

Cooperative Extension Service Block

Clark, Ford, Gray, Hodgeman, Meade & Walnut
Creek Counties



Guidelines for 4-H Day

Revision Date:1/2024

All 4-H'ers are encouraged to participate!

County Responsibilities

Counties are responsible for obtaining one or two qualified judges for their respective areas and any equipment to facilitate their assigned rooms. Each county is responsible for bringing 10 copies of the program to Regional Club Day.

Clark County	Project Talks & Public Speaking
Ford County	Model Meetings, Facilities & Scheduling
Gray County	Demonstrations, Illustrated Talks & Finances/Ribbons
Hodgeman County	Extemporaneous, Digital Presentations and CRI (Cover Letter, Resume, Interview
Meade County	Music
Walnut Creek District	Talent
Walnut Creek District	Readings

Table of

Contents

- Overview Objectives
Event Guidelines

- I. Public Presentation General Information.....

Public Speaking Score Card
Project Talk Score Card
Demonstration/Illustrated Talk Score Card
Digital Presentation Score Card.....
Reading Score Card.....
Show and Tell Score Card
Extemporaneous Score Card.....
CRI – Cover Letter, Resume, Interview Score Card.....

- II. Model Meeting Model Meeting
Model Meeting Score Card.....
Gavel Games
Gavel Game Score Card

- III. Talent General Information.....
Dance Score Card.....
One-Act Play Score Card.....
Skit Score Card.....
Novelty/Talent Score Card
Vocal Performance Score Card.....

- IV. Music General Information.....
Music Score Card

Objectives

Guidelines for 4-H Day

*To present a
favorable image to
the public and
promote
4-H.*

1. To demonstrate the values of the 4-H and Youth program through public presentation and evaluation of:
 - *demonstrations and illustrated talks*
 - *talks*
 - *meeting procedures*
 - *recreation*
2. To provide additional opportunity for 4-H'ers to participate in music and drama, and to share their talents.
3. To provide opportunity for fellowship and wider acquaintance among 4-H'ers.
4. To exchange information regarding Animal Sciences, Family Living, Individual and Community Resources, Natural Resources, and Plant and Mechanical Sciences.
5. To present a favorable image to the public and promote 4-H.

4-H Day Event Guidelines

Section	Event	Regional Qualification	Participants	Maximum Time Allowed
I. Public Presentations	Speech			
	Sr. Public Speaking	2 per county	1 only	15 minutes
	Jr. Project Talk (7-9)	2 per county	1 only	6-7 minutes
	Project Talk (10-13)	2 per county	1 only	6-7 minutes
	Demonstration/ Illustrated Talk			
	Sr. Division	2 per county	1 or 2	15 minutes
	Jr. Division	2 per county	1 or 2	10 minutes
Digital Presentations				
Sr. Division	2 per county	1 or 2	15 minutes	
Jr. Division	2 per county	1 or 2	10 minutes	
Reading				
Sr. Reading	2 per county		10 minutes	
Jr. Reading	2 per county		10 minutes	
Show and Tell		None allowed	Designed for 1 st or 2 nd year 4-H'ers	5 minutes
Cover Letter, Resume and Interview		1 per county	1 only	15 minutes total 10 minutes interview, 5 minutes review and consultation
	Extemporaneous Speaking	2 per county	1 only 14 or older (4-H age)	Min. of 3 minutes Max. of 5 minutes
II. Model Meetings	Model Meetings	2 per county	Any number of 4-H members plus one or two adults.	35 minutes
	Gavel Games			
	Jr. (7-10 yrs.)	1 team per county	Each team consists of 4 members plus two alternates or a total of 6 members.	20 minutes
	Int. (11-13 yrs.)	1 team per county		
	Sr. (14 and up)	1 team per county		
III. Talent Dance	Dance			
	tap, ballet, line, folk, circle, interpretive, etc. couple, individual)			
	Sr. Division	2 per county	No limit	10 minutes
	Jr. Division	2 per county	No limit	10 minutes
Talent - Dramatics	One-Act Play			
	Sr. Division	1 group	No limit	30 minutes
	Jr. Division	1 group	No limit	30 minutes
	Skits			
	Sr. Division	1 group	No limit	10 minutes
	Jr. Division	1 group	No limit	10 minutes

4-H Day Event Guidelines (Continued)

Section	Event	Regional Qualification	Participants	Maximum Time Allowed
Talent - Novelty	Novelty (stunts, novelty, puppets, etc.) Sr. Division	1 Individual or Group	No limit	5 minutes
	Jr. Division	1 Individual or Group	No limit	5 minutes
Talent - Other Performance	Vocal Performance Sr. Division	2 per County	1	5 minutes
	Jr. Division	2 per County	1	5 minutes
	Groups	2 per County	2 or more	5 minutes
IV. Music	Chorus Sr. Division	1 group	6 or more 4-H'ers	2 numbers
	Jr. Division	1 group	6 or more 4-H'ers	2 numbers
	Vocal Ensemble Sr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	Jr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
	Vocal Solo Sr. Division	2 per County		1 number
	Jr. Division	2 per County		1 number
	Band or Orchestra Sr. Division	1 group	6 or more 4-H'ers	2 numbers
	Jr. Division	1 group	6 or more 4-H'ers	2 numbers
	Instrumental Ensemble Sr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers
Jr. Division	1 group	2 to 5 4-H'ers	up to 2 numbers	
Instrumental Solo Sr. Division	2 per County		1 number	
Jr. Division	2 per County		1 number	

Age is determined by Age of 4-H members on December 31, of the current 4-H year.

