

SUGGESTIONS FOR COMPLETING YOUR MEMBER'S EVALUATION FORM

(ME Form Attached)

This sheet has instructions you'll need to complete your ME form. Do *not* attach this sheet to your finished form.

4-H award 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 meetings, 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
- 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
- Future plans to continue meeting these or new leadership goals

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. Place your projects/activities in the order of most accomplishment to fewest accomplishments. 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
 - number of different techniques tried, things made, things grown
 - going in-depth into one specific thing (if space permits)
 - financial investment, savings, loss, or gain
 - the intangible (appreciation of others, satisfactions, growth of others, etc.)
 - awards that indicate quality of work (be very 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 community service, demonstration, fund raisers, club activities, camps, county project events such as foods revue and Festival of Arts, etc. Say the most with fewest words. Use words that mean something to someone outside of your club or county. 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

The appearance, accuracy, thoroughness, and grammatical correctness of your ME form will reflect *you*. Let that reflection be a good one! Be positive and upbeat. If you did not finish something, indicate you are still working on that goal. Ask someone to review what you are going to put on your form to check for completeness, readability and spelling.

What you've accomplished is more important than the format you choose to tell it – paragraphs, phrases, outlines, tables, graphs, etc. Don't crowd everything into a small space or leave huge white spaces. 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.

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.

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.

You can recreate the form or download it from the internet at <http://www.uwex.edu/ces/4h/pubs/> in Word or Word Perfect format. Please note there are some changes made to the first page of the form you will need to make. The UW-Extension office can send you the revised form as an email attachment or on disk. Make sure there is a distinction between the text of the form and the information you include.

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.

ME

EVALUATION OF MY 4-H PROGRAM

To get a good perspective of all items called for on this form, read it through thoroughly before you begin to write.

Important: Report a specific activity or thing you did only once. Determine the most appropriate place on the form to report it.

PLEASE TYPE OR PRINT CLEARLY

Date Submitted ____/____/____

Name of 4-H Member _____ Male or Female _____

Street or P.O. Box _____

City _____ Zip _____

Home Telephone Number (_____) _____

Name of Parent(s) or Guardian(s) _____

Grade Currently Enrolled In _____ Date of Birth ____/____/____ Years in 4-H _____

Name of 4-H Club to which you belong _____

Number of Members in Club _____ Number of Leaders in Club _____

If you have participated in the following trips/awards, please indicate the year(s) you participated:

4-H Youth Conf. in Madison _____ American Spirit Leadership Program _____

Citizenship Washington Focus _____ Out of State Exchange _____

4-H Key Award _____

Future Plans _____

PROJECT LISTING

List projects in which you have been enrolled and indicate years and if presently enrolled. Do not exceed space allowed. Be selective if necessary.

<i>Project</i>	<i>Units</i>	<i>No. of Yrs.</i>	<i>Check (✓) if enrolled</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

SECTION I: 4-H LEADERSHIP

Share your goals, roles, accomplishment programs and plans. Please be concise. Do not add pages.

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

Knowledge, skills, size, scope, experiences and leadership. Please be concise. Do not add pages.

NAME OF PROJECT OR ACTIVITY _____

LEADERSHIP AND/OR TEACHING RESPONSIBILITIES YOU'VE HAD IN THIS PROJECT OR ACTIVITY.

SECTION II: 4-H PROJECT OR 4-H ACTIVITY REPORTS (Continued)

Knowledge, skills, size, scope, experiences and leadership. Please be concise. Do not add pages.

NAME OF PROJECT OR ACTIVITY _____

LEADERSHIP AND/OR TEACHING RESPONSIBILITIES YOU'VE HAD IN THIS PROJECT OR ACTIVITY.

SECTION II: 4-H PROJECT OR 4-H ACTIVITY REPORTS (Continued)

Knowledge, skills, size, scope, experiences and leadership. Please be concise. Do not add pages.

NAME OF PROJECT OR ACTIVITY _____

LEADERSHIP AND/OR TEACHING RESPONSIBILITIES YOU'VE HAD IN THIS PROJECT OR ACTIVITY.

SECTION II: 4-H PROJECT OR 4-H ACTIVITY REPORTS (Continued)

Knowledge, skills, size, scope, experiences and leadership. Please be concise. Do not add pages.

NAME OF PROJECT OR ACTIVITY _____

LEADERSHIP AND/OR TEACHING RESPONSIBILITIES YOU'VE HAD IN THIS PROJECT OR ACTIVITY.

SECTION III: OTHER 4-H ACTIVITIES SUMMARY

Share information on activities not reported elsewhere in this report. Please be concise. Do not add pages.

<i>Year</i>	<i>Activities</i>
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SECTION IV: NON 4-H ACTIVITIES

<i>Year</i>	<i>Activities</i>
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SECTION V: DISCUSSION QUESTION

Based upon your experiences in 4-H, what is an important concern of youth that you feel 4-H has helped you deal with positively? What has 4-H specifically done to help you in dealing with this concern? Could changes be made for 4-H to help even more? How would your proposed change help? Please be concise. Do not add pages.