

## **STEPS TO COMPLETING A MEMBER EVALUATION (ME) SUMMARY**

1. Take a look at the form before you start to see what information you'll need.
2. Collect the materials necessary. (Good examples--record books, old calendars, paper and pencil.)
3. Complete a rough draft of the ME Form in pencil on scratch paper so that it can be reread and changed.
4. Carefully follow the ME Form directions!
  - A. Your birth date should be recorded.
  - B. Your grade should be recorded as the one you are currently in.
  - C. Be concise instead of wordy.
  - D. Do not add additional sheets or photographs.
5. Special hints for completing a rough draft:
  - A. The "4-H Project Summary" should give the project with the most years first and list the rest in descending order by number of years. (Example: Beef 5, Arts and Crafts 4, House Plants 3 years).
  - B. Be sure that your form is easy to read. Not too many or too few words. The wording on the forms should be in brief sentences or in a list format. Typewritten forms are most pleasing to the eye.
  - C. Be specific and complete. (Included should be the number of articles made, skills gained, and techniques used).
  - D. Show growth in project area.
  - E. Share any teaching experiences or any times you have taught others.
  - F. Most of all, use good English, watch your spelling and complete the form in your own words.
6. Have others proofread your rough draft.
7. Type or neatly print your final draft.
8. Proofread it again. Your final draft should have the same goal as a resume for a job. It should sell you as a person to whomever is reading it.
9. Keep your scratch copy for future reference or make another copy for yourself.
10. Your completed ME Form must be at the Extension Office by 4 p.m. on Friday, August 29<sup>th</sup>.
11. Call your club leader if you have any questions.

## MEMBER EVALUATION (ME) SUMMARY FOR NATIONAL AND INTERNATIONAL TRIP CONSIDERATION

Name:		Birth date:	
Address:			
City:	State:	Zip:	
Name of 4-H Club:		Years in 4-H (completed):	
Grade :	Age:		

1. 4-H PROJECT SUMMARY - List projects by number of years enrolled in descending order:

2. 4-H PROJECT REPORT - Describe one major project in which you are presently enrolled. Briefly outline your growth and development in the project since joining 4-H. Include: number of animals, articles made, things learned, etc; project related activities such as demonstrations, county fair, clothing revues, etc; leadership and/or teaching responsibilities you've had in this project. What are your plans for the future in this project?

-OVER-

