



Guidelines for Portfolio Eligibility

In order to be eligible to participate in the **Project Citizen Pennsylvania Showcase**, May 7-11, 2007 in Valley Forge, Pennsylvania, the entry must meet the following criteria.

1) **Portfolios must deal with a public policy issue**

The following elements must be present in the problem statement and the proposed class policy, and be reflected in the action plan.

- A government entity must be involved in carrying out its responsibilities; e.g., 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 by popular consent and in accordance with established norms and procedures; e.g., 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 fire fighters 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 a 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.

2) **Class eligibility requirements**

A portfolio submitted for the state showcase must be from a fifth- through eighth-grade class that meets the eligibility criteria as stated below and in the *Project Citizen Teacher's Guide*, page 47.

Classes must

- be constituted according to the school's normal programming procedures
- not be constituted specifically to enter the showcase
- be part of the school's regular curriculum such as history/social science, language arts, or other appropriate content areas
- 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 middle schools often employ flexible scheduling including the use of "advisory periods." The criteria listed above do **not** restrict participation by such classes.

3) Portfolio components and size

Portfolios must include both a display and documentation component and meet the prescribed size regulations.

- **Display component** consists of
 - 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 of the four groups in the class will have one panel to display their work; 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
- **Documentation component** consists of
 - five (5) sections contained in a single **three-ring binder** no larger than **2" thick**, each section separated by a different colored 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 which best documents or gives evidence of their research
 - a final section that contains the class's evaluation and reflection on their experience
- **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, but the typed two-page summary may be affixed to the panel with one sheet on top of the other)
 - 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) Labeling and submission of portfolios

- Each of the four panels and the documentation binder must be clearly marked to identify the teacher, school, and contact information. Labels should be affixed to the back of each panel and to the inside cover of the documentation binder. Shipping details are provided in a separate memo.
- All portfolios must arrive at the Freedoms Foundation no later than May 2, 2007.

Send to:

Freedoms Foundation
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