

MEMBER EVALUATION (ME) SUMMARY FOR AWARD CONSIDERATION

Name:	
Name of 4-H Club:	Years in 4-H (completed):

4-H project summary List projects by number of years enrolled in descending order:	Number of years In Project		4-H Activities List 4-H activities besides project work that you participate in

4-H PROJECT REPORT - Describe and briefly outline your growth and development in one major project area.

Name:	
Name of 4-H Club:	Years in 4-H (completed):

4-H LEADERSHIP - List the 4-H Leadership roles you have held. Indicate which is the most important to you and why.

CITIZENSHIP - List school and community activities you participate in.

REFLECTION - What has been the most important benefit for you in 4-H? Please explain.

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. Be concise instead of wordy.
 - B. Do not add additional sheets or photographs.
5. Suggestions for completing a rough draft:
 - A. On the "4-H Project Summary" list projects in descending order by number of years. (Example: Beef 5, Arts and Crafts 4, House Plants 3 years).
 - B. The "4-H Project Report" Include:
 - number of animals, articles made, things learned, etc;
 - project related sharing activities such as demonstrations, county fair, project day sessions led, clothing revues, etc;
 - leadership and/or teaching responsibilities you've had in this project.
 - plans for the future in this project.
 - C. Be sure that your form is easy to read.
 - The wording on the forms should be in brief sentences or in a list format.
 - Typewritten forms are most pleasing to the eye.
 - D. Show growth in project area. Highlight if number of animals has increased, complexity of projects made has evolved, etc.
 - E. Share any teaching experiences or any times, you have taught others.
 - F. Most of all, use good grammar, 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 whoever 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 August 28, 2026.
11. Call your club leader if you have any questions.