**Sr. Division – 14 and older
Jr. Division – 13 and younger
(unless otherwise stated in individual sections)**

AGE of the oldest participant in a group will determine if the group entry is a Jr. or Sr. group. Example: If one youth is 14 or older and the rest are 13 and younger the group will compete in the Sr. group.

All entries will receive a Top Blue/Purple, blue, red or white ribbon rating.

It is the option of the agents or judges to change entries from one section to another section which they deem as more appropriate based on the major theme or intent of the entry.

Public Presentations

- Sr. Public Speaking** Public speaking is intended to assist older, (14 years and older) more experienced members further develop confidence and skill in speaking before an audience. Talks are original. Visuals may be used. One or two note cards are suggested. Outlines should be provided for each judge. Suggested maximum time limit is 15 minutes. Each county may enter 2 speeches from this section in the regional club day.
- Jr. Project Talks** Project talks are intended for 4-H'ers, 13 years of age and younger, to gain confidence in expressing themselves before an audience. They tell of their actual project experiences. Visuals may be used. Suggested maximum time limit is 6-7 minutes. Each county may enter two (2) talks from each age group from this section in the regional club day.
- Demonstrations (Jr. and Sr. Divisions)** Demonstrations involve doing or making something while giving an explanation. It uses actual items, supplies, equipment, people or animals while going through a process. There is usually a finished product to show.
- Illustrated Talks (Jr. and Sr. Divisions)** Illustrated Talks is a presentation that tells how something is done. With an illustrated talk you show pictures, charts, models, equipment and other types of visual aids. The purpose is to teach the audience.
- Digital Presentations (Jr. And Sr. Divisions)** Digital presentations are presentations that use current digital and computer technology to help in showing or demonstrating a presentation. This method can be used to give an illustrated talk or a demonstration.

Note: A maximum time of 10 minutes for individual or team presentations for Junior members Seniors may have up to 15 minutes. Contestants provide their own equipment and material, digital presentations should to be available by flash drive, or other digital method, but internet availability at the location should be considered. Each county may enter 2 Sr. and 2 Jr. Demonstrations, Illustrated Talks & Digital Presentations from this section in the regional club day.

- Reading (Jr. and Sr. Divisions)** Reading, this may be a musical, dramatic, interpretive, humorous or other type of reading. The presentation should be one that can be done in 10 minutes or less. Each county may enter two Sr. Division and two Jr. Division from this section at the regional 4-H day. Readings need not be memorized. **All participants must have one original of their piece(s) to be given to the judges for them to view while judging.**
- Show and Tell (1st or 2nd year)** Show and tell is intended for 4-H'ers that are first or second year members, to have a non-competitive public presentation experience. The presentation does not have to be related to a 4-H project experience. Suggested maximum time limit is 5 minutes. Each participant will receive a participation ribbon. There is no regional 4-H day division.
- Extemporaneous** Extemporaneous is intended for older members that would like to display their spontaneous speaking skills. Each participant will draw two topics and select one for his/her 3-5 minutes' presentation. A 15-minute preparation time will be given after the topics are drawn. Notes may be made on the card containing the topic. Each county may enter two from this section in regional 4-H club day.
- CRI (Cover letter, Resume, Interview Sr. 14 & older)** This event is an alternative to a talk, extemporaneous speaking and public speaking for senior level 4-H members. The purpose is to expose older members to the job application and interview process. Completed an application; Create a Cover Letter, limit 1 page; Create a Resume, limit 2 pages. Resume and Cover Letter due by Wednesday before competition. May be emailed or dropped off at local extension offices. Interview at Club Day. More information on county websites.



Kansas 4-H Public Speaking Scoresheet

Contestants age 14 and older

Name _____

Age _____

Club _____

Time Finish: _____

Extension Unit _____

Start: _____

Total: _____

Up to 15 minutes.

Title _____

Speech Contest Form	Percent	Judge's Comments
Material Outline turned in	15	
Organization	25	
Language and voice	10	
Fluency	15	
Pronunciation and articulation	10	
Eye contact and projection	15	
Appearance	10	

Final Rating: Top Blue _____ Blue _____ Red _____ White _____

Judge's Initials _____

Use of copyrighted and trademarked materials in 4-H presentations and posters:

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does not need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Copyright site: <https://www.k-state.edu/copyright/>.

Revised by Beth Hinshaw, Southeast Regional Extension Specialist, 4-H Youth Development. Thanks to previous authors Deryl E. Waldren, 4-H Youth Development Specialist, Emeritus; Amy Sollock, 4-H Youth Development Specialist

Publications from Kansas State University are available at: www.bookstore.ksre.ksu.edu Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit Beth Hinshaw, *Kansas 4-H Public Speaking Scoresheet*, Kansas State University, January 2021.

Kansas State University Agricultural Experiment Station and Cooperative Extension Service K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.



