# REQUIREMENTS, RECOMMENDATIONS, AND ELIGIBILITY FOR PROJECT CITIZEN PORTFOLIOS

Schools may submit either a digital or traditional portfolio. Portfolios are accepted at BOTH Level 1 (Upper Elementary/Middle) AND Level 2 (High School). Project Citizen portfolios must meet the following requirements.

See due dates for local and state showcases.

## Requirements:

**Portfolio Content**
Portfolios must address an actionable public policy issue. State portfolio entries lacking a clear policy issue and proposed policy solution will score very low at the State Showcases.

Portfolios must contain **all** of the following elements:

1. **Title Page**: The portfolio should include an introductory page with the project's title, teacher's name, group members' names[1], and school name.
2. **Summary**: The portfolio should briefly summarize the problem, the proposed solution, and the group's main findings.
3. **Introduction & Problem Identification**: The portfolio should include an introduction providing background information on the problem and its relevance. Describe the problem, its causes, and its effects. This section should also include verifiable data and statistics that support the group's claims.
4. **Analysis:** This section should analyze three potential solutions to the problem identified in the previous section.
5. **Solution**: The portfolio should include a section that describes the proposed solution to the problem. This section should include a detailed description of the solution, an explanation of how the solution addresses the problem, and a discussion of any potential drawbacks or limitations. The solution must be Constitutional.
6. **Action Plan**: The portfolio should include an action plan that outlines the steps needed to communicate/influence relevant policymakers to adopt the solution. The action plan should include a timeline, a list of resources needed, and a description of the roles and responsibilities of student groups.

[1] Students may remain anonymous if the school prefers.

7. **Citations & Supporting Documentation**: The portfolio should include any supporting materials that the group used in their research, such as verifiable articles, surveys, and interviews. This section should also include student reflections.

## Specifications for Physical Portfolios:

1. 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

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

## Suggestions for Electronic Portfolio Pages or Slides:

Students may use any format or platform to create their portfolios (ex. PowerPoint, Google Slides, Canva, Miro, etc.). The benefit of a digital portfolio is that it allows students to create and present their research in a visually appealing way. Digital portfolios make it easier for students to insert high-quality images, graphs, and even videos.

- Digital portfolios should not exceed **25 slides** (or individual pages).
- For maximum effectiveness, students should mix visuals and text on each slide or page and limit the number of words. The Citation & Supporting Documentation Page is unlimited.
- The portfolio should be well-organized and easy to navigate. Use headings, subheadings, and clear sections to guide viewers.
- Students may embed photos, narration, or videos into slides.
    - Narration and videos are limited to 1 per slide.

**Citation & Supporting Documentation Pages or Slides**:

- Any sources used in the PC portfolio should be cited appropriately, including images, data, and text.
- The citation page has no word limit.

- A digital portfolio must include an MLA-formatted citation slide or page instead of a binder.
- Citations should be listed by portfolio segment.
- Citations should include hyperlinks to verifiable articles or sources.
- Supporting documentation should include hyperlinks to essays, Constitutional analysis, at least five student reflection worksheets, and any other student documents (ex., interview worksheets).[2]

## Recommendations

By following these best practices, students can create a professional and engaging page or slide show that effectively communicates their public policy issue and proposed solution.

1. **Keep it simple**: Use a clean and simple design with a clear and easy-to-read font. Avoid cluttered backgrounds, complex designs, or too many images.
2. **Use high-quality visuals**: Use high-quality images and graphics relevant to the content. Make sure they are clear and easy to see.
    a. Any images used must be original or open source.
3. **Keep text to a minimum**: Limit the text on each slide. Use bullet points and short phrases to convey your message. Use a font size of at least 14pt.
4. **Use contrasting colors**: Use colors that contrast well to ensure the text is easy to read. For example, use dark text on a light background or light text on a dark background.
5. **Use animations and transitions sparingly:** Use animations and transitions to enhance your message, but use them sparingly. More animations and transitions can be distracting and take away from your content.
6. **Stay consistent:** Use consistent fonts, colors, and styles throughout your presentation. This helps to maintain a professional and cohesive look.

**Eligibility - Applies to All Portfolios**

*Project Citizen: Community Engagement in Public Policy* is open to all upper elementary, middle, and high school students in the United States. Any class or group of students can participate in Project Citizen and submit a portfolio for a showcase.

[2] For groups smaller than 5, submit at least one reflection worksheet per group member.

The program is typically implemented in a classroom or after-school club setting, but it can also be done independently by a group of students facilitated by an adult. Home school students working in a consortium recognized by the local education agency can also submit a portfolio.

Justice Teaching Center Annette Boyd Pitts, Director apitts@flsouthern.edu