

Volunteer/Civic Engagement Experience

Credit for Prior Learning (CPL) Template

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This is a template for presenting what you have learned from your **experience volunteering or otherwise engaging in communities to which you belong**. This includes volunteering at your church, in your town, or as part of an organization. It also includes lobbying politicians, working on political campaigns, or participating in protest marches.

Credit potentially earned:

The credit your submission might earn will vary depending upon your work. Once you've submitted your draft, we will identify the most likely opportunities for you to earn course, general education, and/or elective credit. At that point, we may follow up with additional questions directly related to the specific learning opportunity.

Directions:

This template has four parts:

- Part 1: Date, name, title
- Part 2: Describe your experience.
- Part 3: Reflect upon and demonstrate your learning
- Part 4: Supporting documentation.

As you go through this template, skip the prompts that are not relevant to you.

In addition to writing your responses, you can choose to use audio or video recordings or other media for any part of this submission.

Keep in mind that a draft does not need to be perfected. You can use it as an opportunity to ask questions and get feedback before finalizing your submission.

Do cite any sources you use by linking to them in the text of your document, this includes linking to supporting documentation when you reference it in parts one and two as well as including it in list form in part three.

Once you have drafted your responses, please send your draft to umfcpl@maine.edu

Part 1: The Basics

1. Today's date:
2. Your name:
3. Title that conveys your experience:

Part 2: Describe your Experience

*Keep in mind that the more detail you provide about what you have done and what you have learned, the stronger the case you make for earning credit. However, answer **only** the questions below that are relevant to your experience.*

1. Please list here all of your volunteer and/or community engagement experiences, the nature of your role, and the dates in which you engaged in this work. This can be a bulleted list much like you might provide on a resume.
2. If you have done community or civic engagement work as part of your job, please tell what and when.
3. If you received any training for this work, please provide as many of the following details as possible for each of these:
 - a. Number of hours in the training
 - b. Start and end dates for the training
 - c. Description of the training
 - d. Name of organization or individual who provided the training and any information about their qualifications
 - e. Link to description of the training
4. As part of your volunteer and/or community work, have you managed people, projects, resources, and/or a place? If you answered yes to any of these, pick the appropriate follow up question(s) below. As much as possible, provide specific examples to show what you are describing.

- a. If you managed people, such as other volunteers at a church or as the leader of a community board, how many people do you manage? What were your responsibilities as a manager? For example, please tell if and how you have provided training, managed conflicts, onboarded, or mentored others. How did you learn to do this?
 - b. If you managed projects, such as a community mural project or church holiday production, please describe the kinds of projects you managed and your project management process. How did you learn to do this?
 - c. If you managed resources, such as a grant budget or donations, tell what you have managed and how you manage it. How did you learn to do this?
 - d. If you managed a place, such as a food pantry or community closet, describe what you do and how you do it. How did you learn to do this?
5. Do you use any technology for this work? If so, tell what you use and how you use it. In particular, tell if and how you use it for any of the following: to input data, to run reports, to create reports, to organize information, to analyze information, and/or to make decisions. How did you learn to do this?
6. As part of your work, do you use written communication? If so, describe what you write and how it is used. Who is the audience for this writing? What is your primary goal when doing this writing (for example, speed, accuracy, clarity, detail, persuasion, etc.)? What is your writing process? How did you learn to do this?
7. As part of your work, do you give presentations, speeches, or otherwise use public speaking skills? If so, who are your audiences? What is your purpose? How did you learn to do this?
8. As part of your work do you collect and use data? If so, tell what kind of data you collect (e.g. focus groups, surveys, stories, demographic information, etc.) and how you use it (e.g. grant reporting, case making, quality improvement, decision making). How did you learn to do this?
9. As part of your work do you use math for accounting, record keeping, analysis, design, or other purposes? If so, give examples of how you used

math. How did you learn to do this?

Part 3: Reflect on Your Learning

Reflecting backward:

1. Why have you chosen to volunteer your time in these ways? Why is it important?
2. What do you hope to accomplish?
3. What have you accomplished so far?
4. How do you know you have accomplished this?
5. What have you learned about the nature of volunteering or civic engagement as the result of your experience?
6. What has been the most surprising thing about this work?
7. If you were looking to recruit someone to do what you have done, what should they know and be able to do?
8. What are 2-3 challenges that you have encountered doing this work? For each challenge, describe a specific example that illustrates the challenge and shows you responded to it at the time. What, if anything, would you do differently now?
9. What has been the impact of this work on your sense of yourself and your professional and/or personal development?
10. What are you most proud of about this work?

Reflecting Forward:

1. How are or will you apply what you have learned through these experiences going forward?
2. What new skills, ways of thinking, questions, and/or interests have you developed as a result of these experiences?
3. What do you want to learn next in order to continue to grow and develop your capacity to accomplish the goals that brought you to this work?

Part 4: Supporting Documentation

1. If you engaged in any formal training for this work, please send as much documentation as possible such as Certificates of Completion, pictures of you at the training, links to web pages describing the training.
2. Copies of any awards or recognition you have received for this work.
3. Pictures for the work you have done and/or doing.
4. Letters of support from those you have worked for or with in these volunteer and/or community engagement roles. Ideally, these letters will include the following points:
 - How long and in what capacity has the person has known you
 - Their description of what you did
 - Their assessment of your strengths with specific examples
5. A current copy of your resume that lists your volunteer work.

Confused, overwhelmed, stuck? Email umfcpl@maine.edu, we can help.