Kansas 4-H Project Talk Scoresheet

Contestants 7 to 13 years' old

Name _____ Age _____

Club _____ Time Finish: _____

Extension Unit _____ Start: _____ Total: _____

Title _____

Points to Consider	Percent	Judge's Comments	
		Well Done	Could Improve
Subject Matter <ul style="list-style-type: none"> • Can be covered in 7 minutes • Worthwhile and practical • Related to 4-H project • Information accurate, complete and up to date 	40		
Appearance <ul style="list-style-type: none"> • Well groomed • Good posture 	10		
Presentation <ul style="list-style-type: none"> • Attention gained in introduction • Voice natural, words distinct • Poised, friendly, confident • Originality shown • Convincing, interest held • Visual aids (if used) – neat, attractive, easily seen, effectively used • Well-organized, words well chosen, not memorized, not read • Personal experience related • Important points stressed in summary 	50		

Final Rating: Top Blue _____ Blue _____ Red _____ White _____ **Judge's Initials:** _____

Use of copyrighted and trademarked materials in 4-H presentations and posters:

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does not need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Copyright site: <https://www.k-state.edu/copyright/>.

Revised by Beth Hinshaw, Southeast Regional Extension Specialist, 4-H Youth Development.

Thanks to previous authors Deryl E. Waldren, 4-H Youth Development Specialist, Emeritus; Amy Sollock, 4-H Youth Development Specialist

Date shown is that of publication or last revision. Publications from Kansas State University are available at: www.bookstore.ksre.ksu.edu

Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit Beth Hinshaw, *Kansas 4-H Project Talk Scoresheet*, Kansas State University, January 2021. Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.



Kansas 4-H Demonstration or Illustrated Talk Scoresheet

Name _____

Age _____

Club _____

Time Finish: _____

Extension Unit _____

Start: _____

Total: _____

Up to 15 minutes. No minimum time.

Title _____

Fair	Good	Excellent	Percent	Points to Consider	Judge's Comments
			10	Introduction – Interesting, short, gains attention.	
			10	Appearance – Dress suitable for work being done. Well groomed, good posture.	
			30	Presentation – Voice natural, words distinct, poised, friendly, confident. Time and material well used. Originality shown. Convincing, interest held. Well organized, words well chosen. Skillful workmanship; if a team, good teamwork. Work and talk coordinated. Plain view of audience. Table neat and orderly.	
			30	Subject Matter – Important points emphasized. Information accurate and complete. Information usable by others. Worthwhile and practical. Suitable to age and ability of participant.	
			10	Visuals and Equipment – Suitable for work done. Charts, posters easily read.	
			10	Summary – Important points stressed. Finished project displayed (if there is one). Questions answered satisfactorily. Closing definite, table left	

Final
Rating

Top Blue _____ Blue _____ Red _____ White _____

Judge's Initials: _____

Use of copyrighted and trademarked materials in 4-H presentations and posters:

A copyright and/or a trademark are legal methods used by artists, photographers and writers to protect original creative works such as photographs, books, music, recipes, sports logo insignias, brand names and art work. The copyright symbol does not need to appear on a work for it to be protected by copyright. Copyrighted materials cannot be reproduced without permission and proper crediting of the source. 4-H members need to be aware of copyright restrictions and take steps to obtain permission to use copyrighted materials and trademarks. Full details cannot be covered in a short paragraph, but additional helpful information can be found on K-State's Copyright site: <https://www.k-state.edu/copyright/>.

Revised by Beth Hinshaw, Southeast Regional Extension Specialist, 4-H Youth Development.

Thanks to previous authors Deryl E. Waldren, 4-H Youth Development Specialist, Emeritus; Amy Sollock, 4-H Youth Development Specialist

Date shown is that of publication or last revision. Publications from Kansas State University are available at: www.bookstore.ksre.ksu.edu

Contents of this publication may be freely reproduced for educational purposes. All other rights reserved. In each case, credit Beth Hinshaw, *Kansas 4-H Project Talk Scoresheet*, Kansas State University, January 2021. Kansas State University Agricultural Experiment Station and Cooperative Extension Service

K-State Research and Extension is an equal opportunity provider and employer. Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director of K-State Research and Extension, Kansas State University, County Extension Councils, Extension Districts.

Kansas 4-H Digital Presentation Scoresheet (Jr. and Sr. Division)

Name _____

Age _____

Club _____

Time: Finish _____

Extension Unit _____

Start _____

Total _____

Title _____

Points to Consider	Points	Judges Comments
Introduction <ul style="list-style-type: none"> • Interesting, short, gains attention 	10	
Appearance <ul style="list-style-type: none"> • Dress suitable for work being done • Well groomed, good posture 	10	
Presentation <ul style="list-style-type: none"> • Voice natural, words distinct • Poised, friendly, confident • Time and material well used • Originality shown • Convincing, interest held • Well organized, words well chosen • Skillful workmanship, if team, good teamwork • Work and talk coordinated • Plain view of audience • Table, neat and orderly 	25	
Subject Matter <ul style="list-style-type: none"> • Important points emphasized • Information accurate and complete • Information usable by others • Worthwhile and practical • Suitable for age and ability level of participant • Suitable for work done 	25	
Visuals/Equipment <ul style="list-style-type: none"> • Charts, posters easily read 	20	
Summary <ul style="list-style-type: none"> • Important points stressed • Finished product displayed (if there is one) • Questions answered satisfactorily • Closing definite, table left neat 	10	

Final Rating:

Top Blue (or Purple) _____

Blue _____

Red _____

White _____

Judges Initials: _____

Kansas 4-H Reading Scoresheet (Jr. and Sr. Division)

