Every summer, high school students from across the country travel to Washington, D.C. to participate in Citizenship Washington Focus (CWF), 4-H’s premier leadership and citizenship program for high school students. CWF is more than a Washington, D.C. field trip; it’s an opportunity for 4-H’ers to learn how to be citizen leaders and make a difference in their communities.

CWF participants:

- Enjoy a behind-the-scenes look at our nation's capital and the chance to meet members of Congress.
- Develop communication, leadership and citizenship skills through hands-on learning and group activities.
- Build new and lasting friendships.

CWF is open to 4-H members who are between 15 and 18 years old. Under special circumstances non-4-H members or youth who are 14 years old may be permitted to attend. To inquire about this opportunity please contact the Waldo County Cooperative Extension office.

There is a cost associated with attending CWF. The amount for the trip varies each year and is dependent on the number of youths attending and whether the group travels by bus or air. The cost of participating in the program is partially covered by the Maine 4-H Foundation. The remaining amount is the responsibility of the 4-H member.

Waldo County 4-H members are encouraged to apply for the Waldo County 4-H CWF scholarship to help with covering the cost of participating in the program. To apply for the scholarship simply check the box on the CWF application that reads “I am enrolled in 4-H, will be applying for a CWF Scholarship, and will be 15 years old by January 1, 2023.”

There are additional ways to mitigate the cost of the trip. To inquire about funding for the trip please contact the Waldo County Cooperative Extension office.
Step #1: Return your completed application packet to the Waldo County Cooperative Extension office before April 15, 2023. Be sure to include the following in your application packet:

- Waldo County CWF application form (in this packet)
- Maine State 4-H Portfolio including 4-H Resume and 4-H Story (extension.umaine.edu/4h/volunteers/project-records/portfolio-resume/)
- Recommendation form from your club or group leader
- CWF financial agreement form
- CWF supplemental paragraph

Step #2: Participate in an in-person interview. After Waldo County 4-H staff receive your CWF application packet you will be contacted to schedule an in-person interview. Applicants will be notified of the interview date and time as soon as possible. Interview scoring criteria can be found on the last page of the CWF packet.

If you are chosen to attend CWF you will also need to complete steps 2-5:

Step #3: Commitment- If you are selected to attend CWF from Waldo County you will be expected to make a firm decision of whether or not you will attend the program. If you decide to attend you will be required to put down a $25 deposit demonstrating your commitment and holding your spot in the program.

Step #4: Attend the CWF orientation on May 20, 2023. The orientation date for CWF will be determined by the program coordinator. The orientation is typically held during the last week in April in a location that is central to all participants.

Step #5: Upon returning from the trip you will be required to provide the Waldo County Leaders’ Association with a brief presentation of your trip at one of their monthly meetings.

All materials are due at the Waldo County Cooperative Extension office before April 15, 2023.
# Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>4-H Club or Group enrolled in:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town, State Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone</th>
<th>Birth Date</th>
<th>Current Age</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School</th>
<th>Year in School</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>T-Shirt Size (for CWF, if chosen)</th>
<th>What is your gender identity?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Select one or more options)</td>
</tr>
<tr>
<td></td>
<td>❑ Female</td>
</tr>
<tr>
<td></td>
<td>❑ Male</td>
</tr>
<tr>
<td></td>
<td>❑ I do not identify as either</td>
</tr>
<tr>
<td></td>
<td>❑ I prefer not to answer</td>
</tr>
</tbody>
</table>

Check one:

- ❑ I am enrolled in 4-H, will be applying for a CWF scholarship, and will be 15 years old by January 1, 2023.
- ❑ I am enrolled in 4-H, will be 15 years old by January 1, 2023, but will not be applying for a CWF scholarship.
- ❑ I am not enrolled in 4-H and I will be paying my own expenses for the trip.

Note: Until we have confirmed the number of participants, the Maine State 4-H program will not know the final cost to each delegate. Why? The number of delegates attending helps to determine cost per participant. Cost estimate will range from $950-$1250 per participant. **Final payment of the full amount will be due to the State 4-H Office by May 15, 2023.**

Return completed application including 4-H Portfolio with Story and club or group leader recommendation by April 15th to:

University of Maine Cooperative Extension Waldo County  
Attn: Sadee Mehuren  
992 Waterville Rd.  
Waldo, ME 04915
I, __________________________, confirm that by signing this agreement I am committing myself to attend Citizenship Washington Focus in Washington, D.C. June 25 - 30, 2023 as one of the Maine delegates. I understand that if I decide not to attend Citizenship Washington Focus for any reason after registration fees have been paid in April that my parents/guardian’s and I will be held responsible for all costs incurred. **

_______________________________  __________________
Delegate’s Signature  Date

____________________________________________________________
Mailing Address

____________________________________________________________
Phone

Concurrence by Parents or Guardians

I understand the above agreement and will abide by it in the event that my child should decide not to attend Citizenship Washington Focus.

