

GUIDELINE FOR 4-H MEMBER EVALUATION

This guide is designed to assist the 4-H advisor in planning with and evaluation 4-H club members. The first section lists some principles of evaluation and the second contains steps to help you in the evaluation process.

Part I - Principles for Evaluating 4-H Members

1. Every member is a unique individual.
2. Every member needs recognition (attention with approval).
3. Evaluation is basic to learning.
4. Evaluation is the determination of progress toward a goal.
5. All 4-H members have a goal they want to accomplish regardless of age even though it may not be realistic. Goals needs to be specific, meaningful, practical and attainable.
6. Evaluation is a continuous process and needs to be done often especially for the 10 to 13 year old. Doing it at the end of the work year does not contribute significantly.
7. 4-H members need a feeling of achievement. Success is one of the best motivators.
8. 4-H is a "real life" experience. Young people desire self evaluation with approval.
9. 4-H member grown as a total person mentally, physically, spiritually and socially. The project is a means to this end.
10. Evaluation should take place between the persons knowing the goals, the 4-H advisor and member.
11. 4-H members need frequent positive reinforcement or approval by advisors.
12. Standards need to be set so that attainment can be measured. However, the standards must be adjusted to the potential environment of the individual.
13. Evaluation and competition must be kept separate.
14. Evaluation encourages the development of creativity, learning by discovery, and individuality of the member.

Part II - Steps for Evaluation 4-H Members

- Step 1 - Develop an understanding of general 4-H objectives, which are to help young people to:
- a. Gain new knowledge, skills, and attitudes through real life experiences.
 - b. Realize the satisfaction and dignity of work.
 - c. Develop leadership talents and abilities.
 - d. Recognize the value of research and learn the decision-making process.
 - e. Understand how agriculture and home economics contribute to the economy and human welfare.
 - f. Explore career opportunities and continue needed education.
 - g. Practice healthful living and constructive use of leisure time.
 - h. Appreciate nature and apply conservation principles.
 - i. Strengthen personal standards and citizenship ideals.
 - j. Cultivate desire and ability to cooperate with others.

Step 2 - Define goals of the 4-H member related to the general 4-H objectives. Examples are:

- a. To have a garden and harvest quality vegetables to sell.
- b. To learn the best feeding program for my saddle horse.
- c. To learn and practice better dental care habits.

Step 3 - Set up situations to help members reach goals:

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|---------------------------------|-------------------|
| a. 4-H project | d. Demonstrations |
| b. Special education activities | e. Tours |
| c. Club Meetings | f. Record Book |

Step 4 - Continuously check with members on progress toward goal using different methods, such as record book observation, anecdotal notes, demonstrations, test situations and interviews.

Step 5 - Help evaluate the accomplishment of present goals, good points and improvements to be made, set some new goals, motivate toward new experiences, and develop the process again. (no grades)

The following items are aids or suggestions for conducting a meaningful evaluation discussion with 4-H members.

1. Choose pleasant surroundings creating a comfortable atmosphere for both you and the members.
2. Always use a positive approach.
3. Talk with member personally and not in public.
4. Discuss with the member rather than talk at the member about his experiences. Attempt to have the member give his own self-evaluation.
5. Help the club member discover where his 4-H work has been successful and where he could make improvements.
6. Guard against everything being successful; be truthful and tell member where improvement could be made. This leads to new goals.
7. Compliment and encourage the member when he has demonstrated creativeness in technique or methods. Be objective to more than one way as being acceptable.
8. Help member feel proud of his accomplishments in his work.
9. Attempt to discuss each goal separately; however, remember the growth of the person (mentally, physically, socially, and spiritually) is most important.
10. Allow adequate time for member to ask questions. This could be the most valuable time spent all year.

PLEASE REVIEW WITH YOUR PARENTS

The following are the minimum county-wide requirements for completion of the 4-H year. These guidelines are used to determine the member's effort grade (given by the advisor) and to determine eligibility to exhibit at the fair.

1. 4-H advisors should inform each member in the club of what the basic minimum requirements for completion are early in the year.
2. Satisfactory progress toward meeting the basic minimum requirements must be made before members are eligible to exhibit at the county fair. (Advisors will not sign fair entry cards if member failed to make satisfactory progress toward these requirements).
3. A 4-H member does not need to exhibit at the fair to complete 4-H and receive 4-H certificates and other completion awards. An advisor's grade will reflect a completed project. To receive a project grade, the basic minimum requirements for completion must be met.

*If an incomplete is given for one or more project in which the member is enrolled, the member will not receive credit for that 4-H year. Members in two clubs, will not receive credit for the 4-H year if they are incomplete in either club.

4. A member must exhibit their project at the fair to receive a fair pass. Members must attend regularly scheduled project judging and exhibit at the fair in order to receive premium money, ribbons and other awards. If a member cannot attend the scheduled judging time, the project may be displayed. In the case of a "display only" project, member will receive a participation ribbon but no premiums or awards.
5. The following are the basic minimum requirements for completion as a 4-H member in Auglaize County:
 - a. Member to participate in 70% of all local club meetings after becoming a member. Advisors may excuse and count them as present. Excused absences should be determined and agreed upon by the club at the beginning of the year.
 - b. Member to give at least one demonstration, illustrated talk or project report at a local club meeting. A safety talk may also be given.
 - c. Member must show progress and complete the requirements for the project as outlined in the project book or as designated by the Extension Office in the Advisor's Handbook.
 - d. Members must participate and assume responsibilities in local club activities and programs (paying dues, helping with community service and fund raising, participating in club tours, serving on committees, etc).
 - e. Member to increase knowledge and understanding of project subject matter and increase skills related to project work.
 - f. Member to maintain up to date financial records for each project carried. (See your project book.)
 - g. Optional with each club - have members complete a self evaluation form one to four times during the club year.



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