

WINTER PROJECT PORTFOLIO

Your team portfolio should contain all of the following documents and information:

1. Cover designed by team
2. Table of contents
3. Introduction to your team's project (@ 1/2 page)
4. Action Plan – must clearly define all tasks needed for project completion, as well as target completion date, date completed, and team member responsible for performing the task.
5. Copies of all correspondence sent and received.
6. Mentor Assessment form – completed by your mentor
7. Individual student research papers
8. Team narrative description (journal) of your project (Director of Marketing)
9. Individual reflective journals of your project by each team member.
10. Financial accounts – must include: all receipts and balance sheet showing clearly all donations (and their source) and expenditures.
11. Photo documentation of all phases of your project.