To: 4-H Members 13 – 18 years old

From: Sharon Krause, 4-H Youth Development Educator

Re: Member Evaluation Process

We’re reaching the end of another 4-H year and I hope you’ve had a great one! This letter contains important information that will help you participate in this year’s Member Evaluation (M.E.) Process. The M.E. Process is the process by which Douglas County 4-H allocates countywide project awards, leadership trips, scholarships, and other special recognitions.

If this is your first time of being eligible (age wise) to complete the M.E., you must come to one of two scheduled M.E. workshops. At the workshop, you will be given instructions and explanations about the process and help with understanding the application and what to report. The two drop-in workshops are scheduled for August 21 (1-2:30 p.m.) and August 22 (6:30 – 8:00 p.m.) at the Extension Office. Plan to spend about 30-45 minutes for your orientation. You may come at any time, and do not need to sign up. However, if you show up 15 minutes before the end of a session, you will have only 15 minutes and will miss much of the session. This is a great way to complete most of your forms!

The M.E. packet is a summary of your 4-H accomplishments over the past year. All the forms required for the packet are available at the Extension Office or at <http://douglas.uwex.edu/4h/forms.html>.

The website also has information about how your forms and interviews will be evaluated.

Your M.E. packet is due by **Tuesday, September 5, 2017** and should include the following:

* + - M.E. Form (8 pages)
    - Fair Participation Form
    - Trip Preference Form (with signatures)
    - Leader Evaluation and Recommendation Form (can be sent in by leader)

***Packets turned in late will NOT be eligible for awards or trips!***

The second step of the M.E. Process is to participate in an interview with the 4-H Board of Directors. **Mark your calendar now!** Face-to-face M.E. interviews with the Douglas County 4-H Board of Directors are scheduled for the evening of **Monday, September 11, 2017** at the Extension Office, Courthouse Room 107. Be sure to keep this night open and we will contact you after September 5 with the exact time of your interview. You must participate in the face-to-face interviews to be eligible for awards and trips. Interviews are held between 6:00-8:30 pm and each lasts for approximately 10 minutes. If you have a specific time that you need to do the interview, let me know and I will do my best to accommodate your needs.

If you need help with your M.E. packet, you can call me at 715-395-1365 or email me at [sharon.krause@ces.uwex.edu](mailto:sharon.krause@ces.uwex.edu) with your questions. All of you deserve recognition for your 4-H work and I hope you take advantage of this rewarding opportunity!



cc: General Leaders & Board of Directors