

# Member's Evaluation Form

(M.E.)



For your Member's Evaluation (M.E.) form to be considered, please make sure that:

- **The completed application is submitted to the 4-H office by your Club's Organizational Leader or designee**
- All work must be completed by the youth.
- Your Club's Organizational Leader has signed this cover sheet.
- You and your parent have signed this cover sheet.
- You have included your Permanent Record and Participation Report updated through the current year and maintained consistently since the award of your last participation pin.
- Your application includes a current 4-H year letter of recommendation from a 4-H Leader with a hand written signature. If the letter of recommendation is not received, the application will not be considered.
- You have included an Awards Request Form.

## Applicant Verification:

To the best of my knowledge, the information on the attached forms is accurate and has been completed by myself.

Signed by: \_\_\_\_\_  
Applicant

Name of Club: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent Verification:

To the best of my knowledge, the information on the attached forms is accurate.

Signed by: \_\_\_\_\_  
Parent

Name of Club: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

## Organizational Leader Verification:

To the best of my knowledge, the information on the attached forms is accurate.

Signed by: \_\_\_\_\_  
Organizational Leader

Name of Club: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

Updated 1/2017

# INSTRUCTIONS FOR COMPLETING YOUR MEMBER'S EVALUATION FORM

Please computer generate this form using a 12-point Arial font.

Many 4-H awards and trips are based on evaluation of accomplishments and experiences in 4-H projects and activities. This Member's Evaluation (M.E.) form will help you present this information to evaluation groups. The form allows for a concise statement of what you've accomplished during your total 4-H experience. You are allowed a total of 6 pages for the narrative section of the form. **Adding pages will disqualify you.**

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

## 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. Answer in narrative format. You may want to include:

- 4-H leadership, learning, or completing 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
- Club, county, or state responsibilities

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

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

Your **three** most important 4-H projects or activities (other than leadership) may be described in this section. Answer in the narrative format. Remember the entire form can be no more than 6 total pages. Consider writing about:

- Goals
- What you have learned or skills you have 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
  - in-depth explanation of a specific project or activity
  - the intangible (appreciation of others, satisfactions, growth of others, etc.)
- Things you have done (not fairs and competitions) in this project or activity (demonstrations, tours, meetings, etc.).

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. Use a bullet point listing format. Be specific and concise. Use words that mean something to someone outside of your club or county. Indicate special or important responsibilities if it is not evident.

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

Start with your most recent year and summarize those things that you are involved in at school, church, community organizations, etc. Use a bullet point listing format. 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 in a narrative format 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.

#### **Assistance to complete the M.E form:**

1. Refer to the Dane County 4-H Application HELP sheet included in the Special Awards manual.
2. Additional assistance, please refer to action verb list found on the website. Address is <http://fyi.uwex.edu/dane4hyouth/awards/>

**IMPORTANT:** Report a specific activity only once. Determine the most appropriate place on the form to report it.

**PLEASE COMPUTER GENERATE - 12 POINT ARIAL FONT**

Name \_\_\_\_\_ Years in 4-H \_\_\_\_\_

Your Age and Grade as of January 1 of this Year \_\_\_\_\_ Date of Birth \_\_\_\_\_

Indicate Participation Pins received: Bronze \_\_\_\_\_ Silver \_\_\_\_\_ Gold \_\_\_\_\_

Did you attend WI 4-H & Youth Conference in Madison \_\_\_\_\_ Yes ( \_\_\_\_\_ Yrs) \_\_\_\_\_ No

National 4-H Congress \_\_\_\_\_ Yes ( \_\_\_\_\_ Yr) \_\_\_\_\_ No

National 4-H Conference \_\_\_\_\_ Yes ( \_\_\_\_\_ Yr) \_\_\_\_\_ No

Citizenship Washington Focus \_\_\_\_\_ Yes ( \_\_\_\_\_ Yr) \_\_\_\_\_ No

Future Plans and Goals \_\_\_\_\_

<b>PROJECT LISTING</b> List your significant projects enrolled in. Indicate years enrolled and if presently enrolled. Do not add additional lines.			<b>4-H AWARDS RECEIVED</b> List 4-H Special Awards, Project pins and certificates.	
<b>Project</b>	<b># of Years Enrolled</b>	<b>Check if Presently Enrolled</b>	<b>Award</b>	<b>Year</b>

**Applicants may use a maximum of 6 pages to answer all of the following questions. Use only 12**

point Arial font

**I: 4-H LEADERSHIP - CLUB, COUNTY AND STATE**  
(Goals, roles, accomplishments, programs, plans)

**II: 4-H PROJECT/ACTIVITY** –Identify and individually discuss your 3 most significant 4-H projects/activities. For each discussion, detail the project/activity size/scope, the knowledge, skills, and experience you gained, your overall growth and your leadership or teaching responsibilities.

**1<sup>st</sup> PROJECT OR ACTIVITY NAME:** \_\_\_\_\_  
**Discussion:**

**2<sup>nd</sup> PROJECT OR ACTIVITY NAME:** \_\_\_\_\_  
**Discussion:**

**3<sup>rd</sup> PROJECT OR ACTIVITY NAME:** \_\_\_\_\_  
**Discussion:**

**III: OTHER 4-H ACTIVITIES SUMMARY**  
(Activities not reported elsewhere in this report.)

<u>Year (start with most current)</u>	<u>Describe activities (using bullet points)</u>
<i>(Example) Nov. 2014</i>	<i>* Sorted wreaths Dane County fundraiser</i>

**IV: NON 4-H ACTIVITIES**

<u>Year (start with most current)</u>	<u>Describe activities (using bullet points)</u>
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**V: DISCUSSION QUESTION**

Based upon your experiences in 4-H, what is an important concern of youth that 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?