

## WAUKESHA COUNTY MEMBER EVALUATION (ME) GUIDELINES

These guidelines contain information that the Waukesha County Awards Committee require to be followed in order to participate in the ME process. Follow these guidelines when completing your ME form. Do not attach this sheet to your finished form!

### INSTRUCTIONS:

- **DO NOT ADD PAGES!!**
- Members must have completed 5th grade to be eligible for participation in the ME process.
- You must use the most recently revised ME form. The correct form will be dated 2026 on each page.
- Forms must be computer printed. 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 the official printed form. Forms must be printed in either 11 or 12-point font size.
- 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 **six (6) copies** of your ME form for the interviews. Please attach the cover sheet separately (for First Year)..
- Keep a copy of the ME form for your records.

ME Interviews will be held in September or October. 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/experiences scholarships 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 on this form. Adding pages may 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. DO NOT 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 (number of kids taught, planning, arranging)
- Leadership goals (what you want to gain, do, or learn)
- Future leadership plans (what you want to do to accomplish goals, where do you go from here)
- List club, county and state leadership responsibilities

## **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. One page is available for each. Don't add pages!!! Include:

- Accomplishments: What have you accomplished within your project? Give examples of accomplishments, leadership, awards, etc..
- Knowledge of project or activity: Give examples of what you have learned and skills developed in your project.
- Leadership roles taken in this project or activity: Responsibilities, demonstrations, # of kids helped, etc. Give examples.
- Goals (what do you want to gain, learn, do): Plans - how do you want to accomplish your goals? Give examples.

## **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 activities.

## **Section IV: Non-4-H Activities Summary**

Summarize those things you're involved in at school, church, community organizations, sports work, 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. How do you plan to share your 4-H experiences with others?