

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 5th grade 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 2019 on each page.

-Forms must be computer printed. Make your information readable. No handwritten forms will be accepted.

-ME forms must replicate the official ME form. 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. Your ME form should be a compilation of your total 4-H work – in other words include ALL years of your 4-H experiences, not just the current year.

-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 **four (4) copies** of your ME form for the First Year ME Form interview. This is the first step in the awards process.

-Submit **six (6) copies** of your ME form for the interviews.

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

ME Interviews will be held in September. You will receive notification of times available via email. Sign Up Genius will be used to schedule interview times.

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 (two for the First Year form) 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.