

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.

Wood County 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. Record books/portfolios are helpful in filling out the ME form. 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
- 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 III. Try not to repeat.

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

Start with your most recent year and summarize the 4-H responsibilities, roles, 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: 4-H PROJECT OR ACTIVITY REPORT

Your most important 4-H project or 4-H activity (other than leadership) should be described in this section. *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.).

HOW TO WRITE AN ME FORM THAT COMMUNICATES

1. The appearance, accuracy, thoroughness, and grammatical correctness of your ME form will reflect *you*. Let that reflection be a good one!
2. What you've accomplished is more important than the format you choose 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 computer or 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.

Appeal Procedure

If the 4-H member wishes to appeal the decision he/she must appeal in writing through the Vice-President of the Wood County 4-H Leaders' Association. Appeals must be filed within thirty (30) days following notification of activity/trip ineligibility.

The Appeals Board will consist of the Vice-President of the Wood County 4-H Leaders' Association, two volunteer 4-H leaders, and two PALS (junior leaders) (chosen at random). The Appeals Board will make a decision no later than thirty (30) days following the date of the 4-H member's request.

Presentations will be made to the Appeals Board by the 4-H member and 4-H leader.

Due Oct. 15th for Leadership Washington
Focus due Feb. 1

Complete ME for Citizenship
Washington Focus, Leadership
Washington Focus, National 4-H
Conference, National Congress,
Key Award

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 AND IF THAT'S NOT POSSIBLE, PRINT VERY NEATLY IN BLUE OR BLACK INK.

County _____ Date Submitted ____ / ____ / ____

Name of 4-H Member _____ Male or Female _____

Street or P.O. Box _____

City _____ Zip _____

Home Telephone Number (____) _____

Name of Parent or Guardian _____

Your age on Jan 1 ____ Grade on Jan. 1 ____ 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 _____

Have you attended Leadership Washington Focus? Yes ____ No ____ If Yes, Give Year ____

Have you attended State 4-H Youth Conf in Madison? Yes ____ No ____ If Yes, Give Year ____

Citizenship Wash. Focus in Washington DC? Yes ____ No ____ If Yes, Give Year ____

Have you received the 4-H Key award? Yes ____ No ____ If Yes, Give Year ____

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

12.		
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SECTION I: 4-H LEADERSHIP

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

SECTION II: NON 4-H ACTIVITIES

List information on activities outside of 4-H.

Year	Activity	Role

SECTION III: OTHER 4-H ACTIVITIES SUMMARY

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

Year	Activity	Role

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SECTION IV: 4-H PROJECT OR ACTIVITY REPORT

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

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

NAME OF PROJECT OR ACTIVITY _____

