

## Suggestions for Completing your M.E. (*Member Evaluation*) FORM

ME Form available on the 4-H website at [www.co.ozaukee.wi.us/4H](http://www.co.ozaukee.wi.us/4H) in MSW and PDF format.

PLEASE READ this, and subsequent forms thoroughly BEFORE you begin to write AND complete ONLY the appropriate forms. These forms allow for a concise statement of WHAT you have accomplished during your 4-H experience.

**DO NOT ATTACH this sheet to your finished Form!**

ME Forms include: 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, including projects that best communicate what you've done and what the results and benefits have been.

Interviews are essential in selecting delegates and the completed Member Evaluation Form aids in the 4-H trip and award selection process; in addition the ME format is a practice for "real life" FORMS (*i.e., aptitude tests, college scholarships, job applications, resumes, tax forms, etc.*).

**The Member Evaluation process is a "life skill" ---teaching you about interviewing for future jobs; therefore, dress accordingly!**

### **General Guidelines:**

- Include information from THROUGHOUT your 4-H experience.
- Appearance, accuracy, thoughtfulness and correct grammar is IMPORTANT.
- Make your form readable. Single-spaced typed copy, font size 11 or 12 only. Print in blue/black ink.
- Clarify terminology - say EXACTLY what you mean/describe exactly what you've done. "Great" doesn't help readers know what you did or accomplished...how you have "grown."
- Use narrative form, phrases, charts or outline (or a combination); whichever communicates best. (WHAT you've accomplished is more important than the format used.)
- Be consistent in tense (past, present, future).
- START with the most recent 4-H year and then consecutive prior year's work.
- Be selective in what you write AND avoid repetition.
- Limit listing of awards/ribbons; include ONLY most significant.
- Don't add extra pages or change the space available on pages. **Adding or changing pages could disqualify you!**
- Have someone who did not help you check your grammar and spelling.

### **Ozaukee County ME Guidelines:**

- Youth Applying for national awards **MUST** submit a 4-H Leadership Program Plan with the ME form. Contact the Extension office to receive a Program Plan Form.
- Each ME application **MUST** include a 4-H Leader Evaluation/Recommendation Form. Be sure to ask your leader several weeks before the form is due.
- No late applications will be accepted.

*continued on reverse side*

*Special instructions for completing each SECTION of the ME follow:*

#### **4-H LEADERSHIP**

Leadership means taking responsibility for planning, arranging, conducting and evaluating programs, projects and activities.

In the space provided you will want to include:

- 4-H leadership, learning/doing goals you've set for yourself (learning to plan meetings, ways to motivate people, teaching younger members, working with different ages).
- 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 beneficial to you or others.
- Club, county, district, or state responsibilities.

**NOTE:** Indicate specific leadership responsibilities you've assumed in particular projects/activities. BE SPECIFIC and try NOT TO REPEAT in other sections.

#### **4-H PROJECT or ACTIVITY REPORTS**

Your most important projects or activities (*other than leadership*) are 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 project or activity has grown...
  - financial investment, savings, loss or gain
  - number of techniques tried, things made, things grown, etc.
  - the intangible (appreciation of others, satisfactions, etc.)
  - awards that indicate quality of work (BE SELECTIVE)
- Things you've done in project/activity (demonstrations, tours, meetings, etc.)

#### **OTHER 4-H ACTIVITIES SUMMARY** (not previously reported)

Start with your most recent year and summarize your other 4-H leadership, project or activity involvement; you have not written about yet. Indicate special responsibilities or importance if it is not evident. *Examples: community service, recreation, music, drama, speaking, etc.*

#### **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.

#### **DISCUSSION QUESTION**

This section allows you to share your 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.

**GOOD LUCK!**