larger than 2" thick*, each section separated by a divider

- An overall table of contents as well as tables of contents for each section

- Copies of the most important information each group has gathered that best documents or gives evidence of their research

- A final section that contains the class's evaluation and reflection on their experience

C. **Other dimensional specifications**

Items projecting from the panel surface are not permissible; panels must be one-dimensional and allow for flat folding (e.g., a soda can attached to the panel is *not* allowable).

- Content material must be confined to the inner dimensions of the four panels (items may not extend beyond the edge of the board). All material *must* be securely attached to the panels: if an item detaches from the panel it may be impossible to replace it in the proper position.

- Each sheet in the documentation folder *must* be numbered at the bottom center to enable staff to replace it in the appropriate section should it come loose from the binder.

4. **Electronic Portfolio**

The Project Citizen National Showcase is now open to electronic submissions. States may submit their representative best portfolio, whether it be hard copy or electronic. If states hold separate electronic and board competitions, they may submit two—one in each category.

Electronic portfolios must display the same content materials as a traditional portfolio using innovative technology tools and online resources.