Name _____ Age _____
 Club _____ Time: Finish _____
 Extension Unit _____ Start _____
 Total _____
 Title _____

Points to Consider	Points	Judges Comments	
		Well Done	Could Improve
Choice of Material	15		
Eye Contact and Projection	15		
Language and Voice	20		
Fluency	20		
Pronunciation and Articulation	20		
Appearance	10		

Final Rating:

Top Blue (or Purple) _____ Blue _____ Red _____ White _____

Judges Initials: _____

Kansas 4-H Show and Tell Scoresheet (1st and 2nd Year Members)

Name _____ Age _____
 Club _____ Time: Finish _____
 Extension Unit _____ Start _____
 Total _____
 Title _____

Points to Consider	Points	Judges Comments	
		Well Done	Could Improve
Choice of Material	15		
Eye Contact and Projection	15		
Language and Voice	20		
Fluency	20		
Pronunciation and Articulation	20		
Appearance	10		

Final Rating:

Top Blue (or Purple) _____ Blue _____ Red _____ White _____

Judges Initials: _____

Kansas 4-H Extemporaneous Scoresheet (14 and Older)

Name _____

Age _____

Club _____

Time: Finish _____

Extension Unit _____

Start _____

Total _____

Title _____

Points to Consider	Points	Judges Comments	
		Well Done	Could Improve
Introduction • Interesting, short, gains attention	15		
Appearance • Dress suitable for an informative presentation • Well groomed, good posture	10		
Presentation • Voice natural, words distinct • Poised, friendly, confident • Use of time (within 3-5 minute time allowed) • Originality shown • Convincing, interest held • Use of note card	30		
Content • Member does not make excuses for difficulty of subject that was drawn • Presentation addresses the topic selected • Adaptability to Subject <ul style="list-style-type: none"> • Member does not use dishonesty to adapt to subject • Uses personal experience or experiences of other to convey subject matter. 	30		
Conclusion • Important points stressed	15		

Final Rating:

Top Blue (or Purple) _____

Blue _____

Red _____

White _____

Judges Initials: _____



Kansas 4-H Cover Letter, Resume and Interview Scoresheet Senior Division Only

Name: _____

County _____ Club: _____ Age: _____

		Comments
Cover letter	Cover letter is creative, organized, and contributes to a professional presentation.	
Resume	Resume is creative, organized, and contributes to a professional presentation.	
Interview Answers	Answers are used to exemplify skills beyond the questions, resume, and cover letter.	
Position Knowledge and Coverage	Full position knowledge (more than required).	
Organization	Answers to questions show a strong structure and structure enhances effect of answer.	
Voice	Volume, tone, timing, inflection, and language are used to enhance the interview.	
Manner and Appearance	Appearance and mannerisms are presented with a professional demeanor and personal style.	

Ribbon Placing: Top Blue/Purple Blue Red White

Judge's Initials: _____

Comments:

Model Meeting

Model Meeting The 4-H model meeting has been used successfully as a device for teaching 4-H'ers proper meeting procedures. Competition between clubs and counties has been used to encourage 4-H youth in their efforts to add zest to the activity.

Model Meeting

- Suggested Guidelines
1. *The group may be composed of any number of 4-H'ers and two adult leaders. Each county may enter two model meeting(s) in regional club day.*
 2. *Thirty-five (35) minutes are allowed for a model meeting. Special parliamentary problems may be used in the 4-H day; the decision may be made locally or by the Regional 4-H Day planning committee.*
 3. *Recreation may be at any time during the meeting. Some clubs prefer to have their recreation at the start of the meeting rather than the end.*
 4. *The group will be required to complete the following five (5) parliamentary practices. A ten (10) point deduction will be made from the group's score for each practice not successfully completed.*
 - a. *Make a Main Motion*
 - b. *Motion to Recess*
 - c. *Motion to Adjourn*
 - d. *Point of Order*
 - e. *Parliamentary Inquiry*

5. ***The Model Meeting should include three (3) additional topics from the list below. The topics include:***

Fix Time to Adjourn

- a. Call for the Orders of the Day
- b. Lay on the Table
- c. Previous Question
- d. Limit or Extend Limits of Debate
- e. Commit or Refer
- f. Amend
- g. Division of Question
- h. Withdraw a Motion
- i. Take from the table

Model Meeting "Parliamentary Practice for 4-H Club" County Extension Office

Resource "The Meeting Will Come To Order" County Extension Office

Score Card Explanation

Note the five main divisions of the model meeting scorecard and the relative importance give to each division. Thirty-five minutes will be allowed for a model meeting.

Model Meeting (continued)

Score Card Explanation

(Business) Business: Follow the order of business as given in the 4-H Secretary's Record Book.

Plan the business meeting to display 4-H'ers skills in conducting a meeting and their ability to use correct parliamentary procedure. There will not be time for lengthy discussion of motions. The parliamentary procedures used should expedite, not obstruct business. Naturalness and alertness are as important in the business meetings as in the program.

Reports should give interesting, valuable information. They should be complete, but concise.

Score Card Explanation

(Ceremonies)

Ceremonies: There should be one major ceremony such as initiation, installation, placing seal on the charter, older 4-H'er "graduation", leadership recognition, citizenship, or other ceremony in addition to routine opening and closing ceremonies. Ceremonies should be well done and impressive. Originality is desirable, but it is more important to have a ceremony be meaningful and impressive. Ceremonies may be used where appropriate in the meeting.

