**University of Maine Cooperative Extension 4-H Portfolio Rubrics**

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| **Indicators** | **Emerging** | **Developing** | **Proficient** | **Distinguished** |
| **Presentation and Preliminary Information** | *Portfolio meets one of the following:** Member followed some directions and resume, story and cover sheet are partially complete.
* Portfolio is legible.
 | *Portfolio meets one of the following:** Member followed all directions and resume, story and cover sheet are partially complete.
* Portfolio is legible.
 | * Member followed all directions and portfolio is complete in all sections.
* Portfolio is legible and presentation quality.
 | * Member followed all directions and portfolio is complete
* Portfolio is typed/formatted and presentation quality.
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**Resume - Club & County Level**

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| **Indicators** | **Emerging** | **Developing** | **Proficient** | **Distinguished** |
| **Personal Development Statement**  | * Limited personal development statement.
* Includes information about future plans.
 | * Limited personal development statement.
* Includes limited goals and aspirations.
 | * Clear personal development statement.
* Includes information about goals and aspirations for the 4-H member.
 | * Clear personal development statement.
* Includes a strong statement of human aspirations and goals.
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| **Education and Professional Development** | * Includes limited school information. Some critical information (date, location, full name of school) is missing.
 | * Either name of school or highest grade is listed.
* Missing additional course work.
 | * Both school name and highest grade is listed and correct.
* Some additional course work is listed.
 | * Both school name and highest grade is listed and correct.
* Additional course work, school and locations are listed correctly.
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| **Leadership Skills** | * Includes incomplete listing of leadership opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed
* Missing description
 | * Includes incomplete listing of leadership opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed
* Describes what they learned or skills they gained.
 | * Includes complete listing of at least one leadership opportunity.
* Describes what they learned or skills they gained.
 | * Includes complete listing of more than one leadership opportunity.
* Describes in detail what they learned or skills they gained.
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| **Citizenship Skills** | * Includes incomplete listing of citizenship opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed
* Missing description
 | * Includes incomplete listing of citizenship opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed
* Describes what they learned or skills they gained.
 | * Includes complete listing of at least one citizenship opportunity.
* Describes what they learned or skills they gained.
 | * Includes complete listing of more than one citizenship opportunity.
* Describes in detail what they learned or skills they gained.
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| **Other Skills** | * Incomplete listing of one skill.
 | * Lists one skill.
* Incomplete description of what they learned.
 | * Includes complete listing of at least one skill
* Describes what they learned or skills they gained.
 | * Includes complete listing of more than one skill.
* Describes in detail what they learned or skills they gained.
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| **Certificates & Honors** | * Does not list any certificates or honors.
 | * Incomplete listing of awards or honors.
 | * Includes complete listing of one award or honor.
* Includes who issued these honors and when.
 | * Includes complete listing of multiple awards and honors.
* Includes who issued these honors and when.
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**4-H Portfolio Story Rubric - Club & County Level**

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| **Indicators** | **Emerging** | **Developing** | **Proficient** | **Distinguished** |
| **About You (Health)** | * Member identifies spark or passion without any further information.
 | Member completes one of the following:* Member identifies a spark or passion.
* Member describes plans for the future.
 | * Member identifies a spark or passion in detail.
* Member describes plans for the future.
 | * Member identifies spark or passion and connects it to their 4-H experiences.
* Member describes in detail plan for the future.
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| **4-H Projects and Activities (Head)** | * Member answers at least one of the prompts.
* Answers are incomplete.
 | * Member answers three of the prompt questions.
* Member provides little detail in the answers.
 | * Member answers all the prompt questions.
* Member provides complete answers.
 | * Member answers all the prompts thoroughly and with great detail.
* Member connects prompts to their 4-H experience.
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| **Leadership and Citizenship (Hands)** | * Member answers at least one of the prompts.
* Answers are incomplete.
 | * Member answers two of the prompt questions.
* Member provides little detail in the answers.
 | * Member answers all the prompt questions.
* Member provides complete answers.
 | * Member answers all the prompts thoroughly and with great detail.
* Member connects prompts to their 4-H experience.
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| **4-H’s Impact on You (Heart)** | * Member answers at least one of the prompts.
* Answers are incomplete.
 | * Member answers three of the prompt questions.
* Member provides little detail in the answers.
 | * Member answers all the prompt questions.
* Member provides complete answers.
 | * Member answers all the prompts thoroughly and with great detail.
* Member connects prompts to their 4-H experience.
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