_______________________________  __________________
Parent/Guardian Signature  Date

**Registration to Citizenship Washington Focus may not be used by any other person.

Please return to:

University of Maine Cooperative Extension Waldo County
Attn: Sadee Mehuren
992 Waterville Rd.
Waldo, ME 04915
I recommend that ____________________________________ should:

(name of 4-H member)

☐ receive a CWF Scholarship because:
☐ receive additional support because:
☐ go on CWF trip (member pay own way) because:

(Please check option above and include your comments below.)

Signed: _________________________________ Date: ________________________

(4-H Leader)

Club or Group Name: ___________________________________________________

DEADLINE: Application must be received in the county 4-H office by April 15, 2023.

Please return to:

University of Maine Cooperative Extension Waldo County
Attn: Sadee Mehuren
992 Waterville Rd.
Waldo, ME 04915
I would like to attend Citizenship Washington Focus because:
(to learn more about CWF, log on to http://www.citizenshipwashingtonfocus.org/)

I agree, if selected, to participate in the following activities:
1. CWF Orientation May 20, 2023
2. Presentation at 4-H Leaders’ Association meeting about your experience

Member signature: ________________________________ DATE: _______________
Guardian signature: ________________________________ DATE: _______________

Please return to:
University of Maine Cooperative Extension Waldo County
Attn: Sadee Mehuren
992 Waterville Rd.
Waldo, ME 04915
**CITIZENSHIP WASHINGTON FOCUS**  
**Waldo County 4-H**  
**Interview Scorecard**

<table>
<thead>
<tr>
<th>Applicant:</th>
<th>Date:</th>
</tr>
</thead>
</table>

### A High-Quality Representative  
(4 points each item)

- Enrolled 2 years as a 4-H Member
- Mature
- Exhibits Good Manners
- Demonstrates commitment to the 4-H program
- Able to give information on self-responsibility

**Comments:**

### 4-H Participation  
(4 points each item)

- Active in a variety of programs / activities / events
- Connects 4-H experiences with future goals
- Exhibits enthusiasm and a desire to share the 4-H program
- Able to reflect on value of 4-H experiences
- Able to share a success story or learning experience

**Comments:**

### Leadership Qualities Demonstrated  
(4 points each item)

- Gives information on any leadership roles
- Able to reflect on the qualities of a good leader
- Understands how leaders work to engage and empower others
- Motivated to help others
- Has experience on committees or teams

**Comments:**

### Demonstrate Capacity To Learn And Serve  
(4 points each item)

- Has participated in community service or service projects
- Give information showing concern for others / community service project
- Has participated in events that help build skills
- Shows willingness to share learning and experiences
- Understands how groups work together to accomplish goals

**Comments:**

### Communication Skills  
(4 points each item)

- Speaks clearly and thoughtfully
- Shows ability to listen
- Written Paragraph how attending will influence your life
- Able to document 4-H experiences by providing collection of information
- Written Letter of Recommendation

**Comments**

Total Points Possible = 100
Maine 4-H Portfolio

Name: __________________________________ Program Year: ____________

Name of 4-H Club or Unit: ___________________________________________

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)?
### University of Maine Cooperative Extension 4-H Portfolio Rubrics

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Emerging =1</th>
<th>Developing =2</th>
<th>Proficient =3</th>
<th>Distinguished =4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Presentation and Preliminary Information</strong></td>
<td>Portfolio meets one of the following: Member followed some directions and resume, story and cover sheet are partially complete. Portfolio is legible.</td>
<td>Portfolio meets one of the following: Member followed all directions and resume, story and cover sheet are partially complete. Portfolio is legible.</td>
<td>Member followed all directions and portfolio is complete in all sections. Portfolio is legible and presentation quality.</td>
<td>Member followed all directions and portfolio is complete. Portfolio is typedformatted and presentation quality.</td>
</tr>
</tbody>
</table>