Score Card Explanation

(Program)

Program: Arrangement of the program may be worked out to please the club. "Balance" of program refers to approximately equal participation by boys and girls. The time division between parts of the program should approximate that of a good local 4-H meeting. Time divisions for a model meeting will usually fall within these limits: Opening ceremony and business, 12 to 14 minutes; program, 14 to 16 minutes; recreation, 4 to 5 minutes; and closing ceremony and announcements, 2 minutes.

Songs should, as far as possible, show appreciation of good singing rather than forced gaiety.

Games, stunts and skits should be adapted to the age of the group and should teach teamwork. One game involving rhythm and coordination is desirable with older 4-H'ers.

Quality of program means accuracy, timeliness, and value of information presented or entertainment given and excellence of delivery.

Score Card Explanation

(Attitude)

Attitude: Naturalness, alertness, enthusiasm, and teamwork are desired. Forced, unnatural gaiety should be avoided. The presentation should give the impression of an actual 4-H meeting. Look at and talk to 4-H'ers, not to the audience. Each 4-H'ers contribution to the program should be heard by the audience but not directed to them.

The seating arrangement may be as desired for the best hearing, seeing, participating, and effective use of space.

Score Card Explanation

(Leaders)

Leaders: Participation in the meeting should be done as the leader(s) normally do. They need not answer roll call. Advice and counsel will be in order and may include announcements and reports.

Model Meeting Score Card

County _____

Time:
Finish _____

Club _____

Start _____

Total _____

Points to Consider <small>(points)</small>	Judge's Comments												
<p>Business <i>Parliamentary Skills (25)</i> Order of business, making and carrying through motions, reports of committees and correct handling of parliamentary problems. <i>Officer Reports (10)</i> Excellence of oral reports made by secretary, treasurer, reporter, county council representative, and other officers.</p> <p style="text-align: right;">35</p>													
<p>Ceremonies Opening and closing, use of 4-H Pledge, flag salute, motto, creed, initiation or installation ceremony, attaching seal to charter, leaders' recognition, citizenship ceremony, and any other suitable ceremonies.</p> <p style="text-align: right;">10</p>													
<p>Program Plan the type of program that best fits the needs and interests of the 4-H'ers. It may include group singing, talks, demonstrations, recreation, talent, or any other area, which is meaningful to the membership. 1. Balance and arrangement (20) 2. Quality of entire program (20)</p> <p style="text-align: right;">40</p>													
<p>Attitude Naturalness of meeting - not staged. Response, enthusiasm, dispatch, attentiveness and posture.</p> <p style="text-align: right;">10</p>													
<p>Leader's Participation Brief reports, statements and advice.</p> <p style="text-align: right;">5</p>													
<p>Parliamentary Practices Ten (10) points each</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"><i>Required Topics</i></td> <td style="width: 50%; border: none;"><i>Additional Topics</i></td> </tr> <tr> <td style="border: none;">Y <i>Make a Motion</i></td> <td style="border: none;">Y _____</td> </tr> <tr> <td style="border: none;">Y <i>Motion to Recess</i></td> <td style="border: none;">Y _____</td> </tr> <tr> <td style="border: none;">Y <i>Motion to Adjourn</i></td> <td style="border: none;">Y _____</td> </tr> <tr> <td style="border: none;">Y <i>Point of Order</i></td> <td style="border: none;">Y _____</td> </tr> <tr> <td style="border: none;">Y <i>Parliamentary Inquiry</i></td> <td style="border: none;"></td> </tr> </table>		<i>Required Topics</i>	<i>Additional Topics</i>	Y <i>Make a Motion</i>	Y _____	Y <i>Motion to Recess</i>	Y _____	Y <i>Motion to Adjourn</i>	Y _____	Y <i>Point of Order</i>	Y _____	Y <i>Parliamentary Inquiry</i>	
<i>Required Topics</i>	<i>Additional Topics</i>												
Y <i>Make a Motion</i>	Y _____												
Y <i>Motion to Recess</i>	Y _____												
Y <i>Motion to Adjourn</i>	Y _____												
Y <i>Point of Order</i>	Y _____												
Y <i>Parliamentary Inquiry</i>													

Top Blue/Purple _____

Blue _____

Red _____

White _____

Final Rating _____

Gavel Games

Gavel Games Gavel Games serve as an alternate to the Model Meeting for the 4-H clubs interested in promoting parliamentary procedure.

The contest will consist of teams of up to six 4-H'ers serving as the group's President, Vice-President, Secretary, Treasurer and up to two (2) additional (alternative) members.

Gavel Games

Order of Business The recommended order of business for the oral presentation is as follows:

1. Call to Order.
2. Opening Exercise.
 - * Pledge or motto or roll call
3. Reading of minutes, corrections if needed, approval of minutes.
 - * The secretary should announce that there are no minutes due to the fact this is a special parliamentary procedure presentation.
4. Communications not requiring action – letter of appreciation, etc.
 - * One letter of communication is to be read.
5. Report of officers.
 - * The treasurer's report is the only officer report that needs to be given.
6. Report of standing or special committees.
 - * Only one standing or special committee report is to be given.
7. Unfinished business.
 - * Motions postponed at the last meeting and motions laid on the table at the last meeting.
 - * The president should ask for unfinished business; however, it is recommended that all parliamentary problems be transacted during the contest.
8. New business as introduced.
 - * See team rating criteria for Junior, Intermediate and Senior divisions immediately following order of business.
9. Announcements.
 - * One announcement is to be given.
10. Adjournment.

