

**Suggested Leader Procedures For
Evaluating 4-H Members and Their Record Books
Plus
Selecting Award Winners and Nominees
Polk County - 2019**

Step One - 4-H member to complete needed records in record book and turn into local project leader before school starts.

Step Two - Project leader to use project evaluation form (PEF) with record and member to evaluate progress toward goals, participation and achievement. Project leaders should explain what is done well and how improvements could be made next year on the PEF form. Good, fair, poor, doesn't help the member too much. The enclosed sheet "If I Were to Give Praise" might be helpful when writing comments.

Step Three - If member has progressed satisfactorily and attained most of his project goals, the project leader should indicate a seal is to be placed on the MPE for that project. (A project leader should place a seal on the MPE whenever the member has attained all goals or completed the project.)

Step Four - Determine which members have done outstanding work in a project and are deserving of a County 4-H Honor Award Certificate. Outstanding work would be quantity and quality work in the project. Each club should develop some guidelines so all projects and members are treated equally.

Minimum county-wide requirements to receive this award are:

1. Must have given a talk or demonstration related to the project, and
2. Must have exhibited something related to the project at the county fair, and
3. Must have a completed MPE and some type of financial record information related to these projects in the record book.

Please note nomination form is to be signed by the project leader and general or assistant advisor. These are due no later than **September 1st**. The County Honor Award Certificates will be sent to club advisors for presentation at a club meeting or event.

Step Five - After evaluation of each project is completed, leaders and advisors should evaluate overall participation, achievement and growth of each member by using the Member Achievement Evaluation Form (MAEF).

Step Six - Combine project evaluation and overall evaluation to determine if member is to receive the Member Achievement Certificate. These certificates are listed on the order form. The certificate states "_____ was enrolled in the _____ 4-H Club for the year 20___. This member has satisfactorily completed projects and participated in club activities and therefore is deserving of this recognition certificate." A club can order achievement pins out of the National 4-H Supply Catalog if desired. Pins cost about \$2.50 each.

Step Seven

- Nomination for leadership awards. Determine if any members have done outstanding leadership work in a project or a club activity. You may have to encourage those members you feel deserving of a leadership award to include everything they have done in their youth leadership record. Youth Leadership Award Nomination form should be attached to member's youth leadership record and related youth leadership materials. This is to be submitted no later than **September 1st**. These awards are the pins sponsored by National, State & County donors. They are available to all members doing leadership work, not just those members enrolled in the Youth Leadership Project. These will be presented at the County Awards Program in **October**.

Step Eight

- Select outstanding record books. Refer to County 4-H Record Book Award form for guidelines to selected members to receive 2016 Polk County 4-H Record Book Awards.

****A NOTE ABOUT EVALUATION OF RECORD BOOKS & YOUTH****

Probably the best means of evaluation would be for leader and member to sit down together using the evaluation forms as guidelines for determining an assessment of plans, goals, accomplishments and reporting. This provides for a two-way communication instead of one-way.

Availability of time on both the leader's and member's part inhibits this to be done. It would be interesting to share experiences where this procedure is used. Probably the most satisfaction that leaders can get is when it can be determined that 4-H experiences have made a positive influence on a boy's or girl's knowledge, skills, attitudes, values and self-concept.