1. Take copies of the My North Dakota 4-H Experience evaluation instrument to your club meeting or event. Check to make sure your county Extension agent typed in the name of your county in the blank at the top of the evaluation instrument.

2. Be sure to have enough pens and pencils.

3. 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.

4. During your club meeting or event:
   - Refer to the “Evaluation Participants No” report given to you by your county Extension agent listing the youth who CANNOT participate. This step is very important! Do not skip this step, as it is an IRB requirement!
   - Read the assent script to the youth.
   - Ask if any of the youth have already taken the evaluation. Do not give it to these youth again.
   - 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.

5. Return evaluations to your county Extension agent in the sealed envelope.

Please have data collection complete by February 1, 2018.