Gavel Games
Team Ratings
Junior Division

500 points possible. Additional motions may be made, but it is not necessary. Juniors are required to make the following motions:

1. A main motion.
2. To table a motion.
3. To call for a division.

Gavel Games (continued)

Gavel Games Team Ratings

Intermediate Division *500 points possible. Intermediates are required to make the following motions:*

1. A main motion.
2. To table a motion.
3. To call for a division.
4. To amend a motion.
5. To take a motion from the table.
6. To withdraw a motion.

Gavel Games Team Ratings

Senior Division *500 points possible. Seniors are required to make the following motions:*

1. A main motion.
2. To table a motion.
3. To call for a division.
4. To amend a motion.
5. To take a motion from the table.
6. To withdraw a motion.
7. An additional 3 motions of their own choice.

Gavel Games Team Ratings

(General Information) In the rating of teams, teams won't be competing against each other, except in the case for top blues but will be evaluated against a quality score determined as superior according to a predetermined standard. Three division levels will be held as follows: Junior, 7 to 10 years; Intermediate, 11 to 13 years; and Seniors, 14 years and older. Each division will have a different quality score with the higher quality score being placed in the more advanced divisions.

Gavel Games Basic Guidelines

The following information sheets are the only notes that can be used during the oral presentation of this contest.

1. Sheet entitled– General Order of Business for the Oral Section of the Parliamentary Procedure Contest.
2. Sheet entitled – Approved List of Parliamentary Procedure Problems for the 4-H Parliamentary Procedure Contest.
3. Secretary's letter of communication.
4. Treasurer's written report of the club's financial state.
5. Sheet pertaining to the standing or special committee report.

Each team will be allowed a maximum of 20 minutes to give its oral presentation.

Gavel Game Score Card (Oral Presentation)

County _____

Club _____

Name of Team Members: _____

Division _____

Time:
Finish _____
Start _____
Total _____

Points Earned (Possible)

I. Oral Presentation Scoring System

Overall Presentation

_____	25	- Pronunciation, articulation and volume
_____	25	- Attitude, naturalness and ease of presentation
_____	10	- Appearance of members and presentation area. (The gavel, 4-H flag and American Flag will be responsibility of the team.)
_____	10	President's use of the gavel
_____	5	Call to order
_____	5	Opening exercise
		- Pledge or motto and roll call
_____	5	Reading of minutes
_____	5	Handling of communication not requiring action
		- Maximum of one letter
_____	10	Treasurer's report
		- Balance at the previous meeting, any receipts since last meeting, any expenditures and/or bills paid since the last meeting, the present balance, unpaid bills, (approve treasurer's report under new business).
_____	5	Standing or Special Committee Report
		- A maximum of one report

Points Earned (Possible)

Unfinished or new business

- For each different parliamentary procedure problem introduced correctly 15 points will be awarded.
- In the handling of each different parliamentary procedure problem, 5 points will be deducted for each incorrect procedure up to a maximum of 15 points.
- No points will be earned or lost if a parliamentary procedure problem is introduced in the incorrect manner.

To PUT A MOTION BEFORE THE HOUSE (10 points / motion)

15 To AMEND A MOTION

10 To CALL FOR A DIVISION OF THE HOUSE

20 To CALL FOR DIVISION OF THE QUESTION

10 To RISE TO A POINT OF ORDER

15 To LAY ON THE TABLE

15 To WITHDRAW A MOTION

15 To APPEAL THE DECISION OF THE CHAIR

Points Earned (Possible)

_____	15	To REFER TO A COMMITTEE	_____ _____
_____	15	To TAKE FROM THE TABLE	_____ _____
_____	10	To CALL FOR THE PREVIOUS QUESTION	_____ _____
_____	20	To RECONSIDER A MOTION	_____ _____
_____	20	To POSTPONE	_____ _____
_____	20	To SUSPEND THE RULES	_____ _____
_____	20	To RECONSIDER AND HAVE ENTERED ON THE MINUTES	_____ _____
_____	20	To POSTPONE INDEFINITELY	_____ _____
_____	20	To OBJECT TO THE CONSIDERATION OF THE QUESTION	_____ _____
_____	20	To RESCIND A MOTION	_____ _____
_____	5	Announcements - A maximum of one announcement	
_____	5	Adjournment	

TOTAL POINTS _____

FINAL RATING _____

Talent

Talent Dance

Dance: This may be a tap dance, ballet, interpretive, acrobatic dance, circle dance, line dance, polka, schottische, or other type of dance done by an individual or by a group.

The kind of music is the choice of the group. A tape or live music may be used. It is suggested that each group/individual be limited to one dance or 10 minutes performing time.

Each county may enter two Senior entries and two Junior entries at regional 4-H day.

Talent Dramatics

One Act Play: Entries are limited strictly to one-act plays. Only one setting is allowed. The curtain may be dropped to denote the passing of time. A change of setting is not permitted during the drop of the curtain.

*Note royalty fees
If applicable!*

If a royalty play is used, the group must be responsible for the royalty, receipt for the payment of which must be given to the judges before the play is presented. Failure to comply with this rule will be considered as automatic withdrawal.

