**Maine 4-H Portfolio**

|  |
| --- |
| **Name:** **Program Year:**  **Name of 4-H Club or Unit:**  Your Picture  *(Optional)*  **County:**  **Total Years in 4-H:**  **Birth Date:**  **Age on December 31:** ***(of the program year listed above)***  **Address:**  **City:** **State:** **Zip:**  **Email:** **Phone: (****)** |

What’s included in your 4-H Portfolio:

4-H Resume

4-H Portfolio Story

Optional 4-H Evidence (limited to one binder)

Certificates

Photos

Press Releases

|  |  |
| --- | --- |
| **I have personally prepared this portfolio and believe it to be correct.** | |
| 4-H Member’s Signature: | Date: |
| **I have personally reviewed this portfolio and believe it to be correct.** | |
| 4-H Adult Partner’s Signature: | Date: |

**4-H Resume**

***Completed by senior members only***

### First Name Last Name

### Address, City, ME 0#### | (###) ### - ####| emailaddress@gmail.com

**Personal Development Statement**

One to three sentences that describe what you stand for and what you aspire to become as a human being. It is not a statement of what you want to do, but rather how you want to be in the world.

**Education and Professional Development**

**Name of School Highest Year Completed to Date**

Additional Course Work, Name of School or Organization

**Leadership Skills**

**Position Title, Group or Program, Month/Year Started – Month/Year Completed**

Short description of what you did. Explanation of what you learned or skills you developed.

**Citizenship Skills**

**Position Title, Group or Program, Month/Year Started – Month/Year Completed**

Short description of what you did. Explanation of what you learned or skills you developed.

**Other Skills**

These can include instruments, dance, sports, or other hobbies you have spent a significant amount of time perfecting. Short description of what you learned or how you developed your skills.

**Certificates & Honors**

* List name of certificates and who issued it

**4-H Story Template for Portfolio**

Your 4-H Portfolio culminates in sharing the story of your varied experiences during your time as a 4-H member. The 4-H Portfolio Story is your opportunity to showcase what your 4-H participation has meant to you and how it has prepared you as a leader and citizen of the world. The 4-H Portfolio is completed annually and is required in application to 4-H National Trips.

Pick a theme and build your story around that theme so the story flows naturally.  If you are having trouble developing a theme, you may use the following questions to help think about what to say. You can present your story in a format that meets your needs (written, video, blog, photo journal, etc.).

**Part 1 - About You (Health)**  
What might be one of your sparks (interests or passions)?  
  
What are your plans for your future?

**Part 2 – 4-H Projects and Activities (Head)**What goals did you set in your projects and which ones did you reach?  
  
What would you do differently if you were to try it again?  
  
What skills have you learned in 4-H?  
  
How have you handled financing your projects, if needed?  
  
Who was especially helpful to you? How?

**Part 3 – Leadership and Citizenship (Hands)**  
  
How has 4-H helped you become a better leader and citizen?  
  
In what types of citizenship projects or leadership roles have you been involved?  
  
How did you work with others to contribute to your community or your   
school?  
  
What have you learned from working with other 4-H'ers through your   
leadership positions?

**Part 4 – 4-H’s Impact on You (Heart)**  
  
What kinds of relationships have you developed with your 4-H leaders?  
  
How has your 4-H participation changed how you feel about yourself?  
  
How has your participation influenced your school and career goals?  
  
What has being a 4-H member meant to you?  
  
How has 4-H helped you identify your spark (passion or interest)?

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, Orono, ME 04469, 207.581.1226, [eoinfo@umit.maine.edu](mailto:eoinfo@umit.maine.edu).

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicators** | **Emerging =1** | **Developing =2** | **Proficient =3** | **Distinguished =4** |
| **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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicators** | **Emerging =1** | **Developing =2** | **Proficient =3** | **Distinguished =4** |
| **Personal Development Statement** | Limited or vague personal development statement.  Includes information about future plans. | Limited or vague personal development statement.  Includes limited information on 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 are listed and correct.  Some additional course work is listed. | Both school name and highest grade are 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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Indicators** | **Emerging =1** | **Developing =2** | **Proficient =3** | **Distinguished =4** |
| **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. |

The University of Maine does not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status and gender expression, national origin, citizenship status, age, disability, genetic information or veteran status in employment, education, and all other programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Opportunity, 101 North Stevens Hall, Orono, ME 04469, 207.581.1226, eoinfo@umit.maine.edu.