POLK COUNTY 4-H MEMBER EVALUATION FORM

Wisconsin RecordForm

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.

4-H national 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
- 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 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 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. A good tip is to start with two and describe them fully. Then continuing adding more as you can. Remember activities, in addition to 4-H prog count and can be included on these pages. Examples of activities include: 4-H Ambassadors, dairy or livestock quiz bowl, State Leadership teams, etc. One page is available for each. *Don't* add pages.

This page is broken into two sections:
Top Box - This should include all things about you and your growth in your project.
Bottom Box - This is about any and all of your leadership in that project. It should always include your future goals for leadership in that project.

Consider writing about:

- Goals
- What you've learned and skills you've developed. What did you know your first year in this project and why did you sign up for it the first time?
- 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 at least 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.)

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 health, safety, conservation, recreation, music, drama, speaking, etc. Please identify the years activities were participated in (ex. 2019-2022). 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: Non-4-H Activities Summary

Start with your mostrecentyearand summarizethose 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

Thissection allows youto shareyour 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

1. The appearance, accuracy, thoroughness and grammatical correctness of your ME form will reflect *you.* Let that reflection be a good one! What you've accomplished is more important than the format you choose to tell it –
2. 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. What you write should be clear to someone not familiar with the activities. Pretend you're explaining them to someone who has
3. 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
4. to edge with words or reducing print size usually makes your ME hard to read. Use words that say exactly what you mean or describe exactly what you did. Slang words like "great" or "meaningful" do not help the reader understand what you actually did or accomplished.

4-H Club Management

MEMBER EVALUATION

Wisconsin RecordForm

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 Fill Out Completely

Date: _____

Member Name: _____ Youth Email: _____

Address: _____ City: _____ Zip: _____

Youth Phone: _____ Birthdate: _____Age: _____ Grade: _____ Years in 4-H: _____

County: _____ Club Name: _____

Name of Parent or Guardian: _____ Parent Phone:_____

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

Have you attended any of the following experiences? (check all that apply)

___Summer Academy ___Fall Forum ___National 4-H Congress ___American Spirit ____Space Camp

___Other:_____ If yes, please tell us what year(s) for each experience:_____

Have you received the 4-H Key Award? ☐ Yes ☐ No If yes, what year?_____

Year in School: _____ 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.

	Project	# of Years Involved	List Years Involved	Check if currently enrolled
Ex.	*Dairy*	*3*	*2023-2026*	*X*
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Extension UNIVERSITY OF WISCONSIN-MADISON

AnEEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, Including Title IX and American with Disabilities (ADA) requirements.

Section I: 4-H Leadership

Shareyourgoals,roles,accomplishment programs and plans. Please be concise. Do not add pages.

.

Section II: 4-H Project or Activity Reports

Knowledge, skills, size, scope, experiences, and leadership. Please be detailed, but 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 Activity Reports (Continued)

Knowledge, skills, size, scope, experiences, and leadership. Please be detailed, but 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 Activity Reports (Continued)

Knowledge, skills, size, scope, experiences, and leadership. Please be detailed, but 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 Activity Reports (Continued)

Knowledge, skills, size, scope, experiences, and leadership. Please be detailed, but 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.

	Year	Activities
Example	*2023-2026*	*4-H Camp - 1 year a camper, 2 years Outpost, 1 year a counselor*

Section IV: Non 4-H Activities

Include years participated, awards, and other accomplishments

Example

Year	Activities
2015-2018	*HS Band - Clarinet, 1 year section leader*

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.