- The maximum time allowed shall be 30 minutes from time of the rise of the first curtain to the drop of the final curtain.
- Each group will be responsible for all scenery, property and effects.
- On most stages, all plays will use the same drapes as a background.
- Each cast should have a person in charge of stage arrangements, to pull the curtain, and set stage.
- A maximum of 15 minutes may be used by a county to set the stage for it's play.
- No play is barred because of previous presentations of 4-H events.
- Participants must be 4-H members, no adult participation.
- Each county may enter one Senior group and one Junior group at regional 4-H day.

Continued on next page

Talent

Skits: This section is designed for original plays or skits written by Dramatics 4-H members or other amateurs. Any size group may participate. Original plays and skits should not exceed 10 minutes. Skits may be rehearsed or extemporaneous. If extemporaneous, the group should be given a basic situation for the theme of the skit. Participants must be 4-H members, no adult participation. One minute should be allowed for planning and preparation. Each county may enter one Senior group and one Junior group at regional 4-H day.

Novelty: This is a miscellaneous grouping that may include talent such as novelty numbers stunts, pantomime, puppets, marionettes, ventriloquist acts, or other types of talent. An individual or group may participate. A time limit of 5 minutes is suggested. Each county may enter one Senior group and one Junior group at regional 4-H day.

Other

Vocal Performance: This section was created in 2005 to help increase opportunities for 4-H'ers to demonstrate their talents in a performance setting.

1. Participant(s) will perform one number.
2. Sheet music is NOT required for performance.
3. Selection should be memorized.
4. Participant(s) must provide their own music and system for playing the music. Remember – electricity may not be readily available.
5. Each county may enter two (2) Senior Division and two (2) Junior Division participant in the Regional Club Day.
6. A Vocal Performance group consists of two (2) or more individuals.
7. Each county may enter two (2) groups in the Regional Club Day.

Dance Score Card

County _____ Club _____

Name _____ Age _____

Title or Talent _____

Points to Consider (points)	Judge's Comments
Knowledge - Fundamentals (25) - Type of figures (15) <div style="text-align: right; font-weight: bold;">40</div>	
Ability and Coordination - Follow calls or directions (25) - Timing (15) <div style="text-align: right; font-weight: bold;">40</div>	
Appearance - Costuming (Originality) (5) - Style (include footwork, position, carriage, enjoyment) (15) <div style="text-align: right; font-weight: bold;">20</div>	

Top Blue/Purple _____ Blue _____ Red _____ White _____ Final Rating _____

One-Act Play Score Card

County _____ Age _____ Time: _____
Finish _____

Club _____ Start _____

Title _____ Total _____

Points to Consider (points)	Judge's Comments
<p>Presentation</p> <p><i>Diction (20)</i> Could the actors be heard clearly? Was the diction of the actors good? Note: Diction to cover pronunciation, accurate dialect, fitting quality of voice.</p> <p><i>Acting (20)</i> Was the individual acting good? Was the acting of the group as a whole good?</p> <p><i>Setting (10)</i> Adaptation of the properties and the make-up.</p> <p style="text-align: right;">50</p>	
<p>Interpretation</p> <p>Was the interpretation of the play good? Note: Interpretation - the meaning of the play brought out by the actors, and the degree to which the audience realized it.</p> <p style="text-align: right;">15</p>	
<p>Selection/Choice of Play</p> <p>Note: Plays should be worthy of production by 4-Hers, and should meet standards and ideals of the organization.</p> <p style="text-align: right;">10</p>	
<p>Stage Business</p> <p>Arrangement and movement of characters on stage and reason for such arrangement.</p> <p style="text-align: right;">25</p>	

Top Blue/Purple _____ Blue _____ Red _____ White _____ Final Rating _____

Skit Score Card

County _____ Age _____ *Time:* _____
Finish _____
 Club _____ No. in Group: _____ *Start* _____
 Title _____ *Total* _____

Points to Consider (points)	Judge's Comments
Presentation <i>Diction (20)</i> Could the actors be heard clearly? Was the diction of the actors good? Note: Diction to cover pronunciation, accurate dialect, fitting quality of voice. <i>Acting (20)</i> Was the individual acting good? Was the acting of the group as a whole good? <i>Setting (10)</i> Adaptation of the properties and the make-up. <div style="text-align: right;">50</div>	
Interpretation Was the interpretation of the play good? Note: Interpretation - the meaning of the play brought out by the actors, and the degree to which the audience realized it. <div style="text-align: right;">15</div>	
Selection/Choice of Play Note: Plays should be worthy of production by 4-Hers, and should meet standards and ideals of the organization. <div style="text-align: right;">10</div>	
Stage Business Arrangement and movement of characters on stage and reason for such arrangement. <div style="text-align: right;">25</div>	

Top Blue/Purple _____ Blue _____ Red _____ White _____ Final Rating _____

Talent/Novelty Score Card

County _____ Club _____

Name _____ Age _____

Title or Talent _____

Points to Consider (points)	Judge's Comments
Talent Demonstrated 40	
Showmanship 25	
Choice of Material or Ideas 25	
Costume 10	

Top Blue/Purple _____

Blue _____

Red _____

White _____

Final Rating _____

Vocal Performance Score Card

County _____ Name _____ No. in Group _____

Club _____ Presentation Time _____

Title _____

Sheet music is NOT required for this performance.

