

**Douglas County UW-Extension**Courthouse, Room 107  
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**http://douglas.uwex.edu/**

1. Take a look at the forms before you start to see what information you’ll need. The forms are available at the Extension Office or http://douglas.uwex.edu/4h/forms.html after August 1. Collect other needed materials such as fair judging results.  
  
2. Complete a rough draft of the M.E. Form.   
  
3. Carefully follow the M.E. Form directions!

A. Your birth date should be recorded.

B. Your grade should be recorded as of October 1, 2018.

C. Your age should be recorded as of January 1, 2019 (for next year’s trips).

D. Be concise instead of wordy.

E. Use the space allotted. Do not run text on to additional pages or add photographs.  
  
4. Special hints for completing a rough draft.

A. The 4-H Project Listing (page 1) should list the projects in which you are currently enrolled followed by projects in which you were previously enrolled. If you’re not sure which projects you’re in, call the Extension Office.

B. Be sure that your form is easy to read. The wording on the forms should be in brief, complete sentences. Typewritten forms are most pleasing to the eye.

C. Be specific and complete. (You should include the number of articles made, skills gained, techniques used, etc.)

D. Show growth in project areas.

E. Share any teaching experiences or any times you have helped others with a project.

F. Most of all, use good grammar, watch your spelling, and complete the form in your own words.  
  
5. Have others proofread your rough draft.  
  
6. Type or neatly print your final draft.  
  
7. 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.

8. Keep your draft copy for future reference or make a copy of your final draft for yourself so you can review it before your interview. It may also be useful for reference when filling out job or scholarship applications.

9. Your M.E. packet is due Tuesday, September 4, 2018 and should include the following:

* M.E. Form
* Fair Participation Form
* Trip Preference Form (with signatures)
* Leader Evaluation and Recommendation Form (sent in by leader)

10. Set aside the evening of Monday, September 17, 2017 for your M.E. interview.

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming,  
including Title IX and Americans with Disabilities Act (ADA) requirements.