

# WAUKESHA COUNTY MEMBER EVALUATION (ME) GUIDELINES

This cover sheet has information that the Waukesha County Awards Committee requires to be followed in order to participate in the ME process. Follow these guidelines in completing the attached form.

**DO NOT ATTACH THIS SHEET TO YOUR FINISHED FORM!**

## QUALIFICATIONS TO PARTICIPATE IN THE ME PROCESS:

**-Members must have completed 7<sup>th</sup> grade and be at least 14 years of age by June 1<sup>st</sup> of the trip year to be eligible for participation in the ME process.**

-Youth who have completed an ME form, been interviewed and selected to attend the State Youth Conference as a delegate, but decline the opportunity in order to participate, and do participate, in a concurrent State Youth Conference affiliated activity (i.e. Showcase Singers, Drama, Tech Team, Press Team, Art Team or Ambassadors) may consider this participation as attending State Youth Conference in order to advance to the Higher Awards/Trips Interviews.

## **INSTRUCTIONS:**

-You must use the most recently revised ME form. The correct form will be dated 2006 on each page.

-Forms may be neatly hand printed in black ink or computer printed. Make your information readable.

-Computer generated ME forms are acceptable, but must replicate the official ME form as close as possible. For example headings and boxes on computer generated forms must be the same as in the official printed form. Forms must be printed in either **11 or 12 point size.**

**-DO NOT ADD PAGES !!!!**

-Remember that the appearance, accuracy, thoroughness and grammatical correctness of your ME form reflects on you. Let that reflection be a positive one.

-What you write should be clear to someone not familiar with 4-H activities. Pretend you are explaining 4-H to someone who has never heard of 4-H before.

## **SUBMITTING THE FORM:**

-Your completed ME form and Record Book must be submitted to your club organizational leader. Contact your club organizational leader for your club's submission date.

-Submit **three (3) copies** of your ME form for the State Youth Conference interview. State Youth Conference is the first step in the awards process.

-Submit **five (5) copies** of your ME form for the Higher Awards/Trips interviews (if you have already attended State Youth Conference).

**-Keep a copy of the ME form for your records and to bring with you to the interview.**

## **DATES TO REMEMBER:**

Record books and ME forms are due to the 4-H office, **Thursday, August 31, 2006 by 4:30 P.M.**

State Youth Conference and Higher Award/Trip Interviews, **Saturday, October 7, 2006.**

## SUGGESTIONS FOR COMPLETING YOUR MEMBER EVALUATION FORM

4-H awards and trips are based on evaluation of accomplishments and experiences in 4-H projects and activities. The Member Evaluation (ME) form will help you present this information to evaluators. 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!**

### **Section I: 4-H Leadership**

Leadership means taking responsibility for planning, arranging, conducting, teaching and evaluating programs. 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. You will have the opportunity to indicate specific leadership responsibilities in particular projects or activities in Section II. Try not to repeat.

In the space provided you may want to include:

- Major 4-H leadership accomplishments (awards, what you did, benefits to you and others)
- Leadership growth (what you learned, new information gained, what can you do with this new knowledge)
- Leadership roles assumed that have been most beneficial to you or others (officer, committee member or chair, youth leader)
- Teaching /motivating you have done (# of kids taught, planning, arranging)
- Leadership goals (what want to gain, do or learn)
- Future leadership plans (what want to do to accomplish goals, where do you go from here)
- List club, county state leadership responsibilities

### **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!** Include:

- Accomplishments and experiences: How has the size and scope (variety) grown; number of different techniques tried, things made, things grown; financial investment, savings, loss or gain; awards that indicate quality of work; appreciation of others, satisfaction
- Knowledge of project or activity: what have you learned; skills developed; new information gained
- Leadership roles taken in this project or activity(responsibilities, demonstrations, # of kids helped)
- Goals (what do you want to gain, learn, do); Plans (how do you want to accomplish your goals)

### **Section III: Other 4-H Activities Summary (Not previously reported)**

Summarize other 4-H activities not written about. Separate community service activities (hi-way clean up, nursing home bingo, food pantry collections, etc.) from other activities (ice-skating, picnic, bowling, etc.). Indicate special leadership responsibilities, accomplishments and goals you've had in any specific community service activities.

### **Section IV: Non-4-H Activities Summary**

Summarize those things you're involved in at school, church, community organizations, etc. Don't exceed the space given! Use words that people outside of your organization will understand. Indicate special leadership responsibilities, accomplishments and goals you've had in any specific activities.

**Section V: Discussion Question**      Share your thoughts. There is no right or wrong answer.