Evaluating the Impact of North Dakota 4-H
Step-by-Step Quick Guide

1. Print the “Evaluation Participants No” report from 4hOnline. These youth CANNOT participate. **This step is very important! Do not skip this step, as it is an IRB requirement!**

2. Type the name of your county in the blank at the top of the *My North Dakota 4-H Experience* evaluation instrument.

3. Print copies of the *My North Dakota 4-H Experience* evaluation instrument.

4. Gather pens or pencils.

5. Have an alternate activity for youth who 1) do not have parental permission to participate, 2) are younger than 8 years old, and 3) are not regular 4-H members.

6. At the location to administer the evaluation:

   • Read the assent script to the youth. Please be careful NOT to duplicate 4-H’ers who have already taken the evaluation.

   • Give out evaluations. It should take the youth about 10 – 15 minutes to complete. (When answering questions from youth, do not lead them to an answer. If there is a word they do not know, offer a synonym only. If the youth still does not understand, tell them to skip the question and to continue.)

   • It is permissible to read the questions and answer choices aloud to the group, if necessary. (However, be careful not to lead the youth to an answer.)

   • Collect evaluations.

   • Place completed evaluations in an envelope and seal. Do not read or discuss individual youth responses with anyone.

7. Mail the envelope of completed evaluations to the Center for 4-H to the attention of Meagan Scott. If you administer the evaluation at multiple locations in your county, you can send all of the evaluations in one mailing. Or, you can send in multiple mailings. Either is acceptable.

   **Send Completed Evaluations to:** Meagan Scott  
   Center for 4-H Youth Development  
   NDSU Dept. 7280, PO Box 6050  
   Fargo, ND 58108

   **Please have data collection complete by February 1, 2018.**