

# **SUGGESTIONS FOR COMPLETING YOUR MEMBER'S EVALUATION FORM**

## **(ME Form Attached)**

This sheet has all the instructions you'll need to complete your ME form. **DO NOT** attach this sheet to your finished form.

4-H national awards trips are based on evaluation of accomplishments and experiences in 4-H projects and activities. This Member's Evaluation (ME) form will help you present this information to evaluation groups. The form allows for a concise statement of what you have accomplished during your total 4-H experience. You are restricted to the space available in this form. Adding pages could *disqualify* you.

You will be evaluated on what you've learned, done, accomplished, and how much you've "grown." You'll need to pick out and combine things from throughout your 4-H years and your projects that best communicate what you've done and what the results and benefits have been. Good Luck.

### **SECTION I: 4-H LEADERSHIP**

Leadership means taking responsibility for planning, arranging, conducting, and evaluating programs, projects and activities. Section I deals with your 4-H leadership experiences that are not directly related to the projects or activities you will describe in Section II. In the space provided, you may want to include:

- 4-H leadership learning or doing goals that you have set for yourself (learn to plan meeting, learn different ways to motivate people, learn to teach younger members, learn to work effectively with people of differing ages, etc.)
- Progress you are making toward your 4-H leadership goals
- Future plans to continue meeting these or new leadership goals
- 4-H leadership roles that you have assumed
- Leadership roles that have been most beneficial to you or to others
- Major 4-H leadership accomplishments (accomplishments, benefits to you and to others)
- Club, county, district or state responsibilities

You will have the opportunity to indicate specific leadership responsibilities you've assumed in particular projects or activities in Section II. Try not to repeat.

### **SECTION II: 4-H PROJECT OR ACTIVITY REPORTS**

Your four most important 4-H projects or activities (other than leadership) may be described in this section. One page is available for each. *Don't* add pages. Consider writing about:

- Goals
- What you've learned or skills you've developed
- How size and scope of the project or activity has grown
  - financial investment, savings, loss, or gain
  - number of different techniques tried, things made, things grown
  - going in-depth into one specific thing
  - the intangible (appreciation of others, satisfactions, growth of others, etc.)
  - awards that indicate quality of work (be selective)
- Things you have done in this project or activity (demonstrations, tours, meetings, etc.)

### **SECTION III: OTHER 4-H ACTIVITIES SUMMARY (not previously reported)**

Start with your most recent year and summarize the other 4-H leadership, project, or activity involvement you have not written about yet. This might include participation in health, safety, conservation, recreation, music, drama, speaking, etc. Say the most with fewest words. Use words that mean something to someone outside of your club or county. Indicate special responsibilities or importance if it is not evident. Be selective so you don't exceed the given space.

### **SECTION IV: NON-4-H ACTIVITIES SUMMARY**

Start with your most recent year and summarize those things that you're involved in at school, church, community organizations, etc. Be selective so you don't exceed the given space. Use words that people outside of your community will understand. Indicate special responsibilities or importance if it is not evident.

### **SECTION V: DISCUSSION QUESTION**

This section allows you to share your thoughts on a question for which there is no right or wrong answer. You will be evaluated on your depth of thought and how clearly you can communicate.

### **HOW TO WRITE AN ME FORM THAT COMMUNICATES**

- 1. The appearance, accuracy, thoroughness, and grammatical correctness of you ME form will reflect *you*. Let that reflection be a good one!**
- 2. What you've accomplished is more important than the format you chose to tell it – paragraphs, phrases, outlines, tables, graphs, etc. Let your personal style and the amount and type of information you have to tell be your guide. Just tell what you want to tell in a concise, understandable manner.**
- 3. What you write should be clear to someone not familiar with the activities. Pretend you're explaining them to someone who has never heard of 4-H before.**
- 4. Make your information *readable!* Use a typewriter. If that's not possible, print very neatly in blue or black ink. Use special effects sparingly or they lose their effect and look cluttered. Filling a page from edge to edge with words or reducing print size usually makes your ME hard to read.**
  - \* The website (<http://washington.uwex.edu>) is also a source to access and/or complete the ME form. Click the link, Record Keeping and Forms and go to Award Applications. You may print out the form to complete it or you may choose to copy, paste and save the document to a word file where you can type in answers to the questions.**
- 5. Use words that say exactly what you mean or describe exactly what you did. Slang and words like "great" or "meaningful" do not help the reader understand what you actually did or accomplished.**