**Resume - Club & County Level**

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Emerging =1</th>
<th>Developing =2</th>
<th>Proficient =3</th>
<th>Distinguished =4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Development Statement</strong></td>
<td>Limited or vague personal development statement. Includes information about future plans.</td>
<td>Limited or vague personal development statement. Includes limited information on goals and aspirations.</td>
<td>Clear personal development statement. Includes information about goals and aspirations for the 4-H member.</td>
<td>Clear personal development statement. Includes a strong statement of human aspirations and goals.</td>
</tr>
<tr>
<td>Education and Professional Development</td>
<td>Includes limited school information: some critical information (date, location, full name of school) is missing.</td>
<td>Either name of school or highest grade is listed.</td>
<td>Both school name and highest grade are listed and correct.</td>
<td>Both school name and highest grade are listed and correct.</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------------------------------------------------</td>
<td>-------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>Missing additional course work.</td>
<td>Missing additional course work.</td>
<td>Some additional course work is listed.</td>
<td>Additional course work, school and locations are listed correctly.</td>
</tr>
<tr>
<td>Leadership Skills</td>
<td>Includes incomplete listing of leadership opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed</td>
<td>Includes incomplete listing of leadership opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed</td>
<td>Includes complete listing of at least one leadership opportunity.</td>
<td>Includes complete listing of more than one leadership opportunity.</td>
</tr>
<tr>
<td></td>
<td>Missing description</td>
<td>Describes what they learned or skills they gained.</td>
<td>Describes what they learned or skills they gained.</td>
<td>Describes in detail what they learned or skills they gained.</td>
</tr>
<tr>
<td>Citizenship Skills</td>
<td>Includes incomplete listing of citizenship opportunities. Missing two or more Position Title, Group or Program, Month/Year Started – Month/Year Completed</td>
<td>Includes incomplete listing of citizenship opportunities. Missing one of the following: Position Title, Group or Program, Month/Year Started – Month/Year Completed</td>
<td>Includes complete listing of at least one citizenship opportunity.</td>
<td>Includes complete listing of more than one citizenship opportunity.</td>
</tr>
<tr>
<td></td>
<td>Missing description</td>
<td>Describes what they learned or skills they gained.</td>
<td>Describes what they learned or skills they gained.</td>
<td>Describes in detail what they learned or skills they gained.</td>
</tr>
</tbody>
</table>
### Other Skills
- □ Incomplete listing of one skill.
- □ Lists one skill.
- □ Includes complete listing of at least one skill.
- □ Includes complete listing of more than one skill.
- □ Describes what they learned.
- □ Describes what they learned or skills they gained.
- □ Describes in detail what they learned or skills they gained.
- □ Incomplete description of what they learned.

### 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

<table>
<thead>
<tr>
<th>Indicators</th>
<th>Emerging =1</th>
<th>Developing =2</th>
<th>Proficient =3</th>
<th>Distinguished =4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>About You (Health)</strong></td>
<td>□ Member identifies spark or passion without any further information.</td>
<td><strong>Member completes one of the following:</strong></td>
<td>□ Member identifies a spark or passion in detail.</td>
<td>□ Member identifies a spark or passion and connects it to their 4-H experiences.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Member identifies a spark or passion.</td>
<td>□ Member describes plans for the future.</td>
<td>□ Member describes in detail plan for the future.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Member describes plans for the future.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4-H Projects and Activities (Head)</strong></td>
<td>□ Member answers at least one of the prompts.</td>
<td>□ Member answers three of the prompt questions.</td>
<td>□ Member answers all the prompt questions.</td>
<td>□ Member answers all prompts thoroughly and with great detail.</td>
</tr>
<tr>
<td></td>
<td>□ Answers are incomplete.</td>
<td>□ Member provides little detail in the answers.</td>
<td>□ Member provides complete answers.</td>
<td>□ Member connects prompts to their 4-H experience.</td>
</tr>
<tr>
<td><strong>Leadership and Citizenship (Hands)</strong></td>
<td>☐ Member answers at least one of the prompts.</td>
<td>☐ Member answers two of the prompt questions.</td>
<td>☐ Member answers all the prompt questions.</td>
<td>☐ Member answers all the prompts thoroughly and with great detail.</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>☐ Answers are incomplete.</td>
<td>☐ Member provides little detail in the answers.</td>
<td>☐ Member provides complete answers.</td>
<td>☐ Member connects prompts to their 4-H experience.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>4-H’s Impact on You (Heart)</strong></th>
<th>☐ Member answers at least one of the prompts.</th>
<th>☐ Member answers three of the prompt questions.</th>
<th>☐ Member answers all the prompt questions.</th>
<th>☐ Member answers all the prompts thoroughly and with great detail.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Answers are incomplete.</td>
<td>☐ Member provides little detail in the answers.</td>
<td>☐ Member provides complete answers.</td>
<td>☐ Member connects prompts to their 4-H experience.</td>
<td></td>
</tr>
</tbody>
</table>

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.