**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. |

**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. |
| **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. |
| **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. |
| **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. |
| **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. |
| **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. |

**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. |
| **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. |
| **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. |
| **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. |