**Extension Douglas County**

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Dear 4-H members and families,

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 to attend 4-H Education Experiences (trips), and other special recognitions.

The attached document titled “2020 State and National Education Program Reference” has old information regarding exact dates, but does explain the

All 4-H youth who are entering grade 7 this fall and above are eligible to complete the member evaluation process. 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 23 (1:00-2:00 PM) and August 24 (5:30-6:30 PM.) 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. If one of these sessions doesn’t work and you would like help, pleaser reach out to me, and we can arrange a different time.

The M.E. packet is a summary of your 4-H accomplishments over the past year. Included in this packet is all of the required forms, or they can be found on the website <https://douglas.extension.wisc.edu/trips-awards-information/>. While it lists a fair participation form, exhibiting at the fair is not required.

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

Your M.E. packet is due by **Wednesday September 6, 2022** 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. Face-to-face M.E. interviews with the Douglas County 4-H Board of Directors are scheduled for the evening of **Monday, September 12 or Tuesday, September 13** at the Extension Office, Courthouse Room 107. After you submit your M.E. forms in, I will contact you to set up a time for 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 need help with your M.E. packet, you can call me at 715-395-1365 or email me at [katelin.stenroos@wisc.edu](mailto:katelin.stenroos@wisc.edu) with your questions. All of you deserve recognition for your 4-H work and I hope you take advantage of this rewarding opportunity!



Katie Stenroos

Douglas County 4-H Program Educator