



Douglas County 4-H

Steps to Completing Your Member Evaluation (ME) Packet

1. Take a look at the forms before you start to see what information you'll need.
2. Collect the necessary materials.
3. Complete a rough draft of the ME Form in pencil on scratch paper so that it can be re-read and changed.
4. Carefully follow the ME Form directions!
 - A. Your birth date should be recorded.
 - B. Your grade should be recorded as of October 1, 2009.
 - C. Your age should be recorded as of January 1, 2010.
 - D. Be concise instead of wordy.
 - E. Do not add additional pages or photographs.
5. Special hints for completing a rough draft.
 - A. The 4-H Project Listing (page 1) should list the projects in which you are currently enrolled followed by projects in which you were previously enrolled. If you're not sure which projects you're in, call the Extension Office.
 - B. Be sure that your form is easy to read. The wording on the forms should be in brief, complete sentences. Typewritten forms are most pleasing to the eye.
 - C. Be specific and complete. (You should include the number of articles made, skills gained, techniques used, etc.)
 - D. Show growth in project areas.
 - E. Share any teaching experiences or any times you have helped others with a project.
 - F. Most of all, use good grammar, watch your spelling, and complete the form in your own words.
6. Have others proofread your rough draft.
7. Type or neatly print your final draft.
8. Proofread it again. Your final draft should have the same goal as a resume for a job. It should sell you as a person to whoever is reading it.
9. Keep your scratch copy for future reference or make a copy of your final draft for yourself so you can review it before your interview. It may also be useful for reference when filling out job or scholarship applications.
10. Your ME packet is due **Tuesday, September 8, 2009** and should include the following:
 - ME Form (8 pages)
 - Fair Participation Form
 - Trip Preference Form (with signatures)
 - Leader Evaluation and Recommendation Form (sent in by leader)