Points to Consider	Judge's Comments
Tone Quality Blend Balance Beauty	
Technique Control Articulation Intonation Attacks Releases	
Musicianship Interpretation Tempo Rhythm Phrasing Dynamics	
Selection/ Choice of Material	
Showmanship and Appearance	

Top Blue/Purple _____

Blue _____

Red _____

White _____

Final Rating _____

Music

All participant must have one original of their piece(s) to be given to the judges for them to view while judging.

Chorus

1. A chorus may be composed of 6 or more 4-H members.
2. Each group will sing two number of their own choosing.
3. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
4. Singing may be with or without accompanist.
5. The director and the accompanist need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.
6. Selections should be memorized.
7. Each county may enter one Senior and one Junior group at regionals.

Music

Vocal Ensemble

1. Group maybe composed of 2 to 5 4-H'ers, not including the accompanist.
2. Each group will sing up to two numbers of their own choosing.
3. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
4. Accompanist need not be a 4-H'er.
5. Selections should be memorized.
6. Each county may enter one Senior and one Junior group at regionals

Music

Vocal Solo

1. Participant will sing one number.
2. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
3. Accompanist need not be a 4-H'er.
4. Selection should be memorized.
5. Each county may enter two (2) Senior and two (2) Junior groups at regionals.

Music

Band or Orchestra

1. Group may be composed of 6 or more 4-H members.
2. Each group will play two numbers of their own choosing.
3. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
4. The director need not be 4-H'ers, but they cannot sing with the group unless they are 4-H'ers.
5. Each county may enter one Senior and one Junior group at regionals.

Music

Inst. Ensemble

1. Group may be composed of 2 to 5 4-H'ers, not including the accompanist.
2. Each group will play up to two numbers of their own choosing.
3. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
4. The instrumentation should include only recognized instruments of the band or orchestra.
5. Accompanist need not be a 4-H'er where the piano is for accompaniment only, as for a trumpet trio. The pianist must be a 4-H'er when the piano is one of the instruments as in a string trio or similar group.
6. Each county may enter one Senior and one Junior group at regionals

Music

Instrumental Solo

1. Participant will play one number.
2. All participants must have one original of their piece(s) to be given to the judges for them to view while judging.
3. Accompanist need not be a 4-H'er.
4. Each county may enter two (2) Senior & two (2) Junior groups at regionals.

Music Score Card

County _____ Name _____ No. in Group _____

Club _____ Presentation Time _____

Title (#1) _____

Title (#2) _____

Type of Group:

- ___ Chorus
- ___ Band /Orch.
- ___ Vocal Ens.
- ___ Inst. Ens.
- ___ Vocal Solo
- ___ Inst. Solo

Points to Consider	Judge's Comments
<p>Tone Quality</p> <p>Blend Balance Beauty</p>	
<p>Technique</p> <p>Control Articulation Intonation Attacks Releases</p>	
<p>Musicianship</p> <p>Interpretation Tempo Rhythm Phrasing Dynamics</p>	
<p>Appearance</p>	
<p>Selection</p>	

Top Blue/Purple _____ Blue _____ Red _____ White _____ Final Rating _____

NOTES:

Chart of Permissible Motions

Motion	Second Required	Debatable	Amendable	Vote Required	Reconsider
Privileged Motions					
Fix the Time to Which to Adjourn	Yes	No	Yes	Majority	Yes
Adjourn	Yes	No	No	Majority	No
Recess	Yes	No	Yes	Majority	No
Raise a Question of Privilege	No	No	No	Chair Grants	No
Call for the Orders of the Day	No	No	No	No vote, demand	No
Subsidiary Motions					
Lay on the Table	Yes	No	No	Majority	Neg. only (3)
Previous Question	Yes	No	No	–	Yes
Limit or Extend Limits of Debate	Yes	No	Yes	–	Yes
Postpone to a Certain Time (or Definitely)	Yes	Yes	Yes	Majority	Yes
Commit or Refer	Yes	Yes	Yes	Majority	Yes
Amend	Yes	Yes (1)	Yes	Majority	Yes
Postpone Indefinitely	Yes	Yes	No	Majority	Affirm. Only
Main Motion	Yes	Yes	Yes	Majority	Yes
Incidental Motions					
Appeal	Yes	Yes (1)	No	Majority	Yes
Division of the Assembly	No	No	No	No vote, demand	No
Division of a Question	Yes	No	Yes	Majority	No
Objection to the Consideration of a Question	No	No	No	–	Neg. Only
Parliamentary Inquiry	No	No	No	Chair answers	No
Point of Order	No	No	No	Normally no vote Chair rules	No
Suspend the Rules	Yes	No	No	(2)	No
Withdraw a Motion	No (3)	No	No	Majority (3)	Neg. Only
Motions That Bring A Question Again Before The Assembly					
Reconsider (4)	Yes	Yes (1)	No	Majority	No
Rescind (4)	Yes	Yes	Yes	Maj. with notice, 2/3, or maj. of membership (3)	Neg. only
Take from the Table (4)	Yes	No	No	Majority	No

(1) If applied to a debatable motion

(2) Rules of Order - _ vote, standing rules - majority vote

(3) Refer to *Robert's Rules of Order Newly Revised* (10th edition) for rule(s)