



Member's Evaluation Form (M.E.)

The Key Award and many 4-H funding awards for educational travel experiences are based on evaluation of accomplishments and experiences in 4-H projects and activities. This Member's Evaluation (M.E.) form will help you present this information to evaluation groups. The form allows for a concise statement of what you've accomplished during your total 4-H experience. **Adding pages will disqualify you.**

You will be evaluated on what you have learned, done, accomplished, and how much you have "grown". You will need to pick out and combine things from throughout your 4-H years and your projects that best communicate what you have done and what the results and benefits have been.

For your Member's Evaluation (M.E.) form to be considered, please make sure that:

- ☐ **The completed application is submitted to the 4-H office by your Club's Organizational Leader or designee**
- ☐ All work must be completed by the youth.
- ☐ You completed the form by typing in the fillable PDF form and ensured the form printed correctly
- ☐ Your Club's Organizational Leader has signed this cover sheet.
- ☐ You and your parent/guardian have signed this cover sheet.
- ☐ You have included your Permanent Record and Participation Report updated through the current year and maintained consistently since the award of your last participation pin.
- ☐ Your application includes a current 4-H year recommendation from a 4-H Leader. If the recommendation is not received, the application will not be considered.
- ☐ Recommendation Link to share: **<https://go.wisc.edu/17YKHL>**
- ☐ You have included an Awards Request Form.

Applicant Verification:

To the best of my knowledge, the information on the attached forms is accurate and has been completed by myself.

Signed by Applicant: _____

Name of Club: _____

Phone Number: _____

Date: _____

Parent/Guardian & Organizational Leader Verification:

To the best of my knowledge, the information on the attached forms is accurate.

Signed by: _____
Parent/Guardian

Signed by: _____
Organizational Leader

Phone Number: _____

Phone Number: _____

Date: _____

Date: _____

EVALUATION OF MY 4-H PROGRAM

IMPORTANT: Report a specific activity only once. Determine the most appropriate place on the form to report it.

Name _____ Years in 4-H _____

As of January 1 of this Year: Age _____ Grade _____ Date of Birth _____

Indicate Participation Pins received: Bronze _____ Silver _____ Gold _____

List the year(s) you have participated in 4-H Educational Experiences:

Fall Forum _____ Summer Academy _____

American Spirit _____ Citizenship Washington Focus _____ National Congress _____

National Conference _____ Space Camp _____ Other _____

List year Special Awards received:

Achievement Award Jr. _____ Achievement Award Sr. _____ Citizenship Award _____

Key Award _____ Leadership Award Jr. _____ Leadership Award Sr. _____

Future Plans and Goals _____

PROJECT LISTING			PROJECT AWARDS RECEIVED	
List your significant projects enrolled in. Indicate years enrolled and if presently enrolled. Do not add additional lines.			List 4-H Project pins and certificates.	
Project Area	# of Years Enrolled	Check if Presently Enrolled	Award (pins/certificate)	Year(s)

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. Answer in narrative format in the space provided. You may want to include:

- 4-H leadership, learning, or completing 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
- 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
- Club, county, or state responsibilities

You will have the opportunity to indicate specific leadership responsibilities you have assumed in particular projects or activities in Section II. **Try not to repeat information and note the character limits in the response boxes.**

I: 4-H LEADERSHIP - CLUB, COUNTY AND STATE
(Goals, roles, accomplishments, programs, plans)

SECTION II: 4-H PROJECT OR ACTIVITY REPORTS

Your **three** most important 4-H projects or activities (other than the Leadership Project) may be described in this section. For each discussion, detail information related to the bullets below.

Answer in the narrative format in the space provided. Consider writing about:

- Goals in the project area/activity
- What knowledge you have learned or skills you have developed
- Overall growth and your leadership or teaching responsibilities
- 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
 - in-depth explanation of a specific project or activity
 - the intangible (appreciation of others, satisfactions, growth of others, etc.)
- Things you have done (not fairs and competitions) in this project or activity (demonstrations, tours, meetings, etc.).

1st PROJECT OR ACTIVITY NAME: _____
Discussion:

2nd PROJECT OR ACTIVITY NAME: _____

Discussion:

3rd PROJECT OR ACTIVITY NAME: _____

Discussion:

SECTION III: OTHER 4-H ACTIVITIES SUMMARY

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. Use a bullet point listing format. Be specific and concise. Use words that mean something to someone outside of your club or county. Indicate special or important responsibilities if it is not evident. Refer to the Awards Application Help Sheet online for more examples.

Activities not reported elsewhere in this report.

Year (start with most current)	Describe Activities
(Example) Nov. 2024	Sorted wreaths for the Dane County 4-H fundraiser

SECTION IV: 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. Use a bullet point listing format. Use words that people outside of your community will understand. Indicate special responsibilities or importance if it is not evident.

Year (start with most current)	Describe Activities
(Example) 2024, 2023	Basketball team, ABC High School, team manager

SECTION V: DISCUSSION QUESTION

This section allows you to share your thoughts in a narrative format 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. Answer the following prompt in paragraph form.

Based upon your experiences in 4-H, what is an important concern of youth that 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?

Assistance to complete the M.E form:

1. Refer to the [Award Application Help Sheet](#) included in the Special Awards Form tab of the 4-H awards and record keeping webpage for Dane County 4-H.
2. Additional assistance, please refer to the action verb list found on the website.