

Suggestions for Completing Your Member's Evaluation Shortform

(M.E.S. Attached)

(This insert sheet has all the instructions you'll need to complete the M.E.S. form. Do not attach this sheet to your finished form.)

4-H national award trips are based on evaluation of accomplishments and experiences in 4-H projects and activities. This Member's Evaluation (*M.E.S.*) form will help you present this information to evaluation groups. 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.

You will be evaluated on 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 and your projects that best communicate what you've done and what the results and benefits have been.

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. In the space provided, you may want to include:

- 4-H leadership goals.
- Major 4-H leadership accomplishments (*accomplishments, benefits to you and to others*).
- 4-H leadership learning (*learn to: plan meetings, different ways to motivate people, teach younger members, work effectively with people of differing ages, etc.*)
- 4-H leadership roles that you have assumed.
- Leadership roles that have been most beneficial to you or to others.
- Club, county, district, or state responsibilities.
- Progress you are making toward your 4-H leadership goals.
- Future plans to continue meeting these or new leadership goals.

You will have the opportunity to indicate specific leadership responsibilities you've assumed in particular projects or activities in Section II. Try not to repeat.

SECTION II: 4-H PROJECT OR ACTIVITY REPORTS

Your two 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. Consider writing about:

- Goals.
- What you've learned or skills you've developed.

(over)

- 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
 - going in-depth into one specific thing
 - the intangible (*appreciation of others, satisfactions, growth of others, etc*)
 - awards that indicate quality of work (*be selective*)
- Things you have done in this project or activity (*demonstrations, tours, meetings, etc*).
- Leadership and/or teaching responsibilities you've had in a project or activity.

SECTION III: OTHER 4-H ACTIVITIES SUMMARY (*not previously reported*)

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. Say the most with fewest words. Use words that mean something to someone outside of your club or county. Indicate special responsibilities or importance if it is not evident. Be selective so you don't exceed the given space.

SECTION IV: NON 4-H ACTIVITIES SUMMARY

Start with your most recent year and summarize those things that you're involved in at school, church, community organizations, etc. Be selective so you don't exceed the given space. Use words that people outside of your community will understand. Indicate special responsibilities or importance if it is not evident.

SECTION V: 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.

HOW TO WRITE AN MES FORM THAT COMMUNICATES

1. The appearance, accuracy, thoroughness, and grammatical correctness of your MES form will reflect you. Let that reflection be a good one!
2. What you've accomplished is more important than the format you choose to tell it-- paragraphs, phrases, outlines, tables, graphs, etc. Let your personal style and the amount and type of information you have to tell, be your guide. Just tell what you want to tell in a concise, understandable manner.
3. What you write should be clear to someone not familiar with the activities. Pretend you're explaining them to someone who has never heard of 4-H before.
4. Make your information readable! Use a computer. If that's not possible, print very neatly in blue or black ink. Filling a page from edge to edge with words or reducing print size usually makes your MES hard to read.
5. Use words that say exactly what you mean or describe exactly what you did. Slang and words like "great" or "meaningful" don't help the reader understand what you actually did or accomplished.